

# Board of Directors Meeting

## MINUTES

The meeting of the Lower Thames Valley Conservation Authority's Board of Directors was held remotely via the LTVCA's Administration Office at 100 Thames Street, Chatham, at 2:00 P.M. on Thursday, April 16, 2020. The following directors were in attendance: L. McKinlay, T. Thompson, A. Finn, J. Wright, M. Hentz, P. Tiessen, J. Frawley, C. Cowell, S. Hipple, S. Emons and R. Leatham. Absent, K. Ainslie.

### 1. Call to Order

Chair, Linda McKinlay called the meeting to order and thanked everyone for their patience and cooperation during these difficult times.

### 2. Adoption of Agenda

**BD-2020-24** P. Tiessen – S. Hipple

Moved that the agenda be adopted as present.

CARRIED

### 3. Disclosures of Conflicts of Interest

None Declared.

### 4. Approval of Previous Meeting Minutes (Previously circulated)

**BD-2020-25** C. Cowell – R. Leatham

Moved that the Board of Directors meeting minutes of February 20, 2020 be approved as circulated.

CARRIED

### 5. Business Arising From the Minutes

None declared.

### 6. Business for Approval

M. Peacock gave a brief description of why this administrative by-law came into being as a result of the COVID 19 Pandemic.

#### 6.1) Administrative By-law

Moved that the Board of Directors approve the following clauses be added to the Administration By-law of the Lower Thames Valley Conservation Authority.

**Conducting Board Meetings During any Period where an Emergency has been declared under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act**

**Electronic participation, emergencies**

1. During any period where an emergency has been declared to exist, in all or part of an area over which a conservation authority has jurisdiction, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent members of the authority from meeting in person, the by-laws provide:
  - a. That members of the authority be permitted to participate in meetings electronically, which shall include the ability of those members participating electronically to register votes.
  - b. That any member of the authority who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time during the meeting in accordance with the requirement in subsection 16 (2) of the Conservation Authorities Act.
  - c. That any member of the authority can participate electronically in a meeting that is closed to the public. and
  - d. That any hearing or appeal that is dealt with in the by-laws can be conducted electronically with provisions for applicants and their agents to participate, if the conservation authority holds any such hearing or appeal during any period where an emergency has been declared to exist.

**Meetings open to the public, emergencies**

2. Conservation authorities will continue to implement best practices to make board meetings open to the public in accordance with subsection 15 (3) of the Conservation Authorities Act. Where possible, conservation authorities will provide for alternative means to allow the public to participate in any meetings electronically.
- General, emergency measures**

3. If there is anything that is required to be done under the by-laws during the emergency, including the holding of an annual general meeting, that the by-laws permit postponement to a later date.

**Publication of information**

4. During any period where an emergency has been declared to exist, in all or part of an area over which a conservation authority has jurisdiction, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Lower Thames Valley Conservation Authority shall make By-law Section entitled "Conducting Board Meetings During any Period where an Emergency has been declared under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act" publicly available on a website or other electronic means. In accordance with subsection 19.1 (4) of the Conservation Authorities Act, an authority shall make any by-laws that are amended in accordance with this Direction available to the public in the manner it considers appropriate.

**Implementation procedure**

5. A conservation authority may hold a special meeting to amend a by-law for the purposes of implementing a Minister's Direction ("Direction") pursuant to subsection 19.1 (7) of the Conservation Authorities Act.
6. Despite any provision in a by-law made under subsection 19.1 (1) of the Conservation Authorities Act, members of the authority can participate electronically in any special meeting that is required to implement a Minister's Direction.

7. A member of the authority that is participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

CARRIED

**6.2) Budget vs Revenue and Expenditures and COVID 19 Financial Update for the period ending February 29, 2020**

**BD-2020-27** T. Thompson – P. Tiessen

Moved that the Board of Directors receives the Budget vs Revenue and Expenditures report for the period ended February 29, 2020.

CARRIED

**6.3) Implications of the COVID-19 Pandemic on the LTVCA 2020 Budget**

Board Member, S. Emons, asked if the LTVCA have had any communications from the Province moving forward as it relates to the budget implications. M. Peacock stated that staff have been constantly in communications with the Province, Conservation Ontario and other Conservation Authorities getting direction on how to address Covid-19 issues. Regarding the budget he informed the Board of Directors that program costs have been cut based on elements of programs impacted by COVID-19, but notes that Authorities will be running a deficit this year.

**BD-2020-28** C. Cowell – A. Finn

Moved that the Board of Directors receives the Implications of the COVID-19 Pandemic on the LTVCA 2020 Budget for information and that this report be forwarded to member municipalities for their information.

CARRIED

**6.4) Update to Board on Impacts to Operations from COVID-19 Pandemic**

**BD-2020-29** S. Hipple – R. Leatham

Moved that the Update to Board on Impacts to Operations from COVID-19 Pandemic Report be received for information.

CARRIED

**6.5) Provincial Offence Officer Designation – Vance Stark**

**BD-2020-30** S. Emons – A. Finn

Moved that Vance Stark, Eastern District Supervisor, be appointed as a Provincial Offences Officers to enforce Section 28 and/or Section 29 of the Conservation Authorities Act on behalf of the Lower Thames Valley Conservation Authority.

CARRIED

**6.6) Reconstruction of Elevated Boardwalk, Longwood Road C. A. Request For Proposals Results**

**BD-2020-31** T. Thompson – P. Tiessen

Moved that the LTVCA reallocate \$3,613.00 from the cancelled TODDs Signage budget item to the Reconstruction of the Elevated Boardwalk, (Millstream Trail) Longwood Road C. A. and;

That the LTVCA supports the Lower Thames Valley Conservation Foundation awarding the contract for the Reconstruction of Elevated Boardwalk, (Millstream Trail) Longwood Road C. A. to Millworks Custom Carpentry and Stone at a total cost of \$97,613.00 including taxes.

CARRIED

7. Correspondence

7.1) MNRF Correspondence to LTVCA Re: Operational & WECI Program Funding

**BD-2020-32** A. Finn – J. Wright

Moved that correspondence item 7.1) be received for information.

CARRIED

8. Events Calendar

9. Other Business

10. Adjournment


**BD-2020-33** R. Leatham – S. Emons

Moved that the meeting be adjourned.

CARRIED

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Linda McKinlay  
Chair



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Mark Peacock, P. Eng.  
CAO/Secretary-Treasurer