



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

**72<sup>nd</sup> Annual LRCA Board Meeting Minutes**  
Lakehead Region Conservation Authority  
January 28, 2026, at 4:30 p.m.  
130 Conservation Road/Microsoft Teams

**Members Present:**

Grant Arnold, Robert Beatty, Donna Blunt, Rudy Buitenhuis, Dan Calvert, Sheelagh Hendrick, Brian Kurikka

**Members Present (Remote):**

Jim Vezina, Trevor Giertuga (part of meeting)

**Members Not Present:**

Albert Aiello, Greg Johnsen

**Also Present:**

Tammy Cook, Chief Administrative Officer  
Mark Ambrose, Finance Manager  
Ryne Gilliam, Lands Manager  
Melissa Hughson, Watershed Manager  
Ryan Mackett, Communications Manager  
Melanie O'Riley, Administrative Clerk/Receptionist, recorder of Minutes

**1. CALL TO ORDER**

The Chair called the meeting to order at 4:30 p.m.

**2. ADOPTION OF AGENDA**

*THAT: the Agenda be adopted as published.*

**Motion: #1/26**

Motion moved by Robert Beatty and motion seconded by Brian Kurikka. **CARRIED.**

**3. DISCLOSURE OF INTEREST**

None.

#### 4. ELECTION OF OFFICERS

Members were provided with Staff Report CORP-01-2026 related to the annual election for Chair and Vice-Chair. It was noted that the Minister of Natural Resources had granted an exception (in response to the Authority's request) that permitted the current Chair and Vice-Chair to continue in their respective positions if so elected for 2026.

As outlined in the Administrative By-Law, Tammy Cook, CAO, assumed the position of Chair for the purpose of the election of the Chair and Vice-Chair.

Per the Administrative By-Law, the Chair, Vice-Chair and CAO are the signing officers and Conservation Ontario representatives until the 2027 Annual General Meeting.

##### 4.1. APPOINTMENT OF SCRUTINEERS

In the event of an election, members appointed Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager as scrutineers.

*THAT: Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager, be appointed as scrutineers of the Lakehead Region Conservation Authority 2026 elections.*

**Motion: #2/26**

Motion moved by Grant Arnold and motion seconded by Robert Beatty. **CARRIED.**

##### 4.2. ELECTION OF AUTHORITY CHAIR

The CAO, Election Chair, requested nominations for the position of Chair.

Robert Beatty nominated Donna Blunt for the position of Chair.

Nominations for the position of Chair were called three times.

Donna Blunt agreed to let her name stand.

*THAT: the nominations for Chair be closed.*

**Motion: #3/26**

Motion moved by Robert Beatty and motion seconded by Grant Arnold. **CARRIED.**

*THAT: Donna Blunt is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2027.*

**Motion: #4/26**

Motion moved by Brian Kurikka and motion seconded by Robert Beatty. **CARRIED.**

**4.3. ELECTION OF AUTHORITY VICE-CHAIR**

The Election Chair requested nominations for the position of Vice-Chair.

Rudy Buitenhuis nominated Jim Vezina for the position of Vice-Chair.

Nominations for the position of Vice-Chair were called three times.

Jim Vezina agreed to let his name stand.

*THAT: the nomination for Vice-Chair be closed.*

**Motion: #5/26**

Motion moved by Grant Arnold and motion seconded by Brian Kurikka. **CARRIED.**

*THAT: Jim Vezina is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2027.*

**Motion: #6/26**

Motion moved by Robert Beatty and motion seconded by Grant Arnold. **CARRIED.**

**4.4. BALLOTS**

Since both the Chair and Vice-Chair were acclaimed, there was no election; therefore, no motion was required to destroy ballots.

Donna Blunt, Chair, resumed chairing the Meeting.

**5. MINUTES OF PREVIOUS MEETING**

*THAT: the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 26, 2025 be adopted as published.*

**Motion: #7/26**

Motion moved by Brian Kurikka and motion seconded by Grant Arnold. **CARRIED.**

*THAT: the Minutes of the Lakehead Region Conservation Authority's Special Meeting held on December 16, 2025 be adopted as published.*

**Motion: #8/26**

Motion moved by Grant Arnold and motion seconded by Brian Kurikka. **CARRIED.**

**6. APPOINTMENT OF AUDITORS**

*THAT: the audit firm of Doane Grant Thornton LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2026.*

**Motion: #9/26**

Motion moved by Brian Kurikka and motion seconded by Grant Arnold. **CARRIED.**

**7. APPOINTMENT OF SOLICITORS**

*THAT: the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2026.*

**Motion: #10/26**

Motion moved by Brian Kurikka and motion seconded by Rudy Buitenhuis. **CARRIED.**

**8. APPOINTMENT OF AUTHORITY BANK**

*THAT: the Royal Bank of Canada, Business Centre, is appointed as the bank with which the Lakehead Region Conservation Authority will conduct its financial business during 2026.*

**Motion: #11/26**

Motion moved by Grant Arnold and motion seconded by Brian Kurikka. **CARRIED.**

**9. BORROWING RESOLUTION**

*THAT: Whereas it may be necessary for the Lakehead Region Conservation Authority (herein under referred to as the "Authority") to borrow a sum not to exceed in the aggregate, Four Hundred Thousand Dollars (\$400,000) required for its purposes in the year 2026, until payment to the Authority of any grants and of sums to be paid to the Authority by the participating municipalities designated as such under the Conservation Authorities Act, R.S.O. 1990, Chapter C.27,*

**BE IT THEREFORE RESOLVED:**

*THAT: the Authority may borrow from a bank, the sum not to exceed in the aggregate Four Hundred Thousand Dollars (\$400,000) necessary for its purposes in the year 2026, on the promissory note or notes of the Authority until payment to the Authority of any grants and of sums to be paid to the Authority by the participating municipalities.*

**THAT:** *the Chair or Vice-Chair together with the Chief Administrative Officer of the Authority be and are hereby authorized to execute for and on behalf of the Authority a promissory note or notes for the sum to be borrowed under paragraph numbered 1 hereof and to affix thereto the corporate seal of the Authority.*

**THAT:** *the amount borrowed pursuant to this resolution is a charge upon the whole of the moneys received or to be received by the Authority by way of grants and when such moneys are received.*

**THAT:** *the Chair or the Vice-Chair or the Chief Administrative Officer of the Authority be and is hereby authorized and directed to apply in payment of the moneys borrowed pursuant to this resolution, together with interest thereon, all of the moneys received by the Authority by way of grants or sums received by the Authority from the participating municipalities.*

**Motion: #12/26**

Motion moved by Brian Kurikka and motion seconded by Robert Beatty. **CARRIED.**

**10. IN-CAMERA AGENDA**

No In-Camera meeting was held.

**11. BUSINESS ARISING FROM PREVIOUS MINUTES**

**11.1. Proposed Regional Consolidation of Conservation Authorities**

Members were provided with LRCA's ERO Submission: Lakehead Region Conservation Authority's response to Posting #025-1257: Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities.

**12. CORRESPONDENCE**

**12.1. 2026 Conservation Area Pass Program**

It was noted that the Conservation Ontario Conservation Area Pass Program was available to Board Members and Staff of the Lakehead Region Conservation Authority.

**12.2. Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities**

Correspondence received from the Township of Gillies and the Association of Municipalities of Ontario related to their submissions regarding ERO posting #025-1257: Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities was noted.

Updates were given by Members related to delegations held at the ROMA Conference related to Conservation Authorities proposed consolidation.

### **13. STAFF REPORTS**

#### **13.1. Annual Flood Forecasting Summary – 2025**

Members reviewed and discussed Staff Report FLFOR-01-2026 which summarized the 2025 Flood Forecasting and Warning program.

*THAT: Staff Report FLFOR-01-2026 be received.*

**Motion: #13/26**

Motion moved by Robert Beatty and motion seconded by Brian Kurikka. **CARRIED.**

#### **13.2. Annual Neebing-McIntyre Floodway Summary – 2025**

Members reviewed and discussed Staff Report NMFC-01-2026 which summarized the 2025 Neebing-McIntyre Floodway program.

*THAT: Staff Report NMFC-01-2026 be received.*

**Motion: #14/26**

Motion moved by Robert Beatty and motion seconded by Brian Kurikka. **CARRIED.**

#### **13.3. Annual Development Regulations Summary and Reporting – 2025**

Members reviewed and discussed Staff Report DEVREG-01-2026 which summarized the 2025 Development Regulations program and Annual Report: Permit Timelines and Compliance summary. It was noted that all timelines related to permit issuance were met and that on average the LRCA issues permits in 4.5 days.

*THAT: Staff Report DEVREG-01-2026 be received AND FURTHER THAT the Annual Report: Permit Timelines and Compliance Summary, 2025 be approved.*

**Motion: #15/26**

Motion moved by Brian Kurikka and motion seconded by Robert Beatty. **CARRIED.**

#### **13.4. Annual Plan Review Summary – 2025**

Members reviewed and discussed Staff Report PIR-01-2026 which summarized the 2025 Plan Review program. It was agreed that due to digitalization of planning comments, the Board meeting circulated Plan Review binder would be phased out effective immediately.

*THAT: Staff Report PIR-01-2026 be received.*

**Motion: #16/26**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

**13.5. Health and Safety Summary**

Members reviewed and discussed Staff Report CORP-02-2026 which summarized LRCA's 2025 Health and Safety Program. No major issues were noted for the year.

*THAT: Staff Report CORP-02-2026 be received for information.*

**Motion: #17/26**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

**13.6. Health and Safety Policies**

Members reviewed and discussed new Health and Safety Policies: HS-30: Preventative Maintenance; HS-31: Safe Driving and HS-32: Pre-Use Inspection policies which will ensure safe operation of facilities, equipment, vehicles, tools etc. to prevent injuries/illness, loss of equipment/facilities and loss of productivity.

*THAT: Health and Safety Policy HS-30: Preventative Maintenance be adopted.*

**Motion: #18/26**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

*THAT: Health and Safety Policy HS-31: Safe Driving be adopted.*

**Motion: #19/26**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

*THAT: Health and Safety Policy HS-32: Pre-Use Inspection be adopted.*

**Motion: #20/26**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

**13.7. School Year Education Program Summary**

Members reviewed and discussed Staff Report ENVEDU-01-2026 which summarized the 2025 Environmental Education Program.

*THAT: Staff Report ENVEDU-01-2026 be received for information.*

**Motion: #21/26**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

### **13.8. Digital Engagement Summary**

Members reviewed and discussed Staff Report COMREL-01-2026 which summarized LRCA's Digital Engagement including updates on the website and social media.

*THAT: Staff Report No. COMREL-01-2026 be received for information.*

**Motion: #22/26**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

### **13.9. 2025 Hazard Tree Removal Program**

Members reviewed and discussed Staff Report LM-01-2026 which summarized the 2025 Hazard Tree Removal Program.

*THAT: Staff Report LM-01-2026 be received for information.*

**Motion: #23/26**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

## **14. CHIEF ADMINISTRATIVE OFFICER'S REPORT**

### **14.1. Monthly Treasurer's Report - November and December**

Members were provided with the monthly Treasurer's Report for November and December's 2025 Administration and Capital.

### **14.2. 2025 Investment Summary**

Members reviewed and discussed Staff Report FIN-04-2026 which summarized the LRCA's investments in 2025.

*THAT: the Staff Report FIN-04-2026 be received.*

**Motion: #24/26**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

### **14.3. 2025 Donations Summary**

Members reviewed and discussed Staff Report FIN-05-2026 which summarized donations received at the LRCA in 2025.

*THAT: Staff Report FIN-05-2026 be received.*

**Motion: #25/26**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

### **14.4. 2026 Fee Schedule**

Members reviewed and discussed Staff Report FIN-06-2026 related to the 2026 Fee Schedule. It was noted that no fee changes were proposed for 2026.

*THAT: the 2026 Fee Schedule be adopted.*

**Motion: #26/26**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

### **14.5. Ward Case Court Awarded Costs Payment**

Members reviewed and discussed Staff Report DEVREG-02-2026 related to a Section 28 Court Case that occurred between 2017-2017 (Ward Court Case) in which the LRCA had outstanding awarded court costs payable to the LRCA. Due to the recent sale of the land, the LRCA was paid the owed court costs due to the registered writ of seizure and sale.

*THAT: Staff report DEVREG-02-2026 be received.*

**Motion: #27/26**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

## **15. PASSING OF ACCOUNTS**

*THAT: having examined the accounts for the period November 1, 2025 to November 30, 2025 cheque #3714 to #3734 for \$405,745.14 and preauthorized payments of \$154,216.23 for a total of \$559,961.37, we approve their payment.*

**Motion: #28/26**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

*THAT: having examined the accounts for the period December 1, 2025 to December 31, 2025 cheque #3735 to #3764 for \$323,419.47 and preauthorized payments of \$148,532.82 for a total of \$471,952.29, we approve their payment.*

**Motion: #29/26**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

**16. REGULATORY ROLE**

Members were provided with the summaries for the Plan Input and Review Program and Section 28 permits issued since last meeting.

**17. PROJECTS UPDATE**

**17.1. Communications Manager Projects Update**

It was noted that the LRCA's new website created by Shout Media had been completed and live.

**17.2. Lands Manager Projects Update**

It was noted that RML Contracting, who was awarded the contract for the renovation of the boardroom at the Lakehead Region Conservation Authority Administrative building will begin work in February.

**17.3. Watershed Manager Projects Update**

It was noted that sediment removal from the Neebing-McIntyre Floodway diversion channel is ongoing. It was noted that the work was scheduled to be completed by end of 2025 but due to testing results of the excavated sediment stockpiles, the contractor was unable to dispose of the sediment at their selected reuse location, therefore, the project has been extended. The Contractor and Staff are exploring potential reuse locations.

It was noted that the CAO and Watershed Manager attended the Climate Resilient Coastal Communities (CRCC) Project Steering Committee Workshop facilitated by Conservation Ontario, which is in conjunction with LRCA's underway Lakehead Coastal Resilience Management Plan and hazard mapping study.

It was noted that Staff are currently working on the eleventh annual Source Water Protection Report.

It was noted that the January 15, 2026, snow surveys indicated that the snow survey locations were above average for snow depth and water content, when compared to the historical averages for January 15.

It was noted that the LRCA retained KGS Group in the fall of 2025 to generate 0.5 metre contour data for LRCA's area of jurisdiction using the newly acquired LiDAR (Light Detection and Ranging) data from the Ministry of Natural Resources (MNR). The MNR LiDAR data is currently being used for the Lakehead Coastal Resilience Management Plan project and will be used for any future floodplain mapping studies.

**18. NEW BUSINESS**

None.

**19. NEXT MEETING**

The next meeting will be held on Wednesday, February 25, 2026 at 4:30 p.m. The location will be at the Thunder Bay Centennial Conservatory – 1601 Dease Street, due to renovations in the LRCA Boardroom.

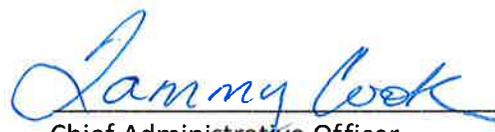
**20. ADJOURNMENT**

*THAT: the time being 5:24 p.m. AND FURTHER THAT we have no further business we adjourn.*

**Motion: #30/26**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

  
Chair

  
Chief Administrative Officer