

NICKEL DISTRICT CONSERVATION AUTHORITY



MINUTES OF THE GENERAL BOARD MEETING

Thursday, September 9, 2021

Via Zoom

Commenced: 4:35 p.m.

Adjourned: 6:45 p.m

PRESENT: Steve Kaufman, Chairperson
Lin Gibson, Vice Chair
Jennifer Davidson
Mike Jakubo
Bill Leduc
Geoff McCausland

ALSO PRESENT: Carl Jorgensen, Secretary –Treasurer, General Manager
Melanie Venne, Staff
Bailey Chabot, Watershed Planner

REGRETS: Joscelyne Landry-Altman

1. Chairperson Steve Kaufman opened the meeting by welcoming the Board members. He expressed his honour to be nominated as chair at the June board meeting and once again thanked Lin Gibson for her guidance and leadership.

Chairperson Kaufman also acknowledged the missing board member, Anne Watelet, who resigned in June. She was on the board for over 10 years and will be missed. Steve has sent a thank you letter on behalf of the board to Anne.

2. No declarations of conflict were made.
3. Adoption of Agenda/Addition to Agenda

Board member Gibson requested adding a Camp Bitobig and Lake Laurentian Conservation Area update to the agenda. Carl Jorgensen also added an item to new business: a discussion on the November board meeting date.

Resolution 2021-72

Leduc – Gibson

That the agenda of the September 9, 2021 General Board Meeting be adopted, as amended.

Carried.

4. Previous Meeting Minutes

a) Adoption of Minutes of June 14, 2021

Resolution 2021-73

McCausland - Davidson

That the minutes of the June 14, 2021 General Board Meeting, as circulated and reviewed, are approved.

Carried.

b) Business arising from minutes

a) Correspondence

There was some follow up correspondence from various previous meeting topics. Carl has distributed these to board members via the dropbox.

b) Request for Proposal for Auditor

Conservation Sudbury had been preparing to identify its auditor via request for proposal (RFP) in 2021, as was previously mentioned at a board meeting. But after a discussion with the City of Greater Sudbury that had an RFP for Audit Services including associated organizations such as PHSD, it was decided to add our scope to theirs. The Audit and Finance Committee was in support of this approach. Carl will know the chosen auditor shortly.

5. General Business

a) Permission under Section 28/29 Report

Bailey Chabot quickly introduced the permit report. Summer of 2021 has been very busy as can be seen by the 9 page report. She recognized the hard work of the regulations officer, Sarah Woods.

Resolution 2021-74

Leduc – Jakubo

That the report for permits issued under Sections 28 and 29 of the Conservation Authorities Act during the month of June, July and August 2021 is received.

Carried.

b) Staffing Update

As was discussed at the closed session of the June board meeting, a new regulations officer was added to the Conservation Sudbury staff. The following resolution will allow her to sign permits.

Resolution 2021-75

Jakubo – McCausland

Given that direction was provided to the General Manager at the Authority's meeting on June 14, 2021 regarding the addition of a second Regulations Officer,

Be it resolved that Phillipa Cryderman is confirmed in the position of Regulations Officer in accordance with the Employment Agreement dated August 11, 2021, and

That Ms. Cryderman is authorized to provide permissions under Sections 28 and 29 of the Conservation Authorities Act as per Section 28 (1) (e) of the Act.

Carried.

c) Projects Update

Two projects are entering a request for proposal (RFP) stage:

- The floodplain mapping update project for the Whitson River and Whitewater Lake is partially funded through the National Disaster Mitigation Fund. It will be going out for RFP the day after this meeting.
- The rehabilitation work on the downtown Junction Creek box culvert will be continuing shortly. The RFP for this project will close at the end of September. This project is partially funded through the MNRF Water Erosion Control Infrastructure (WECI) funding.

d) Health and Safety Update

Carl Jorgensen reminded the board of the role and representatives of the Joint Health and Safety Committee. The committee is currently working on two important COVID documents: a safety plan and a vaccination policy. Both documents will be presented for approval at the next board meeting.

e) Personnel Policy Amendment

Melanie Venne presented the brief report that discussed this topic. Conservation Sudbury is recommending to the board to adopt September 30th as a statutory holiday for staff in recognition of the National Day for Truth and Reconciliation. The day honours the lost children and survivors of the residential school system, their families and communities.

That the Board amends the Personnel Policy to add September 30th as a statutory for staff in honour of the National Day for Truth and Reconciliation.

Carried.

f) Work from Home Survey

Melanie also provided a quick overview of a survey regarding working from home that was sent to all staff. In anticipation of a back to work policy, staff were asked to do a survey about their experiences working from home. Most staff seem to enjoy working from home and would like a hybrid model moving forward, where part of the week is at the office and part is working from home.

A working from home policy is currently in the works and will be presented to the board for approval in the next few months.

6. New Business

a) Camp Bitobig Update

Camp Bitobig operated this summer in a COVID safe manner, which meant less two thirds of typical registrations and two cohorts that did not mingle. Staff and campers were diligent about health rules and the camp did not have any confirmed cases of COVID. If a camper was sick then their fees for the day were refunded.

The Members asked that their congratulations to the education staff be passed on.

b) Lake Laurentian Conservation Area Update

Carl provided a brief update about activities at the Lake Laurentian Conservation Area. The trail system does not have counters so it is impossible to know the exact number of visitors. However, the traffic on the trails remains high. However not to the peak numbers we were receiving in spring 2020 or during lockdowns.

Part of the workplan for the current year installing trail counters in order to have better metrics of visitors.

c) Upcoming Meeting and Regulations Review Committee

Carl quickly reviewed the conflict of interest and apprehension of bias statements as they relate to the Regulation Review Committee (RRC). Since the entire RRC is required to attend these meetings and conflicts of interest may occur Chair Steve suggested having an alternate member added to the board. Jennifer Davidson volunteered.

Resolution 2021-77

Leduc - Gibson

That the Conservation Authorities Act Section 28 Hearing Procedures be amended to include an alternate member, and,

That Jennifer Davidson be appointed as an alternate member of the Regulation Review Committee of the Nickel District Conservation Authority until the Annual General Meeting in 2022.

Carried.

7. In Camera

Resolution 2021-78

Davidson – Landry-Altmann

That we go in-camera at 5:41 p.m.

Carried.

At 6:45 p.m. the Members concluded the in-camera portion of the meeting. Direction was provided to staff on a lands matter.

8. Adjournment

Resolution 2021-79

Gibson - Leduc

That we do now adjourn.

Carried.