



NOTICE OF ANNUAL MEETING

DATE: February 16, 2023

TIME: 7:15 pm

LOCATION: Hybrid Meeting
(Boardroom & Zoom)

AGENDA

MEETING:

BOARD OF DIRECTORS

MEMBERS:

Randy Barber, Bruce Buttar, Mark Lovshin, Vicki Mink, Miriam Mutton, Lance Nachoff, Adam Pearson, Tracy Richardson, Joan Stover, Willie Woo, Margaret Zwart

1. Welcome, Land Acknowledgement and Call to Order

Land Acknowledgement

The Ganaraska Region Conservation Authority respectfully acknowledges that the land on which we gather is situated within the traditional and treaty territory of the Mississauga's and Chippewa's of the Anishinabek, known today as the Williams Treaties First Nations. Our work on these lands acknowledges their resilience and their longstanding contribution to the area. We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

2. Disclosure of Pecuniary Interest
3. Minutes of 2022 Annual Meeting – **February 17, 2022 – attached**
4. Reports:
 - a) Presentation of 2022 Annual Report - Chair, Mark Lovshin
 - b) Presentation of CAO/Secretary-Treasurer's Report
 - c) Presentation of 2022 Financial Statements - **confidential staff report attached**
 - Glenn Tozer, Lynch Rutherford Tozer
 - Linda Laliberte, GRCA, CAO/Secretary-Treasurer

5. Election of Officers for 2023
 - Appointment of Election Chair and Scrutineers
 - Election of Chair
 - Election of Vice Chair
6. Appointment of Banking Institution and Signing Officers - **attached**
 - Bank of Montreal
7. Appointment of Borrowing Resolution - **attached**
8. Appointment of Authority Solicitors
 - Mann McCracken & Associates, Port Hope
9. Appointment of Authority Auditor
 - Lynch Rutherford Tozer, Port Hope
10. Appointment of CO Voting Delegate and Alternate - **staff report attached**
11. Appointment of Board Member to the Recreational Users Committee – **staff report attached**
12. 2023 Meeting Schedule - **staff report attached**
13. Presentations:
 - a) Ganaraska Forest Update – **staff report attached**
14. Other Business
 - a) Application to WECI Program for Funds to Complete Engineering Assessment of Garden Hill Dam – **staff report attached**
15. In Camera:
 - None.
16. Adjourn



GANARASKA REGION CONSERVATION AUTHORITY

MINUTES OF THE ANNUAL MEETING

FEBRUARY 17, 2022

The Chair called the 2021 annual meeting to order at 7:30 p.m. and welcomed all in attendance.

MEMBERS PRESENT: Jeff Lees, Chair – Municipality of Port Hope
Mark Lovshin, Vice-Chair – Township of Hamilton
Nicole Beatty, Town of Cobourg
Tim Belch – Township of Cavan Monaghan
Greg Booth – Township of Alnwick/Haldimand
Brian Darling, Town of Cobourg
Tracy Richardson – City of Kawartha Lakes
Margaret Zwart – Municipality of Clarington

ALSO PRESENT: STAFF: Linda Laliberte, CAO/Secretary-Treasurer
Cory Harris, Watershed Services Coordinator
Ken Thajer, Planning & Regulations Coordinator

OTHERS PRESENT: Glenn Tozer, Lynch Rutherford Tozer

ABSENT WITH REGRETS:

ALSO ABSENT: Vicki Mink – Municipality of Port Hope
Joe Neal – Municipality of Clarington

2021 Business:

1. Opening Remarks

Jeff Lees, Chair, welcomed everyone to the meeting.

2. Disclosure of Interest:

Mark Lovshin declared a conflict of interest on item 5 under 2022 Business.

3. Minutes of 2021 Annual Meeting:

MOVED BY: Tracy Richardson

SECONDED BY: Mark Lovshin

THAT the minutes of the February 18, 2021 Annual Meeting be approved as circulated.
CARRIED.

4. Reports:

i) Presentation of the 2021 Annual Report

Jeff Lees presented the 2021 Annual Report.

MOVED BY: Mark Lovshin

SECONDED BY: Tim Belch

THAT the Chair's report on the 2021 Annual Report be adopted as presented.

CARRIED.

ii) Presentation of the CAO/Secretary-Treasurer's Report

Linda Laliberte, CAO/Secretary-Treasurer, presented her report to the members. She thanked staff for their continued hard work and dedication. She thanked the members and Chair on behalf of the staff for their support and encouragement throughout the year.

MOVED BY: Brian Darling

SECONDED BY: Greg Booth

THAT the CAO/Secretary-Treasurer's report be received as presented and,

FURTHER THAT all action by staff be approved.

CARRIED.

iii) Presentation of 2021 Financial Statements

Glenn Tozer representing Lynch Rutherford Tozer accounting firm and Linda Laliberte, CAO/Secretary-Treasurer presented the 2021 Financial Statements.

MOVED BY: Tracy Richardson

SECONDED BY: Mark Lovshin

THAT the 2021 Financial Statements be adopted as presented.

CARRIED.

5. Conclusion of 2021 Business:

MOVED BY: Tim Belch

SECONDED BY: Nicole Beatty

THAT the 2021 business of the Ganaraska Region Conservation Authority be concluded and that the meeting adjourn.

CARRIED.

2022 Business:

1. Election of Officers for 2021

MOVED BY: Tracy Richardson
SECONDED BY: Mark Lovshin

THAT Glenn Tozer be appointed the Election Chair.
CARRIED.

MOVED BY: Nicole Beatty
SECONDED BY: Tim Belch

THAT, in the event of an election, an election by a confidential poll will be conducted by the CAO/Secretary-Treasurer.
CARRIED.

MOVED BY: Jeff Lees
SECONDED BY: Nicole Beatty

THAT Mark Lovshin be nominated for the office of Chair of the Gananaska Region Conservation Authority for 2022.

Nominations were called for second, third and final time.

MOVED BY: Brian Darling
SECONDED BY: Tracy Richardson

THAT nominations for the position of Chair be closed.
CARRIED.

Mark Lovshin was declared Chair of the Gananaska Region Conservation Authority for 2022.

MOVED BY: Mark Lovshin
SECONDED BY: Tracy Richardson

THAT Jeff Lees be nominated for the office of Vice-Chair of the Gananaska Region Conservation Authority for 2022.

Nominations were called for second, third and final time.

MOVED BY: Tracy Richardson
SECONDED BY: Greg Booth

THAT nominations for the position of Vice-Chair be closed.
CARRIED.

Jeff Lees was declared Vice-Chair of the Ganaraska Region Conservation Authority for 2022.

2. Appointment of Banking Institution and Signing Officers:

MOVED BY: Brian Darling
SECONDED BY: Jeff Lees

****As attached to the agenda****

CARRIED.

3. 2022 Borrowing Resolution - General Operating

MOVED BY: Jeff Lees
SECONDED BY: Nicole Beatty

****As attached to the agenda****

CARRIED.

4. Appointment of Authority Solicitors:

MOVED BY: Nicole Beatty
SECONDED BY: Tim Belch

THAT the firm Mann McCracken & Associates, Port Hope, be appointed as the solicitor for the Ganaraska Region Conservation Authority for 2022 regarding general administrative and land matters.

CARRIED.

5. Appointment of Authority Auditors:

MOVED BY: Brian Darling
SECONDED BY: Nicole Beatty

THAT the firm Lynch Rutherford Tozer, Port Hope, be appointed as the auditor for the Ganaraska Region Conservation Authority for 2022.

CARRIED.

6. Appointment of Conservation Ontario Voting Delegate and Alternate:

MOVED BY: Nicole Beatty
SECONDED BY: Tracy Richardson

THAT the Chair be appointed the Conservation Ontario voting representative and the CAO/Secretary-Treasurer serve as the alternate.

CARRIED.

7. Appointment of Board Member to the Recreational Users Committee:

MOVED BY: Nicole Beatty
SECONDED BY: Jeff Lees

THAT Tracy Richardson be appointed as the Board of Directors representative on the Ganaraska Forest Recreational Users Committee.
CARRIED.

8. 2022 Meeting Schedule

MOVED BY: Brian Darling
SECONDED BY: Tracy Richardson

THAT the GRCA receive the 2022 Meeting Schedule staff report for information purposes.
CARRIED.

9. Other Business:

a) Programs and Services Inventory

The CAO/Secretary-Treasurer presented the staff report to the Board of Directors.

MOVED BY: Greg Booth
SECONDED BY: Nicole Beatty

THAT the Board of Directors approve the Ganaraska Region Conservation Authority's Programs and Services Inventory,
AND FURTHER THAT, the Ganaraska Region Conservation Authority Board of Directors direct staff to distribute the Programs and Services Inventory to the member municipalities and the Ministry of Environment, Conservation and Parks prior to February 28, 2022.
CARRIED.

10. In Camera:

None

11. Adjourn:

MOVED BY: Tim Belch
SECONDED BY: Nicole Beatty

THAT the 2022 business of the Annual Meeting be concluded and the meeting adjourn.
CARRIED.

The meeting adjourned at 7:46 p.m.

CHAIR


CAO/SECRETARY-TREASURER

GANARASKA REGION CONSERVATION AUTHORITY
BANKING RESOLUTION

DATE: February 16, 2023

MOVED BY:

SECONDED BY:

1. **THAT** the CAO/Secretary-Treasurer of the Ganaraska Region Conservation Authority **and** one of the Chair or Vice-Chair, are hereby authorized for and in the name of the corporation from time to time and until further notice to the Bank of Montreal (the "Bank"):
 - a) to draw, accept, sign, make, endorse, negotiate and dispose of all or any bills of exchange, promissory notes, evidence of indebtedness, cheques and orders for the payment of money, and
 - b) to pay and receive all monies and given acquittance of the same, and
 - c) to borrow money (whether by way of overdraft or otherwise, howsoever), from the Bank of Montreal and deposit with, convey, transfer, mortgage, pledge, hypothecate, assign, deliver, borrowed all or any of the present or future property and assets of the organization of every kind and whether real or person, movable or immovable, and
 - d) to receive from the Bank any negotiable instruments or property and assets of the organization of every kind and given receipts therefore, and
 - e) to execute any agreement with or authority to the Bank relating to the banking business of the organization either generally or with regard to any particular transaction, and
 - f) to transact generally with the Bank any business he/she may see fit.

2. **ALSO THAT** the CAO/Secretary-Treasurer of the Ganaraska Region Conservation Authority **and** one of the Chair or Vice-Chair are hereby authorized for and in the name of the organization from time to time until further notice to the Bank:
 - a) to discount, negotiate, deposit with or transfer to the Bank (but for credit of the account of the organization only), all or any bills of exchange, promissory notes, cheques or orders for payment of money and other negotiable instruments and for the said purposes to endorse the same or any of them, and
 - b) to receive all paid cheques and other debit vouchers charged to any account of the organization and given receipts therefor.

GANARASKA REGION CONSERVATION AUTHORITY

BORROWING RESOLUTION

GENERAL OPERATING

DATE: February 16, 2023

MOVED BY:

SECONDED BY:

WHEREAS it may be necessary for the Ganaraska Region Conservation Authority (hereinafter called the "Authority") to borrow the sum of two hundred and fifty thousand dollars (\$250,000.00) required for its purpose until the 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, 1980 as amended.

BE IT THEREFORE RESOLVED:

1. That the Authority do borrow from the Bank of Montreal the sum of two hundred and fifty thousand dollars (\$250,000.00) necessary for its purpose 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 at such rate of interest as agreed to by the Authority and the Bank of Montreal.
2. That the Chair or Vice-Chair together with the CAO/Secretary-Treasurer of the Ganaraska Region Conservation Authority be and they 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 1 hereof and to affix thereto the Corporate Seal of the Authority.
3. That the amount borrowed pursuant to this resolution together with interest be a charge upon the whole of the monies received or to be received by the Authority by way of grants as and when such monies are received or to be received by the Authority from the participating municipalities as and when such monies are received.
4. That the Chair or the Vice-Chair or CAO/Secretary-Treasurer of the Ganaraska Region Conservation Authority be and is hereby authorized and directed to apply, in payment of monies borrowed pursuant to this resolution together with interest thereon, all of the monies received by the Authority by way of grants or sums received by the Authority from participating municipalities.

It is hereby certified by the undersigned that the forgoing resolution was duly passed at a meeting of the Ganaraska Region Conservation Authority held on the 16th day of February 2023 which a quorum of the members was present and that such resolution is in full force and effect.

As **WITNESS** the Corporate Seal of the Ganaraska Region Conservation Authority this 16th day of February 2023.

CHAIR

STAFF REPORT – February 16, 2023

TO: Chair and Members of the Ganaraska Region Conservation Authority

RE: Appointment of 2023 Conservation Ontario Representative

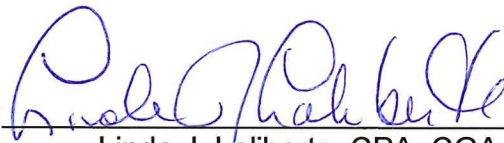
Each conservation authority is requested to appoint a member and alternate member to Conservation Ontario (CO) annually.

The Conservation Ontario member is generally the Chair or Vice-Chair of the Ganaraska Region Conservation Authority with the CAO/Secretary-Treasurer being the alternate. Conservation Ontario meetings for 2023 are held on Monday, April 3; Monday, June 26; Monday, September 25 and Monday, December 11.

RECOMMENDATION:

THAT the Chair be appointed the Conservation Ontario voting representative and the CAO/Secretary-Treasurer serve as the alternate.

Prepared by:



Linda J. Laliberte, CPA, CGA
CAO/Secretary-Treasurer

STAFF REPORT – February 16, 2023

TO: Chair and Members of the Ganaraska Region Conservation Authority

RE: Appointment of Board Member to the Recreational Users Committee

The Terms of Reference (TOR) for the Ganaraska Forest Recreational Users Committee (RUC) makes provision for a member of the Board of Directors to sit on the Committee as an ex-officio, non-voting member. Staff is looking for a Board Member to serve in the capacity as the representative of the Board.

Regular RUC meetings are held, at the GRCA administration office, four times a year on the first Thursday of the following months: April, June, September, and November. Additional meetings may be called at the discretion of the Chair of the committee. Meeting begin at 7 pm for a duration of 1 to 2 hours.

Prepared by:



Linda J. Laliberte, CPA, CGA
CAO/Secretary-Treasurer

STAFF REPORT – February 16, 2023

TO: Chair and Members of the Gananaska Region Conservation Authority

RE: 2023 Meeting Schedule

The 2023 GRCA Board meeting schedule will be presented for information.

Thursday, February 16, 2023 (Annual Meeting)

Thursday, March 16, 2023

Thursday, April 20, 2023

Thursday, May 18, 2023

Thursday, June 15, 2023

Thursday, July 20, 2023 (if required)

Thursday, August 17, 2023 (if required)

Thursday, September 21, 2023

Thursday, October 19, 2023

Thursday, November 23, 2023

All GRCA Board meetings begin at 7:15 pm (unless otherwise indicated).

RECOMMENDATION:

THAT the Gananaska Region Conservation Authority receive the 2023 Meeting Schedule staff report for information purposes.

Prepared by:



Linda J. Laliberte, CPA, CGA
CAO/Secretary-Treasurer

STAFF REPORT – February 16, 2023

TO: Chair and Members of the Ganaraska Region Conservation Authority

Re: Ganaraska Forest Update

Staff will be providing a further update on the Ganaraska Forest as a follow-up to keep the Board of Directors up to date.

RECOMMENDATION:

THAT the Ganaraska Region Conservation Authority receive the presentation for information.

Prepared by:



**Linda J. Laliberte, CPA, CGA
CAO/Secretary-Treasurer**

STAFF REPORT – February 15, 2023

TO: Chair and Members of the Board of Directors

RE: Application to WECl Program for Funds to Complete Engineering Assessment of Garden Hill Dam

Recent annual inspections of the Garden Hill Dam by GRCA staff in the fall of 2022 have revealed deterioration of the concrete wing walls on the upstream side of the structure. Additionally, the concrete seal/parging where the wing walls connect to the dam have begun to crumble. The northwest wing wall is exhibiting signs of minor movement, possibly caused by frost heave behind the wing wall. Staff is recommending that these issues be investigated through an external engineering assessment and have completed an application to the Water and Erosion Control Infrastructure (WECl) administered by the Ministry of Natural Resources and Forestry (MNR). Staff have estimated that the assessment to cost \$10,000 and the application will be submitted by the deadline of February 17, 2023.

The WECl program has two project categories and funding allocation targets set as follows:

1. Repairs – generally 80% of funding, includes major maintenance, safety projects, and removals
2. Studies - generally 20% of funding

As the engineering assessment would fall into the 'Studies' category, it would be eligible for 20% of the study costs, or \$2,000. GRCA would be providing the remaining \$8,000 in funding, which would be reflected in the finalized 2023 budget to be presented to the Board in May.

The WECl program requires that projects must be completed in the fiscal year, April 1 to March 15, in which they are approved and funded. Decisions on funding applications are normally finalized by the WECl Committee in May. Should the application be successful, staff would initiate a 'request for proposals/quotes' process in June.

It is hoped that by undertaking assessment work this year, it will enable GRCA to confirm repair and budget requirements for next year so that the observed concerns can be addressed in the near future to help reduce maintenance costs in the long term.

Normally projects of this nature would be depicted in the budget and administered by staff however, the WECl application process requires that the application submission include a Conservation Authority Board

approval/resolution to provide confirmation of matched funding. As such, staff present the following recommendation for consideration of the Board.

RECOMMENDATION:

THAT the Ganaraska Region Conservation Authority support the application to the WECl program for funding to complete an engineering assessment of the Garden Hill Dam.

Prepared by:



**Cory Harris, P.Eng., CAN-CISEC
Watershed Services Coordinator**

Recommended by:



**Linda J. Laliberte, CPA, CGA
CAO / Secretary-Treasurer**