



LAKEHEAD REGION

CONSERVATION AUTHORITY

NINTH REGULAR AUTHORITY MEETING

DATE: Wednesday, October 27, 2021

PLACE: Lakehead Region Conservation Authority Boardroom
Via Microsoft Teams

TIME: 4:30 p.m.

AGENDA

1. **ADOPTION OF AGENDA**

Suggested Resolution:

“THAT: the Agenda be adopted as published.”

2. **DISCLOSURE OF INTEREST**

3. **MINUTES OF PREVIOUS MEETING – pages 1 to 4**

Attached are the Minutes of the Lakehead Region Conservation Authority Eighth Regular Meeting held on Wednesday, September 29, 2021.

Suggested Resolution:

“THAT: the Minutes of the Lakehead Region Conservation Authority Eighth Regular Meeting held on Wednesday, September 29, 2021 be adopted as published.”

4. IN-CAMERA AGENDA

No in-camera meeting will be held.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. CORRESPONDENCE

None.

7. STAFF REPORTS – pages 5 to 31

Health and Safety Policy HS-COVID-6: Vaccination Policy

Appearing on pages 5 to 13 is Staff |Report POLICY-HS-COVID-6-2021 related to the LRCA's Vaccination Policy.

Suggested Resolution

“THAT: Health and Safety Policy HS-COVID-6: Vaccination Policy be adopted AND FURTHER THAT this policy may be amended based on advice from the Authority Solicitor or future direction by the Province or Thunder Bay District Health Unit.”

Purchase of a New Heavy Duty New Vehicle

Attached on pages 14 to 16 is Staff Report VE-1-2021: Purchase of a 2022 Heavy Duty 4x4 Truck.

Suggested Resolution:

“THAT: the quote from Pinewood Ford for a 2022 4x4 Super Cab SRW be accepted AND FURTHER THAT the required funds will be taken from the Vehicle/Equipment Reserve.”

Asset Management Plan Update – Five-year Asset Management Plan Strategy 2022-2026

Attached on pages 17 to 31 is Staff Report FIN-09-2021: Asset Management Report Summary, which provides a five year Asset Management Plan Strategy.

Suggested Resolution:

“THAT: Staff Report No. FIN-09-2021 be received AND FURTHER THAT the proposed five-year Asset Management Strategy for the period 2022-2026 be approved AND FURTHER THAT the Asset Management Plan be updated in five years.”

8. CHIEF ADMINISTRATIVE OFFICER REPORT – pages 32 to 81

Attached on page 32 is the monthly Treasurer’s Report for September’s Administration and Capital.

Northern Ontario Heritage Fund Corporation – People and Talent Workforce Development Stream – Environmental Planner Internship

Attached on pages 33 to 34 is Staff Report FIN-10-2021: NOHFC Environmental Planner Intern.

Suggested Resolution

“THAT: the Chair and CAO are authorized to enter into an Agreement with the Northern Ontario Heritage Fund Corporation for a one-year Environmental Planner internship.”

Fee Policy

Attached on pages 35 to 44 is Staff Report POLICY-FIN-08-2021: Fee Policy related to the establishment of a Fee Policy.

Suggested Resolution

“THAT: Finance Policy FIN-08: Fee Policy be approved.”

Conservation Authorities Act Phase 1 Regulations

Attached on pages 45 to 81 is Staff Report CORP-11-2021: Conservation Authorities Act Phase 1 Regulations.

Suggested Resolution

“THAT: Staff Report CORP-11-2021: Conservation Authorities Act Phase 1 Regulations be received.”

9. PASSING OF ACCOUNTS

Resolution for the month of September 2021:

“THAT: having examined the accounts for the period of September 1, 2021 to September 30, 2021 cheque #2396 to #2424 for \$48,694.29 and preauthorized payments of \$105,431.86 for a total of \$154,126.15, we approve their payment.”

10. REGULATORY ROLE – pages 82 to 85

Due to the meeting being held virtually, the circulation for the Plan Input and Review and approved Section 28 permit binders cannot be undertaken. Attached on pages 82 to 83 is the

Plan Input and Review Summary for the Period of September 2021 to October 20, 2021 and attached on pages 84 to 85 is a summary of Section 28 Permits issued in 2021 to date.

11. PROJECTS UPDATE

TD Friends of the Environment Fund

TD Friends of the Environment Fund have awarded the LRCA \$10,000.00 in support of a new program called the Newcomer Northern Environmental Connection. This program will be carried out by the LRCA during 2022, in partnership with the Thunder Bay Multicultural Association, Lakehead University International Student Union and EcoSuperior. The program will target new immigrants, refugees and international students new to Northwestern Ontario in an effort to teach newcomers to the region about the flora, fauna and recreation opportunities of the region. Staff will also reach out to Indigenous partners for an indigenous cultural component.

Fundraising Calendar

For your information, the 2022 Fundraising Calendar has been ordered. The cost of printing the calendar was funded through the purchasing of advertisements, as in prior year. Approximately \$325.00 in profit was raised, above and beyond the cost of printing. Staff will distribute the calendars during the month of November. Please let Ryan Mackett know how many copies of the calendar you would like for your municipality.

2022 Conservation Dinner & Auction

Staff have begun tentative planning for the 2022 Conservation Dinner & Auction, which is scheduled to occur on Friday, February 11, 2022, at The Da Vinci Centre. Ideally, we will be able to host some form of in-person dinner; however, COVID-19 restrictions and the state of the pandemic closer to the time of the event will dictate how the LRCA will proceed. Possible alternatives include a virtual auction and curbside dinner take-out. This will be discussed further at the November 8th Foundation Meeting. An update will be brought forward at the November 24th Board Meeting.

Lake Superior Water Levels

In October, the Lake Superior water level was 4 centimetres below average (1918-2019) and 31 centimetres lower than last year. The current water level is approximately 73 centimetres lower than the 100-year flood level for Lake Superior. Assuming average water supply conditions, it is expected that Lake Superior's water level will continue its seasonal decline in October.

Low Water Response

A Level II Low Water Condition continues in LRCA's Area of Jurisdiction. As part of the Ontario Low Water Program, the Lakehead Region Conservation Authority declared a Level II Low Water

Condition on September 2, 2021. Recorded precipitation over the last three months from July to September was 53.5% of average (i.e., 133.2 millimetres compared to 249.2 millimetres average) and in September, 38% of the actual flow compared to lowest average summer flow was recorded for area gauged streams.

12. NEW BUSINESS

13. NEXT MEETING

Wednesday, November 24, 2021, at 4:30 p.m. via Microsoft Teams. The 2022 Final Budget will be presented for approval.

14. AJOURNMENT

Suggested Resolution:

“THAT: the time being _____ p.m. AND FURTHER THAT there being no further business we adjourn.”

2021 EVENTS/MEETINGS

Wednesday, November 24, 2021 LRCA Board Meeting

Thursday, December 9, 2021 Holiday Gathering

****All events are tentative and are subject to current COVID-19 restrictions.**



LAKEHEAD REGION

CONSERVATION AUTHORITY

Minutes of the Eighth Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, September 29, 2021, via Microsoft Teams. The Chair called the Meeting to order at 4:30 p.m.

PRESENT: Donna Blunt, Chair
Grant Arnold, Vice-Chair
Joel Brown
Rudy Buitenhuis
Andrew Foulds
Trevor Giertuga
Andrea Goold
Umed Panu
Allan Vis

REGRETS: Erwin Butikofer
Jim Vezina

ALSO

PRESENT: Tammy Cook, Chief Administrative Officer
Mark Ambrose, Finance Manager
Gail Willis, Watershed Manager
Ryne Gilliam, Lands Manager
Ryan Mackett, Communications Manager
Melanie O’Riley Receptionist/Admin Clerk, recorder of Minutes

1. ADOPTION OF AGENDA

Resolution #93/21

Moved by Grant Arnold, Seconded by Joel Brown

“THAT: the Agenda be adopted as published.” CARRIED.

2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

Resolution #94/21

Moved by Allan Vis, Seconded by Umed Panu

“THAT: the Minutes of the Lakehead Region Conservation Authority Seventh Regular Meeting held on Wednesday, August 25, 2021 be adopted as published.” CARRIED.

4. IN-CAMERA AGENDA

An In-Camera meeting was not held.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) File: Draft 2022 Budget

Members were advised that the LRCA received the 2022 Current Value Assessment (CVA) numbers after the presentation of the draft budget in August and were provided with an updated Draft Budget Summary illustrating the impact to each Member Municipalities municipal levy.

6. CORRESPONDENCE

None.

7. STAFF REPORTS

Members reviewed and discussed the Staff Report related to the 2021 Hazelwood Lake Bacteriological Water Quality Report.

Resolution #95/21

Moved by Rudy Buitenhuis, Seconded by Andrew Foulds

“THAT: the Staff Report WM-01-2021 be received AND FURTHER THAT the recommendations contained therein are endorsed.” CARRIED.

Members reviewed and discussed Staff Report LM-06-2021 related to a change to the contract price for the repairs to the Hazelwood Lake Dam.

Resolution #96/21

Moved by Andrea Goold, Seconded by Umed Panu

“THAT: Change Order #01 for additional concrete repairs on the Hazelwood Lake Dam by Tom Jones Corporation for the amount of \$55,318.93 plus HST be approved **AND FURTHER THAT** funds will be appropriated from the Conservation Areas Major Maintenance Capital Reserve for the project.” CARRIED.

8. CHIEF ADMINISTRATIVE OFFICER REPORT

Members were provided with the monthly Treasurer’s Report for August’s Administration and Capital.

Members reviewed and discussed Staff Report POLICY-PP-08-2021 related to amending the Statutory Holiday Policy to recognize September 30 as the National Day for Truth and Reconciliation.

Resolution #97/21

Moved by Andrew Foulds, Seconded by Grant Arnold

“THAT: Personnel Policy PP-08: Statutory Holidays be amended to recognize September 30 as the National Day for Truth and Reconciliation.” CARRIED.

9. PASSING OF ACCOUNTS

Resolution #98/21

Moved by Rudy Buitenhuis, Seconded by Allan Vis

“THAT: having examined the accounts for the period of August 1, 2021 to August 31, 2021 cheque #2357 to #2395 for \$27,070.50 and preauthorized payments of \$5,097,993.95 for a total of \$5,125,064.45, we approve their payment.” CARRIED.

10. REGULATORY ROLE

Members were provided with the Plan Input and Review Summary for the Period of August to September 22, 2021 a summary of Section 28 Permits issued in 2021 to date.

11. PROJECTS UPDATE

It was noted that Lake Superior water levels have declined (due to dry conditions) and reached the long-term average for the first time since April 2014.

It was noted that the Lakehead Region Conservation Authority declared a Level II Low Water Condition on September 2, 2021.

Members were advised that a film crew from Toronto was granted permission to film background special effects shots at MacKenzie Point Conservation Area on September 22, 2021. The footage was shot for season three of the Apple TV+ original series 'SEE'.

It was noted that approximately 30 metres of shoreline was restored and stabilized at the Mission Island Marsh Conservation Area by Serafini's General Contracting, LRCA staff, and the United Way of Thunder Bay volunteers. The Mission Marsh Shoreline Restoration project was funded through a transfer payment agreement with the Ministry of Natural Resources and Forestry.

It was noted that on October 7th and 8th, LRCA staff will host a volunteer day planting event at Fisherman's Park West to restore the park to a naturalized condition by planting native trees, shrubs, and perennials. Once planted, LRCA staff will be hosting outdoor classroom events in partnership with Lakehead University and Confederation College to educate how re-naturalization in urban areas can alleviate the impacts of climate change.

It was noted that on October 1st, LRCA staff will host a community meeting and site tour of the Mountdale/Nestle Boat Launch to introduce the project and discuss the proposed riparian habitat restoration and stormwater management using green infrastructure. The project is being funded by Environment and Climate Change Canada.

12. NEW BUSINESS

It was noted that Courtney Jackson had been hired as the new Education Co-ordinator.

13. NEXT MEETING

Wednesday, October 27, 2021, at 4:30 p.m. via Microsoft Teams.

14. AJOURNMENT

Resolution #99/21

Moved by Andrew Foulds, Seconded by Joel Brown

***"THAT: the time being 5:16 p.m. AND FURTHER THAT there being no further business we adjourn."** CARRIED.*

Chair

Chief Administrative Officer



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	POLICY	REPORT NO.	POLICY-HS-COVID-6-2021
DATE PREPARED	October 15, 2021	FILE NO.	38-4-4
MEETING DATE	October 27, 2021		
SUBJECT	Health and Safety Policy HS-COVID-6: Vaccination Policy		

RECOMMENDATION

Suggested Resolution

“THAT: Health and Safety Policy HS-COVID-6: Vaccination Policy be adopted AND FURTHER THAT this policy may be amended based on advice from the Authority Solicitor or future direction by the Province or Thunder Bay District Health Unit.”

LINK TO STRATEGIC PLAN (2018-2022)

Govern and Enhance:

- Optimize organizational performance through policy and measurable action to improve accountability and transparency.
- Create a dynamic culture of learning, safety and positivity.

EXECUTIVE SUMMARY

The Lakehead Region Conservation Authority (LRCA) has prepared a health and safety policy regarding vaccination requirements for all employees, Board of Directors, Foundation members, volunteers, contractors and visitors to the LRCA Administrative Office (entering beyond the front vestibule area for the purpose of attending meetings, etc.). This policy is intended as a living document that will change as required to adhere to any Provincial Orders or advice from the Thunder Bay District Health Unit surrounding the pandemic. This policy will remain in effect until such time as the pandemic has been terminated by the Province.

DISCUSSION

Health and Safety Policy *HS-COVID-6: Vaccination Policy* outlines the mandatory vaccine requirements for all employees of the LRCA, as well as the LRCA Board of Directors, Foundation Members, volunteers, contractors, and any visitors to the LRCA Administrative Office who are attending in-person meetings (i.e. entering the building beyond the front vestibule area).

The policy is subject to the duty to accommodate under the *Ontario Human Rights Code*. The policy has been provided to the Authority Solicitor for review and comment. Any

recommendations made by the Authority Solicitor will be incorporated into the final version of the policy.

FINANCIAL IMPLICATIONS

None.

CONCLUSION

The Health and Safety Policy *HS-COVID-6: Vaccination Policy* is an integral part of the LRCA's overall commitment to health and safety and providing its employees with a safe work environment.

BACKGROUND

The Province of Ontario and the Federal Government of Canada have outlined various recommendations and mandates surrounding vaccinations for COVID-19. In an effort to ensure the health and safety of all staff and clients of the LRCA, a vaccination policy has been developed outlining mandatory vaccine requirements.

In preparation of this policy, staff have reviewed various other vaccination policies, applicable legislation and have also participated in a webinar hosted by an employment lawyer. This policy has also been provided to the Authority Solicitor for review and comments.

REFERENCE MATERIAL ATTACHED

- Health and Safety Policy HS-COVID-6: Vaccination Policy

PREPARED BY: Ryan Mackett, Communications Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: October 18, 2021</p>
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Section:	HEALTH AND SAFETY		
Title:	HS-COVID-6-Vaccination Policy		
Resolution	##/21	Approval Date:	###
Revisions			

The Lakehead Region Conservation Authority (LRCA) requires all employees, Board of Directors, Foundation Members, volunteers and contractors to receive all required doses of the COVID-19 vaccine (including recommended boosters), subject to the duty to accommodate under the *Ontario Human Rights Code*. The LRCA is committed to taking every reasonable precaution in the current pandemic environment for the protection of the health and safety of its workers from the hazard of COVID-19 as required by the *Occupational Health and Safety Act (OHSA)*. The COVID-19 Vaccination Policy (Policy) is intended to encourage, support, and maximize COVID-19 vaccination rates and safety at LRCA workplaces as one of the critical preventative and control measures for the hazard of COVID-19 in the workplace.

This policy is in line with public health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants. Getting all recommended doses of the COVID- 19 vaccine is the best defense against the virus, including the Delta variant.

This policy applies to all staff, volunteers, students, Board of Directors, Foundation Members and contractors. New employees are subject to this Policy as a condition of their employment with the LRCA.

1.0 Definitions

Board of Directors: refers to Members of the Authority.

COVID-19: an infectious disease caused by a new virus that had not been previously identified in humans. The virus causes respiratory illness (like the flu) with symptoms such as cough, fever and in more severe cases, pneumonia.

Proof of Vaccination: Documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, as issued by the Ontario Ministry of Health.

Vaccine(s): A vaccine approved by Health Canada for use in Canada in relation to COVID-19.

Vaccinated: Refers to an individual who has received all recommended doses of a vaccine recommended or required to produce an immune response to COVID-19, including potential future requirements for boosters.

Proof of Medical Exemption: Written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason.

Mandatory COVID-19 Vaccination Education: Education approved by and/or provided by the LRCA which addresses the following learning components:

- How COVID-19 vaccines work
- Vaccine safety related to the development of the COVID-19 vaccines
- Benefits of vaccination against COVID-19
- Risks of not being vaccinated against COVID-19
- Possible side effects of COVID-19 vaccination

2.0 Policy

The Chief Administrative Officer (CAO) is responsible for the administration of this Policy in accordance with applicable law.

Unless a legislated or regulatory exemption applies, all persons covered under this policy are expected and required to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g., screening), wearing a mask or face covering, using required personal protective equipment, maintaining appropriate physical distancing, staying home if they are sick, and self-monitoring for potential COVID-19 symptoms when on LRCA premises and/or engaged in LRCA business.

Individuals covered under this policy who remain unvaccinated will be required to take additional infection and prevention control measures, including providing proof of a negative COVID-19 test.

The LRCA will review this Policy and update it as required and as reasonable in the evolving nature of the pandemic, vaccine availability and government and public health authority direction.

3.0 Roles and Responsibilities

Chief Administrative Officer (CAO) or Designate

- Confirm vaccination status of all employees, Board of Directors and Foundation Members
- Maintain record of adherence to the Vaccination Policy
- Keep all records confidential

Management and Supervisors

- Ensure employees attending work are fully vaccinated against COVID-19
- Ensure employees have submitted proof of their vaccination status or an approved exemption
- Require on-site rapid antigen testing as needed/outlined in this policy
- Follow and comply with any federal or provincial mandates or directives regarding the vaccination of employees
- Continue to enforce workplace precautions that limit the spread of the COVID-19 virus
- Ensure that employees are aware of the importance of getting vaccinated against COVID-19
- Provide employees with access to information on COVID-19, health and safety precautions, and on the efficacy of the COVID-19 vaccine
- Provide employees with information on location and scheduling of vaccination clinics when available
- Support time from regular duties for employees to get vaccinated

Employees

- On or before November 12, 2021 current employees must:
 - Confirm they are fully vaccinated against COVID-19; or
 - Provide a documented medical reason for not being fully vaccinated against COVID-19; or
 - Provide a documented personal sincerely held religious- or creed-based reason for not being fully vaccinated against COVID-19.
- Follow direction provided by the employer in cases where rapid antigen testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test
- Continue to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination
- Remain informed about COVID-19 and COVID-19 vaccination as it relates to your role, personal health and/or professional requirements
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities.
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received
- Provide proof of any required future doses/boosters

Reception

- Check proof of vaccination of any visitors to the LRCA Administrative Office who are entering the facility (beyond the front vestibule area, i.e., for the purpose of attending an in-person meeting at the office)
- Ensure visitors show adequate proof of vaccination, i.e. in the form of presenting hard-copy of vaccination receipt or via the Provincial vaccine passport app, in addition to proof of identification

- Maintain the integrity of the LRCA Administrative Office health and safety policies

New Hires

- All new hires will be required to be fully vaccinated as a condition of employment, subject to the duty to accommodate under the *Ontario Human Rights Code*.

Visitors

- Must show proof of vaccination to attend in-person meetings and/or to enter the LRCA Administrative Office beyond the front vestibule area

4.0 Vaccination

The LRCA requires all employees to be vaccinated against COVID-19, if they can safely receive the vaccine, as recommended by the Ministry of Health, the Public Health Agency of Canada, regional public health authorities, and the Canadian Medical Association. Employees with questions regarding the benefits, risks and precautions for vaccines are encouraged to speak with their healthcare professional.

Where an employee chooses not to be vaccinated, the employee will be required to disclose in writing to the CAO their reason for not being vaccinated (e.g., personal choice, religious, medical grounds, etc.). This information will be kept confidential and is collected for the purpose of minimizing risks to staff and others who come in contact with the employee(s) in the event of any COVID-19 case.

Accommodation for Individuals Who Cannot Be Vaccinated

The LRCA is committed to a workplace free from discrimination and harassment in accordance with Ontario human rights laws. Where an employee provides a medical, religious or other valid reason for having not received a COVID-19 vaccination, the LRCA will work with individuals covered under this policy to develop and implement appropriate and reasonable accommodation.

Employees, volunteers and students seeking accommodation are required by law to self-identify the specific prohibited ground of discrimination they believe the vaccination would infringe upon and also participate in the accommodation process, including, but not limited to, providing information to establish the existence of a protected grounds, related restrictions and possible methods of accommodation. To discuss possible exemptions and related accommodation under this Policy, eligible employees should speak with the CAO.

Accommodation may include measures such as work at home, segregated workspace, physical barriers, shift work, virtual meetings, etc. Accommodation is subject to approval by the LRCA, and in cases involving employees with an approved exemption will not be approved if it creates unreasonable hardship for the LRCA.

Accommodation of Side Effects

Public health authorities have publicly stated that it is not unusual for individuals to have mild side effects after vaccination and that serious adverse reactions to vaccines are rare. If an employee experiences a reaction related to their vaccination that prevents them from

performing the essential duties of their job, employees should contact their immediate supervisor.

Employees who are vaccinated and experience illness or injury as a result may also be eligible for benefits and/or government relief.

Collection, Use and Disclosure of Vaccination Status Information

Employees, volunteers, students, Board of Directors and Foundation Members must disclose their vaccination status to the LRCA on a proactive and ongoing basis and are required to update their vaccination status as they obtain each dose/required additional boosters of the COVID-19 vaccine.

The CAO will maintain a record of vaccination disclosure information, in accordance with the *Personal Health Information Protection Act (PHIPA)*, and *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. This information will only be used to the extent necessary for implementation of this Policy and taking all reasonable precautions during the pandemic to ensure the health and safety of everyone in the workplace through appropriate health and safety planning based on vaccination status. Specifically, this information will only be shared and accessed on a need-to-know basis by the CAO, Health and Safety Representative and, in some cases, a direct supervisor, solely for the purposes outlined above, or to comply with a legal order to disclose the information.

Process for the collection, use or disclosure of vaccination status information by employees (excluding volunteers and contractors):

1. Employees, Board of Directors and Foundation Members must show proof of vaccination to the CAO:
 - By allowing the CAO to scan the Provincially provided QR code, or
 - By showing a hard copy of an official vaccination receipt

A confidential log will be kept by the CAO indicating vaccination status of individual employees, Board of Directors and Foundation Members; however, no medical information will be kept on file.

2. Employees who refuse to disclose their vaccination status in accordance with this Policy may be subject to certain health and safety measures, including without limitation, remote work, redeployment to a different position or location, modified duties, customized workplace arrangements, and/or a temporary unpaid leave of absence as required.

Process for the collection, use or disclosure of vaccination status information by volunteers and contractors:

1. Volunteers and contractors are required to show proof of vaccination to applicable staff, as appropriate:
 - By allowing the applicable staff member to scan the Provincially provided QR code along with showing identification, or
 - By showing a hard copy of an official vaccination receipt along with showing identification.

- Note that contractors doing work inside the LRCA Administrative Office are required to be fully vaccinated, however there may be instances where proof of vaccination may not be required (i.e., heavy equipment operators working outdoors, etc.)

5.0 Mandatory COVID-19 Vaccination Education

In order to ensure that all employees subject to this policy are adequately educated about COVID-19 and the COVID-19 vaccines, unvaccinated employees who do not have an approved exemption may be required to complete mandatory COVID-19 vaccination education that has been approved by the LRCA.

Employees must submit proof they have completed the educational program, if required.

6.0 Antigen Testing

For unvaccinated employees who, after completing the mandatory COVID-19 vaccination education, indicate they intend to become fully vaccinated, the LRCA will set a date for the unvaccinated employees to provide proof of vaccination. If the unvaccinated employees fail to provide proof of vaccination on the specified date, they must submit to regular antigen testing for COVID-19 and demonstrate a negative result, at intervals to be determined by the LRCA. The employee will be responsible for the time and cost of testing. Unvaccinated employees who, after completing the mandatory COVID-19 vaccination education indicate they do not intend to become fully vaccinated must also submit to regular antigen testing for COVID-19 and demonstrate a negative result, at intervals to be determined by the LRCA. The employee will be responsible for the time and cost of testing.

7.0 Non-Compliance

Employees failing to follow this Policy may be subject to disciplinary action up to and including termination of employment.

8.0 Communication

The Policy will be communicated in the following ways:

- provided to staff (e.g., email or in print),
- be available in the Health and Safety Binder, and
- be available on the LRCA Network.

Communication on Policy will be documented on Policy Communication and Training Record and recorded on the Health and Safety Policy Matrix.

9.0 Training

Training on the Policy will occur by:

- review during a staff meeting, or
- review of Health and Safety Binder during new employee orientation, and
- specific training for applicable staff.

Dates of completed training will be recorded on the Policy Communication and Training Record and recorded on the Health and Safety Policy Matrix. Documentation of additional training (i.e. HR Download Module Certificates or other completion certificates, etc.) will be placed in employee's Personnel file, with the date noted on the Health and Safety Training Matrix.

10.0 Review

The Policy will be reviewed annually by the Chief Administrative Officer and Health and Safety Representative. This policy will remain in effect until the pandemic is terminated by the Province.

Review dates and notes will be recorded on the Policy Communication and Training Record and recorded on the Health and Safety Policy Matrix.

11.0 Evaluation

Staff understanding of the policy will be evaluated via discussion with staff at a staff meeting.

12.0 Successes and Improvements

Success will be acknowledged at annual Staff Meeting. Success will be noted on the Policy Communication and Training Record and recorded on the Health and Safety Policy Matrix.

Improvements will be made as necessary. This policy will be amended as necessary to adhere to future direction from the Province and Thunder Bay District Health Unit.



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	VEHICLE AND EQUIPMENT	REPORT NO.	VE-1-2021
DATE PREPARED	October 18, 2021	FILE NO:	Audit File
MEETING DATE	October 27, 2021		
SUBJECT	Purchase of 2022 Heavy Duty 4x4 Truck		

RECOMMENDATION

Suggested Resolution:

“THAT: the quote from Pinewood Ford for a 2022 4x4 Super Cab SRW be accepted **AND FURTHER THAT** the required funds will be taken from the Vehicle/Equipment Reserve.”

LINK TO STRATEGIC PLAN

Govern and Enhance:

- *Build a resilient financial mode based on capacity, capabilities and public expectations.*

Connect and Explore:

- *Manage recreational areas for current and future generations.*

EXECUTIVE SUMMARY

In an effort to reduce annual costs to maintain LRCA own properties, staff are preparing to resume snow plowing on LRCA owned properties, instead of hiring of an outside contractor.

In order to be ready for the 2022 winter season, and due to the known world-wide shortage of trucks available on the market for purchase, staff have begun the process to secure a vehicle prior to the 2022 budget process. Quotes were requested from seven auto dealerships (Dominion Motors, Brennen Ford, Pinewood Ford, Dryden GM, Spadoni Motors, Lakehead Motors, Badani Motors) with two submitting quotes.

Staff recommend purchasing a 2022 Ford 4X4 Super Cab SRW truck from the lowest bidder, Pinewood Ford, at a total cost of \$55,076.58, with delivery expected in 2022.

DISCUSSION

A Request for Quote was sent to seven auto dealerships for a 4x4 truck capable of plowing. Initially, quotes were received from Dominion Motors, Brennen Ford and Pinewood Ford;

however, on October 20, 2021, Dominion Motors cancelled their quote due to additional production concerns that were brought to their attention. Spadoni Motors, Badani Motors, Dryden GM and Lakehead Motors were unable to provide quotes at this time due to production and availability issues. Two quotes were received for a 4 x 4 Super Cab SRW:

- Pinewood Ford - \$54,124.00 plus applicable HST
- Brennen Ford - \$57,042.00 plus applicable HST

It is recommended that the 2022 Ford 4x4 Super Cab SRW be purchased from the lowest bidder, Pinewood Ford, at a total cost of \$55,076.58 including applicable HST.

The reason for an early purchase is due mainly to difficulties dealerships are having in securing new orders due to manufacturing parts such as conductor chips. In ordering the truck in 2021 the LRCA will better be able to position themselves to receive the in the truck in a timely manner.

The truck will be used for plowing; however, will be part of the regular fleet of vehicles owned and used by staff.

FINANCIAL IMPLICATIONS

The purchasing of a heavy-duty truck will allow staff to plow snow. This will eliminate annual snow plowing costs, which ranged in previous years from \$4,416.38 to \$7,871.14 depending on the amount of snow per season. It is noted that the plow will be purchased after obtaining the new vehicle at an estimated cost of \$13,000.

The purchase of the 2022 Ford 4X4 Super Cab SRW will be funded from the Vehicle/Equipment Reserve at a total cost of \$55,076.58.

CONCLUSION

Staff recommend that the 2022 Ford 4X4 Super Cab SRW be purchased from Pinewood Ford. As per the Vehicle/Equipment Reserve policy, \$55,076.58 will be transferred from the reserves.

BACKGROUND

Historically, LRCA staff completed snow plowing on LRCA owned land; however, previous management made the decision to sell the equipment and transitioned to contracting the work out. The purchase of a heavy-duty truck this will eliminate that annual contracting cost. It is anticipated that the Lead Hand, which is now a year-round position will be the main employee delegated to snowplow, with the Lands Manager as the alternate.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY: Ryne Gilliam, Lands Manager

REVIEWED BY: Mark Ambrose, Finance Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook</p> <p>Chief Administrative Officer</p>	<p>DATE:</p> <p>October 20, 2021</p>
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LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	Finance	REPORT NO.	FIN-09-2021
DATE PREPARED	October 8, 2021	FILE NO.	11-7-2
MEETING DATE	October 27, 2021		
SUBJECT	Asset Management Report Summary		

RECOMMENDATION

Suggested Resolution:

“THAT: Staff Report No. FIN-09-2021 be received AND FURTHER THAT the proposed five-year Asset Management Strategy for the period 2022-2026 be approved AND FURTHER THAT the Asset Management Plan be updated in five years”

EXECUTIVE SUMMARY

In 2021, the LRCA retained the services of KGS Group to update the Authority’s Asset Management Plan (AMP), which is required every five years as per resolution #114/16. The purpose of an AMP is to provide a strategy for maintaining, renewing, rehabilitating, and replacing LRCA assets while ultimately maintaining financial goals. The results of the AMP were generally favorable and did not present any major findings that the organization was unaware of. Many of the capital items owned by the LRCA were in good or excellent condition; however, there were several findings and recommendations at the component level. Staff completed a summary of the findings and identified capital repairs that staff determined are required in the next five years. These repairs, along with the long-term capital repair requirements over the next twenty years are summarized in the attached appendixes (Appendix #II Conservation Area Long-Term Forecast and Appendix #III Office Building Long-Term Forecast).

The following identifies the capital repairs/replacement of assets for the next five years:

- Re-paving of Cascades paved trail and parking lot (2022)
- Little Trout Bay new privy (2022)
- Hazelwood log shelter at the beach decommissioning (2022)
- Office Building electrical service and lighting upgrades (2022)
- Office Building heating pumps (assess and replace if necessary) (2022)
- Install air conditioning units in Boardroom and Multi-purpose room (2022)
- Install exhaust fan in janitor’s closet (2022)
- Office Building/Greenhouse/sign exterior finishing repairs and parging (2023)
- Office Building water piping insulation and thermostatic mixing valves (2023)
- Silver Harbour boat launch repairs (2025)

Overall, the AMP provided the LRCA with valuable information on the current condition of its assets as well as estimated replacement dates and costs.

Staff recommend approval of the Asset Management Strategy for the period 2022-2026.

DISCUSSION

In 2016 the LRCA completed its first Asset Management Plan (AMP). As per resolution #114/16, the AMP is required to be updated every five years. In 2021, KGS was hired to update the AMP. The results of the AMP were generally favorable and did not present any major findings that the organization was unaware of. Many of the capital items owned by the LRCA were in good or excellent condition; however, there were several findings and recommendations at the component level.

There were items identified at the Conservation Areas that require a short-term response to ensure the health and safety of patrons. As a result, a significant capital investment is required in the next year to ensure that assets are safe for use and do not further deteriorate. These capital investments include the re-paving of the paved parking lot and paved trail at Cascades.

The office building report indicated that the building and its components are in good condition; however, the AMP noted several minor repairs and maintenance items that were expected for an older building. These have been included in the long-term forecast; however, many of the major repairs are not expected to occur until well into the future with the exception of electrical upgrades. The electrical upgrades are planned for 2022. The LRCA has reflected these findings in the 2022 budget and modified the office facility fund to maintain the building in its current condition.

The Diversion Structure was assessed as in good condition with minor surface repairs and annual maintenance required. The AMP indicated the structure has a useful life of seventy-five years and an approximate 2021 replacement cost of \$2.7 million. These figures have been used to update the long-term Floodway maintenance budget.

The total package provided by KGS to the LRCA contains a summary of the assets broken down into three different components (Conservation Areas, Diversion Structure, and Office Building). These findings were then summarized into the final product, the Asset Management Plan, which is summarized in this report, including the following:

1. Summary of the AMP's significant findings
2. Short-term action plan
3. Long-term action plan
4. Financial implications

Summary of the AMP's Significant Findings:

As noted above, the AMP is a summary of the three different components: Conservation Areas, Floodway and Office Building. A summary of each component and what the LRCA staff determined are the most significant findings from each package is listed below.

Conservation Areas Conditions Assessments:

The assets are in good condition with no major concerns regarding the integrity of the structural components; however, some action is required at the component level.

The following is a summary of the most noteworthy findings. These items have been brought forward due to their priority as health and safety issues or items that require immediate attention to ensure conditions do not deteriorate.

Cascades paved parking lot

In the assessment of the paved parking lot, it was determined that there is standing water present at the centre of the parking lot. KGS recommended that the parking lot be resurfaced in 10-20 years. Re-paving and grading has been scheduled in 2022 due to a previously identified ice buildup issue that occurs that is considered to be a significant health and safety concern for both staff and visitors to the area.

Cascades paved trail

In the assessment of the paved trail, it was determined that there are many cracks and major depressions along the west side of the trail. Resurfacing will take place in 2022. KGS recommended that the trail be resurfaced in 10-20 years, but staff have determined that the trail should be resurfaced along with the parking lot to achieve cost savings. The trail will be made AODA compliant.

Little Trout Privy

A wheelchair accessible concrete privy will be installed in 2022 in the parking lot area. The existing privy will be maintained.

Hazelwood Lake Log Shelter

The log shelter at the beach at Hazelwood Lake will be decommissioned in 2022 due to being at the end of its useful life. It has been recommended to be removed from service due to being in poor condition.

Mission Island boardwalk (over-water)

The boardwalk located over water at Mission Island was assessed as fair to good condition; however, as previously noted, the boardwalk will be decommissioned at the end of its useful life and will not be replaced.

Needing-McIntyre Diversion Structure Condition Report

The Diversion Structure is in good condition with no major concerns regarding the integrity of the structural, functionality and safety components. There are some minor issues on the component level that are not a structural concern at this point but may become an issue in the future if no maintenance is performed.

The AMP only reflects the tangible assets of the LRCA and does not consider the major work required for maintenance of the Floodway Channel or Diversion Structure.

Concrete Diversion Structure

The general condition of the concrete is good and does not show any signs of deflection or deterioration. There were some hairline cracks in the concrete wall throughout the structure, but the risk of serious problems is low. Overall, the major component of the Floodway was assessed as in “good” condition and is estimated to have a seventy-five-year remaining lifespan; however, an approximate 2021 replacement value of \$2.7 million was provided.

Building Condition Assessment

The LRCA Office Building located at 130 Conservation Road is generally in good condition with some minor attention required at the component level. The structural, mechanical, and electrical review indicated that there are no urgent concerns; however, attention is required at the component level. By undertaking the repairs as recommended, the integrity of the building may be preserved. The repairs will increase the remaining life expectancy and is a preventative measure in avoiding more costly repairs in the future as deficiencies escalate.

The following is a summary of the most noteworthy findings as assessed by LRCA staff. These items have been brought forward as they were recommended for repair in the short-term.

Electrical

The electrical distribution system is in fair/poor condition and needs an upgrade from the current 200-amp service to 400-amp service. KGS recommends removal of abandoned cable at west entrance of the building. The wiring and receptacles are in fair/good condition with recommendation to update new tamper-based receptacles through out the building. The existing interior lighting recommendation is to replace current incandescent and fluorescent light with LED lights throughout the building. The fire alarm system is in fair condition; however, the smoke detector coverage is not adequate. Recommendation is to install a complete fire alarm system. The electrical update is scheduled for 2022 as noted in the AMP.

Cooling System

Upon completion of the electrical upgrade, additional air conditioning units will be installed in the Boardroom and Multi-purpose room, as the current system does not provide adequate cooling and can not be utilized during meetings due to being excessively loud. This is not identified in the AMP, but has been identified as a priority by staff.

Other items noted in the AMP include various mechanical components that will require replacement over time due to their current age (i.e., ventilation, heating, cooling, plumbing, and sanitary systems) as well as some significant mechanical components due to the age of the building. All items have all been included on the financial summary included in the attached material.

Short-term Action Plan

There were a few items identified in the AMP that require immediate attention to ensure the integrity of the assets and to maintain the level of service patrons expect of the LRCA. Based on the recommendations from KGS as well as a detailed review of the priorities and capabilities of the organization, the LRCA has taken the following steps to ensure that the requirements are fulfilled in the short-term (next 1 to 2 years).

Capital Repairs

The specific items noted above in the *Asset Management Strategy* identified those items that management at the LRCA determined are high priority due to their health and safety risks and the possibility for long-term deterioration. The LRCA received the financial timeline provided by KGS and modified it based on the organizations priorities and budget constraints to ensure that items are addressed in a financially responsible manner (see attached financial summary).

Capital repairs to be completed in the short-term that are a direct result of the AMP include:

- Re-paving of Cascades paved trail and parking lot (2022)
- Little Trout Bay new privy (2022)
- Hazelwood log shelter at the beach decommissioning (2022)
- Office Building electrical service and lighting upgrades (2022)
- Office Building heating pumps (assess and replace if necessary) (2022)
- Install air conditioning units in Boardroom and Multi-purpose room (2022)
- Install exhaust fan in janitor's closet (2022)
- Office Building/Greenhouse/sign exterior finishing repairs and parging (2023)
- Office Building water piping insulation and thermostatic mixing valves (2023)
- Silver Harbour boat launch repairs (2025)

Minor Repairs and Maintenance

The AMP identified several minor repairs and annual maintenance recommendations on the various assets and their components. The LRCA has summarized these recommendations and are resolving items identified as time permits. The Lands Manager and field staff will be tracking repairs and annual maintenance to ensure that all pertinent items are addressed in a timely manner. Additionally, staff will maintain records, including descriptions of work and associated costs, of all maintenance work and "small" jobs undertaken. These works increase the life expectancies of components and records of such works allow for more accurate remaining useful

life expectancies and increasingly representative capital budget recommendations. This information will also be used in subsequent updates to the AMP.

Long-Term Action Plan

The purpose of the AMP was to provide a strategy for maintaining, renewing, rehabilitating, and replacing LRCA assets while ultimately maintaining financial goals. The package given by AMP KGS provided a starting point for the LRCA to prioritize asset repairs and replacement to align with the goals of the organization.

Capital Repairs

The AMP included figures with estimated replacement costs to provide a basis for the LRCA's long-term planning. The long-term adjusted schedule is included in the attached files and is detailed in the *Financial Implications* section of this Staff Report. The basis that management used to determine the priority items included: health and safety risks, probability of further deterioration, financial constraints, time constraints, staffing levels and needs of the public.

Asset Management Plan Preservation and Updates

The AMP includes a list of activities that should be completed to ensure that the plan itself is kept up-to-date and that the findings are accurate. These recommendations included:

- Regular maintenance for all assets (i.e., cleaning, minor repairs, etc.)
- Culvert inspections every 2 years
- Building condition assessments every 10 years
- Hazelwood Lake dam and Neebing Floodway assessments every 2 years
- Regular inspections of parking lots and paved trails
- Regular updates of the AMP every 5 years

Staff have noted these recommendations and are implementing long-term condition assessment programs for those items that do not already have them (i.e., Hazelwood Lake dam and Neebing Floodway assessments are already completed annually).

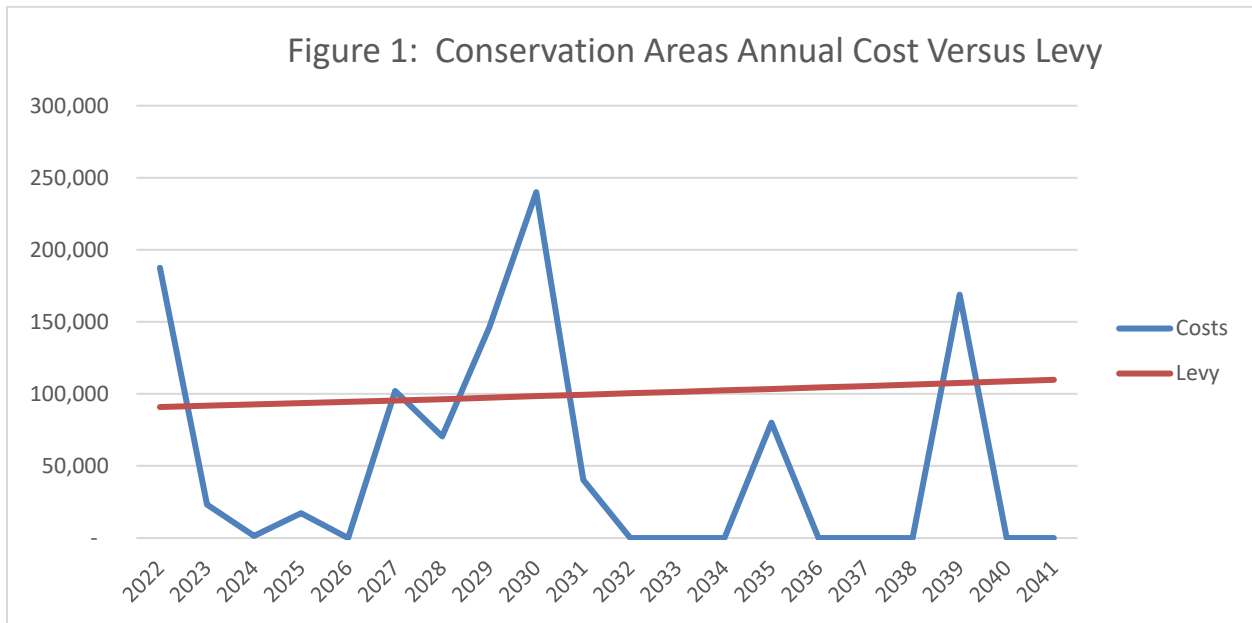
FINANCIAL IMPLICATIONS

The maintenance, renewal, rehabilitation, and replacement of assets is required to sustain the operations of the organization; however, this must be accomplished while managing financial goals of the organization and those that support it. Staff at the LRCA have taken the information provided by KGS and aligned these recommendations with the long-term financial outlook of the organization. This has been completed based on the three different categories: Conservation Areas, Floodway and Office Building.

Conservation Areas

As noted above, the AMP identified various short-term concerns as well as long-term recommendations at the Conservation Areas. Management has prioritized these items and established a long-term capital asset plan which is included in the referenced material. Below is

graph that displays the anticipated capital spending over the next 20 years as well as the estimated municipal levy.



Highlights of the LRCA’s long-term financial plan include:

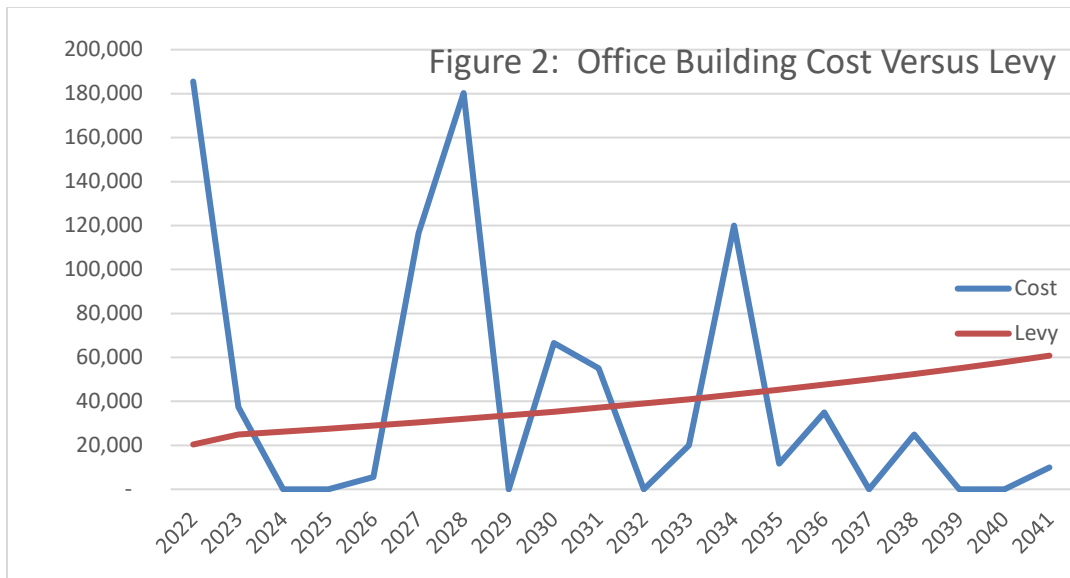
- Minimal additional capital spending until short-term items identified are addressed
- Replenishing the Hazelwood Dam Reserve by transferring a portion of the annual levy (\$10,000) annually starting in 2021 with a projected balance of \$200,000 by 2041 for replacement of the Dam
- Continue to look for funding opportunities to address AMP items (i.e., trail paving, pavilions, trail maintenance, etc.) and to be flexible with the timeline to ensure work is completed in years when funding is available

Office Building

Overall, the office building and grounds are in good condition, however, it was identified in the AMP that there are still components of the building that require work. Due to the age of the building, there will be continual maintenance costs over the next 20 years to ensure that the building is operating as intended.

This levy does not include any plans for future expansion or additions; therefore, should this be required in the future an additional levy would be needed.

Below is graph that shows the anticipated capital spending over the next 20 years as well as the annual municipal levy.



Highlights of the LRCA’s long-term financial plan include:

- Continue funding to maintain the building in its current condition with no levy built in for future site developments.
- Projected annual levy increases of approximately 5%. This equates to approximately \$4,600 per year.
- Maintain a minimum balance of \$20,000 in the building reserve to ensure funds available for any unforeseen repairs or future development opportunities.

Diversion Structure

NOTE: The Diversion Structure relates to the Neebing/McIntyre Floodway, which is a City of Thunder Bay sole-benefitting item; therefore, the financial impact relates solely to the City of Thunder Bay.

The Diversion Structure is in good condition with no major concerns regarding the individual components. Only minor repairs were identified that are not risks to persons or property. Minor repairs to be completed as part of the annual maintenance.

The LRCA had already maintained a long-term financial outlook for the Floodway prior to receiving the AMP; however, the information provided is assurance that the long-term projections are accurate. As the AMP only provided information on the tangible items (does not include Diversion Channel, dredging, etc.) it is only a small piece of the LRCA’s long-term Floodway schedule. Nevertheless, KGS did quantify the replacement costs for the Diversion Structure at \$2.7 million.

CONCLUSION

Overall, the AMP provided the LRCA with valuable information on the current condition of its assets as well as estimated replacement dates and costs. The information was assessed by LRCA staff and utilized for development of the long-term capital budget to maintain acceptable levels of service for watershed residents well into the future.

BACKGROUND

In 2016, as part of long-term planning for the LRCA, the Board approved completing an Asset Management Plan (AMP) that detailed the organizations assets in their current state and provided a long-term outlook for replacement and rehabilitation. As per resolution, the AMP is to be updated every five years. In 2021, the LRCA engaged KGS to update the AMP.

The final AMP completed by KGS was developed to prioritize needs, minimize future repair and rehabilitation costs, and maintain assets. This will guide investment decisions and ensure that sufficient financial planning is undertaken to afford future asset repair, maintenance, rehabilitation, replacement, or expansion to maintain acceptable levels of service for users over a 20-year planning period.

REFERENCE MATERIAL ATTACHED

APPENDIX 1 – Financial Strategy Summary (prepared by KGS)

APPENDIX II – Conservation Area Long-Term Forecast (prepared by LRCA)

APPENDIX III – Office Building Long-Term Forecast (prepared by LRCA)

PREPARED BY: Mark Ambrose, Finance Manager

REVIEWED BY: Tammy Cook, CAO

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: October 19, 2021</p>
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5.0 FINANCIAL STRATEGY

5.1 Maintenance & Inspection Activities

Maintenance activities should be completed on a regular basis for all the assets. This would include routine cleaning and minor repairs to each individual asset. In generally, these repairs and maintenance should be done by the LRCA personnel and therefore not affect the overall budget and financing expenditures.

Condition Assessment Programs or routine inspections will ultimately form the foundation of a good Asset Management Plan. The assessments will outline the current condition of the asset as well as offer preventative maintenance and renewal activities to extend the life of an asset and improve its overall level of service.

Condition Assessment Programs should be considered for Culverts, Buildings or Facilities, Bridge/Weir, Road and the Floodway.

Culvert Inspections should be completed every 2 years to ensure the culvert is still structurally sound with no indications of section loss or movement.

Building Condition Assessments are recommended to be completed and updated every 10 years. These assessments should be completed by engineer or other qualified personnel and will outline the structural, mechanical, and electrical components of the facility. The data collected will outline the type and category of the component, age of the component, current condition, rehabilitation recommendations, and associated costs.

An assessment of the weir at Hazelwood Lake and the Neebing Floodway should also be completed every 2 years. The assessments will determine the current condition of the structure and outline any deficiencies or concerns with each individual component. By completing an assessment every two years it will help identify which elements of the structure are weathering and deteriorating and at what rate, this will help predict when each element should be replaced or rehabilitated.

The Parking Lots and Paved Trails should also be regularly inspected specifying surface smoothness, cracks and depressions in the pavement, potholes and other deficiencies. Depending on the amount and severity of the abovementioned deficiencies will determine when the pavement should be replaced.

The LRCA is recommended to continue to allocate approximately \$3,000 per year to complete these assessments and inspections as well as update this AMP with the information provided in those reports

5.2 Rehabilitation/Renewal/Replacement Activities

The table below depicts the approximate costs associated with rehabilitation, renewal and replacement activities for each asset and the timeframes in which these activities should take place.

Rehabilitation and Maintenance Strategy

Location	Asset	Asset ID	0-2 Years	2-5 years	5-10 years	10-20 years
Cascades	Paved Trail	C3	\$30,500.00	\$-	\$-	\$61,000.00
	2 Foot Bridges	C4	\$-	\$-	\$-	\$-
	1 Privy		\$-	\$-	\$-	\$-
	Pavilion	C2	\$-	\$-	\$-	\$22,000.00
	Paved Parking Lot	C1	\$2,500.00	\$-	\$-	\$55,000.00
	3 Wooden Steps	C5	\$1,500.00	\$-	\$-	\$-
Cedar Falls	Wooden steps on Trail	CF1	\$-	\$-	\$3,100.00	\$-
	Wooden steps going to Falls	CF2	\$-	\$-	\$3,100.00	\$-
Hazelwood Lake	1km Chip Sealed Road	HL4	\$-	\$-	\$146,000.00	\$-
	Free Flow Weir Dam	HL3	\$178,000.00	\$-	\$-	\$-
	Culverts		\$-	\$-	\$-	\$-
	Wooden Privies		\$-	\$70,600.00	\$-	\$-
	Garage		\$2,000.00	\$-	\$-	\$-
	Pavilion (New)		\$-	\$-	\$-	\$-
	Roll out Dock (New)		\$-	\$-	\$-	\$-
	Log Picnic Shelter		N/A	N/A	N/A	N/A
	8 Boardwalk Sections		\$-	\$-	\$-	\$-

Rehabilitation and Maintenance Strategy						
Location	Asset	Asset ID	0-2 Years	2-5 years	5-10 years	10-20 years
Little Trout Bay	Pavilion	HC1	\$6,200.00	\$-	\$-	\$-
	1 Privy		\$-	\$-	\$-	\$-
	Floating Dock (New)		\$-	\$-	\$-	\$-
	Gabion Baskets	LTB2	\$-	\$-	\$-	\$-
	1 Dock	LTB2	\$6,250.00	\$-	\$-	\$-
	2 Boat Launches	LTB2	\$6,200.00	\$-	\$-	\$-
	Breakwall	LTB2	\$-	\$-	\$-	\$-
	Pavilion	LTB3	\$2,500.00	\$-	\$-	\$-
Mackenzie Point	Privy	LTB1	\$36,000.00	\$-	\$-	\$-
	No Assets on site		\$-	\$-	\$-	\$-
Mission Island Marsh	Paved Trail	MM5	\$-	\$-	\$-	\$25,000.00
	Boardwalk	MM4	\$-	\$290,000.00	\$-	\$-
	Paved Parking Lot	MM1	\$2,500.00		\$2,500.00	\$55,000.00
	Outdoor Privy	MM2	\$-	\$14,800.00	\$-	\$-
	Pavilion	MM3	\$22,000.00	\$-	\$-	\$-
	Entrance Way Sign (New)	MM6	\$-	\$-	\$-	\$-
Silver Harbour	2 Privies		\$-	\$-	\$-	\$-
	Pavilion	SH3	\$-	\$31,000.00	\$-	\$-
	2 Boat Launches	SH1/SH2	\$-	\$12,200.00	\$-	\$-
	3 Fixed Docks	SH1/SH2	\$18,300.00	\$-	\$-	\$147,000.00

Rehabilitation and Maintenance Strategy						
Location	Asset	Asset ID	0-2 Years	2-5 years	5-10 years	10-20 years
Mills Block	3	MB1				
	Boardwalk Sections		\$2,500.00	\$-	\$-	\$-
	Foot Bridge (New)	MB2	\$-	\$-	\$-	\$-
Wishart Forest	No Assets on site		\$-	\$-	\$-	\$-
Vehicles	Vehicles					
Office Building (130 Conservation Road)	Office Building with attached garage	LRCA1	\$110,900.00	\$189,250.00	\$138,200.00	\$277,450.00
	Green House	LRCA1	\$-	\$-	\$-	\$-
	LED Sign	LRCA1	\$5,000.00	\$-	\$-	\$-
	Parking Lot	LRCA1	\$-	\$-	\$-	\$-
	Patio Stone Area	LRCA1	\$-	\$-	\$-	\$-
	Detached Garage	LRCA1	\$-	\$-	\$-	\$45,000.00
Floodway	Diversion Structure	NM1	\$11,100.00	\$1,250.00	\$-	\$5,000.00
	Neebing Weir (Not assessed in 2016)	NM2	\$2,000.00	\$-	\$-	\$-
		Total	\$445,950.00	\$609,100.00	\$292,900.00	\$692,450.00

If the assets are well maintained and assessed regularly, we recommend the above assets be replaced as indicated in the abovementioned table. The ability to perform these tasks is strictly based on the funding available to the LRCA. Where there are funding shortfalls the LRCA must prioritize the work based on their required goals and the level of service provided by the asset.

Conservation Area Site Development		Year		2022																											
Location	Description	Cost	Year of Purchase	Estimated Useful Life	Actual Age	Effective Age	Estimated Remaining Life	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041				
Cascades	Pavilion	40,465	1999	37	23	17	20																								
Cascades	Bridges (east and west)	28,403	2001	40	21	14	26																								
Cascades	wooden stairs	23,366	2001	20	21	10	10			1,500																					
Cascades	outdoor concrete privy	N/A	2001	40	21	10	30																								
Cascades	Paved parking lot	1	1998	20	24	18	2																								
Cascades	Paved trail	29,573	2002	20	20	18	2																								
Cedar Falls	steps on the trail	23,540	2011	20	11	2	18						6,200																		
Hazelwood	Chip sealed road	83,960	2009	15	13	7	8																								
Hazelwood	Free Flow Wier Dam - Concrete	302,646	1980	78	42	5	73																								
Hazelwood	Free Flow Wier Dam - Stringers/Decking/Handrails	1980	1980	40	42	15	25																								
Hazelwood	Causeway, Culverts+ Culvert	N/A	1983	75	39	30	45																								
Hazelwood	Causeway, Culverts+ Guide Rail	N/A	1983	25	39	35	0																								
Hazelwood	Wood privies	N/A	1995	25	27	25	0							70,600																	
Hazelwood	Garage	N/A	1980	25	42	35	0																								
Hazelwood	Log Picnic Shelter Removal							2,000																							
Hurkett	Boardwalk	17,752	2015	25	7	1	24																								
Hurkett	Pavilion	34,079	2001	37	21	15	22			6,200																					
Hurkett	Concrete Privy	N/A	2006	40	16	10	30																								
Little Trout	Gabion Baskets/Slope Stabilization	N/A	1992	75	30	24	51																								
Little Trout	Docks (North and South)/Ramp	67,002	1993	25	29	23	2			12,450																					
Little Trout	Break Wall	N/A	1992	100	30	24	76																								
Little Trout	Pavilion	38,614	2001	37	21	10	27			2,500																					
Little Trout	Wooden privy	N/A	N/A	25	N/A	25	0			36,000																					
Mission Island	Paved trail	10,000	1998	20	24	10	10																								
Mission Island	Boardwalk - over water	N/A	1987	25	35	20	5						50,000																		
Mission Island	Boardwalk - on land	N/A	1987	25	35	20	5																								
Mission Island	Paved parking lot	1989	1989	20	33	15	5																								
Mission Island	Outdoor privy	39,755	1990	25	32	23	2				5,000																				
Mission Island	Pavilion	44,820	1995	25	27	21	4																								
Mission Island	Entrance sign	10,000	2004	15	18	15	0																								
Silver Harbour	Concrete Privy	N/A	2004	40	18	10	30							31,000																	
Silver Harbour	Picnic Shelter	49,537	1990	30	32	26	4																								
Silver Harbour	Dock/boat launch #1	N/A	1979	25	43	14	11					6,100																			
Silver Harbour	Dock/boat launch #2	49,660	2002	25	20	16	9																								
Silver Harbour	Dock/boat launch #3																														
Mills Block	Boardwalk	N/A	N/A	25	N/A	25	0			2,500																					
SUBTOTAL - Asset Management Plan								187,500	23,150	1,500	17,200	-	102,000	70,600	146,000	240,000	40,300	-	-	-	80,000	-	-	-	169,000	-	-	-			
Additional Capital Purchases																															
Mission Island - Shingles																															
Transfer to reserves Hazelwood Dam								10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000		
Reserve CA Capital								10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000		
Other								15,000	15,000	15,000	15,000	15,000	25,000	25,000	30,000	30,000	30,000	40,000	40,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000		
SUBTOTAL - Additional Capital								35,000	35,000	35,000	35,000	35,000	45,000	45,000	45,000	50,000	50,000	50,000	60,000	60,000	60,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
TOTAL								222,500	58,150	36,500	52,200	35,000	147,000	115,600	191,000	290,000	90,300	50,000	60,000	60,000	150,000	70,000	70,000	70,000	70,000	239,000	70,000	70,000	70,000		
Opening Balance:																															
Lewy								90,900	91,800	92,700	93,600	94,500	95,400	96,400	97,400	98,400	99,400	100,400	101,400	102,400	103,400	104,400	105,400	106,500	107,600	108,700	109,800				
Running Balance								350,670	384,320	440,520	481,920	541,420	489,820	470,620	377,020	185,420	194,520	244,920	286,320	328,720	282,120	316,520	351,920	388,420	257,020	295,720	335,520				
								-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Asset Management Plan Review		Year	TBT Asset Mgmt Plan Estimates				2-5 years					5-10 years					10-20 years											
Location	Description	Year of Purchase	Useful Life	Actual Age	Effective Age	Remaining Life	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041		
Office Building	Structure	1953	110	69	63	47																						
Office Building	Roof Assembly	2012	25	10	4	21																						
Office Building	Exterior - Brick/Greenhouse	1953	86	69	63	23		12,500	-																			
Office Building	Exterior - Doors and Windows	N/A	25	N/A	15	10						65,000		-														
Office Building	Exterior - Stairs/Ramp/Handrails	2012	25	10	10	15		2,000										20,000										
Office Building	Parking Lot	2014	20	8	3	17													75,000									
Office Building	Ratio Stone Area	2015	20	7	1	19																						
Office Building	Plumbing	1953	70	69	50	20		12,500			5,500		-							11,650								
Office Building	Heating	2011	20	11	3	17	10,500						89,050															
Office Building	Cooling	2011	15	11	5	10	35,000								66,600													
Office Building	Ventilation	2013	20	9	3	17	3,000						115,250															
Office Building	Insulation and Ventilation	N/A	30	N/A	20	10																						
Office Building	Interior	2014	15	8	2	13										55,000												
Office Building	Control Systems	2011	15	11	5	10						27,500																
Office Building	Fire Supresion	2011	10	11	5	5																						
Office Building	Electrical - Service	N/A	40	N/A	40	0	45,000																					
Office Building	Electrical - Lighting	N/A	20	N/A	20	0	92,000																					
Attached Garag	Foundation	1974	81	48	42	39																						
Attached Garag	Structure	1974	69	48	40	29																						
Attached Garag	Roof	2012	25	10	4	21																						
Attached Garag	Exterior	1974	50	48	25	25																						
Garage	Detatched Garage	N/A	25	N/A	15	10													45,000									
LED Sign	LED Sign	2015	15	7	1	10																						
Greenhouse	Greenhouse	2015	30	7	1	29																						
Office Building	Backflow valve connections	2018	5	4	1	4		3,000																				
SUBTOTAL - Asset Management Plan							185,500	37,500	-	-	5,500	116,550	180,250	-	66,600	55,000	-	20,000	120,000	11,650	35,000	-	25,000	-	-	10,000		
Additional Capital Purchases:																												
Office Building	Miscellaneous						10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000		
Subtotal - Additional Capital							10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
TOTAL							195,500	47,500	10,000	10,000	15,500	126,550	190,250	10,000	76,600	65,000	10,000	30,000	130,000	21,650	45,000	10,000	35,000	10,000	35,000	10,000	20,000	
	Levy						150,000	20,400	25,000	26,300	27,600		29,000	30,500	32,000	33,600	35,300	37,100	39,000	41,000	43,100	45,300	47,600	50,000	52,500	55,100	57,900	60,800
	Office Building Reserve - Running Balance						491,309	325,731	303,231	319,531	337,131		350,631	254,581	96,331	119,931	78,631	50,731	79,731	90,731	3,831	27,481	30,081	70,081	87,581	132,681	180,581	221,381

**2021 TREASURER'S REPORT
MONTHLY EXPENSES**

	2021 BUDGET	September	TOTAL TO DATE	BALANCE REMAINING
REVENUE				
Provincial Grants	287,047	-	252,336	34,711
Municipal Levy	1,668,402	-	1,668,402	-
Self Generated	213,229	16,819	254,237	41,008
Other Revenue	451,869	100,350	193,902	257,967
TOTAL REVENUE	2,620,547	117,169	2,368,876	251,671
EXPENSES				
Core Mandate Operating				
Administration	525,680	46,588	399,071	126,609
Community Relations	115,685	7,882	75,776	39,909
Natural Hazard and Protection Management	631,907	42,318	381,623	250,284
Conservation and Management of Cons. Auth. Lands	204,996	12,037	172,829	32,167
Drinking Water Source Protection	56,107	4,652	39,884	16,223
Total Core Mandate Operating	1,534,375	113,477	1,069,182	465,193
Non Core Mandate Operating				
Other Programming	382,608	13,977	181,213	201,395
Total None Core Mandate	382,608	13,977	181,213	201,395
Total Core and Non Core Mandate Operating	1,916,983	127,454	1,250,395	666,588
Core Mandate Capital				
Natural Hazard and Protection Management Authority Office	426,018	963	42,165	383,853
Conservation and Management of Cons. Auth. Lands	25,200	-	4,879	20,321
Conservation and Management of Cons. Auth. Lands	252,346	308	2,992	249,354
Total Core Mandate Capital	703,564	1,271	50,037	653,527
Total Operating and Capital	2,620,547	128,725	1,300,431	1,320,116



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	FINANCE	REPORT NO.	FIN-10-2021
DATE PREPARED	October 19, 2021	FILE NO.	
MEETING DATE	October 27, 2021		
SUBJECT	NOHFC Environmental Planner Internship		

RECOMMENDATION

“THAT: the Chair and CAO are authorized to enter into a funding Agreement with Northern Ontario Heritage Fund Corporation for a one-year Environmental Planner internship.”

LINK TO STRATEGIC PLAN (2018-2022)

Conserve and Sustain:

- *Support, strengthen and encourage environmental stewardship and sustainability.*
- *Manage future growth through a systematic evaluation of assets and landholdings.*

Protect and Support:

- *Evaluate priorities for the protection and management of wetlands and natural heritage features.*

Connect and Explore:

- *Manage recreational areas for current and future generations.*

EXECUTIVE SUMMARY

The LRCA has been successful in securing funding from the Northern Ontario Heritage Fund Corporation for a one-year Environmental Planner Internship. The intern will complete Natural Heritage Evaluations on LRCA owned land; pursue Key Biodiversity Area status for Hurkett Cove and Mission Island Marsh; and assist in the completion of a Conservation Area Strategy, Watershed Based Resource Strategy and Land Inventory that the LRCA is required to develop as part of the recently released regulations.

DISCUSSION

The LRCA has been advised that the application submitted to the Northern Ontario Heritage Fund Corporation under the People and Talent Program- Workforce Development Stream for a 52-week Environmental Planner Internship was successful.

The Environmental Planner will complete Natural Heritage Evaluations of eight Conservation Areas. Field assessments will be conducted to determine each location's ecological importance, ecological quality, and ecological sensitivity. Natural heritage plans will be established to conserve and enhance the natural heritage features within each conservation area to ensure that they continue to contribute to the broader Lakehead Watershed. The intern will assist in the completion of a Conservation Area Strategy, Watershed Based Resource Strategy and Land Inventory that the LRCA is required to develop as part of the recently released regulations. Additionally, the intern will work towards completing Master Plans for each area.

The intern will pursue Key Biodiversity Area (KBA) status for Hurkett Cove and Mission Island Marsh Conservation Areas. The KBA application requires the compilation of the appropriate scientific data to apply and qualify for key biodiversity status. The intern will be required to undergo consultation with stakeholders at a national level for the delineation stage for KBA status.

FINANCIAL IMPLICATIONS

LRCA will receive \$35,000.00 in funding towards a one-year Environmental Planner internship, with the remaining costs estimated to be approximately \$10,500.00 allocated from the Conservation Area Deferred fund.

CONCLUSION

The approved one-year internship will provide additional information to be used in the management of LRCA's Conservation Areas and will provide additional capacity to complete the deliverables required under the recently released regulations under the *Conservation Authorities Act*.

BACKGROUND

None.

REFERENCE MATERIAL ATTACHED

None

PREPARED BY: Tammy Cook, CAO

REVIEWED BY: Mark Ambrose, Finance Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: October 20, 2021</p>
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LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	POLICY	REPORT NO.	POLICY-FIN-08-2021
DATE PREPARED	September 28, 2021	FILE NO.	Finance Office
MEETING DATE	October 27, 2021		
SUBJECT	Fee Policy		

RECOMMENDATION

Suggested Resolution

“THAT: Finance Policy FIN-08: Fee Policy be approved.”

LINK TO STRATEGIC PLAN (2018-2022)

Govern and Enhance:

- *Optimize organizational performance through policy, and measurable actions to improve accountability and transparency.*
- *Build a resilient financial model based on capacity, capabilities and transparency.*

EXECUTIVE SUMMARY

A Fee Policy has been developed to formalize the process for new fees, increases to fees, exemptions and the appeal process. At an unspecified time in the future, a written Fee Policy will be required under the *Conservation Authorities Act* upon the proclamation of Section 21.2(7) by the Lieutenant Governor. The Fee Policy will be updated accordingly at that time to ensure compliance with all applicable sections within the *Conservation Authorities Act*.

DISCUSSION

Conservation Authorities are permitted to charge fees for services provided on a cost recovery basis, per *Polices and Procedures for the Charging of Conservation Authority Fees*, MNRF, June 1997. LRCA fees are outlined on Summary of Fees and Schedules, which are presented annually to the Board of Directors for approval. In order to formalize the process for new fees, increases to fees, exemptions and the appeal process, a Fee Policy has been developed.

Section 21.2 of the *Conservation Authorities Act* contains additional requirements related to fees that are to be proclaimed at a date in the future by the Lieutenant Governor, at which time the Fee Policy will be updated as warranted.

The Fee Policy will be posted on the LRCA website.

FINANCIAL IMPLICATIONS

The Fee Policy provides a structure to how fees will be established and implemented based on a user pay principle. Collected fees are used to fund the associated program area, thereby reducing reliance on municipal levy.

CONCLUSION

The establishment of a Fee Policy will formalize the process related to the development and implementation of collected fees and will form the basis for the future requirement of such a policy upon proclamation of Section 21.2 under the *Conservation Authorities Act*.

BACKGROUND

Since 1996, the *Conservation Authorities Act* provides the legislative basis to allow Conservation Authorities in Ontario to charge fees for services approved by the Minister of Natural Resources and Forestry (MNR). Section 21(m.1) of the *Conservation Authorities Act* allows for the collection of fees for services such as plan review, permitting, public and legal inquiries, conservation land management and community relations. The document entitled “Policies and Procedures for the Charging of Conservation Authority Fees (June 1997, updated March 1999)”, included the MNR Procedural Manual established guidelines for fee collection. The document states that the Conservation Authority fee structure should be designed to recover, but not exceed, the costs associated with administering and delivering the services on a program basis. The manual also states that setting of fees should be dependent on the complexity of application and the level of effort required to process the application.

Section 21.2 of the *Conservation Authorities Act* contains additional requirements related to fees that are to be proclaimed at a date in the future by the Lieutenant Governor, at which time this policy will be updated as warranted.

The un-proclaimed amendments to the *Conservation Authorities Act* (December 2017) include the addition of Section 21.2:

Note: On a day to be named by proclamation of the Lieutenant Governor, the Act is amended by adding the following section: (See: 2017, c. 23, Sched. 4, s. 21)

Fees for programs and services

21.2 (1) The Minister may determine classes of programs and services in respect of which an authority may charge a fee. 2017, c. 23, Sched. 4, s. 21.

Publication of list

(2) The Minister shall publish the list of classes of programs and services in respect of which an authority may charge a fee in a policy document and distribute the document to each authority. 2017, c. 23, Sched. 4, s. 21.

Updating list

(3) If the Minister makes changes to the list of classes of programs and services in respect of which an authority may charge a fee, the Minister shall promptly update the policy document referred to in subsection (2) and distribute the new document to each authority. 2017, c. 23, Sched. 4, s. 21.

Where authority may charge fee

(4) An authority may charge a fee for a program or service that it provides only if it is set out on the list of classes of programs and services referred to in subsection (2). 2017, c. 23, Sched. 4, s. 21.

Amount of fee

- (5) The amount of a fee charged by an authority for a program or service it provides shall be,
- (a) the amount prescribed by the regulations; or
 - (b) if no amount is prescribed, the amount determined by the authority. 2017, c. 23, Sched. 4, s. 21.

Fee schedule

- (6) Every authority shall prepare and maintain a fee schedule that sets out,
- (a) the list of programs and services that it provides and in respect of which it charges a fee; and
 - (b) the amount of the fee charged for each program or service or the manner in which the fee is determined. 2017, c. 23, Sched. 4, s. 21.

Fee policy

- (7) Every authority shall adopt a written policy with respect to the fees that it charges for the programs and services it provides, and the policy shall set out,
- (a) the fee schedule described in subsection (6);
 - (b) the frequency within which the fee policy shall be reviewed by the authority under subsection (9);
 - (c) the process for carrying out a review of the fee policy, including the rules for giving notice of the review and of any changes resulting from the review; and
 - (d) the circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. 2017, c. 23, Sched. 4, s. 21.

Fee policy to be made public

- (8) Every authority shall make the fee policy available to the public in a manner it considers appropriate. 2017, c. 23, Sched. 4, s. 21.

Periodic review of fee policy

- (9) At such regular intervals as may be determined by an authority, the authority shall undertake a review of its fee policy, including a review of the fees set out in the fee schedule. 2017, c. 23, Sched. 4, s. 21.

Notice of fee changes

- (10) If, after a review of a fee policy or at any other time, an authority wishes to make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, the authority shall give notice of the proposed change to the public in a manner it considers appropriate. 2017, c. 23, Sched. 4, s. 21.

Reconsideration of fee charged

- (11) Any person who considers that the authority has charged a fee that is contrary to the fees set out in the fee schedule, or that the fee set out in the fee schedule is excessive in relation to the service or program for which it is charged, may apply to the authority in accordance with the procedures set out in the fee policy and request that it reconsider the fee that was charged. 2017, c. 23, Sched. 4, s. 21.

Powers of authority on reconsideration

- (12) Upon reconsideration of a fee that was charged for a program or service provided by an authority, the authority may,
- (a) order the person to pay the fee in the amount originally charged;
 - (b) vary the amount of the fee originally charged, as the authority considers appropriate; or
 - (c) order that no fee be charged for the program or service. 2017, c. 23, Sched. 4, s. 21.

Note: On a day to be named by proclamation of the Lieutenant Governor, section 21.2 of the Act is amended by adding the following subsections: (See: 2020, c. 36, Sched. 6, s. 10)

Reconsideration of fees for permit applications

- (13) If an authority receives a request for reconsideration of a fee charged for an application for a permit made under subsection 28.1 (2), the authority shall make its decision within 30 days after receiving the request. 2020, c. 36, Sched. 6, s. 10.

Appeal if no decision

(14) If an authority fails to reconsider a fee described in subsection (13) within 30 days of receiving the request for reconsideration, the person who made the request may appeal the amount of the fee directly to the Local Planning Appeal Tribunal. 2020, c. 36, Sched. 6, s. 10.

Payment of fee

(15) If, after reconsideration of a fee charged for an application for a permit made under subsection 28.1 (2), an authority orders a person to pay the fee under clause (12) (a) or (b), the person shall pay the fee in accordance with the order. 2020, c. 36, Sched. 6, s. 10.

Payment of fee under protest and appeal

- (16) A person who pays a fee under subsection (15) may,
- (a) when paying the fee, indicate to the authority in writing that the fee is being paid under protest; and
 - (b) within 30 days after payment of the fee, appeal the amount charged by the authority upon reconsideration to the Local Planning Appeal Tribunal. 2020, c. 36, Sched. 6, s. 10.

Appeal of fee in fee schedule

(17) For greater certainty, an appeal of the amount of a fee under subsection (14) or clause (16) (b) applies even if the amount charged was set out in the fee schedule prepared by the authority under subsection (6). 2020, c. 36, Sched. 6, s. 10.

Hearing

(18) The Local Planning Appeal Tribunal shall hear an appeal made under subsection (14) or clause (16) (b). 2020, c. 36, Sched. 6, s. 10.

Powers on appeal

- (19) After hearing the appeal, the Local Planning Appeal Tribunal may,
- (a) dismiss the appeal;
 - (b) vary the amount of the fee charged by the authority; or
 - (c) order that no fee be charged. 2020, c. 36, Sched. 6, s. 10.

Refund

(20) If the Local Planning Appeal Tribunal makes an order under clause (19) (b) or (c), it may order that the authority provide a refund to the appellant in such amount as the Tribunal determines. 2020, c. 36, Sched. 6, s. 10.

Where dismissal required

(21) Despite subsection (19), the Local Planning Appeal Tribunal shall dismiss the appeal if it determines that the fee complies with a regulation made under clause 40 (3) (b). 2020, c. 36, Sched. 6, s. 10.

Note: On the later of the day section 2 of Schedule 6 to the *Accelerating Access to Justice Act, 2021* comes into force and the day section 10 of Schedule 6 to the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* comes into force, section 21.2 of the Act is amended by striking out “Local Planning Appeal Tribunal” wherever it appears and substituting in each case “Ontario Land Tribunal”. (See: 2021, c. 4, Sched. 6, s. 39 (1))

REFERENCE MATERIAL ATTACHED

Fee Policy FIN-08: Fee Policy

PREPARED BY: Tammy Cook, Chief Administrative Officer

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE:</p> <p>October 18, 2021</p>
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Section:	FINANCE		
Title:	FIN-08: Fee Policy		
Resolution	##/21	Approval Date:	October 27, 2021

1.0 Purpose

This Policy establishes guidelines for the charging of Conservation Authority Fees.

2.0 Legislative Framework

Since 1996, the *Conservation Authorities Act* provides the legislative basis to allow Conservation Authorities in Ontario to charge fees for services approved by the Minister of Natural Resources and Forestry (MNR). Section 21(m.1) of the *Conservation Authorities Act* allows for the collection of fees for services such as plan review, permitting, public and legal inquiries, conservation land management and community relations. The document entitled “Policies and Procedures for the Charging of Conservation Authority Fees (June 1997, updated March 1999)”, included the MNR Procedural Manual established guidelines for fee collection. The document states that the Conservation Authority fee structure should be designed to recover, but not exceed, the costs associated with administering and delivering the services on a program basis. The manual also states that setting of fees should be dependent on the complexity of application and the level of effort required to process the application.

Section 21.2 of the *Conservation Authorities Act* contains additional requirements related to fees that are to be proclaimed at a date in the future by the Lieutenant Governor, at which time this policy will be updated as warranted.

The un-proclaimed amendments to the *Conservation Authorities Act* (December 2017) include the addition of Section 21.2 that clarifies that:

The Minister may determine classes of programs and services in respect of which an authority may charge a fee. The amount of a fee charged by an authority for a program or service it provides shall be,

- a) The amount prescribed by the regulations, or
- b) If no amount is prescribed, the amount determined by the authority.

Principles

As a result of the legislative policy basis, LRCA’s Fees Policy is based on the following:

- The user-pay principle

- Adequate consultation and notification
- Opportunity or right to an appeal

3.0 Establishment of Fees

When developing and establishing fees, the Authority will review and consider similar fees set out by the other Northern Conservation Authorities and other Conservation Authorities of similar size; fees charged by our Member Municipalities; and fees charged if applicable, by the private sector for similar services.

Fees account for estimated staff time, travel, equipment, and material costs plus a reasonable charge to cover administration of the program, where applicable.

4.0 Implementation

Established fees will be set out in a Summary of Fees and associated Fee Schedules. The Summary of Fees will list fees associated with rentals, sales, services and parking at Conservation Areas; Fee Schedules will summarize fees for specific program areas such as:

- Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, O. Reg. 180/06
- Plan Input and Review
- Education Programming.

The current Summary of Fees and Fee Schedules will be posted on the LRCA website. Physical copies will be provided upon request.

5.0 Exemption and In-Kind Services

The Authority may waive fees for non-profit conservation groups contributing to the protection and restoration of the natural environment. Examples include but are not limited to: North Shore Steel-head Association, Stewardship Council, etc. If an exemption is requested by a non-profit group, the CAO will review and exempt as appropriate.

In addition, staff may provide in-kind services to assist non-profit groups, such providing maps for funding applications, letters of support, etc., personnel and time permitting.

6.0 Revision and Review Process

The public is notified of any proposed increases or revisions to the Fee Schedules, by way of posting a notice on the LRCA website. All fee changes or new fees will be approved by the Board of Directors. The Fee Schedule will be reviewed and updated as warranted by staff and presented annually to the Board of Directors for consideration and approval.

7.0 Appeals Process

The applicant has the right to appeal a fee and request either a reduction or waiving of the fee. In order to appeal a fee, the applicant must submit in writing the reasons for the appeal. The consideration for waiving/reducing the fee will be based largely on:

1. The scope of work required to administer and review the application and supporting technical reports.
2. If the municipality has waived or reduced their application fee.

Appeals will first be heard by the Chief Administrative Officer. If still not satisfied, an appeal may be heard by the Board of Directors. The Board of Directors after consideration of an appeal will either:

1. Determine that the full fee is applicable.
2. Vary the amount of the fee originally charged.
3. Determine that no fee be charged.

All decisions will be via resolution. The appellant will be notified in writing of the Board of Director's decision.

Attachment: Policies and Procedures for the Charging of Conservation Authority Fees (June 1997, updated March 1999)

POLICIES AND PROCEDURES FOR THE CHARGING OF CONSERVATION AUTHORITY FEES

1.0 BACKGROUND

Conservation Authorities have become more business like in the delivery of their programs and services to achieve greater program self-sufficiency. Prior to 1996, the Conservation Authorities Act addressed the charging of fees for the use of Conservation Authority owned land and facilities. Fees for services, however, were not recognized in the legislation. In January, 1996, a provincial Omnibus Bill was passed which amended the Conservation Authorities Act to empower Conservation Authorities to collect fees for services approved by the Minister. This document addresses the policies and procedures under this new provision.

2.0 LEGISLATION

2.1 Section 20 of the Conservation Authorities Act describes the objects of a Conservation Authority, which are to establish and undertake, in an area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources.

Section 21 of the Conservation Authorities Act lists the powers which Conservation Authorities have for the purpose of accomplishing their objects.

Subsection 21(m.1) gives Conservation Authorities the power to charge fees for services approved by the Minister.

3.0 DEFINITIONS

3.1 Minister - Minister of Natural Resources

3.2 Charging of Conservation Authority Fees - Charging of user fees for services rendered by a Conservation Authority. This does not include the generation of revenue through undertaking of activities on Conservation Authority owned land, as supported by Section 29 of the Conservation Authorities Act.

4.0 POLICY PRINCIPLES

4.1 Conservation Authorities are entitled to set rates, charge and collect fees for services rendered.

4.2 Conservation Authorities are encouraged to make programs and services more self-sufficient by applying the user-pay principle.

5.0 POLICY

5.1 Pursuant to Section 21(m.1) of the Conservation Authorities Act, Conservation Authorities may charge fees for the following services:

- . Section 28 permit fees
- . Plan review
- . Response to legal, real estate and public enquiries
- . Extension services (e.g., technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- . Community relations/information/education services (e.g., tours, presentations, workshops, demonstrations, special events)
- . Sale of products (e.g. reports, maps, photographs)
- . Any services under other legislation (e.g., EPA, LRIA, PLA) authorized under agreement with the lead ministry

This is provided the service is not supported through provincial grant funding.

5.2 Each Conservation Authority must develop written policy or add to its Administrative Resolutions, a fees administration guideline which includes:

- . A fees schedule
- . A process for public notification about the establishment of or any proposed changes to any fees schedule
- . a clearly defined review and revision process
- . A process for appeals for fee structures proposed or in place

5.3 For planning, and compliance-oriented activities such as regulatory or permitting services, the Conservation Authority fee structures should be designed to recover but not exceed the costs associated with administering and delivering the services on a program basis.

Fees for planning services should be designed and administered in conjunction with the appropriate planning authorities, in accordance with Section 69 of the Planning Act.

5.4 Conservation Authority fees should be determined in such a manner as to not deter applicants from receiving due process.

5.5 When developing fee schedules, Conservation Authorities should consider:

- the fees of neighbouring Conservation Authorities to promote consistency
- the nature and level of fees charged by local municipalities, and other agencies and ministries for related services to prevent duplicative fee structures and to promote consistency in fee schedules
- setting fees dependent on the complexity of applications and the level of effort required to administer the application.

6.0 REVENUES

Revenues generated through charging of fees as applicable under this policy, are subject to the provisions of the MNR Policies and Procedures for the Treatment of Conservation Authority Generated Revenue.

7.0 PROCEDURES

MNR reserves the right to audit Conservation Authorities for adherence to this policy.



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	CORPORATE	REPORT NO.	CORP-11-2021
DATE PREPARED	October 18, 2021	FILE NO.	35-2-1
MEETING DATE	October 27, 2021		
SUBJECT	<i>Conservation Authorities Act Phase 1 Regulations</i>		

RECOMMENDATION

Suggested Resolution

“THAT: Staff Report CORP-11-2021: Conservation Authorities Act Phase 1 Regulations be received.”

LINK TO STRATEGIC PLAN

All sections of the Strategic Plan are impacted.

EXECUTIVE SUMMARY

The Ministry of Environment, Conservation and Parks (MECP) has released three new regulations under the *Conservation Authorities Act*: Mandatory Programs and Services; Transition Plans and Agreements; and Rules of Conduct in Conservation Areas. The regulations are phase one of a two phase process, where phase two will address municipal levies and Section 28 regulations.

The regulations outline several deliverables that are mandated to be completed by conservation authorities, with all budgets transitioned to the new levy process in their 2025 budgets. Staff will be adding all mandated deliverables into future workplans in order to meet all legislative deadlines. The majority of the regulation content is consistent with the MECP consultation guide; however, the requirement of Community Advisory Boards was removed from being mandatory and passive recreation was included as being a mandatory service.

DISCUSSION

Over the last several years the government has been reviewing and consulting on the *Conservation Authorities Act*. On November 5, 2020, the Province introduced Bill 229, *Protect, Support and Recover from COVID 19 Act (Budget Measures), 2020*, with Schedule 6 outlining many changes to the *Conservation Authorities Act*. Despite the petitioning for the removal of the Schedule from the Bill, the Bill passed third reading and received Royal Assent on December 8, 2020. Some sections came into effect immediately, while additional sections were proclaimed on February 2, 2021. Additional sections are to be proclaimed at a later date.

On May 13, 2021, the Ministry of Environment, Conservation and Parks (MECP) released the *Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving*

Governance, Oversight and Accountability of Conservation Authorities. Which was the first phase of a two-phase process. As part of the first phase, MECP has posted three new regulations under the *Conservation Authorities Act* (attached):

- Ontario Regulation 686/21: Mandatory Programs and Services (Attachment 1)
- Ontario Regulation 687/21: Transition Plans and Agreements (Attachment 2)
- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas (Attachment 3)

The second phase of the proposed regulations will be released later in the year and will focus on the details related to municipal levies for mandatory and non-mandatory programs and services; and standards for the delivery of non-mandatory programs and services. Additionally, MNRF will be releasing the regulations related to Section 28 permitting, which will transition from individual regulations to one provincial regulation.

The notification received from the MECP has been attached (Attachment 4), as well as Conservation Ontario's overview of the Phase 1 regulations (Attachment 5).

Overview of Mandatory Programs and Services Regulation (O. Reg. 686/21)

This regulation will come into force January 1, 2022. Mandatory Programs and Services are outlined under each of these categories:

- Natural Hazards,
- Conservation Lands,
- Source Protection,
- Lake Simcoe,
- Other Legislation – NBMCA and Ontario *Building Code Act*
- Prescribed in Regulation – Core Watershed-based Resource Management Strategy, Provincial Water Quality and Quantity Monitoring.

The mandatory programs and services (Category 1) are required to be delivered and are eligible for general municipal levy (NOTE: some will say 'as advisable' e.g. ice management plans). There are six deliverables associated with the mandatory programs and services that have been provided a due date of December 31, 2024, to enable more time, where necessary, to complete them, including (Attachment 6):

- ice management plans(s),
- natural hazard infrastructure operational management plan(s),
- natural hazard infrastructure asset management plan(s),
- a conservation area strategy,
- a conservation land inventory, and,
- a watershed-based resource management strategy.

All other mandatory programs and services are expected to be in place by January 1, 2024.

The requirement of Community Advisory Boards was not included as being a mandatory requirement. Passive recreation was included as a mandatory service, which would include the services provided at all LRCA Conservation Areas.

Overview of Transition Plan and Agreements Regulation (O. Reg. 687/21)

This regulation came into force October 1, 2021. The key components and deadlines for *Transition Plan and Agreements Regulation* (O. Reg. 687/21) are summarized in Attachment 6. The purpose of the transition period is to provide conservation authorities and municipalities with the time to address changes to the budgeting and levy process based on the delivery of mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and to reach agreements.

There are four key elements that will need to be addressed during/for the transition period.

1. **Transition Plan.** To be completed by December 31, 2021. The transition plan includes a timeline/workplan to meet the requirements for the first and second phases of the transition period. A copy of the transition plan must be sent to each participating municipality, to the MECP and be published onto the authority's website or made available to the public by other means.
2. **Inventory of Programs and Services.** To be completed by February 28, 2022. The inventory should list all the programs and services that the authority is providing as of February 28, 2022, and those that it intends to provide after that date. The inventory should include information about the sources of funding for the program or service and should categorize it based on the following: 1 – mandatory programs and services; 2 – municipal programs and services; and 3 – other programs and services.
3. **Consultation on Inventory and Cost Apportioning Agreements/Memorandum of Understanding.** This is the second phase of the transition period. To be completed by January 1, 2024. The conservation authorities will consult with participating municipalities on the inventory of programs and services. The conservation authority will then take the necessary steps to enter into agreements/MOUs with municipalities for category 2 and 3 programs and services where municipal funding will be required.
4. **Progress Reports and Final Report.** Conservation authorities are to submit six quarterly progress reports to the Ministry of Environment, Conservation and Parks on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023, and October 1, 2023. The progress reports will include any comments received/changes to the inventory, an update on the progress of negotiations of cost apportioning agreements, and any difficulties that the authority is experiencing with concluding the requirements prior to the end of the Transition Period. A final report is to be submitted to MECP and each participating municipality by January 31, 2024, including the final version of the Inventory of Programs and Services and confirmation that the authority has entered into all necessary cost apportioning agreements.

Overview of the Section 29 Regulation: Rules of Conduct in Conservation Areas (O. Reg. 688/21)

The timeline for this regulation to come into force is to be determined. It will be enacted at the same time as the new Section 28 regulation and when the enforcement and offences provisions of the *Conservation Authorities Act* are enacted. This regulation consolidates all Conservation Authority Section 29 regulations into one Minister's Regulation. The new Section 29 regulation essentially maintains business as usual with no substantive updates.

FINANCIAL IMPLICATIONS

Staff have begun the process of summarizing required deliverables (attachments 6 and 7) and will be participating in further meetings with Conservation Ontario and MECP. The recent successful internship funding application to NOHFC to hire an Environmental Planner will assist in completing some tasks. Future impacts to the budget will not be fully understood until the scope of all requirements and the capacity of staff to meet required deadlines is determined. Additionally, it will need to be determined whether or not the LRCA will be proceeding with delivering non-mandatory programs using municipal levy in the future, which will require MOU's (i.e. Environmental Education, Private Land Stewardship, etc.). All requirements will be incorporated into the 2025 budget as mandated.

It was noted in the Discussion Paper that Phase 2 of the consultation will address on-going organizational costs that include administration, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority (i.e. Board of Directors costs, finance, clerical, IT, legal, senior management, office equipment, office occupancy, etc.). The approach will be to establish a fixed minimal amount as the portion of the conservation authority's operating expenses that a participating municipality is required to pay each year. Additionally, the second phase will address municipal levy for mandatory and non-mandatory programs and standards for the delivery of non-mandatory programs.

CONCLUSION

The recently released Phase 1 Regulations under the *Conservation Authorities Act* give conservation authorities until January 1, 2024, to complete the transition to a new budgetary framework with their municipalities. LRCA staff will adding all requirements to future workplans in order to meet all legislative deadlines.

Staff will continue to keep apprised of the on-going changes to the *Conservation Authorities Act* and when warranted will alter operations to ensure compliance with the Act. The Board will be updated as warranted.

BACKGROUND

Over the past several years, the *Conservation Authorities Act* has been changed by the province. The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, required all Conservation Authorities by December 12, 2018, to have Administrative By-laws enacted to ensure that all Conservation Authorities had a

framework to ensure proper administration. The updated by-law, which was approved by the LRCA Board on September 26, 2018, includes provisions making key documents publicly available; including meeting agendas, meeting minutes and annual audits, which already addresses proposed legislation in Bill 229 making those documents public. The Administrative By-law will be updated in November 2021 to adhere to recent changes to the Act.

On April 5, 2019, MECP posted two Environmental Registry of Ontario postings to amend the CA Act with the intent to focus Conservation Authorities on delivering their core mandate and to improve governance, with the details to be prescribed in regulation. These changes were posted with no consultation with Conservation Ontario or the Conservation Authorities and were passed in June 2019 under Bill 108. After the passing, individual briefings were held with Conservation Authorities and Minister's staff, ministry staff and local MPPs (October to November 2019) and general consultations were held with stakeholders early in 2020. The results of the consultations have yet to be made public.

On November 5, 2020, the province released their budget Bill 229; Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020. Bill 229 included amendments to 44 Acts, including Schedule 6, the *Conservation Authorities Act*. These new amendments are described in the Environmental Registry (ERO) posting "to improve transparency and consistency in conservation authority operations, strengthen municipal and provincial oversight and streamline conservation authority roles in permitting and land use planning".

While previously proposed changes to the act have been proposed on the ERO for a period of public comment, these new changes were posted on the ERO for "information only using Section 33 of the Environmental Bill of Rights, 1993 (EBR) which exempts proposals from the public consultation requirements under the EBR if the proposal forms part of or gives effect to a budget or economic statement presented for the Legislative Assembly". MECP held a briefing webinar with Conservation Authorities on November 9, 2020, during which they provided an overview of Schedule 6; however, could not answer the majority of the questions posed regarding the intent or clarifying some of the changes. It is understood that MECP also held webinars between November 13-17th with municipalities and stakeholders.

Staff participated in a meeting with MPP Judith Monteith-Farrell, MNRF critic, on November 13, 2020 to express concerns related to Bill 229. She had previously met with Kim Gavine, General Manager from Conservation Ontario. The Chair and CAO have engaged with local media related to Bill 229. On December 6, 2020 Judith Monteith-Farrell send a letter to the Premier calling on the government to withdraw Schedule 6 from Bill 229. Both MPP Judith Monteith-Farrell and Michael Gravelle received petition style emails from supporters in their ridings, which prompted them to forward them onto the respective Ministers petitioning for the removal of the Schedule.

Supporting resolutions and resolutions to withdraw Schedule 6 were passed by the Municipality of Shuniah, Township of O'Connor, City of Thunder Bay, Municipality of Neebing and Municipality of Oliver Paipoonge.

The LRCA Board of Directors passed the following resolution at their November 25, 2020 Board Meeting:

“WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID-19 Act – Schedule 6 – Conservation Authorities Act;

AND WHEREAS the proposed changes will limit Conservation Authorities ability to ensure people and property are protected from natural hazards and result in short- and long-term negative impacts to the environment;

THEREFORE BE IT RESOLVED THAT the Lakehead Region Conservation Authority Board of Directors request the removal of Schedule 6 from Bill 229, and that a copy of this resolution be forwarded to Premier Doug Ford, Judith Monteith Farrell MPP, Michael Gravelle MPP, and Ministers of Environment Conservation and Parks, Natural Resources and Forestry, Municipal Affairs and Housing and Finance and all Member Municipalities of the Lakehead Region Conservation Authority.”

Despite the petitioning for the removal of the Schedule from the Bill, the Bill passed third reading and received Royal Assent on December 8, 2020. Some sections came into effect immediately, while additional sections were proclaimed on February 2, 2021. Additional sections are to be proclaimed at a later date.

On February 2, 2021 several additional sections to the *Conservation Authorities Act* were proclaimed, including sections related to: aboriginal or treaty rights; Board composition; potential appointment of an Agricultural representative; term of Chair and Vice Chair; posting of agendas and minutes; powers of authorities; Minister’s ability to appoint an investigator/administrator; removal of expropriation powers; Minister can delegate his/her powers under the Act to an employee in the Ministry; and accounting/audit requirements.

On March 5, 2021, the LRCA requested an exception from the Minister regarding the two-year limit on the term of the Chair and Vice-Chair. On March 22, 2021, the Minister granted the exception, thereby permitting the current Chair and Vice-Chair, if elected, to hold the position of Chair and Vice-Chair in 2022.

On May 13, 2021, the MECP released the *Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities*. Which was the first phase of a two-phase process. Phase 1 regulations were filed on October 1, 2021, related to: Mandatory Programs and Services; Transition Plans and Agreements; and Rules of Conduct in Conservation Areas.

REFERENCE MATERIAL ATTACHED

Attachment 1 – Ontario Regulation 686/21: Mandatory Programs and Services

Attachment 2 – Ontario Regulation 687/21: Transition Plans and Agreements

Attachment 3 – Ontario Regulation 688/21: Rules of Conduct in Conservation Areas

Attachment 4 – MECP notification of release of regulations, October 7, 2021

Attachment 5 – Conservation Ontario Overview of Conservation Authorities Act Phase 1 Regulations

Attachment 6 – LRCA Summary of Requirements from O. Reg. 686/21

Attachment 7 – LRCA Summary of Requirements from O. Reg. 687/21

PREPARED BY:

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY: <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer	DATE: October 19, 2021
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[Français](#)

ONTARIO REGULATION 686/21

made under the

CONSERVATION AUTHORITIES ACT

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MANDATORY PROGRAMS AND SERVICES

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COMMENCEMENT17.

Commencement

RISK OF NATURAL HAZARDS**Risk of certain natural hazards**

1. (1) An authority shall provide the programs and services set out in sections 2 to 8 related to the following types of natural hazards:

1. Dynamic beach hazard.
2. Erosion hazard.
3. Flooding hazard.
4. Hazardous lands.
5. Hazardous sites.
6. Low water or drought conditions.

(2) The authority shall design the programs and services referred to in subsection (1) to achieve the following objectives:

1. Developing an awareness of the areas that are important for the management of the natural hazards referred to in subsection (1) that are within the authority's area of jurisdiction, including,
 - i. wetlands,
 - ii. river or stream valleys,
 - iii. areas that are adjacent to or close to the shoreline of the Great Lakes-St. Lawrence River System or to an inland lake and that may be affected by flooding, erosion or dynamic beach hazards, and
 - iv. unstable soils or bedrock.
2. Understanding the risks related to natural hazards referred to in subsection (1), including how these risks may be affected by climate change.
3. Managing the risks related to natural hazards referred to in subsection (1), including preventing or mitigating those risks.
4. Promoting public awareness of the risks related to natural hazards described in subsection (1).

(3) Where the authority considers it advisable to help ensure it complies with its obligation to provide the programs and services described in sections 2 to 8, the authority shall, to the extent it considers appropriate, ensure those programs and services include the following components:

1. The collection, provision and management of information enabling the authority to,
 - i. delineate and map areas of natural hazards within its area of jurisdiction,
 - ii. study surface water hydrology and hydraulics, including surface water flows and levels, and the related interactions between surface and ground water,
 - iii. study stream morphology,
 - iv. study the potential effects of climate change on natural hazards, and

v. study the management of natural hazards.

2. The development of plans and policies that will support the delivery of those programs and services.
3. Public awareness, education and outreach components related to the risk of natural hazards within the authority's area of jurisdiction.
4. Consultation on the development and provision of those programs and services.

(4) In this section, "dynamic beach hazard", "erosion hazard", "flooding hazard", "hazardous sites", "hazardous lands" and "wetland" have the same meaning as in the Provincial Policy Statement, 2020 issued under section 3 of the *Planning Act*.

Flood forecasting and warning

2. (1) An authority shall provide programs and services to support its functions and responsibilities related to flood forecasting and warning as set out in subsection (2).

(2) The authority's functions and responsibilities with respect to flood forecasting and warning mentioned in subsection (1) are the following:

1. Maintaining information on surface water hydrology and the areas within the authority's area of jurisdiction that are vulnerable to flooding events.
2. Developing operating procedures for flood forecasting and warning, including flood contingency procedures to ensure continuity of an authority's operations in respect of flood forecasting and warning.
3. Maintaining a stream flow monitoring network that, at a minimum, includes stream flow gauges available as part of the provincial-federal hydrometric network and, where the authority considers it advisable, includes additional local stream flow gauges.
4. Monitoring of weather and climate information, snow surveys and observed water levels and flows utilizing local, provincial and federal data sources.
5. Analysis of local surface water hydrologic conditions related to flood potential and risk, including flood forecasting, to understand and quantify the response and potential impacts within watersheds to specific events and conditions.
6. Communications to inform persons and bodies that the authority considers advisable of the potential or actual impact of flood events in a timely manner.
7. Provision of ongoing information and advice to persons and bodies mentioned in paragraph 6 to support,
 - i. emergency and flood operations during a flood event, and
 - ii. documentation of flood events.

Drought or low water response

3. (1) An authority shall provide programs and services to support its functions and responsibilities to facilitate drought and low water forecasting and warning as set out in subsection (2).

(2) The authority's functions and responsibilities with respect to drought and low water forecasting and warning mentioned in subsection (1) are the following:

1. Maintaining information on surface water hydrology and the areas within the authority's area of jurisdiction that are vulnerable to drought or low water events.
2. Maintaining a stream flow monitoring network that, at a minimum, includes stream flow gauges available as part of the provincial-federal hydrometric network and, where the authority considers it advisable, includes additional local stream flow gauges.
3. Monitoring of weather and climate information, snow surveys and water levels and flows utilizing local, provincial and federal data sources.

4. Analysis of local surface water hydrologic conditions related to risk of drought and low water events.
5. Gathering information to determine when low water levels exist within the authority's area of jurisdiction and initiating and maintaining the appropriate response to confirmed low water levels in accordance with the document entitled Ontario Low Water Response, dated March 2010, and available on request from the Ministry of Northern Development, Mines, Natural Resources and Forestry, as amended from time to time.
6. Communications to inform persons or bodies that the authority considers advisable of the potential or actual impact of drought and low water events in a timely manner.
7. Provision of ongoing information and advice to persons and bodies mentioned in paragraph 6 to support,
 - i. emergency and drought or low water activities during a drought or low water event, and
 - ii. documentation of drought and low water events.

Ice management

4. (1) An authority shall provide programs and services for ice management within its area of jurisdiction, if the authority determines that ice management is necessary to reduce the risks associated with natural hazards referred to in subsection 1 (1).

(2) Programs or services provided under subsection (1) shall include the development and implementation of an ice management plan on or before December 31, 2024 that identifies,

- (a) how ice within the authority's area of jurisdiction may increase the risk of natural hazards; and
- (b) the steps that are necessary to mitigate these risks, including identifying equipment and resources needed to carry out these steps.

(3) An authority may update the ice management plan referred to in subsection (2) from time to time as the authority considers it advisable.

Infrastructure

5. (1) Subject to subsection (3), an authority shall provide programs and services that support the operation, maintenance, repair and decommissioning of the following types of infrastructure the authority owns or manages:

1. Any water control infrastructure, the purpose of which is to mitigate risks to life and damage to property resulting from flooding or to assist in flow augmentation.
2. Any erosion control infrastructure.

(2) Programs or services provided under subsection (1) shall include the following components:

1. The development and implementation of an operational plan on or before December 31, 2024.
2. The development and implementation of an asset management plan on or before December 31, 2024.
3. The undertaking of any technical or engineering studies necessary to ensure the proper operation and maintenance of the infrastructure to which the program or service applies.

(3) If an authority enters into an agreement with an owner of infrastructure mentioned in paragraph 1 or 2 of subsection (1) to manage the infrastructure on the owner's behalf, the authority shall provide the programs and services to operate, maintain, repair and decommission the infrastructure only in accordance with its obligations under the agreement.

(4) An authority may update the plans mentioned in paragraphs 1 and 2 of subsection (2), from time to time, as the authority considers it advisable.

Comment re applications, proposals

6. (1) An authority shall provide programs and services to enable the authority to review proposals made under an Act mentioned in subsection (2) for the purpose of commenting on the risks related to natural hazards arising from the proposal where the authority considers it advisable.

(2) The Acts referred to in subsection (1) are the following:

1. The *Aggregate Resources Act*.
2. The *Drainage Act*.
3. The *Environmental Assessment Act*.
4. The *Niagara Escarpment Planning and Development Act*.

Plan review, comments

7. (1) An authority shall provide programs and services to ensure the authority satisfies the functions and responsibilities set out in subsection (2), whether acting on behalf of the Ministry of Northern Development, Mines, Natural Resources and Forestry or in its capacity as a public body under the *Planning Act*, for the purposes of helping to ensure that the decisions under that Act are,

- (a) consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act*, but not including those policies related to hazardous forest types for wildland fire; and
- (b) where applicable, conform with any natural hazards policies included in a provincial plan as defined in section 1 of the *Planning Act*, but not including those policies related to hazardous forest types for wildland fire.

(2) The functions and responsibilities mentioned in subsection (1) are the following:

1. Reviewing applications or other matters under the *Planning Act* and, where the authority considers it advisable, providing comments, technical support or information to the responsible planning authority under that Act for the purposes set out in subsection (1).
2. When requested to by the Ministry of Municipal Affairs and Housing, providing comments directly to the Ministry within the timeframes requested by the Ministry on applications or other matters under the *Planning Act*.
3. When requested to by a municipality or planning board, providing advice, technical support, training and any information the municipality or planning board requires for the purposes set out in subsection (1).
4. Apprising the Ministry of Municipal Affairs and Housing of any applications or matters under the *Planning Act* where the authority is of the opinion that there is an application or other matter that should be brought to the attention of the Government of Ontario.
5. Providing technical input into and participating in provincial review of applications for approval of a "Special Policy Area" within the meaning of the Provincial Policy Statement, 2020 issued under section 3 of the *Planning Act*.
6. When requested to by the Ministry of Municipal Affairs and Housing, providing support to the Ministry in appeals on applications or other matters under the *Planning Act* on behalf of the Province at the Ontario Land Tribunal for the purposes set out in subsection (1).
7. Undertaking an appeal to the Ontario Land Tribunal of a decision under the *Planning Act* as a public body in accordance with that Act if,
 - i. the appeal relates to a purpose described in subsection (1), and
 - ii. the authority considers it advisable.

Administering and enforcing the Act

8. An authority shall provide programs and services to ensure that the authority carries out its duties, functions and responsibilities to administer and enforce the following:

1. Section 28 of the Act.
2. The regulations made by the authority under section 28 of the Act.
3. Section 28.0.1 of the Act.
4. Section 30.1 of the Act.

CONSERVATION AND MANAGEMENT OF LANDS

Required components

9. (1) Programs and services provided by an authority with respect to the conservation and management of lands under subparagraph 1 ii of subsection 21.1 (1) of the Act shall include the following:

1. A conservation area strategy, prepared on or before December 31, 2024 for all lands owned or controlled by the authority, including any interests in land registered on title, that meets the requirements set out in section 10.
2. Where the authority considers it advisable to achieve the objectives referred to in paragraph 1 of subsection 10 (1),
 - i. programs and services to secure the authority's interests in its lands that include measures for fencing, signage, patrolling and any other measures to prevent unlawful entry on the authority's land and to protect the authority from exposure to liability under the *Occupiers' Liability Act*,
 - ii. programs and services to maintain any facilities, trails or other amenities that support public access and recreational activities in conservation areas and that can be provided without the direct support or supervision of staff employed by the authority or by another person or body,
 - iii. programs and services to enable the authority, in its capacity as an owner of land, to make applications or comment on matters under the *Planning Act*,
 - iv. programs and services to conserve, protect, rehabilitate, establish, and manage natural heritage located within the lands owned or controlled by the authority,
 - v. programs and services to plant trees on lands owned or controlled by the authority, excluding commercial logging, and
 - vi. the development of one or more policies governing land acquisitions and land dispositions.
3. A land inventory, prepared on or before December 31, 2024, that meets the requirements set out in section 11.
4. Programs and services to ensure that the authority carries out its duties, functions and responsibilities to administer regulations made under section 29 of the Act.

(2) For greater certainty, programs and services with respect to the conservation and management of lands under subparagraph 1 ii of subsection 21.1 (1) of the Act do not apply to any lands where the authority has no legal interest in the lands registered on title and the authority has entered into an agreement with another person or body to manage the lands on the person's or body's behalf.

Conservation area strategy

10. (1) A conservation area strategy referred to in paragraph 1 of subsection 9 (1) shall include the following components:

1. Objectives established by the authority that will inform the authority's decision-making related to the lands it owns and controls, including decisions related to policies governing the acquisition and disposition of such lands.
2. Identification of the mandatory and non-mandatory programs and services that are provided on land owned and controlled by the authority, including the sources of financing for these programs and services.
3. Where the authority considers it advisable to achieve the objectives referred to in paragraph 1, an assessment of how the lands owned and controlled by the authority may,

- i. augment any natural heritage located within the authority's area of jurisdiction, and
 - ii. integrate with other provincially or municipally owned lands or other publicly accessible lands and trails within the authority's area of jurisdiction.
4. The establishment of land use categories for the purpose of classifying lands in the land inventory described in section 11 based on the types of activities that are engaged in on each parcel of land or other matters of significance related to the parcel.
 5. A process for the periodic review and updating of the conservation area strategy by the authority, including procedures to ensure stakeholders and the public are consulted during the review and update process.
- (2) The authority shall ensure stakeholders and the public are consulted during the preparation of the conservation area strategy in a manner that the authority considers advisable.
- (3) The authority shall ensure that the conservation area strategy is made public on the authority's website, or by such other means as the authority considers advisable.

Land inventory

11. (1) The land inventory referred to in paragraph 3 of subsection 9 (1) shall include the following information for every parcel of land the authority owns or controls:

1. The location of the parcel.
2. The identification of any information the authority has in its possession in respect of the parcel, including any surveys, site plans or other maps.
3. When the authority acquired the parcel.
4. Whether the parcel was acquired using a grant made under section 39 of the Act.
5. Whether the parcel was acquired through an expropriation.
6. Whether the authority owns the parcel or has a registered legal interest in the parcel, including an easement.
7. Identification of the land use categories mentioned in paragraph 4 of subsection 10 (1) that apply to the parcel.
8. For the purpose of ensuring a program or service is not included as a mandatory program or service under subparagraph 2 ii or v of subsection 9 (1), identification of whether,
 - i. a recreational activity is provided on the parcel that requires the direct support or supervision of staff employed by the authority or by another person or body, or
 - ii. commercial logging is carried out on the parcel.

(2) The land inventory shall include a process for the periodic review and updating of the inventory by the authority.

OTHER PROGRAMS AND SERVICES

Required components

12. (1) An authority shall provide the following programs and services in accordance with paragraph 2 of subsection 21.1 (1) of the Act:

1. Programs and services to support the authority's functions and responsibilities related to the implementation and enhancement of the provincial groundwater monitoring program in accordance with subsection (2).
2. Programs and services to support the authority's functions and responsibilities related to the implementation and enhancement of the provincial stream monitoring program in accordance with subsection (3).
3. Programs and services to support the authority's functions and responsibilities related to the development and implementation of a watershed-based resource management strategy on or before December 31, 2024, in accordance with subsection (4).

(2) The authority shall perform the following functions and responsibilities with respect to supporting the implementation and enhancement of the Ministry's provincial groundwater monitoring program mentioned in paragraph 1 of subsection (1):

1. Collecting groundwater samples from wells that are part of the groundwater monitoring program.
2. Submitting samples and associated site information to a laboratory approved by the Ministry for analysis of parameters required by the groundwater monitoring program.
3. Collecting in-field groundwater data and in-field weather data for submission to the Ministry from sites that are part of the groundwater monitoring program.
4. Assessing and maintaining groundwater monitoring program sites and wells for safety and access.
5. Complying with the Ministry's procedures if a sample exceeds a drinking water quality standard set out in Ontario Regulation 169/03 (Ontario Drinking Water Quality Standards) made under the *Safe Drinking Water Act, 2002*.
6. Deploying, removing, operating, calibrating and maintaining all equipment provided by the Ministry for the authority's use when carrying out its functions and responsibilities under the groundwater monitoring program.
7. Carrying out administrative support for the process of procuring groundwater monitoring program equipment, equipment repair services, well repair services, well construction services and well decommissioning services.
8. Cost sharing, with the Ministry, the construction or decommissioning of wells that are part of the groundwater monitoring program.
9. Where a groundwater monitoring well that is part of the groundwater monitoring program is to be located on property not owned by the authority, establishing and maintaining an agreement with the owner of the property to ensure the authority has access to the well.
10. Participating in meetings or training scheduled by the Ministry related to the groundwater monitoring program.

(3) The authority shall satisfy the following functions and responsibilities with respect to supporting the implementation and enhancement of the provincial stream monitoring program mentioned in paragraph 2 of subsection (1):

1. Collecting stream samples from sampling sites that are part of the stream monitoring program.
2. Submitting samples and associated site information to a laboratory approved by the Ministry for analysis of parameters required by the stream monitoring program.
3. Collecting in-field stream water data for submission to the Ministry from sites that are part of the stream monitoring program.
4. Assessing and maintaining stream monitoring program sites for safety and access.
5. Deploying, removing, operating, calibrating and maintaining all equipment provided by the Ministry for the authority's use when carrying out its functions and responsibilities under the stream monitoring program.
6. Participating in meetings or training scheduled by the Ministry related to the stream monitoring program.

(4) The watershed-based resource management strategy referred to in paragraph 3 of subsection (1) shall include the following components:

1. Guiding principles and objectives that inform the design and delivery of the programs and services that the authority is required to provide under section 21.1 of the Act.
2. A summary of existing technical studies, monitoring programs and other information on the natural resources the authority relies on within its area of jurisdiction or in specific watersheds that directly informs and supports the delivery of programs and services under section 21.1 of the Act.
3. A review of the authority's programs and services provided under section 21.1 of the Act for the purposes of,
 - i. determining if the programs and services comply with the regulations made under clause 40 (1) (b) of the Act,

- ii. identifying and analyzing issues and risks that limit the effectiveness of the delivery of these programs and services, and
 - iii. identifying actions to address the issues and mitigate the risks identified by the review, and providing a cost estimate for the implementation of those actions.
4. A process for the periodic review and updating of the watershed-based resource management strategy by the authority that includes procedures to ensure stakeholders and the public are consulted during the review and update process.
- (5) Subject to subsections (6) and (7), a watershed-based resource management strategy may include programs and services provided by the authority under sections 21.1.1 and 21.1.2 of the Act.
- (6) If, in respect of programs and services the authority provides under subsection 21.1.1 (1) of the Act, a memorandum of understanding or other agreement is required, a watershed-based resource management strategy may not include those programs and services unless the memorandum of understanding or other agreement includes provisions that those programs and services be included in the strategy.
- (7) If, in respect of programs and services the authority provides under subsection 21.1.2 (1) of the Act, an agreement is required under subsection 21.1.2 (2), a watershed-based resource management strategy may not include those programs and services unless the agreement includes provisions that those programs and services be included in the strategy.
- (8) The authority shall ensure stakeholders and the public are consulted during the preparation of the watershed-based resource management strategy in a manner that the authority considers advisable.
- (9) The authority shall ensure that the watershed-based resource management strategy is made public on the authority's website, or by such other means as the authority considers advisable.

SOURCE PROTECTION AUTHORITY UNDER THE CLEAN WATER ACT, 2006

Required components

13. (1) An authority shall provide the following programs and services under subparagraph 1 iii of subsection 21.1 (1) of the Act:

1. Programs and services to ensure the authority carries out its duties, functions and responsibilities as a source protection authority under the provisions of the *Clean Water Act, 2006*, other than any duties, functions or responsibilities of the authority under Part IV of that Act where the authority has entered into a delegation agreement with a municipality to administer that Part, including the duties set out in subsection (2).
2. Programs and services set out in subsection (3) intended to support the authority's ability to carry out its duties, functions and responsibilities under paragraph 1 of this subsection.

(2) The duties, functions and responsibilities referred to in paragraph 1 of subsection (1) are the following:

1. The operation of the source protection committee that has been established for the authority's area or region under the *Clean Water Act, 2006*.
2. If the authority has been consolidated into a drinking water source protection region established by the Minister under section 6 of that Act, fulfilling its obligations under the agreement referred to in that section.
3. The preparation of amendments to source protection plans in accordance with section 34 or 35 of that Act, as the case may be.
4. Assisting in the review of source protection plans under section 36 of that Act.
5. If the authority is designated in a significant threat policy in a source protection plan as being responsible for implementing the policy, fulfilling its obligation to implement the policy in accordance with section 38 of that Act.
6. If the authority is designated in a source protection plan as being responsible for implementing a policy governing monitoring, complying with its obligation to conduct the monitoring program in accordance with section 45 of that Act.

7. The preparation of annual progress reports in accordance with section 46 of that Act.
 8. Satisfying any roles and responsibilities assigned to the authority in a source protection plan if the authority is designated by a policy in the plan as the body responsible for implementing the policy, other than those policies referred to in paragraphs 5 and 6.
- (3) The duties, functions and responsibilities referred to in paragraph 2 of subsection (1) are the following:
1. Responding to inquires relating to,
 - i. the *Clean Water Act, 2006*,
 - ii. the source protection plan that applies to the authority's source protection area, and
 - iii. any of the authority's duties, functions and responsibilities under that Act.
 2. Conducting assessments to determine whether a source protection plan is up to date.
 3. Assisting in the co-ordination and implementation of the source protection plan that applies to the authority's source protection area.
 4. Where the authority considers it advisable, reviewing and commenting on any proposal made under another Act that is circulated to the authority for the purpose of determining,
 - i. whether the proposal relates to a significant drinking water threat that is governed by the plan, or
 - ii. the proposal's potential impact on any drinking water sources protected by the plan.

(4) In this section,

“significant drinking water threat” and “significant threat policy” have the same meaning as in the *Clean Water Act, 2006*.

PRESCRIBED ACT

Building Code Act, 1992

14. (1) The *Building Code Act, 1992* is prescribed for the purposes of subparagraph 1 iv of subsection 21.1 (1) of the Act.

(2) If, under subsection 3.1 (1) of the *Building Code Act, 1992*, an authority is prescribed responsibility in the building code for the enforcement of provisions of that Act and the building code related to sewage systems in the municipalities and territory without municipal organization prescribed in the building code, the authority shall provide programs and services to ensure that the authority carries out its duties, functions and responsibilities to enforce those provisions and the building code in the geographic areas prescribed in the building code for that authority.

LAKE SIMCOE REGION CONSERVATION AUTHORITY

Lake Simcoe Region Conservation Authority

15. In addition to any other programs and services it is required to provide under the Act and this Regulation, the Lake Simcoe Region Conservation Authority shall provide the following programs and services in respect of its duties, functions and responsibilities under the *Lake Simcoe Protection Act, 2008*:

1. Programs and services to ensure the authority complies with its duties under subsection 6 (9) of the *Lake Simcoe Protection Act, 2008* in respect of the decisions the authority makes related to permissions required under this Act.
2. If, under section 11 of the *Lake Simcoe Protection Act, 2008*, the authority is identified in the Lake Simcoe Protection Plan as being responsible for implementing a policy governing monitoring, programs and services for the purpose of complying with that obligation.
3. If the authority is identified in a strategic action policy in the Lake Simcoe Protection Plan, other than Policy 6.19-SA, as a body

that is responsible for leading the implementation of the policy or collaborating with other bodies to implement the policy, programs and services to ensure the authority satisfies its functions and responsibilities set out in those policies.

4. For the purpose of supporting the programs and services referred to in paragraphs 1 to 3, programs and services to,
 - i. respond to inquiries related to the Lake Simcoe Protection Plan and the authority's role under the Plan,
 - ii. assist in the co-ordination and implementation of the Lake Simcoe Protection Plan,
 - iii. assist in the review of the Lake Simcoe Protection Plan under section 17 of the *Lake Simcoe Protection Act, 2008*, and
 - iv. review and comment on proposals made under other Acts that are circulated to the authority for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

AMENDMENT TO THIS REGULATION

Amendment to this Regulation

16. Section 8 of this Regulation is revoked and the following substituted:

Administering and enforcing the Act

8. An authority shall provide programs and services to ensure that the authority satisfies its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

COMMENCEMENT

Commencement

17. (1) Subject to subsections (2) and (3), this Regulation comes into force on the later of January 1, 2022 and the day it is filed.

(2) Sections 9, 12, 13 and 14 come into force on the later of the day subsection 8 (1) of Schedule 6 to the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* comes into force, January 1, 2022 and the day this Regulation is filed.

(3) Section 16 comes into force on the later of the day subsection 15 (2) of Schedule 6 to the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* comes into force and the day this Regulation is filed.

Français



Français

ONTARIO REGULATION 687/21

made under the

CONSERVATION AUTHORITIES ACT

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TRANSITION PLANS AND AGREEMENTS FOR PROGRAMS AND SERVICES UNDER SECTION 21.1.2 OF THE ACT

Definitions

1. In this Regulation,

“cost apportioning agreement” means an agreement between an authority and one or more participating municipalities in the authority’s area of jurisdiction that,

- (a) is required under subsection 21.1.2 (2) of the Act on and after the transition date, and
- (b) apportions capital costs referred to in section 25 of the Act and operating expenses referred to in section 27 of the Act that are associated with the provision of certain programs and services under section 21.1.2 of the Act to the participating municipalities; (“entente de répartition des coûts”)

“inventory” means an inventory prepared by an authority of the authority’s programs and services; (“inventaire”)

“transition date” means the day prescribed under subsection 2 (1); (“date de transition”)

“transition period” means the period that begins on the 60th day after the day this Regulation comes into force and ends on the transition date. (“période de transition”)

Transition date

2. (1) January 1, 2024 is prescribed for the purposes of subsections 21.1.2 (2), 21.1.4 (1), 25 (1.1) and 27 (1.1) of the Act, as the day an authority is required to enter into one or more cost apportioning agreements with the participating municipalities.

(2) For greater certainty, entering into a cost apportioning agreement before the transition date,

- (a) demonstrates that the transition plan required under subsection 21.1.4 (1) of the Act has been successfully implemented so as to ensure the authority’s compliance with subsection 21.1.2 (2) of the Act; and
- (b) ensures that, on and after the transition date, the authority,
 - (i) is not prohibited by subsection 21.1.2 (2) of the Act from providing any program or service under section 21.1.2 of the Act that requires financing by one or more participating municipalities,
 - (ii) is not prevented by subsection 25 (1.1) of the Act from including any capital costs that are connected to a project related to a program or service under section 21.1.2 of the Act in the apportionment of capital costs of projects among the

participating municipalities under section 25 of the Act, and

- (iii) is not prevented by subsection 27 (1.1) of the Act from including any operating expenses that are related to a program or service under section 21.1.2 of the Act in the apportionment of annual operating expenses among the participating municipalities under section 27 of the Act.

Transition plans

3. Every authority shall, on or before December 31, 2021,

- (a) develop a transition plan that includes a timeline for the authority to meet the requirements for the first and second phases of the transition period, as set out in this Regulation;
- (b) send a copy of the transition plan to each participating municipality in the authority's area of jurisdiction and to the Ministry; and
- (c) publish a copy of the transition plan on the authority's website or make the transition plan available to the public by such other means as the authority considers advisable.

First and second phases of transition period requirements

4. Requirements for the first phase of the transition period must be met by February 28, 2022 and requirements for the second phase of the transition period must be met by the transition date.

First phase of transition period

5. (1) During the first phase of the transition period and no later than February 28, 2022, an authority shall,

- (a) prepare an inventory in accordance with paragraph 1 of subsection 21.1.4 (2) of the Act;
- (b) circulate the inventory to all the participating municipalities in the authority's area of jurisdiction and, if the authority considers it advisable, to any other municipality with which the authority has entered into, or intends to enter into, a memorandum of understanding or other agreement;
- (c) maintain a record of the municipalities referred to in clause (b) and the date upon which the inventory was circulated to each municipality; and
- (d) provide the inventory and the record prepared under clause (c) to the Ministry.

(2) The authority may make changes to the inventory after February 28, 2022 to address comments or other feedback submitted by a municipality referred to in clause (1) (b).

(3) If changes are made to the inventory in accordance with subsection (2), the authority shall,

- (a) include the changed inventory in the next progress report required to be submitted to the Ministry under subsection 7 (2); and
- (b) ensure that the progress report clearly describes the changes between the previous inventory and the changed inventory.

Inventory of programs and services

6. (1) An authority shall prepare an inventory to include in its transition plan in accordance with this section.

(2) In preparing the inventory, the authority shall ensure that,

- (a) the inventory lists all the programs and services that the authority is providing as of February 28, 2022;
- (b) the inventory lists all the programs and services described in subsection (7) that the authority intends to provide after February 28, 2022; and
- (c) for each program or service listed in accordance with clause (a) or (b), the authority,
 - (i) estimates of the total annual cost of providing the program or service in the following manner and includes the estimate in the inventory:
 - (A) if the program or service has been provided by the authority for a period of five or more years, calculate the average

annual cost of providing the program or service for five years,

- (B) if the program or service has been provided by the authority for a period of less than five years, calculate the average annual cost of providing the program or service based on the period that the program was offered,
- (C) if the program or service has not been provided by the authority but is intended to be provided after February 28, 2022, calculate the average annual cost of providing the program or service based on the authority's best assessment of what the costs will be and provide an explanation for the assessment, and
- (D) if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment,

(ii) indicates the sources of funding available to cover the total annual cost estimated in subclause (i), including any municipal funding provided through municipal levy, provincial or federal funding, private funding or funding generated by the authority through user fees or otherwise, and

(iii) provides an estimate of the percentage of the total annual cost estimated in subclause (i) that each of the sources of funding referred to in subclause (ii) is expected to cover.

(3) In the inventory, the authority shall classify all of the programs and services listed under clause (2) (a) according to the following categories of programs and services:

1. Category 1 programs and services - the mandatory programs and services provided under section 21.1 of the Act.
2. Category 2 programs and services - the municipal programs and services provided under section 21.1.1 of the Act.
3. Category 3 programs and services - the other programs and services provided under section 21.1.2 of the Act.

(4) For each Category 1 program or service listed in the inventory under clause (2) (a), the authority shall,

(a) indicate into which type of Category 1 programs and services it falls, based on the types of mandatory programs and services that are,

- (i) described in paragraph 1 of subsection 21.1 (1) of the Act,
- (ii) prescribed by regulation under paragraph 2 of subsection 21.1 (1) of the Act, and
- (iii) described in subsection 21.1 (2) of the Act; and

(b) explain why, in the authority's opinion, each Category 1 program or service falls into the specified type of mandatory programs and services and, if the authority has concerns about how to classify certain programs and services, explain those concerns.

(5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. The name of the municipality on behalf of which the program or service is provided.
2. The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.

(6) For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.
2. Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.

(7) If an authority is aware on or before February 28, 2022 that it intends to provide a new Category 1, Category 2 or Category 3 program or service after February 28, 2022, the authority shall,

- (a) include the proposed program or service in the inventory;
- (b) in the case of a Category 2 program or service, indicate in the inventory that the authority intends to enter into a memorandum of understanding or another agreement under section 21.1.1 of the Act with the municipalities on behalf of which the program or service will be provided; and
- (c) in the case of a Category 3 program or service, indicate in the inventory whether the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the proposed program or service after the transition date.

Second phase of transition period

7. (1) During the second phase of the transition period and no later than the transition date, an authority shall,

- (a) consult with the participating municipalities on the inventory in accordance with paragraph 2 of subsection 21.1.4 (2) of the Act;
- (b) take the necessary steps to seek to enter into cost apportioning agreements with the participating municipalities on or before the transition date in accordance with paragraph 3 of subsection 21.1.4 (2) of the Act and section 8 of this Regulation; and
- (c) submit to the Ministry six progress reports that contain the information set out in subsection (3).

(2) The authority shall submit the progress reports described in clause (1) (c) to the Ministry on the following dates:

1. July 1, 2022.
2. October 1, 2022.
3. January 1, 2023.
4. April 1, 2023.
5. July 1, 2023.
6. October 1, 2023.

(3) Each progress report shall contain,

- (a) any comments or other feedback submitted by a municipality referred to in clause 5 (1) (b) regarding the inventory;
- (b) a summary of any changes that the authority has made to the inventory to address comments or other feedback referred to in clause (a), including the changed inventory and a clear description of the changes between the previous inventory and the changed inventory;
- (c) an update on the progress of negotiations of cost apportioning agreements with the participating municipalities; and
- (d) an outline of any difficulties that the authority is experiencing that might affect the ability of the authority to conclude any cost apportioning agreements with one or more participating municipalities by the transition date.

Cost apportioning agreements

8. (1) An authority may enter into a cost apportioning agreement with one or more participating municipalities and the agreement may relate to one or more programs or services provided by the authority under section 21.1.2 of the Act.

(2) In accordance with paragraph 2 of subsection 21.1.2 (2) of the Act, a cost apportioning agreement must specify the termination date of the agreement and require that the agreement be reviewed by the parties to the agreement within at least six months, or such longer period as may be specified in the agreement, before the termination date, for the purpose of determining whether the agreement is to be renewed by the parties.

(3) If a cost apportioning agreement provides that the agreement terminates more than five years after the agreement is entered into, the agreement must also require that the parties to the agreement review the agreement every five years while the agreement is in effect, or at such earlier intervals as may be specified in the agreement.

- (4) A cost apportioning agreement must include provisions relating to,
- (a) the early termination of the agreement by any party to the agreement, including,
 - (i) how notice of early termination is to be provided by one party to the other parties, and
 - (ii) a requirement that notice of early termination is required to be given at least 30 days before the early termination date or such greater period of time before the early termination date as may be specified in the agreement; and
 - (b) the resolution of disputes that may arise between the parties while the agreement is in effect, including the establishment of an alternative dispute resolution mechanism for the settling of disputes outside the court system.
- (5) A cost apportioning agreement is not effective unless it is approved by a resolution of the municipal council of each participating municipality that is a party to the agreement.
- (6) An authority shall publish a copy of every cost apportioning agreement that it enters into on the authority's website and make the agreements available to the public by such other means as the authority considers advisable.

Final submissions due at end of transition period

9. Within 30 days after the transition date, the authority shall submit to the participating municipalities and to the Ministry,

- (a) the final version of the inventory; and
- (b) confirmation that the authority has entered into all necessary cost apportioning agreements with the participating municipalities.

Extension of transition date

10. (1) For the purposes of subsections 25 (1.3) and 27 (1.3) of the Act, an authority may be granted an extension of time beyond the transition date in the following circumstances:

1. The authority submits a request for the extension to the Ministry on or before October 1, 2023.
2. The request demonstrates that additional time is required for any of the following reasons:
 - i. The authority and one or more participating municipalities need time to conclude a cost apportioning agreement for a particular program or service that the authority intends to provide under section 21.1.2 of the Act after the transition date.
 - ii. The authority needs more time to wind down a particular program or service that was provided by the authority under section 21.1.2 of the Act before the transition date but that will no longer be provided after the transition date.

(2) The length of the extension shall be specified in the notice given by a person designated by the Minister under subsection 25 (1.3) or 27 (1.3) of the Act.

Commencement

11. **This Regulation comes into force on the later of the day subsection 25 (1) of Schedule 6 to the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* comes into force and the day this Regulation is filed.**

Made by:

Pris par :

Le ministre de l'Environnement, de la Protection de la nature et des Parcs,

DAVID PICCINI

Minister of the Environment, Conservation and Parks

Date made: September 21, 2021

Not a Regular LRCA Meeting- October 27, 2021

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Pris le : 21 septembre 2021

Français



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RULES OF CONDUCT IN CONSERVATION AREAS

Definitions

1. In this Regulation,

“all-terrain vehicle” means a self-propelled vehicle, other than a motor vehicle, a motorized snow vehicle, an off-road vehicle or a boat, that is intended to be driven,

- (a) on snow, on ice or on snow and ice, or
- (b) on land and water; (“véhicule hors-route”)

“boat” means a watercraft or other contrivance used or capable of being used as a means of transportation on water, but does not include an all-terrain vehicle; (“bateau”)

“camp-site” means a parcel of land in an area operated by an authority for the purpose of camping, that is identified by a camp-site number, post, marker or other suitable means; (“emplacement de camping”)

“conservation area” means the land owned by an authority; (“zone de protection de la nature”)

“domestic animal” means a horse, a dog or any other animal that is kept under human control either by habit or training and lives in association with human beings; (“animal domestique”)

“highway” means a highway as defined in subsection 1 (1) of the *Highway Traffic Act* or a highway whose use or intended use is restricted to permit holders; (“voie publique”)

“motorcycle” means a motorcycle as defined in subsection 1 (1) of the *Highway Traffic Act*; (“motocyclette”)

“motorized snow vehicle” means a motorized snow vehicle as defined in section 1 of the *Motorized Snow Vehicles Act*; (“motoneige”)

“motor vehicle” means a motor vehicle as defined in subsection 1 (1) of the *Highway Traffic Act*, but does not include an all-terrain vehicle or an off-road vehicle; (“véhicule automobile”)

“officer” means a member of a municipal police force within an area under the jurisdiction of an authority, a member of the Ontario Provincial Police Force or an officer appointed by an authority under section 30.1 of the Act; (“agent”)

“off-road vehicle” means an off-road vehicle as defined in section 1 of the *Off-Road Vehicles Act*; (“véhicule tout-terrain”)

“power boat” means a boat that is propelled other than by sail or muscular power; (“bateau à moteur”)

“roadway” means a roadway as defined in subsection 1 (1) of the *Highway Traffic Act*; (“chaussée”)

“superintendent” means the person designated by an authority as being in charge of a conservation area. (“surintendant”)

Application

2. This Regulation does not apply to any conservation area that is operated or managed by a municipality or a person or group of persons under an agreement between the municipality, person or group of persons and an authority.

Permit issuance, etc.

3. (1) A permit required for any activity or purpose under this Regulation may be issued on behalf of an authority by the secretary-treasurer of the authority or another person appointed by the authority or the executive committee of the authority for that purpose.

(2) A permit issued under this Regulation is not transferable.

(3) A person who holds a permit issued under this Regulation shall produce the permit for inspection at the request of an officer.

Prohibited activities

4. No person shall, in a conservation area,

- (a) deface, remove or damage any property;
- (b) cut, remove, injure or destroy a plant, tree, shrub, flower or other growing thing;
- (c) remove or destroy any soil or rock; or
- (d) use discriminatory, harassing, abusive, insulting or threatening language or gestures, make excessive noise or disturb other persons.

Activities requiring a permit

5. No person shall, in a conservation area, except under a permit issued by an authority,

- (a) kill, trap, pursue or disturb a wild bird, reptile or animal;
- (b) possess or ignite fireworks;
- (c) camp;
- (d) make an excavation;
- (e) possess, shoot, discharge or use a spring gun, air gun, firearm, slingshot or any archery equipment;
- (f) erect, paint or affix a sign or notice;
- (g) sell or offer for sale an article, thing or service;
- (h) engage in fund raising;
- (i) advertise or carry on a business or enterprise;
- (j) conduct a public performance of any kind, or bring equipment for public entertainment into the conservation area;
- (k) conduct a public meeting or do anything that is likely to cause persons to congregate; or
- (l) remain in the conservation area after the posted times.

Entering and remaining in conservation area

6. (1) No person shall enter or leave a conservation area, except at the locations designated by an authority.

(2) Where an authority has designated a conservation area or any part of a conservation area as being closed during certain times, no person shall enter or remain in the conservation area or that part of it, as the case may be, during those times.

Litter

7. (1) No person shall deposit litter in a conservation area except in a container designated for that purpose.

(2) Every person using a camp-site or other site in a conservation area shall at all times maintain the site in a clean and sanitary condition and when vacating the site, shall restore the site as nearly as possible to its natural condition.

Swimming

8. No person shall wade, bathe or swim in a conservation area, except during the times and in the areas designated by an authority.

Boating

9. (1) No person shall use a boat in a conservation area, except in the areas designated by an authority.

(2) No person shall operate a power boat in a conservation area, except under a permit issued by an authority and in the areas designated by the authority.

Fires

10. (1) No person shall start or maintain a fire in a conservation area except in a fireplace or other location designated by an authority or under a permit issued by the authority.

(2) No person who starts or maintains a fire in a conservation area shall leave the fire unattended or leave the site of the fire before it is completely extinguished.

(3) No person shall start or maintain a fire in a conservation area if the superintendent has posted a notice indicating that there is a fire hazard in the conservation area.

Camping

11. (1) No person shall,

(a) occupy a camp-site, except under a permit issued by an authority; or

(b) occupy a camp-site, under a permit issued by an authority, after check-out time on the departure day set out in the permit.

(2) A person who occupies a camp-site under a permit issued by an authority shall, no later than the check-out time on the departure day set out in the permit, vacate the camp-site and remove all shelter equipment and other personal property from the camp-site.

(3) A camping permit, other than a group camping permit, authorizes the holder and five other persons, or a greater number of persons where they are a single family of one or more parents and their children, to occupy the camp-site designated in the permit.

(4) A group camping permit authorizes members of a religious, charitable, educational or other philanthropic organization to occupy the camp-site designated in the permit.

(5) A holder of a camping permit may park, on the camp-site designated in the permit,

(a) one motor vehicle other than a motorcycle; or

(b) no more than two motorcycles.

(6) No person shall, except with the permission of the superintendent, park a motor vehicle on a camp-site if, in so doing, the number of motor vehicles permitted by subsection (5) is exceeded.

(7) A holder of a camping permit may park a motor vehicle in a designated parking area with the superintendent's permission.

Day-use area permits

12. (1) No person shall,

(a) enter or remain in an area designated by an authority as a day-use permit area, except under a permit issued by the authority;

or

- (b) remain in an area designated by an authority as a day-use permit area after the check-out time on the departure day set out in the permit.

(2) A day-use area permit authorizes the holder and the other members of the holder's party to enter and remain in the day-use area set out in the permit until check-out time on the departure day set out in the permit and to park one motor vehicle, or no more than two motorcycles, in a designated parking area.

Domestic and other animals

13. (1) No person shall bring an animal, other than a dog or cat, into a conservation area except under a permit issued by an authority.

(2) No person who owns or controls a domestic animal shall, in a conservation area, permit the animal to,

- (a) make excessive noise or disturb other persons;
- (b) enter water designated for wading, bathing or swimming or be on the beach adjacent to that water;
- (c) enter any waters adjacent to camp-sites where campers would obtain water for cooking or consumption;
- (d) be at large;
- (e) damage conservation area property or vegetation;
- (f) chase or harass wild animals or birds; or
- (g) injure, or attempt to injure, a person or other domestic animal.

(3) For the purposes of clause (2) (d), a domestic animal that is secured by a leash more than two metres long shall be considered to be at large.

(4) Despite clause (2) (d), a person may use or be accompanied by a dog that is not secured by a leash,

- (a) while the dog is accompanying a person who is lawfully hunting or training within the meaning of the *Fish and Wildlife Conservation Act, 1997* if hunting or training is permitted in a conservation area and where a permit has been issued by an authority; or
- (b) within an area designated by an authority in which dogs are allowed to be off-leash.

(5) Clauses (2) (b), (c) and (d) do not apply to a person who is a holder of a National Identity Card issued by the Canadian Institute for the Blind or equivalent proof of legal blindness or to any other person with a disability as defined in section 2 of the *Accessibility for Ontarians with Disabilities Act, 2005*.

(6) The person in control of a domestic animal shall immediately dispose of excrement from the animal in such manner and at such location that it will not cause a health hazard or public inconvenience.

(7) Subsection (6) does not apply to a person who is unable to immediately dispose of excrement because of a disability as defined in section 2 of the *Accessibility for Ontarians with Disabilities Act, 2005*.

(8) The person in charge of a domestic animal that is not secured shall capture and secure the animal at the request of an officer.

(9) No person shall ride or lead a horse, pony or similar animal in a conservation area, except on a highway or other area designated by an authority for that purpose, or leave a horse, pony or similar animal in a location where it is likely to cause danger or inconvenience to other persons.

Vehicles

14. (1) The following provisions of the *Highway Traffic Act* apply, with necessary modifications, to the operation of motor vehicles on

highways in a conservation area:

1. Sections 133, 135, 136, 138 and 140.
2. Section 141.
3. Sections 142 and 143.
4. Subsections 144 (15) and (18).
5. Sections 147 to 150 and 153.
6. Clause 154 (1) (a).
7. Sections 156 to 160, 162, 165 and 167 to 173.
8. Subsections 175 (11) to (12.2).
9. Sections 177 to 180, 182, 184 and 188.

(2) No person shall, in a conservation area,

- (a) operate a motor vehicle or ride a bicycle, except on a roadway or other place designated by an authority;
- (b) operate a motor vehicle at a speed exceeding 20 kilometres per hour or the speed posted by an authority as the permitted maximum, whichever is higher;
- (c) park a motor vehicle, except in accordance with subsections 11 (5) to (7) or subsection 12 (2);
- (d) park a motor vehicle in a position that is likely to prevent the free or convenient movement of other vehicles;
- (e) leave a bicycle in a place likely to cause danger or inconvenience to other persons; or
- (f) operate a commercial vehicle, as defined in subsection 1 (1) of the *Highway Traffic Act*, except with the permission of the superintendent.

All-terrain, off-road or motorized snow vehicles

15. No person shall operate an all-terrain vehicle, an off-road vehicle or a motorized snow vehicle in a conservation area, except,

- (a) under a permit issued by an authority and in a place designated by the authority for the operation, with permits, of all-terrain vehicles, off-road vehicles or motorized snow vehicles; or
- (b) in a place designated by an authority for the operation, without permits, of all-terrain vehicles, off-road vehicles or motorized snow vehicles.

Traffic directions

16. An officer may direct traffic in a conservation area, and every person shall obey a direction respecting traffic given by an officer.

Revocation of regulations

17. The following regulations, made under the Act, are revoked:

1. Regulation 98 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Ausable-Bayfield).
2. Regulation 99 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Cataraqui Region).
3. Regulation 100 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Catfish Creek).
4. Regulation 101 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Central Lake Ontario).
5. Regulation 102 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Credit Valley).
6. Regulation 103 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Crowe Valley).
7. Regulation 104 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Essex Region).
8. Regulation 105 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Ganaraska Region).

9. Regulation 106 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Grand River).
10. Regulation 107 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Grey Sauble).
11. Regulation 108 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Halton Region).
12. Regulation 109 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Hamilton Region).
13. Regulation 110 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Kawartha Region).
14. Regulation 111 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Kettle Creek).
15. Regulation 112 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Lake Simcoe Region).
16. Regulation 113 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Lakehead Region).
17. Regulation 114 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Long Point Region).
18. Regulation 115 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Lower Thames Valley).
19. Regulation 116 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Lower Trent Region).
20. Regulation 117 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Maitland Valley).
21. Regulation 118 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Mattagami Region).
22. Regulation 119 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Metropolitan Toronto and Region).
23. Regulation 120 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Mississippi Valley).
24. Regulation 121 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Moira River).
25. Regulation 122 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Napanee Region).
26. Regulation 123 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Niagara Peninsula).
27. Regulation 124 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Nickel District).
28. Regulation 125 of the Revised Regulations of Ontario, 1990 (Conservation Areas - North Bay-Mattawa).
29. Regulation 126 of the Revised Regulations of Ontario, 1990 (Conservation Areas - North Grey Region).
30. Regulation 127 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Nottawasaga Valley).
31. Regulation 128 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Otonabee Region).
32. Regulation 129 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Prince Edward Region).
33. Regulation 130 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Rideau Valley).
34. Regulation 131 of the Revised Regulations of Ontario, 1990 (Conservation Areas - St. Clair Region).
35. Regulation 132 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Sauble Valley).
36. Regulation 133 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Saugeen Valley).
37. Regulation 134 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Sault Ste. Marie Region).
38. Regulation 135 of the Revised Regulations of Ontario, 1990 (Conservation Areas - South Nation River).
39. Regulation 136 of the Revised Regulations of Ontario, 1990 (Conservation Areas - Upper Thames River).

Commencement

18. This Regulation comes into force on the later of the day subsection 27 (1) of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force and the day this Regulation is filed.

Made by:

Pris par :

Le ministre de l'Environnement, de la Protection de la nature et des Parcs,

~~Notice~~ Regular LRCA Meeting- October 27, 2021

75
DAVID PICCINI

Minister of the Environment, Conservation and Parks

Date made: September 8, 2021

Pris le : 8 septembre 2021

Français

From: [ca.office \(MECP\)](#)
To: [ca.office \(MECP\)](#)
Subject: Regulations under the Conservation Authorities Act – Ministry of the Environment, Conservation and Parks
Date: October 7, 2021 3:53:37 PM
Attachments: [image001.png](#)

**Ministry of the Environment,
Conservation and Parks**

Conservation and Source
Protection Branch

14th Floor

40 St. Clair Ave. West

Toronto ON M4V 1M2

**Ministère de l'Environnement, de la
Protection de la nature et des Parcs**

Direction de la protection de la nature
et des sources

14^e étage

40, avenue St. Clair Ouest

Toronto (Ontario) M4V 1M2



Good afternoon:

As part of Ontario’s efforts to implement amendments to the *Conservation Authorities Act* made in 2019/2020 to ensure that conservation authorities focus and deliver on their mandates of protecting people and property from flooding and other natural hazards, and conserving natural resources, three (3) new regulations have been made under the *Conservation Authorities Act*.

- Ontario Regulation 686/21: Mandatory Programs and Services. This regulation prescribes the mandatory programs and services conservation authorities would be required to provide, including core watershed-based resource management strategies.
- Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act. This regulation requires each authority to have a ‘transition plan’ that would outline the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services through a municipal levy, among other things. It also establishes the transition period to enter into those agreements.
- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas. This regulation consolidates the current individual conservation authority ‘Conservation Area’ regulations made under Section 29 of the *Conservation Authorities Act* into one Minister’s regulation that regulates the public use of authority owned land.

The new regulations will focus conservation authorities on their core mandate by prescribing mandatory programs and services they must provide, giving municipalities greater control over which conservation authority non-mandatory programs and services they will fund, and will consolidate “conservation areas” regulations. A decision notice is available on the Environmental Registry of Ontario ([notice number 019-2986](#)).

The regulations reflect extensive comments received on the regulatory proposals posted on the Environmental Registry of Ontario for 45 days from May 13, 2021 until June 27, 2021. We received 444 submissions from municipalities, conservation authorities, Indigenous communities and organizations, environmental non-government organizations, community groups, industry, agricultural sector, and individuals. We also held 3 webinars with ministry staff in which over 500 people attended. All the feedback received during the consultation period was considered, and the final regulations were modified based on this feedback as follows:

- We extended the timeline that conservation authorities must complete the transition to

the new funding framework to January 1, 2024.

- We clarified the requirements for municipal involvement in the preparation of the inventory of programs and services.
- We added the requirement for conservation authorities to provide costing information (e.g. total costs for the last 5 years) to deliver all mandatory and non-mandatory programs and services.
- We included low-maintenance passive recreation like trails, day use parks and picnicking areas in the list of mandatory programs and services.
- We provided an extended timeline for specific deliverables (i.e. core watershed-based resource management strategy) under the mandatory programs and services regulation (i.e. to be completed on or before December 31, 2024).
- We removed the requirement for conservation authorities to have community advisory boards (they will continue to be optional for conservation authorities). For clarity, conservation authorities will still have the opportunity for an agriculture representative to be appointed by the Minister.

These regulations will improve conservation and land management efforts, strengthen Ontario's resilience to climate change, ensure continued access to safe drinking water, protect people and property from extreme weather events like flooding, drought, and erosion, and most importantly protect the environment.

Thank you again for your input. You can reach the ministry at ca.office@ontario.ca if you have any questions. The Ministry will also be organizing webinars to answer technical questions in October. I look forward to continuing to work with you to ensure conservation authorities are in the best position to deliver on their core mandate.

Sincerely,

Kirsten Corrigan
 Director, Conservation and Source Protection Branch

OVERVIEW OF CONSERVATION AUTHORITIES ACT PHASE 1 REGULATIONS

This document presents an overview of Phase 1 regulations. The regulations are part of the legislative changes introduced by the Province through Bill 229, *Protect, Support and Recover from COVID-19 Act* which received Royal Assent on December 8, 2020.

Overview of Transition Plan and Agreements Regulation (O.Reg. 687/21)

This regulation came into force October 1, 2021. The key components and deadlines for *Transition Plan and Agreements Regulation* (O.Reg. 687/21) are illustrated in Figure 1 below. The purpose of the transition period is to provide conservation authorities and municipalities with the time to address changes to the budgeting and levy process based on the delivery of mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and to reach agreements.

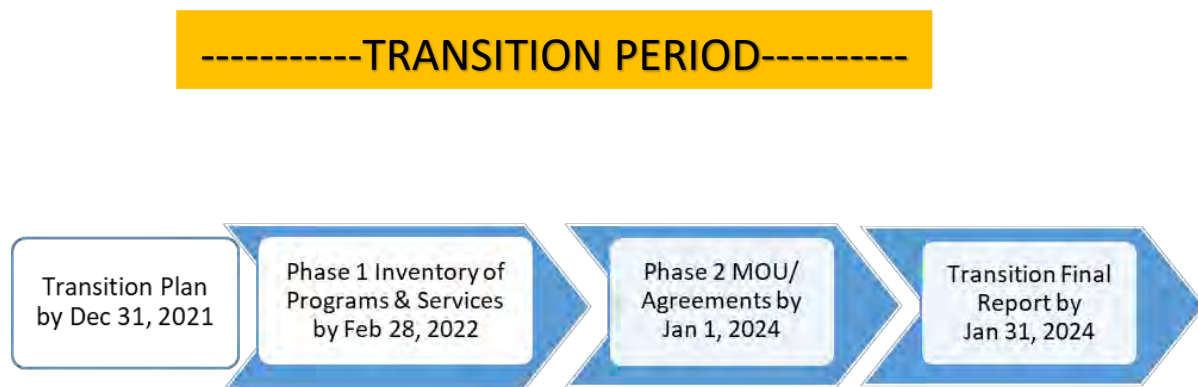


Figure 1. Key Components and deadlines for *Transition Plan and Agreements Regulation* (O.Reg. 687/21).

There are four key elements that will need to be addressed during/for the transition period.

1. **Transition Plan.** To be completed **by December 31, 2021**. The transition plan includes a timeline/workplan to meet the requirements for the first and second phases of the transition period. A copy of the transition plan must be sent to each participating municipality, to the Ministry of Environment, Conservation and Parks and be published onto the authority’s website or made available to the public by other means.
2. **Inventory of Programs and Services.** To be **completed by February 28, 2022**. The inventory should list all the programs and services that the authority is providing as of February 28, 2022 and those that it intends to provide after that date. The inventory should include information about the sources of funding for the program or service and should categorize it based on the following: 1 – mandatory programs and services; 2 – municipal programs and services; and 3 – other programs and services.
3. **Consultation on Inventory and Cost Apportioning Agreements/Memoranda of Understanding.** This is the second phase of the transition period. **To be completed by January 1, 2024**. The conservation authorities will consult with participating municipalities on the inventory of programs and services.

The conservation authority will then take the necessary steps to enter into agreements/MOUs with municipalities for category 2 and 3 programs and services where municipal funding will be required.

4. **Progress Reports and Final Report.** Conservation authorities are to submit six quarterly progress reports to the Ministry of Environment, Conservation and Parks on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023 and October 1, 2023. The progress reports will include any comments received/changes to the inventory, an update on the progress of negotiations of cost apportioning agreements, and any difficulties that the authority is experiencing with concluding the requirements prior to the end of the Transition Period. A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the authority has entered into all necessary cost apportioning agreements.

Overview of Mandatory Programs and Services Regulation (O.Reg. 686/21)

This regulation will come into force January 1, 2022. Mandatory Programs and Services are outlined under each of these categories:

- Natural Hazards,
- Conservation Lands,
- Source Protection,
- Lake Simcoe,
- Other Legislation – NBMCA and Ontario Building Code Act
- Prescribed in Regulation – Core Watershed-based Resource Management Strategy, Provincial Water Quality and Quantity Monitoring

The mandatory programs and services (Category 1) are required to be delivered and are eligible for general municipal levy (NOTE: some will say ‘as advisable’ e.g. ice management plans). There are six deliverables associated with the mandatory programs and services that have been provided a due date of December 31, 2024 to enable more time, where necessary, to complete them, including:

- ice management plans(s),
- natural hazard infrastructure operational management plan(s),
- natural hazard infrastructure asset management plan(s),
- a conservation area strategy,
- a conservation land inventory, and,
- a watershed-based resource management strategy.

All other mandatory programs and services are expected to be in place by January 1, 2024.

Overview of the Section 29 Regulation: Rules of Conduct in Conservation Areas (O.Reg. 688/21)

The timeline for this regulation to come into force is to be determined. It will be enacted at the same time as the new Section 28 regulation and when the enforcement and offences provisions of the *Conservation Authorities Act* are enacted. This regulation consolidates all Conservation Authority Section 29 regulations into one Minister’s Regulation. The new Section 29 regulation essentially maintains business as usual with no substantive updates.

Lakehead Region Conservation Authority				
Summary of Requirements from O. Reg. 686/21, Mandatory Programs and Services				October 2021
Section	Program Area	Requirement	Due Date	Staff Lead
4. (2)	Ice Management	Ice Management Plan	December 31, 2024	Gail Willis
5.(2) (1)	Infrastructure	Operational Plan • Neebing-McIntyre Floodway	December 31, 2024	Gail Willis
		Operational Plan • Victor Street Erosion	December 31, 2024	Gail Willis
5.(2)(2)		Asset Management Plan • Neebing-McIntyre Floodway	December 31, 2024	Gail Willis
		Asset Management Plan • Victor Street Erosion	December 31, 2024	Gail Willis
5. (2)(3)		Technical or engineering studies to ensure the proper operation and maintenance • Neebing-McIntyre Floodway		Gail Willis
		Technical or engineering studies to ensure the proper operation and maintenance • Victor Street Erosion		Gail Willis
9.(1)(1)	Conservation and Management of Lands	Conservation Area Strategy	December 31, 2024	Ryne Gilliam
9.(1)(3)		Land Inventory	December 31, 2024	Ryne Gilliam
12.(1)(3)	Other Programs and Services	Watershed-based Resource Management Strategy	December 31, 2024	Tammy Cook

Lakehead Region Conservation Authority		
Summary of Requirements from O. Reg. 687/21, Transition Plans and Agreements		October 2021
Section	Requirement	Due Date
2(1)	Authority required to have entered into cost apportioning agreements with participating municipalities	January 1, 2024
3	<p>Develop Transition Plan</p> <ul style="list-style-type: none"> • Timeline to meet first and second phases • Send copies to municipalities and MECP • Publish on website 	December 31, 2021
5	<p>First Phase of Transition Plan</p> <ul style="list-style-type: none"> • Prepare inventory • Circulate to municipalities • Maintain record of date sent to municipalities • Provide inventory and record to MECP 	February 28, 2022
	If changes made after February 28, 2022, to address comments from municipalities, updated inventory to MECP in progress report	
7	<p>Second Phase of Transition Plan</p> <ul style="list-style-type: none"> • Consult with municipalities on the inventory • Enter into cost apportioning agreements with municipalities 	Transition Date – January 1, 2024
	<p>Submit to MECP progress reports summarizing</p> <ul style="list-style-type: none"> • Comments from municipalities • Any changes made to inventory • Update on progress of negotiations of cost apportioning agreements • Outline of difficulties that might affect the ability of the authority to conclude any cost apportioning agreements 	<ul style="list-style-type: none"> • July 1, 2022 • October 1, 2022 • January 1, 2023 • April 1, 2021 • July 1, 2023 • October 1, 2021
9	<p>Submit to municipalities and MECP</p> <ul style="list-style-type: none"> • Final version of inventory • Confirmation that the authority has entered into all necessary cost apportioning agreements with municipalities 	Within 30 days after transition date (on or before January 31, 2024)
10	If needed, must apply to MECP for an extension of time to complete cost apportioning agreements, or to wind down a particular program that will no longer be provided after transition date	On or prior to October 1, 2023

**Monthly Plan Input/Review and Fill Regulations Administration
September 1 to 30, 2021**

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay					Z05-2021			Billboard signs Portion of Alice Ave	210 Cadillac Circle		
Total	0	0	0	0	1	0	0	2	1	0	4
Oliver Paipoonge											
Total	0	0	0	0	0	0	0	0	0	0	0
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing					Z02-2021						
Total	0	0	0	0	1	0	0	0	0	0	1
Shuniah					Z4/21 Z3/21						
Total	0	0	0	0	2	0	0	0	0	0	2
Conmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies										Whitefish Bridge	
Total	0	0	0	0	0	0	0	0	0	1	1
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	0	0	0	0	4	0	0	2	1	1	8

**Monthly Plan Input/Review and Fill Regulations Administration
October 1 to 19, 2021**

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay	A-56-2021							1040 Huron Avenue			
Total	1	0	0	0	0	0	0	1	0	0	2
Oliver Paipoonge		1B/30/21								Aggregate Licence	
		1B/31/21									
		1B/32/21									
		1B/33/21									
		1B/34/21									
		1B/35/21									
		1B/36/21									
		1B/37/21									
Total	0	8	0	0	0	0	0	0	0	1	9
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing											
Total	0	0	0	0	0	0	0	0	0	0	0
Shuniah					Z5-21						
Total	0	0	0	0	1	0	0	0	0	0	1
Conmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies											
Total	0	0	0	0	0	0	0	0	0	0	0
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	1	8	0	0	1	0	0	1	0	1	12



Development, Interference with Wetlands and Alterations to Shorelines and Watercourses O.Reg. 180/06
Year: 2021

Permit #	Category	Fee	Applicant Name	Municipality	Subject Property Address	Type of Work	Key Dates				Approved by:
							Rec'd at LRCA	Permit Issued	Days to Issue Permit	Reason for Timeline	
#1/21	Standard Works	\$300.00	Chad Sharp	City of Thunder Bay	120 Fenwood Dr	Garage Construction	23/2/2021	04/03/21	7		Staff
#2/21	Standard Works	\$300.00	Pierre Gagne Contracting	City of Thunder Bay	490 Maureen St	Dredging -Midcontinent Terminal	10/3/2021	17/03/21	5		Staff
#3/21	Small Works	\$150.00	Jordan Calonego	Municipality of Shuniah	1814 Amethyst Ave	Erosion Protection	7/4/2021	23/04/21	11		Staff
#4/21	Large Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Edward St. Bridge & Riverview Dr	Multi-Use Trail & Erosion Protection	20/4/2021	22/04/21	2		Staff
#5/21	Large Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Edward St. Bridge over Neebing River	Bridge Replacement	20/2/2021	23/04/21	3		Staff
#6/21	Standard Works	\$300.00	Trevor Packota	City of Thunder Bay	345 Beaver Ave	Dwelling Construction	29/4/2021	30/04/21	2		Staff
#7/21	Standard Works	\$300.00	Enbridge	Municipality of Oliver Paipoonge	Maki Rd, John St. Rd, McNally Dr	Gas Main Extension/Site Grading	13/4/2021	05/05/21	8		Staff
#8/21	Standard Works	\$300.00	Devon Veldhuis	City of Thunder Bay	2185 Gregor Rd	Dwelling Addition- Deck Construct	11/4/2021	06/05/21	2		Staff
#9/21	Large Works	\$600.00	Zachery Donatis	City of Thunder Bay	Lot 17 Paquette Rd	Dwelling Construction	29/4/2021	06/05/21	4		Staff
#10/21	Standard Works	\$300.00	Superior Elevator	City of Thunder Bay	140 Darrel Avenue	Rock Reventment Repair	20/04/2021	11/05/21	9		Staff
#11/21	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Hazelwood Drive (near #280)	Culvert Replacement	11/5/2021	12/05/21	1		Staff
#12/21	Standard Works	\$300.00	Robert Gresko	City of Thunder Bay	6340 Mapleward Rd	Garage	11/5/2021	17/05/21	6		Staff
#13/21	Standard Works	\$300.00	Ron Jaspers	Municipality of Neebing	5566 Hwy 61	Culvert & Driveway	30/04/21	18/05/21	11		Staff
#14/21	Standard Works	\$300.00	Leif Dyson	City of Thunder Bay	2725 Government Rd	Dwelling & Garage Construction	17/05/21	26/05/21	6		Staff
#15/21	Small Works	\$150.00	Jeff Wituluk	Municipality of Shuniah	452 E. Floral Beach Rd	Retaining Wall Replacement & Stairs	21/05/21	01/06/21	5		Staff
#16/21	Standard Works	\$300.00	Francis Hodder	Municipality of Shuniah	155 West Loon Dr	Reconstruction of East Section of Cottage	6/7/2021	06/09/21	2		Staff
#17/21	Standard Works	\$300.00	Dwayne Bryne	Municipality of Shuniah	1223B Grandview Beach Dr	Erosion Protection & Dock Construction	6/4/2021	15/06/21	11		Staff
#18/21	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	146 Hinton Ave	Storm Sewer & Catchbasins	1/6/2021	10/06/21	9		Staff
#19/21	Large Works	\$0.00	City of Thunder Bay	City of Thunder Bay	401 Wardrope Ave	Reconstruction of Multi-Use Trail	1/6/2021	11/06/21	10		Staff
#20/21	Standard Works	\$300.00	Corey Beaucage	City of Thunder Bay	224 Bishop Court	Garage Construction	15/06/21	16/06/21	1		Staff
#21/21	Standard Works	\$300.00	Dennis Siczkar	Municipality of Shuniah	757,759,761, 764 Wild Goose Bay Rd	Erosion Protection	16/06/21	21/06/21	4		Staff
#22/21	Large Works	\$600.00	Dominic Figliomeni	City of Thunder Bay	Lot 5, Paquette Rd	Dwelling Construction	18/06/21	21/06/21	2		Staff
#23/21	Small Works	\$150.00	Paul Giardetti	City of Thunder Bay	1219 & 1221 Grandview Beach Rd	Erosion Protection/Rock Placement	16/06/21	22/06/21	4		Staff
#24/21	Small Works	\$150.00	Julie Besse	Municipality of Neebing	60 Margaret St. N.	Erosion Protection & Shed Construction	23/06/21	24/06/21	1		Staff
#25/21	Standard Works	\$0.00	Mun. Oliver Paipoonge	Mun. Oliver Paipoonge	820 & 839 Candy Mountain Rd	Culvert Replacement	18/06/21	25/06/21	5		Staff
#26/21	Standard Works	\$300.00	Jaeger Ulok	City of Thunder Bay	Lot 4, Paquette Rd	House Construction	28/06/21	30/06/21	2		Staff
#27/21	Small Works	\$0.00	City of Thunder Bay	City of Thunder Bay	4049 Garden Ave	Bank Repair	23/06/21	30/06/21	5		Staff
#28/21	Small Works	\$300.00	Dena & Chris Rooney	Municipality of Shuniah	461 East Floral Beach Rd	Deck Construction	30/06/21	30/06/21	1		Staff

#29/21	Small Works	\$0.00	City of Thunder Bay	City of Thunder Bay	180 Castlegreen Drive	Reconstruction of Multi-Use Trail	1/6/2021	06/07/21	6	Staff
#30/21	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	321 Madeline Street	Reconstruction of Multi-Use Trail	9/6/2021	06/07/21	6	Staff
#31/21	Small Works	\$150.00	Steve McAuley	Municipality of Shuniah	612 Pebbly Beach Rd	Retaining Wall Construction	30/06/21	07/05/21	3	Staff
#32/21	Small Works	\$150.00	Nathan Sims	Municipality of Shuniah	574 East Loon Rd	Sauna Construction	29/06/21	07/07/21	5	Staff
#33/21	Small Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Koivu Rd near Mapleward Rd	Culvert Replacement & Erosion Protection	7/2/2021	13/04/21	7	Staff
#34/21	Large Works	\$600.00	G3 Canada Limited	City of Thunder Bay	200 Darrel Ave	Maintenance Dredging	7/5/2021	07/08/21	4	Staff
#35/21	Large Works	\$0.00	City of Thunder Bay	City of Thunder Bay	443 Belton St	Culvert Replacement & Erosion Protection	25/6/2021	13/07/21	10	Staff
#36/21	Small Works	\$300.00	Kevin Cannon	Municipality of Shuniah	679 Grann Dr	Shoreline Erosion Protection	7/8/2021	07/09/21	1	Staff
#37/21	Standard Works	\$600.00	Glen Duce	City of Thunder Bay	Unaddressed Parcel Lot between 1915 & 1931 Mountain Rd	Fill Placement	13/7/2021	13/07/21	1	Staff
#38/21	Major Works	\$0.00	City of Thunder Bay	City of Thunder Bay	5405 Mapleward Rd	Constuction of Aerated Lagoons	22/6/2021	14/07/21	16	Staff
#39/21	Standard Works	\$300.00	Bryan Hartley	City of Thunder Bay	3321 Government Rd	Driveway Culvert Replacement	15/7/2021	15/07/21	1	Staff
#40/21	Standard Works	\$300.00	Jack Bisby	Municipality of Shuniah	Floral Beach Rd Adjacent to 475 Floral Beach Rd	Culvert Replacement	12/7/2021	15/07/21	3	Staff
#41/21	Small Works	\$150.00	North Shore Steelhead Asso	Municipality of Shuniah	Birch Beach Rd	Creek Alteration for Fish Passage	14/07/21	20/07/21	4	Staff
#42/21	Standard Works	\$300.00	Roger Strickland	Municipality of Oliver Paipoonge	4565 Oliver Rd	Shed Construction	20/7/2021	21/07/21	1	Staff
#43/21	Small Works	\$300.00	Charmaine Miller	Municipality of Shuniah	464 East Floral Beach Rd	Deck Construction	21/7/2021	22/07/21	1	Staff
#44/21	Small Works	\$300.00	Jorden Gagnon	Municipality of Shuniah	2601 Birch Beach Rd	Culvert Extension & Fill Placement	14/07/21	23/07/21	6	Staff
#45/21	Standard Works	\$600.00	Thane Gagnon	City of Thunder Bay	1300 Victor Ave	Site Grading - Erosion Protection	22/07/21	22/07/21	1	Staff
#46/21	Standard Works	\$300.00	Gary Ramsdale	City of Thunder Bay	4049 Garden Ave	Culvert Installation	21/07/21	27/07/21	4	Staff
#47/21	Small Works	\$150.00	Robert Martin	City of Thunder Bay	102 Brentwood Dr	Deck Construction	28/07/21	29/07/21	1	Staff
#48/21	Small Works	\$150.00	Allison Belluz	Municipality of Neebing	498 Memory Rd	Erosion Protection	23/08/21	24/08/21	2	Staff
#49/21	Small Works	\$150.00	Olavi Laskujarvi	Mun. Oliver Paipoonge	891 Mud Lake Rd	Fill Placement	20/08/21	30/08/21	5	Staff
#50/21	Small Works	\$150.00	Ron Voit	Municipality of Neebing	1348 Sturgeon Bay Rd	Rock Protection & Fill Placement	02/09/2021	09/09/2021	3	Staff
#51/21	Smal Works	\$600.00	Lillian Gazzola	City of Thunder Bay	4261 Vanguard Ave	Fill Placement	08/09/2021	14/09/2021	6	Staff
#52/21	Small Works	\$150.00	Darren Smith	Municipality of Neebing	776 Cloud Lake Rd	Erosion Protection	16/09/21	28/09/21	8	Staff
#53/21	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	209 Shipyard Rd	Fill Placement Fisherman's Park West	22/9/21	28/9/21	6	Staff
#54/21	Large Works	\$0.00	City of Thunder Bay	City of Thunder Bay	401 Golf Links Rd	George Burke Park Trail Reconstruction - Fill Placement	29/06/21	29/09/21	1	Staff
#55/21	Standard Works	\$300.00	Kevin Groombridge	Municipality of Neebing	650 Memory Rd	Constructed Crib Dock	14/09/21	27/09/21	9	Staff
#56/21	Standard Works	\$300.00	Brandon Brown	Township of Dorion	0 Black Bay Rd	Fill Placement & Regrading	23/09/21	28/09/21	4	Staff
#57/21	Small Works	\$150.00	Greg Chvets	City of Thunder Bay	4184 Loch Lomond Rd	Driveway Construction	28/09/21	29/09/21	1	Staff
#58/21	Small Works	\$600.00	Joel Brown	Township of Dorion	300 Strawberry Lane	Bridge Installation	08/10/2021	15/10/21	2	Staff