

# NICKEL DISTRICT CONSERVATION AUTHORITY



## MINUTES OF THE ANNUAL GENERAL MEETING

Thursday, February 13, 2025

Via MS Teams

Commenced: 4:32 p.m.

Adjourned: 5:58 p.m

PRESENT: Steve Kaufman, Chair  
Jennifer Davidson, Vice Chair  
Eric Benoit  
Michel Brabant  
Joscelyne Landry-Altmann

ALSO PRESENT: Carl Jorgensen, GM, Secretary-Treasurer  
Madison Keegans, Source Protection Program Manager  
Melanie Venne, Office and Communications Coordinator

REGRETS: Bill Leduc

1. Chair Davidson welcomed everyone to the meeting.
2. No declarations of conflict were made.
3. Adoption of Agenda/Addition to Agenda

**Resolution 2025-01**

**Kaufman - Brabant**

*That the agenda of the February 13, 2025, Annual General Meeting is adopted as circulated.*

**Carried.**

4. Previous Meeting Minutes

a) Adoption of Minutes of December 12, 2024

**Resolution 2025-02**

**Brabant - Kaufman**

*That the minutes of the December 12, 2024, General Board Meeting, as circulated and reviewed, are approved.*

**Carried.**

5. Correspondence

Carl spoke to two pieces of recent correspondence. Firstly a response from the Hon. G. Smith, Minister of Natural Resources granting a section 17 (1.3) exemption related to the term length of the Chair and Vice-Chair for 2025 and 2026. Secondly, a letter from the Clerks of the City of Greater Sudbury to the Minister of Natural Resources requesting a Section 14 (1.1) exemption to allow 70% membership requirement of municipally elected members be lowered to 51%. Carl indicated that since the election was called, it is unlikely that Clerks will get a reply until after the MPPs return to the Legislature.

6. Election of Officers

a) Appointment of Acting Chair, Returning Officer

**Resolution 2025-03**

**Benoit – Landry-Atlmann**

*That Carl Jorgensen, the General Manager, is confirmed as the Secretary – Treasurer for the Authority until the Annual General Meeting of 2026.*

*And further, shall act as Chair of the meeting for the election of officers.*

**Carried.**

Chair Davidson indicated that Carl Jorgensen would act as Chair during the elections. Carl explained the voting process as per *Administrative By-law NDCA 2018-01*.

b) Vote for Chair

Carl opened the nominations for Chair. Member Davidson nominated Steve Kaufman. Carl repeated that nominations were open once more. Member Benoit nominated Jennifer Davidson. Carl repeated that nominations were open a third time. There were no other nominations. Member Kaufman accepted the nomination. Member Davidson declined the nomination.

Carl indicated that Member Kaufman is acclaimed as he was the only candidate. Carl congratulated him on his selection as Chair until the AGM of 2026. Chair Kaufman thanked the Members for their trust.

c) Vote for Vice-Chair

Carl opened the nominations for Vice-Chair. Member Kaufman nominated Jennifer Davidson. Carl repeated that nominations were open twice more. There were no other nominations. Carl indicated that Member Davidson would be acclaimed if she accepted the nomination. Member Davidson accepted the nomination. Carl congratulated her on her selection as Vice-Chair until the AGM of 2026.

d) Appointment of Officers

**Resolution 2025-04**

**Brabant - Benoit**

*That Steve Kaufman is appointed as Chair of the Nickel District Conservation Authority until the Annual General Meeting of 2026, and*

*That Jennifer Davidson is appointed as Vice-chair of the Nickel District Conservation Authority until the Annual General Meeting of 2026.*

**Carried.**

Note: At this time Secretary-Treasurer Carl removed himself from the Chair. Member Kaufman assumed the role of Chair for the balance of the meeting.

7. Consent Agenda

**Resolution 2025-05**

**Landry-Altman - Benoit**

*That the Conservation Sudbury Board approves Consent Agenda items 7. a) to g).*

a) Appointment to the Sudbury Source Protection Authority

*That the following Members are hereby appointed to the Sudbury Source Protection Authority until the Annual General Meeting in 2026:*

- 1) *Jennifer Davidson*
- 2) *Steve Kaufman*
- 3) *Joscelyne Landry-Altman*
- 4) *Bill Leduc*
- 5) *Eric Benoit*
- 6) *Michel Brabant*
- 7) *Vacant*

b) Appointment of Financial Institutions

*That the following financial institutions are retained for the year of 2025 and until the Annual General Meeting in 2026:*

*For banking: Royal Bank of Canada (RBC), Account Manager: Chris Wilcock*

*For investments: RBC Dominion Securities, Account Manager: Gilberto Ciulini*

c) Appointment of Auditor for Fiscal Year 2025

*Given that the following firm is qualified to undertake audit services in compliance with the*

*standards of the Public Sector Accounting Board (PSAB), and,*

*That KPMG LLP, led by Account Manager Tiffany Cecchetto, is appointed as auditor for the fiscal year of 2025.*

*d) Appointment of Conservation Ontario Voting Delegates*

*That appointments to the Council of Conservation Ontario for the Year 2025, and until the Annual General Meeting in 2026, are as follows:*

- 1) Council Voting Representative: Steve Kaufman*
- 2) Council Voting Alternate: Jennifer Davidson*
- 3) Second Alternate - Carl Jorgensen, Secretary – Treasurer*

*e) Appointment of Signing Officers and bank borrowing*

*Be it resolved, that the signing officers for 2025, and until the Annual General Meeting in 2026, are the following:*

- 1) Steve Kaufman, Chair*
- 2) Jennifer Davidson, Vice-Chair*
- 3) Carl Jorgensen, Secretary-Treasurer*

*And further, that any two of them are required to sign all cheques or endorse payments electronically using secure methods, and further*

*That any two of them shall arrange any borrowing, from the Authority's appointed banking institution, of funds necessary for board-approved projects and programs, to a maximum amount of \$500 000.*

*f) Appointment of the Head of the Authority for MFIPPA*

*Be it resolved that Steve Kaufman is the Head of the Authority for purposes of the Municipal Freedom of Information and Protection of Privacy Act, 1990, until the Annual General Meeting in 2026. Vice-chair Davidson may act in the place of the Head if unavailable.*

*g) Approval of rates for travel, per diem and honorarium*

*That meeting per diem rates, Chair's honourarium, and travel expenses for 2025, as recommended in the staff report are approved.*

**Carried.**

8. Appointment of Members to the Audit and Finance Committee

**Resolution 2025-06**

**Brabant - Davidson**

*That the following Members are appointed to the Audit and Finance Committee until the Annual General Meeting in 2026,*

- 1) *Steve Kaufman*
- 2) *Jennifer Davidson*
- 3) *Michel Brabant*

**Carried.**

9. Appointment of Members to the Regulation Review Committee

**Resolution 2025-07**

**Davidson - Brabant**

*That the Members listed below are appointed to the Regulation Review Committee until the Annual General Meeting in 2026,*

- 1) *Jocelyne Landry-Altman*
- 2) *Eric Benoit*
- 3) *Michel Brabant*

*And further, that Jennifer Davidson be appointed as an alternate member of the Regulation Review Committee until the Annual General Meeting in 2026.*

**Carried.**

10. Appointment of Members to the Nickel District Conservation Foundation

**Resolution 2025-08**

**Benoit - Davidson**

*That the following are appointed to the Board of the Nickel District Conservation Foundation until the Authority's Annual General Meeting in 2026:*

- 1) *Jennifer Davidson*
- 2) *Michel Brabant*
- 3) *Carl Jorgensen*

*And further that the Chair so informs the Board of the Nickel District Conservation Foundation before its next general meeting.*

**Carried.**

11. General Business

a) Health and Safety Policy Update

Madison Keegans provided the 2025 Health and Safety Policy updates. The policy has a few minor amendments for 2025 including revisions to the working alone policy and the addition of domestic animal safety policy.

**Resolution 2025-09**

**Landry-Altman - Brabant**

That the revised health and safety policy, dated January 2, 2025, is received and approved for use in 2025.

**Carried.**

b) Personnel Policy Update

Madison discussed the Personnel Policy that was last updated in 2012 and in need of some revisions to fit contemporary business and employment practices. The updated policy will apply to all new employees. As employment agreements are revised for all staff throughout 2025, then the updated personnel policy will apply.

**Resolution 2025-10**

**Davidson - Benoit**

That the revised Personnel Policy be adopted as circulated with an effective date of February 14, 2025.

**Carried.**

c) Annual Update on Planning and Regulations Statistics

Melanie Venne provided highlights of the staff report that captures statistics for both Section 28 permits and planning application reviews. The year was typical for volume of reviews and permits compared to the previous few years.

**Resolution 2025-11**

**Davidson – Landry-Altman**

That the reports on statistics of 2024 planning and regulations reviews be received,

And further, that the 2024 Annual Report on Section 28 Timelines be published to the Conservation Sudbury website.

**Carried.**

d) Permits Under Section 28/29

**Resolution 2025-12**

**Davidson - Landry-Atlmann**

That the report for permits issued under Sections 28 and 29 of the *Conservation Authorities Act* during the month of December 2024 and January 2025 is received.

**Carried.**

e) Work Plan and Organizational Chart

Carl presented the work plan for 2025, highlighting the new additions to it. The work plan lays out objectives for the year and is organized by the various activity areas. If endorsed, the work plan will be posted on the website after the meeting. There was a brief discussion on some of the items. Member Landry-Altman requested that the Fast-flowing Water presentation that staff are working on in 2025 is shared with the Members at a future meeting.

**Resolution 2025-13**

**Landry-Altman - Benoit**

*That the 2025 Work Plan is received and endorsed as presented.*

**Carried.**

12. In-Camera

**Resolution 2025-14**

**Davidson - Brabant**

That we go in-camera at 5:27 p.m.

**Carried.**

Chair Kaufman confirmed that each Member was present, that all could hear and be heard and that each was participating from a private setting where no other person is present or able to hear any discussion or view any contents of the meeting.

The Members ended the in-camera session at 5:57p.m. The Members had a request to staff for an update on a lands matter and one of the Members volunteered to assist staff on another lands matter.

13. Adjournment

**Resolution 2025-15**

**Benoit – Landry-Altman**

*That we do now adjourn at 5:58 PM*

**Carried.**