



68th LRCA ANNUAL MEETING – 2022

- DATE:** Wednesday, January 26, 2022
- PLACE:** Lakehead Region Conservation Authority Boardroom
- TIME:** 4:30 p.m. via Microsoft Teams

AGENDA

Declaration: *“The Lakehead Region Conservation Authority respectfully acknowledges that the lands on which we live and work are the traditional lands of the Anishinabek Nation and the traditional territory of Fort William First Nation, signatory to the Robinson-Superior Treaty of 1850.*

As partners in the conservation and protection of the Lakehead Watershed along with First Nations communities, the Métis Nation of Ontario, and other Indigenous peoples, the LRCA is committed to the common vision of a healthy, safe and sustainable Lakehead Watershed.”

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 7

Attached are the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 24, 2021.

Suggested Resolution:

“THAT: *the Minutes of the Lakehead Region Conservation Authority Tenth Regular Meeting held on Wednesday, November 24, 2021 be adopted as published.”*

4. ELECTION PROCEDURES

As outlined in the Administrative By-Law, the CAO will oversee the election of the Chair and Vice-Chair.

For your information, attached separately as **Appendix “A”** are the Election Procedures (Appendix C of Administrative By-Law, By-Law No. 1/2018). The election will be held virtually. If voting is required, voting will be by electronic secret ballot using the Microsoft Teams platform.

Appearing below are the 2022 Authority Members as appointed by the respective Member Municipalities:

1. Grant Arnold, Township of Conmee
2. Joel Brown, Township of Dorion
3. Rudy Buitenhuis, Township of Gillies
4. Erwin Butikofer, Municipality of Neebing
5. Jim Vezina, Township of O’Connor
6. Allan Vis, Municipality of Oliver Paipoonge
7. Donna Blunt, Municipality of Shuniah
8. Umed Panu, City of Thunder Bay
9. Andrew Foulds, City of Thunder Bay
10. Andrea Goold, City of Thunder Bay
11. Trevor Giertuga, City of Thunder Bay

It is noted that all Members are eligible for the position of Chair and Vice-Chair, as the MECP granted an exception for the 2022 election allowing for the current incumbents to be re-appointed for a total of one more year in 2022, if elected by the Members. The approval letter is attached within Appendix “A”.

Per the Administrative By-law, the Chair, Vice-Chair and CAO are the signing officers and Conservation Ontario Council representatives until the 2023 Annual General Meeting.

5. ELECTION OF AUTHORITY CHAIR

The CAO, the Election Chair, will conduct the election of the Chair and Vice-Chair. The elected Chair will conduct the balance of the Meeting after the Vice-Chair election.

Suggested Resolution:

“THAT: the nominations for the position of Chair be closed.”

If required, a motion will be brought forward to appoint scrutineers.

Suggested Resolutions:

“THAT: Mark Ambrose, Finance Manager and Roman Augustyn, Information Systems Coordinator be appointed as scrutineers of the Lakehead Region Conservation Authority 2022 elections.”

“THAT: _____ is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2023.”

6. ELECTION OF AUTHORITY VICE-CHAIR

The CAO, the Election Chair, will conduct the election of the Vice-Chair.

Suggested Resolution:

“THAT: the nominations for the position of Vice-Chair be closed.”

Following the election of the Chair and Vice-Chair, a motion to destroy the ballots may be required.

Suggested Resolutions:

“THAT: _____ is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2023.”

7. APPOINTMENT OF AUDITORS – 2022 – pages 8 to 10

Attached on pages 8 to 10 is Staff Report FIN-01-2022 related to the appointment of the Auditors for the year 2022.

Suggested Resolution:

“THAT: the audit firm of Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2022.”

8. APPOINTMENT OF SOLICITORS – 2022 – pages 11 to 12

Attached on pages 11 to 12 is Staff Report FIN-02-2022 related to the appointment of Authority Solicitor for the year 2022.

Suggested Resolution:

“THAT: the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2022.”

9. APPOINTMENT OF AUTHORITY BANK – 2022 – pages 13 to 15

Attached on pages 13 to 15 is Staff Report FIN-03-2022 related to the appointment of the Authority Bank for the year 2022.

Suggested Resolution:

"THAT: the Royal Bank of Canada, Business Centre, is appointed as the bank with which the Lakehead Region Conservation Authority will conduct its financial business during 2022."

10. BORROWING RESOLUTION

Suggested Resolution:

"THAT: Whereas it may be necessary for the Lakehead Region Conservation Authority (herein under referred to as the "Authority") to borrow a sum not to exceed in the aggregate, Four Hundred Thousand Dollars (\$400,000) required for its purposes in the year 2022, until payment to the Authority of any grants and of sums to be paid to the Authority by the participating municipalities designated as such under the Conservation Authorities Act, R.S.O. 1990, Chapter C.27,

BE IT THEREFORE RESOLVED:

THAT: the Authority may borrow from a bank, the sum not to exceed in the aggregate Four Hundred Thousand Dollars (\$400,000) necessary for its purposes in the year 2022, on the promissory note or notes of the Authority until payment to the Authority of any grants and of sums to be paid to the Authority by the participating municipalities.

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

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

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

11. IN-CAMERA AGENDA

No In-Camera meeting will be held.

12. BUSINESS ARISING FROM PREVIOUS MINUTES – Appendix “B” and “C”

(a) File: Board Member Reference Manual

Attached as Appendix “B” is the Draft 2022 Directory. It is requested that any edits are brought forward at the meeting. The final version will be added to the Board Members Reference Manual (Board Member Binder Tab #1).

Attached as Appendix “C” is the 2022 Meeting Schedule and 12 Month Calendar of Events, which should be placed in Board Member Binder Tab #1.

(b) File: 2022 Budget and Levies

The CAO and Finance Manager attended the City of Thunder Bay Council Meeting virtually on January 18, 2022 regarding the 2022 Budget. No questions were asked of staff.

Levy notices will be mailed in January by registered mail (per as outlined in the Act) to each Member Municipality with suggested payment dates of April 30, 2022.

Staff are currently working on preparing for the annual audit.

13. CORRESPONDENCE

None.

14. STAFF REPORTS – pages 16 to 42

Staff Report – 2021 Flood Forecasting and Warning Program

Attached on pages 16 to 21 is Staff Report FLFOR-01-2022, which summarizes the 2021 Flood Forecasting and Warning Program.

Suggested Resolution:

“THAT: Staff Report FLFOR-01-2022 be received.”

Staff Report – 2021 Development Regulations Summary

Attached on pages 22 to 26 is Staff Report DEVREG-01-2022, which summarizes the 2021 Development Regulations Program.

Suggested Resolution:

“THAT: Staff Report DEVREG-01-2022 be received.”

Staff Report – Strategic Plan Annual Report, January 2021 – December 2021

Attached on pages 27 to 39 is Staff Report STRAT-01-2022, which summarizes Strategic Plan accomplishments in 2021.

Suggested Resolution:

“THAT: Staff Report STRAT-01-2022 be received.”

Staff Report – 2021 Hazard Tree Removal

Attached on pages 40 to 42 is Staff Report LM-01-2022, which summarizes the 2021 Hazard Tree Program.

Suggested Resolution:

“THAT: Staff Report LM-01-2022 be received for information.”

15. CHIEF ADMINISTRATIVE OFFICER REPORT – pages 43 to 58

Attached on pages 43 to 44 are the monthly Treasurer’s Report for November and December’s Administration and Capital. Staff note that not all accounts receivable and payable information is noted in the Treasurer’s Report, as the information was not available at the time of agenda preparation. The final 2021 Treasurer’s Report will be presented at the February meeting.

2021 Investment Summary

Attached on pages 45 to 47 is Staff Report FIN-04-2022 summarizing the Authority’s 2021 investments.

Suggested Resolution

“THAT: the Staff Report FIN-04-2022 be received.”

2021 Donation Summary

Attached on pages 48 to 50 is Staff Report FIN-05-2022 summarizing donations to the Authority in 2021. This summary report is provided annually to Board to summarize total donations from individuals and businesses throughout the year.

Suggested Resolution

“THAT: the Staff Report FIN-05-2022 be received.”

LRCA COVID-19 Summary

Attached on pages 51 to 58 is Staff Report CORP-01-2022 which provides an update related to LRCA actions/response related to COVID-19 for the period of March 18, 2020 to January 18, 2022.

Suggested Resolution

“THAT: Staff Report CORP-01-2022 be received.”

Inventory of Programs

As mandated in O. Reg. 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act, Conservation Authorities must provide an Inventory of Programs by February 28, 2022 to the MECP and all Member Municipalities. Staff are working on the completion of the Inventory of Programs and will provide a summary presentation of the Draft Inventory at the meeting. The final Inventory will be presented at the February 23, 2022 Board Meeting for approval, after which it will be distributed to all Member Municipalities and the MECP, as required. It is noted that changes to the Inventory to address comments or other feedback submitted by a municipality can be made after February 28, 2022; however, all changes must be reported to the MECP as part of the mandated reporting that is required (i.e. six mandatory reporting dates between July 2022 and October 2023).

It is noted that Phase II regulations that will influence the levy process and potentially the Inventory of Programs, are expected to be released soon; however, they were expected in December and are still pending.

Land Use Request – Victor/Broadway property

Enbridge is requesting to execute a Land Use Agreement with the LRCA to utilize the Authority’s Victor/Broadway property for pipe storage and staging for their upcoming directional drilling project under the Kam River, which is scheduled to begin early February. Due to late the request from Enbridge, staff did not have enough time to process the request for inclusion in the agenda package; however, a report will be provided at the meeting for consideration.

Staff are concurrently reviewing a Permit Application under O. Reg. 180/06 for the project.

16. PASSING OF ACCOUNTS

Resolution for the month of November 2021:

“THAT: having examined the accounts for the period of November 1, 2021 to November 30, 2021 cheque #2449 to #2464 for \$15,271.52 and preauthorized payments of \$98,691.58 for a total of \$113,963.10, we approve their payment.”

Resolution for the month of December 2021:

“THAT: having examined the accounts for the period of December 1, 2021 to December 31, 2021 cheque # 2465 to #2480 for \$38,828.97 and preauthorized payments of \$90,198.37 for a total of \$129,027.34, we approve their payment.”

17. REGULATORY ROLE – pages 59 to 65

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 59 to 61 is the Plan Input and Review Summary for the period of November 2021 to January 19, 2022 and attached on pages 62 to 65 is a summary of Section 28 Permits issued in 2021 and 2022. One permit has been issued in 2022.

18. PROJECTS UPDATE

2022 Conservation Dinner & Auction and Wine Tasting Fundraisers

The 2022 Conservation Dinner & Auction has been cancelled due to COVID-19. There are still tentative plans to hold the 2022 Wine Tasting & Dinner at Whitewater event outdoors on May 12, COVID-19 restrictions permitting.

Lakehead University Presentations

Staff will be conducting two presentations for Lakehead University classes. One presentation will focus on the human health benefits of nature and how the LRCA’s outdoor education and special events programming helps promote recreating in nature. The other presentation will have a focus on several key challenges faced by the Authority at Cascades Conservation Area, which will lead into a case study project for that class. Staff will continue to explore additional future partnership and outreach opportunities with Lakehead University.

Source Water Protection – Annual Report

The Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit, which are the two implementing bodies of the Lakehead Source Protection Plan, are required to submit their Annual Report to the Source Protection Authority by February 1, 2022 to report on their progress in Source Protection Plan Implementation. The Reports will be provided to the Source Protection Authority after the next Source Protection Committee Meeting, which will be held in March. Staff are beginning to work on the sixth annual report from the Source Protection Authority due to the Ministry of Environment Conservation and Parks by May 1, 2022. A draft report will be provided to the Board in April during a Source Protection Authority Meeting.

19. NEW BUSINESS

20. NEXT MEETING

The next meeting will be held on Wednesday, February 23, 2022, starting at 4:30 p.m. via Microsoft Teams.

21. AJOURNMENT

Suggested Resolution:

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

2022 EVENTS/MEETINGS

Wednesday, February 23, 2022	LRCA Board Meeting
March 21-25, 2022	Spring Water Awareness Program
Wednesday, March 30, 2022	LRCA Board Meeting
Thursday, April 14, 2022	Watershed Explorer Program (Owl Prowl)
April 19-22, 2022	Watershed Connections Program
Wednesday, April 27, 2022	LRCA Board Meeting
May 9-13, 2022	Arbour Week
Thursday, May 12, 2022	Wine Tasting & Dinner at Whitewater
Thursday, May 18, 2022	Tree Seedling Pickup Day
Wednesday, May 25, 2022	LRCA Board Meeting
Thursday, May 26, 2022	Watershed Explorer Program (Spring Birding)
May 28-29, 2022	Dorion Birding Festival

June 7-9, 2022	Lakehead Children's Water Festival
Thursday, June 16, 2022	Watershed Explorer Program (Spring Photography Workshop)
Thursday, June 23, 2022	Watershed Explorer Program (Wildflowers)
Wednesday, June 29, 2022	LRCA Board Meeting
Sunday, July 17, 2022	Hazelwood Lake Family Fun Day
Thursday, July 21, 2022	Watershed Explorer Program (Medicine Walk)
Thursday, August 25, 2022	Watershed Explorer Program (Fish & Aquatics)
Saturday, August 27, 2022	Little Trout Day by the Bay
Wednesday, August 31, 2022	LRCA Board Meeting
Sunday, September 11, 2022	Fall Mushroom Hike
Thursday, September 14, 2022	Needing Birding Event (Tentative)
Thursday, September 22, 2022	Watershed Explorer Program (Trees & Fall Colors)
Wednesday, September 28, 2022	LRCA Board Meeting
Thursday, September 29, 2022	Watershed Explorer Program (Fall Photography Workshop)
Saturday, October 1, 2022	Fall Waterfowl Viewing Day
Thursday, October 6, 2022	Watershed Explorer Program (Archaeology)
Wednesday, October 26, 2022	LRCA Board Meeting
Wednesday, November 30, 2022	LRCA Board Meeting
Thursday, December 8, 2022	Holiday Gathering

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



LAKEHEAD REGION

CONSERVATION AUTHORITY

Minutes of the Tenth Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, November 24, 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
Erwin Butikofer
Andrew Foulds
Andrea Goold
Umed Panu
Jim Vezina
Allan Vis

REGRETS: Trevor Giertuga

ALSO PRESENT: Tammy Cook, Chief Administrative Officer, recorder of Minutes
Mark Ambrose, Finance Manager
Gail Willis, Watershed Manager
Ryne Gilliam, Lands Manager
Ryan Mackett, Communications Manager

1. ADOPTION OF AGENDA

Resolution #110/21

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 #111/21

Moved by Rudy Buitenhuis, Seconded by Erwin Butikofer

“THAT: the Minutes of the Lakehead Region Conservation Authority Ninth Regular Meeting held on Wednesday, October 27, 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: 2022 Budget and Levy

Members reviewed and discussed the 2022 Budget and Levy.

Resolution #112/21

Moved by Andrew Foulds, Seconded by Joel Brown

“THAT: the Lakehead Region Conservation Authority adopts the non-matching levy of \$1,582,390 AND FURTHER THAT all member municipalities are designated as benefitting and pay \$901,673 AND FURTHER THAT the City of Thunder Bay is designated as the sole-benefitting municipality for maintaining floodplain mapping, Neebing-McIntyre Floodway and Kaministiquia River erosion and pays \$680,717 AND FURTHER THAT each member municipality is to be advised of their apportionment of the non-matching levy.” CARRIED.

Non-Matching Funds Levy Portion – Weighed Recorded Vote Results:

Municipality	Member	Vote %	Vote
Conmee	Grant Arnold	1.57%	Yes
Dorion	Joel Brown	1.03%	Yes
Gillies	Rudy Buitenhuis	0.89%	Yes
Neebing	Erwin Butikofer	7.95%	Yes
O’Connor	Jim Vezina	1.67%	Yes
Oliver Paipoonge	Allan Vis	19.48%	Yes
Shuniah	Donna Blunt	17.41%	Yes
Thunder Bay	Andrew Foulds	12.50%	Yes
Thunder Bay	Trevor Giertuga	12.50%	Absent
Thunder Bay	Umed Panu	12.50%	Yes
Thunder Bay	Andrea Goold	12.50%	Yes

Resolution #113/21

Moved by Andrea Goold, Seconded by Umed Panu

“THAT: the Lakehead Region Conservation Authority adopts the matching levy of \$150,940 AND FURTHER THAT all member municipalities are designated as benefitting AND FURTHER THAT each member municipality is to be advised of their apportionment of the matching levy.” CARRIED.

Resolution #114/21

Moved by Jim Vezina, Seconded by Allan Vis

“THAT: in 2021 the following will be appropriated from the following reserves: Vehicle and Equipment Reserve \$71,400; Conservation Area Major Maintenance Capital Reserve \$156,600; and Forest Management Reserve \$3,000.” CARRIED.

Resolution #115/21

Moved by Grant Arnold, Seconded by Joel Brown

“THAT: the Lakehead Region Conservation Authority adopts the 2022 Budget Document, Version 2.0 for a total budget of \$3,396,159.” CARRIED.

6. CORRESPONDENCE

(a) File: 2020/21 Lakehead University – Arthur Shewchuk Memorial Bursary

Members were advised that the 2020/2021 Lakehead University – Arthur Shewchuk Memorial Bursary recipient was Allison Farrish, BEng (Mechanical).

7. STAFF REPORTS

Members reviewed and discussed Staff Report LM-07-2021 which outlined the 2021 field maintenance season.

Resolution #116/21

Moved by Rudy Buitenhuis, Seconded by Erwin Butikofer

“THAT: Staff Report LM-07-2021 be received for information.” CARRIED.

Members reviewed and discussed Staff Report WM-02-2021 related to the Wetland Delineation Project.

Resolution #117/21

Moved by Andrew Foulds, Seconded by Umed Panu

“THAT: Staff Report WM-02-2021 be received AND FURTHER THAT the identified Unevaluated Wetlands plus a 30 metre buffer be incorporated into the LRCA Approximate Regulated Area, effective immediately.” CARRIED.

Members reviewed and discussed Staff Report POLICY-GEN-19-2021 related to the LRCA’s Traditional Land Acknowledgement Statement.

Resolution #118/21

Moved by Jim Vezina, Seconded by Andrea Goold

“THAT: General Policy GEN-19-2021: Traditional Land Acknowledgement be approved AND FURTHER THAT the LRCA Traditional Land Acknowledgement be adopted:

The Lakehead Region Conservation Authority respectfully acknowledges that the lands on which we live and work are the traditional lands of the Anishinabek Nation and the traditional territory of Fort William First Nation, signatory to the Robinson-Superior Treaty of 1850.

As partners in the conservation and protection of the Lakehead Watershed along with First Nations communities, the Métis Nation of Ontario, and other Indigenous peoples, the LRCA is committed to the common vision of a healthy, safe and sustainable Lakehead Watershed.” CARRIED.

8. CHIEF ADMINISTRATIVE OFFICER REPORT

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

Members were advised that the 2021 Annual LRCA Holiday Gathering which was scheduled for December 9, 2021 was cancelled due to COVID-19.

Members reviewed and discussed Staff Report CORP-12-2021 related to amending the Administrative By-Law to incorporate governance related clauses proclaimed in the *Conservation Authorities Act*.

Resolution #119/21

Moved by Allan Vis, Seconded by Umed Panu

THAT: Staff Report CORP-12-2021 is received AND FURTHER THAT Administrative By-Law No. 1/2018 Version 4.0 be adopted to incorporate governance related clauses proclaimed in the Conservation Authorities Act.” CARRIED.

Members reviewed and discussed Staff Report CORP-13-2021 related to the designation of two new Provincial Offences Officers to enforce Section 29 of the *Conservation Authorities Act*.

Resolution #120/21

Moved by Joel Brown, Seconded by Grant Arnold

"THAT: Staff Report CORP-13-2021 be received AND FURTHER THAT Ryne Gilliam, Lands Manager and Ryan Harris, Field Operations Lead Hand, be appointed as Provincial Offences Officers of the Lakehead Region Conservation Authority to enforce regulations under Section 29 of the Conservation Authorities Act." **CARRIED.**

Members reviewed and discussed Staff Report CORP-14-2021 related to the Transition Plan required under Ontario Regulation 687/21.

Resolution #121/21

Moved by Allan Vis, Seconded by Grant Arnold

"THAT: Staff Report CORP-14-2021: Conservation Authorities Act Phase 1 Regulations – Transition Plan be received AND FURTHER THAT the Lakehead Region Conservation Authority Transition Plan, dated November 2021 be approved." **CARRIED.**

Resolution #122/21

Moved by Erwin Butikofer, Seconded by Andrea Goold

"THAT: the Chief Administrative Officer is authorized to transfer funds within the 2021 budget AND FURTHER THAT the revised Treasurer's Report will be presented at the Annual Meeting." **CARRIED.**

Resolution #123/21

Moved by Andrew Foulds, Seconded by Rudy Buitenhuis

"THAT: the Chief Administrative Officer is authorized to transfer unexpended funds to project balances where required AND FURTHER THAT this is required to facilitate the preparation of the 2021 financial statements." **CARRIED.**

Members were provided with the 2022 Annual Meeting Agenda format. It was noted that the Annual Meeting will be held on Wednesday January 26, 2022 starting at 4:30 p.m.

9. PASSING OF ACCOUNTS

Resolution #124/21

Moved by Grant Arnold, Seconded by Umed Panu

“THAT: having examined the accounts for the period of October 1, 2021 to October 31, 2021 cheque #2425 to #2447 for \$265,324.71 and preauthorized payments of \$131,800.10 for a total of \$397,124.81, we approve their payment.” CARRIED.

10. REGULATORY ROLE

Members were provided with the Plan Input and Review Summary for the period of October to November 17, 2021 and a summary of Section 28 Permits issued in 2021 to date.

11. PROJECTS UPDATE

Members were advised that the LRCA’s education programs were completed for 2021.

Members were advised that Staff will be initiating talks with Hill’s Greenhouses, regarding the 2022 Private Landowner’s Tree Seedling Assistance program.

Members were advised that on November 4th, the LRCA moved from a Level II Low Water Condition to a Level I Low Water Condition within the LRCA Area of Jurisdiction.

Members were advised that on November 10th, a forecasted storm event resulted in LRCA Staff issuing Watershed Conditions Statements, as part of the Flood Forecasting Program.

It was noted that the snow sampling program began November 15th. Twice a month from November until May staff conduct snow surveys at our three historical snow survey locations (Hazelwood, Pennock Creek (off Vibert Road) and McVicar Creek).

12. NEW BUSINESS

None.

13. NEXT MEETING

The Annual Meeting will be held on Wednesday, January 26, 2022, starting at 4:30 p.m. The type of Meeting (i.e. in person or via Microsoft teams) will be determined based on the status of COVID-19 closer to the date.

14. ADJOURNMENT

Resolution #125/21

Moved by Allan Vis, Seconded by Jim Vezina

“THAT: the time being 5:30 p.m. AND FURTHER THAT there being no further business we adjourn.” CARRIED.

Chair

Chief Administrative Officer



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	FINANCE	REPORT NO.	FIN-01-2022
DATE PREPARED	January 11, 2022	FILE NO.	
MEETING DATE	January 26, 2022		
SUBJECT	Appointment of Auditors		

RECOMMENDATION

“THAT: the audit firm of Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2022.”

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

It is the opinion of the CAO that Grant Thornton Thunder Bay LLP provided adequate service in 2021 and are therefore recommended to continue to provide audit services in 2022.

DISCUSSION

Per the approved Policy related to the annual appointment of the Auditor, the CAO is to provide a summary report to the Board at the January meeting related to the services received in the previous year and to provide a recommendation related to continuing with their service.

In 2021, Grant Thornton Thunder Bay LLP provided audit services. Annually a senior representative of the firm attends the Authority Meeting when the respective year Audited Financial Statements are presented to the Board.

All services provided in 2021 were considered to have been provided in a very competent professional manner.

Total fees paid to the firm in 2021 included (exclusive of HST):

Fees Paid	2021	2020	2019
Audit Fees	\$12,576.01	\$12,618.24	\$10,975.43
Total	\$12,576.01	\$12,618.24	\$10,975.43

Per the approved Policy, this report has been provided to Grant Thornton Thunder Bay LLP.

FINANCIAL IMPLICATIONS

Anticipated audit fees for 2022 have been included in the draft 2022 Budget.

CONCLUSION

Grant Thornton Thunder Bay LLP provided adequate service in 2021 and are recommended by the CAO to provide continuing service in 2022.

BACKGROUND

In 2000, the Authority adopted the Policy entitled "Lakehead Region Conservation Authority Policy for the retaining of the following corporate services: solicitor, auditor and bank" per resolution #111/00 which outlines the procedure for the respective appointments.

The auditor portion of the Policy reads as follows:

At the Annual Meeting of the Authority, which is generally held the fourth Wednesday in January, a motion to adopt the auditor is obtained. The firm of Ernst & Young LLP has ably served the Authority for several years.

On an annual basis, the General Manager/Secretary-Treasurer will submit a report to the Board relative to audit services performed by our Auditor. The purpose of the Report will be to update the Board on the performance of the Auditor and any other related matters. The Auditor would be provided with a copy of the Staff Report.

If the current Audit Firm's services were no longer being recommended, then they would be permitted to present their views to the Board, if they so wished.

If the Board is dissatisfied with the services of the Auditor, then by motion, proposals for the service of Authority Auditor will be requested. The current incumbent would not be eligible to submit a proposal.

REFERENCE MATERIAL ATTACHED

None

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: January 11, 2022</p>
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PROGRAM AREA	FINANCE	REPORT NO.	FIN-02-2022
DATE PREPARED	January 11, 2022	FILE NO.	
MEETING DATE	January 26, 2022		
SUBJECT	Appointment of Solicitors		

RECOMMENDATION

“THAT: the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2022.”

EXECUTIVE SUMMARY

It is the opinion of the CAO that McKitricks provided excellent legal service in 2021 and are therefore recommended to continue to provide legal services in 2022.

DISCUSSION

Per the approved Policy related to the annual appointment of the Solicitor, the CAO is to provide a summary report to the Board at the January meeting related to the services received in the previous year and to provide a recommendation related to continuing with their service.

The legal firm of McKitricks has provided timely, professional and knowledgeable legal advice to the Lakehead Region Conservation Authority in excess of 30 years. By having a long-standing arrangement with a legal firm, it ensures familiarity with our organization, regulations, mandate and objectives.

Legal services provided in 2021 included:

- Indemnity By-Law
- Ward Case
- Azzolini potential land purchase from Authority
- Vaccine Policy

Total fees paid to the firm in 2021 included:

	2021	2020	2019
Fees and Disbursements	\$11,353.72	\$4,968.74	\$10,601.30

**exclusive of HST

Per the approved Policy, this report has been provided to the Solicitor.

FINANCIAL IMPLICATIONS

Anticipated legal fees have been incorporated in the draft 2022 budget.

CONCLUSION

McKitricks provided excellent legal service in 2021 and are recommended by the CAO to provide continuing service in 2022.

BACKGROUND

In 2000, the Authority adopted the Policy entitled "Lakehead Region Conservation Authority Policy for the retaining of the following corporate services: solicitor, auditor and bank" per resolution #111/00 which outlines the procedure for the respective appointments.

The solicitor portion of the policy reads as follows:

At the Annual Meeting of the Authority, which is generally held the fourth Wednesday in January, a motion to adopt the Solicitor is obtained. The firm of McKitricks has ably served the Authority for several years.

On an annual basis, the General Manager/Secretary-Treasurer will submit a report to the Board relative to legal services performed by our Solicitor. The purpose of the Report will be to update the Board on the performance of the Solicitor and any other related matters. The Solicitor would be provided with a copy of the Staff Report.

If the current legal services were no longer being recommended, then they would be permitted to present their views to the Board, if they so wished.

If the Board is dissatisfied with the services of the Solicitor, then by motion, proposals for the service of Authority Solicitor will be requested. The current incumbent would not be eligible to submit a proposal.

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: January 11, 2022</p>
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LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	FINANCE	REPORT NO.	FIN-03-2022
DATE PREPARED	January 11, 2022	FILE NO.	
MEETING DATE	January 26, 2022		
SUBJECT	Appointment of Authority Bank		

RECOMMENDATION

“THAT: the Royal Bank of Canada, Business Centre is appointed as the bank with which the Lakehead Region Conservation Authority will conduct its financial business during 2022.”

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

It is the opinion of the CAO that the Royal Bank of Canada provided adequate service during 2021 and are therefore recommended to continue to provide banking services in 2022.

DISCUSSION

Per the approved Policy related to the annual appointment of the Authority Bank, the CAO is to provide a summary report to the Board at the January meeting related to the services received in the previous year and to provide a recommendation related to continuing with their service.

The Royal Bank of Canada (RBC) provided banking services to the Lakehead Region Conservation Authority in 2021 including:

- Main banking account
- 5-VISA cards (CAO, Lands Manager, Communications Manager, Watershed Manager, Administration /Receptionist Clerk)
- Group RRSP provider
- Tax Free Savings Account provider (optional service for staff)
- Due to COVID-19 the annual meeting with staff (optional) at LRCA office to review individual financial health and review investment options did not occur.

Service provided was considered to be very adequate, with all levels of service provided in a timely, efficient and courteous manner.

On-line services provided by RBC are also considered to be very adequate, with more and more banking conducted on-line including payroll, RRSP contributions and pre-authorized payments for utilities. VISA payments are processed automatically, with an automatic withdrawal from the account. VISA purchases accumulate VISA points, which are typically redeemed for gift cards.

Fees and interest earned in 2021 included:

	2021	2020	2019
Banking and Visa Fees	\$6,453.00	\$3,189.89	\$3,336.71
Interest Earned	\$30,920.21	\$18,189.70	\$39,477.58

Banking fees were higher in 2021 due to the fees due an increase in Explorer card purchases via credit cards (i.e. credit card processing fees).

In 2021, the LRCA had all operating funds deposited in the RBC operating account from January to July. In August, \$5,000,000 was moved from the RBC into the High Interest Savings Account with the One Investment Program, when that account offered a higher rate of return. From January 2021 until July 2021, RBC offered a higher rate of return (0.65%) compared to One Investment (0.165%), in July One Investment's rate increased to 0.71%. This resulted in 2021 generating more interest from the RBC compared to 2020, due to more funds being deposited in that account during the year.

Per the approved Policy, this report has been provided to RBC.

FINANCIAL IMPLICATIONS

All banking fees and anticipated interest earnings are incorporated into the draft 2022 budget.

CONCLUSION

The Royal Bank of Canada provided adequate service in 2021 and are recommended by the CAO to provide continuing service in 2022.

BACKGROUND

In 2000, the Authority adopted the Policy entitled "Lakehead Region Conservation Authority Policy for the retaining of the following corporate services: solicitor, auditor and bank" per resolution #111/00 which outlines the procedure for the respective appointments.

The bank portion of the policy reads as follows:

At the Annual Meeting of the Authority, which is generally held the fourth Wednesday in January, a motion to adopt the Bank is obtained. The Royal Bank has ably served in this capacity for several years.

On an annual basis, the General Manager/Secretary-Treasurer will submit a report to the Board relative to audit services performed by our Bank. The purpose of the Report will

be to update the Board on the performance of the Bank and any other related matters. The Bank would be provided with a copy of the Staff Report.

If the current Bank's services were no longer being recommended, then they would be permitted to present their views to the Board, if they so wished.

If the Board is dissatisfied with the services of the Bank, then by motion, proposals for the service of Authority Bank will be requested. The current incumbent would not be eligible to submit a proposal.

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: January 11, 2022</p>
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LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	Flood Forecasting	REPORT NO.	FLFOR-01-2022
DATE PREPARED	January 10, 2022	FILE NO.	20-10-4
MEETING DATE	January 26, 2022		
SUBJECT	2021 Flood Forecasting and Warning Program Summary		

RECOMMENDATION

“THAT: the Staff Report FLFOR-01-2022 be received.”

LINK TO STRATEGIC PLAN

Links to the Strategic Plan (2018 – 2022):

Conserve & Sustain:

- *Optimize decision-making by sharing data and knowledge.*

Protect and Support:

- *Increase awareness of the impacts of floods and hazards and the importance of mitigation.*
- *Demonstrate effective land-use planning and emergency flood management through a collaborative approach.*
- *Align watershed decision-making with stakeholders outside of the jurisdiction.*

EXECUTIVE SUMMARY

In 2021, the Flood Forecasting and Warning Program included updating both the internal and external Flood Warning System, operating precipitation gauges, conducting snow surveys and participating in OPG’s Kam River Dam Safety Program. The annual Spring Melt Meeting was held virtually due to COVID-19, and the presentation was provided through email to flood forecasting partners and Member Municipalities.

During the year, the LRCA issued four local flood messages/message updates including: one Water Safety Watershed Condition Statement, and three Flood Outlook Watershed Condition Statements. No flood event occurred in 2021.

Above average water levels occurred for most of the year on Lake Superior; however, since September 2021, the water level has been below the long-term average and in steady decline.

DISCUSSION

As outlined in the newly proclaimed Ontario Regulation 686/21: Mandatory Programs and Services, Section 2 lists Flood Forecasting and Warning as a mandatory program under the *Conservation Authorities Act*, whereby an Authority shall provide programs and services to support its functions and responsibilities related to flood forecasting and warning.

As part of the Flood Forecasting and Warning Program, staff conduct daily monitoring of the weather and streamflow conditions and when warranted issue Flood Messages to our Member Municipalities, media and affected organizations. Staff monitor and maintain precipitation gauges and conduct snow surveys during the winter months. Additionally, a Flood Warning System binder for both internal and external users is maintained. Staff participate in OPG's Kaministiquia River Dam Safety Program. Staff hold a Spring Melt Meeting annually with our partners in the Flood Forecasting Program.

Flood Warning System Binder

In 2021, the Flood Warning System binder annual update was completed. Internal and External copy holders were provided with updates to the following sections:

Internal Copy Holders:

- Appendix A – Plan Holders
- Appendix C – Contact Booklet
- Appendix D – LRCA Duty Roster
- Appendix F – Flood Warning Call Out
- Appendix P – Spring Thaw Records
- Appendix Q – Distribution Instructions for Issuing a Flood Message
- Appendix T – Answering Service Protocol
- Appendix U – OPG Dam Safety Emergency Preparedness and Response Plans

External Copy Holders:

- Appendix A – Plan Holders
- Appendix C – Contact Booklet
- Appendix D – LRCA Duty Roster
- Appendix F – Flood Warning Call Out

Board members can access an electronic version of the Flood Warning System on the LRCA website Members only page.

OPG Kam River Dam Safety Program

No Kaministiquia River OPG Dam Safety Emergencies were declared in 2021. Staff participated in a call test on May 18, 2021. The annual Dam Safety and Emergency Preparedness and Response Plan Meeting was not held in 2021.

Spring Melt Meeting

Due to the COVID-19 pandemic, the Authority hosted the 32nd Annual Spring Melt Meeting on March 29, 2021, via a virtual presentation. Twenty-seven attended the meeting from City of Thunder Bay, Municipality of Oliver Paipooonge, Townships of Conmee and O'Connor, Ontario Power Generation, Ministry of Natural Resources and Forestry, Fort William Historical Park, Ministry of Transportation, and staff from the LRCA.

The 2021 Flood Warning Contact Booklet and Flood Forecasting Binder updates were mailed to the partners and all Member Municipality Clerks.

Issued Flood Messages

In 2021, there were no significant flood events in the LRCA area of jurisdiction. A total of two Watershed Conditions Statements were issued by the Provincial Surface Water Monitoring Centre (SWMC) for the LRCA jurisdiction, and four local Watershed Conditions Statement messages were issued by the LRCA. Three Flood Watch messages were issued by the SWMC for the LRCA jurisdiction.

The local message released by the LRCA in April was related to a short duration precipitation event during spring melt conditions, and the other three local messages were related to precipitation events during snowpack conditions. The messages released by the SWMC were related to province wide precipitation, except for one message in November for northwestern Ontario.

Lake Superior's water level was above the long-term average (1918-2020) between January and August 2021; however, the water level has been in steady decline and has remained below average for the remainder of the year since September 2021. Lake Superior declined 12 centimetres in November, which was the 3rd largest November decline on record (average decline is 5 centimetres). The beginning of December water level was the lowest level since 2012.

The following table summarizes the Flood Messages received and distributed in 2021.

Flood Message Type	Provincial Messages received from the Provincial Surface Water Monitoring Centre within the LRCA Area of Jurisdiction	Local Flood Messages released by the LRCA within the LRCA Area of Jurisdiction
Watershed Conditions Statement	March 9, 2021 – province wide March 19, 2021 – province wide	April 13, 2021 – Water Safety November 10, 2021 – Flood Outlook November 11, 2021 – Flood Outlook Update December 15, 2021 – Flood Outlook

Flood Message Type	Provincial Messages received from the Provincial Surface Water Monitoring Centre within the LRCA Area of Jurisdiction	Local Flood Messages released by the LRCA within the LRCA Area of Jurisdiction
Shoreline Conditions Statement		
Flood Watch	March 22, 2021 – province wide March 25, 2021 – province wide November 10, 2021 – northwestern Ontario	
Flood Warning		

FINANCIAL IMPLICATIONS

The Flood Forecast and Warning Program is included in the Annual Budget. Partial funding for this program comes from the provincial Section 39 Transfer Payment.

CONCLUSION

In 2021, staff continued to administer the Flood Warning System including hosting a virtual annual spring melt presentation and meeting, participating in the OPG Kaministiquia River Dam Safety Program, and issuing flood messaging. Flood messages issued in 2021 included:

- One Watershed Conditions Statement: Water Safety, and
- Three Watershed Condition Statement: Flood Outlook.

BACKGROUND

The Flood Forecasting and Warning System includes procedures undertaken by the LRCA to reduce this risk of loss of life and property damage due to flooding. The LRCA monitors daily watershed conditions which help to provide advance warning of high-water levels, and in times of drought, low water levels. Depending on the severity of the weather and how high the water levels are, a Watershed Conditions Statement (Water Safety or Flood Outlook), Shoreline Condition Statement, Flood Watch or Flood Warning is issued to our Member Municipalities, emergency staff and the local media. This includes development and implementation of a comprehensive system developed to guide and implement Flood Forecasting and Warning activities, to effectively manage flood control structures and to provide guidance during the response to a flood.

Annual measures include:

- Operation and maintenance of stream flow gauges and precipitation gauges
- Snow surveys
- Spring Melt Meeting with Member Municipalities and applicable agencies
- Maintaining Flood Forecasting and Warning System Manual
- Monitor weather conditions 365 days per year
- Issue Flood Messaging as warranted
- Attend the annual Provincial Flood Forecasting Workshop
- Collect streamflow and precipitation data (partnership with Water Survey of Canada)
- Facilitate the CoCoRaHS program (volunteer-based precipitation monitoring program)
- Participate in Ontario Power Generation Kaministiquia River Dam Safety Emergency Preparedness and Response Plan

In 2017, the LRCA obtained new software called Waters Information System by Kisters (WISKI) that is utilized to collect real-time streamflow and precipitation data. This system is essential for the LRCA when administering our Flood Forecasting and Warning program as it provided access to streamflow data during flood events from wherever there is an internet connection. The WISKI software package also includes an Alarm Manager, which notifies the LRCA when stream levels at a gauge station reaches a warning level.

In 2021, under the *Conservation Authorities Act*, Ontario Regulation 686/21: Mandatory Programs and Services was proclaimed, which listed Flood Forecasting and Warning as a mandatory program to be administered by Conservation Authorities.

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.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY: Gail Willis, Watershed Manager

THIS REPORT SIGNED AND VERIFIED BY: <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer	DATE: January 10, 2022
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LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	Development Regulations	REPORT NO.	DEVREG-01-2022
DATE PREPARED	January 10, 2022	FILE NO.	11-6-3
MEETING DATE	January 26, 2022		
SUBJECT	2021 Development Regulations Summary		

RECOMMENDATION

“THAT: Staff Report DEVREG-01-2022 be received.”

LINK TO STRATEGIC PLAN

Links to the Strategic Plan (2018 – 2022):

Protect and Support:

- *Increase awareness of the impacts of floods and hazards and the importance of mitigation.*
- *Demonstrate effective land-use planning and emergency flood management through a collaborative approach.*
- *Evaluate the priorities for the protection and management of wetlands and natural heritage features.*

EXECUTIVE SUMMARY

In 2021, LRCA staff processed 62 permits under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O. Reg. 180/06). A total of fifteen violations were identified where development had commenced without a LRCA permit, four of which is ongoing and eleven are resolved.

In 2021, an average of four days was required to process a permit once a complete application was received by the LRCA. The minimum processing time for a decision was one day and the maximum was 16 days, which meets the LRCA’s Rules of Procedure guidelines. The total revenue for permit applications in 2021 was \$16,800.00.

In addition to processing permits, a total of 430 general inquiries were received by the LRCA in 2021, in which staff consulted with the public related to property inquiries, map requests and/or general information.

DISCUSSION

In 2021, LRCA staff processed 62 permits under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O.Reg. 180/06). A total of fifteen violations were identified where development had commenced without a LRCA permit. Eleven violations were resolved in 2021, and four are still ongoing. Attached is the 2021 Permit Summary Report, which summarizes the Permit Administration for the last 10 years. The number of permits processed in 2021 is higher than the 10-year average (62 compared 10-year average of 61) and is lower than last year's number of 75 permits processed.

In 2021, an update to the Rules of Procedure for Permit Application Review and Approval document (version 4.0) was approved by the Board in February to delegate permit approval associated with Municipal Zoning Orders (MZO's) to the Board of Directors (not staff) and included appeal details related to conditions which may be attached to the permit.

An average of four days was required to process a permit once a complete application was received by the LRCA. The minimum processing time for a decision was one day and the maximum was 16 days. LRCA's decision timelines meet guidelines outlined in the LRCA's Rules of Procedure for Permit Application Review and Approval (version 4.0) of 14 days for a Routine application, 21 days for a Minor application, and 28 days for a Major application.

A total of 430 general inquiries were received in 2021 by the LRCA regarding development regulations. The number of general inquiries has steadily increased over the past 10 years, and increased by 51% in 2021 compared to 10-year average of 285. Attached is the General Inquiries Summary Table, which summarizes the total general inquiries, regulated area inquiries and pre-consultation for permits over the last ten years. This number does not reflect all inquiries, as verbal responses are not tracked.

FINANCIAL IMPLICATIONS

Fees charged to process permits range from \$150 for a small works project to \$1,000 for a review and approval of major works. A total revenue of \$16,800.00 was generated from permits in 2021.

CONCLUSION

A total of 62 permits were issued in 2021. LRCA staff received 430 general inquiries. There were fifteen violations investigated, with four ongoing and eleven resolved.

BACKGROUND

The LRCA administers Ontario Regulation 180/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses under the *Conservation Authorities Act* within its Area of Jurisdiction. Development within the Approximate Regulated Area requires a Permit from the Authority.

Pursuant to Section 28 of the CA Act, Conservation Authorities review applications for permission (permits) within a set timeline once they receive a complete application. From the date of a complete application, Conservation Authorities are to make a decision of approval, or to refer to a Hearing of the Authority Board, within 14 days for a Routine application, 21 days for a Minor application, and 28 days for a Major application as per the LRCA document Rules of Procedure for Permit Application Review and Approval (version 4.0).

Regulated Areas within the LRCA Area of Jurisdiction include:

- All watercourses including streams, rivers and creeks and area adjacent,
- Provincially Significant Wetlands plus 120 metres surrounding the wetland,
- Non-Provincially Significant Wetlands plus 30 meters surrounding the wetland,
- In-land lakes and shorelines,
- 15 metres landward and one kilometre lakeward from the 100-year flood level of Lake Superior,
- Ravines, valleys, steep slopes, and talus slopes,
- Hazardous lands including unstable soil and bedrock, and
- Property zoned "Use Limitation", "Hazard Land" and "Environmental Protection".

REFERENCE MATERIAL ATTACHED

2021 Permit Summary Report

2021 General Inquiries Summary

PREPARED BY: Gail Willis, Watershed Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 17, 2022</p>
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2021 Permit Summary Report

The following summarizes Permit Administration for 2021, compared to the past 10 years.

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Inquiries (<i>includes general inquiries related to property inquiries, map requests, general information, etc.</i>)	186	212	170	175	260	359	395	370	340	384	430
Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Permits)	41	64	58	84	60	51	43	59	70	75	62
Permit Extensions/Revisions		1	0	0	3	2	1	1	0	1	0
Pending Permits (<i>Application submitted, staff awaiting additional requested information</i>)				2	0	0	0	0	0	0	1
Total	256	312	251	261	323	412	439	430	410	460	493
10 Year Average Permits Issued	61										

Year	City of Thunder Bay	Neebing	Oliver Paipoonge	Shuniah	Dorion	Gillies	O'Connor	Conmee	Total	Average Number of Days to Issue Permit
2021	34	7	4	15	2	0	0	0	62	4



2021 General Inquiries Summary

In 2021, Authority staff continued to receive general inquiries regarding Development Regulations. The following summarizes the inquiries by Municipality in 2021, compared to the past 10 years.

Year	City of Thunder Bay	Municipality of Neebing	Municipality of Shuniah	Municipality of Oliver Paiponge	Township of O'Connor	Township of Conmee	Township of Gillies	Township of Dorion	Outside Jurisdiction	Total per Year
2011	85	31	24	34	1	4	0	1	6	186
2012	100	40	28	26	4	6	0	2	6	212
2013	83	37	27	11	2	0	1	0	9	170
2014	103	20	25	16	1	1	0	3	6	175
2015	149	37	25	26	2	4	7	2	8	260
2016	182	33	39	79	3	6	3	3	11	359
2017	235	48	45	38	3	2	8	5	11	395
2018	227	41	49	37	4	2	2	2	11	370
2019	182	33	68	31	1	5	5	1	14	340
2020	198	39	73	40	5	5	4	8	12	384
10 Year Average	154	36	40	34	3	4	3	3	9	285
2021	224	46	74	48	2	7	10	3	14	430



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	Strategic Plan	REPORT NO.	STRAT-01-2022
DATE PREPARED	January 2022	FILE NO.	49-4-2
MEETING DATE	January 26, 2022		
SUBJECT	Strategic Plan Annual Report, January 2021 - December 2021		

RECOMMENDATION

“THAT: Staff Report STRAT-01-2022 be received.”

LINK TO STRATEGIC PLAN

All sections.

EXECUTIVE SUMMARY

The Lakehead Region Conservation Authority adopted its first ever Strategic Plan for the period of 2018-2022. This report and attached summary table summarizes completed actions for the period of January 2018 to December 2021 and proposed actions for the remainder of the plan. Future summary reports will be completed each January summarizing progress.

The Strategic Plan for the next five years (2023-2027) will be completed internally in consultation with the Board of Directors in 2022.

DISCUSSION

This report summarizes the key action items that have been completed by the Authority during 2018-2021; the adoption of the Lakehead Region Conservation Authority Five Year Strategic Plan 2018-2022 occurred in January 2018. The report not only summarizes completed action items from 2018 to 2021 but also sets out several planned action items for 2022, which is the final year of this current Strategic Plan.

The attached Strategic Plan Action Item Tracking Table goes into detail breaking down completed and proposed action items under each of the four priorities of the Strategic Plan and each priority's corresponding initiatives.

The upcoming year will be the final year of the current Strategic Plan. The next five-year Strategic Plan will be completed internally in consultation with the Board of Directors in 2022. As the current plan is considered to continue to be relevant, staff plan to utilize the current format including using the same layout and main categories; however, will update Chair/CAO messages, photos, initiatives and facts.

FINANCIAL IMPLICATIONS

Future Strategic Plan action items will be included in future budgets as applicable.

CONCLUSION

The Strategic Plan has been instrumental in directing workplans and projects in an effort to achieve the goals as set out in the Strategic Plan. The primary focus of the Authority for the remainder of the Strategic Plan period will continue with community outreach and policy development, in an effort to ensure that policies and procedures are up-to-date and relevant, and to continue the growth and relevance of the Authority's public perception.

In 2022, the next five-year Strategic Plan will be completed by staff in consultation with the Board of Directors.

BACKGROUND

The Lakehead Region Conservation Authority Five Year Strategic Plan 2018-2022 was adopted by the Board on January 31, 2018. Since its adoption, the Strategic Plan has served as a tool for the Board and staff of the LRCA to help guide decision-making processes and project development during the five-year Strategic Plan period.

REFERENCE MATERIAL ATTACHED

- Strategic Plan Action Item Tracking Table January 2018 to December 2021

PREPARED BY:

Ryan Mackett, Communications Manager

REVIEWED BY:

<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>January 17, 2022</p>
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2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

CONSERVE & SUSTAIN		PROTECT & SUPPORT		CONNECT & EXPLORE		GOVERN & ENHANCE	
<i>Enhance the management and sustainability of natural habitats and ecosystems through an integrated approach.</i>		<i>Safeguard people, property and communities through robust watershed management.</i>		<i>Maximize intergenerational educational, engagement, and recreational opportunities through strong collaborations.</i>		<i>Distinguish the organization as a leader in environmentally-sustainable practices and responsible stewardship.</i>	
INITIATIVES → Action Items		INITIATIVES → Action Items		INITIATIVES → Action Items		INITIATIVES → Action Items	
<i>Support, strengthen and encourage environmental stewardship and sustainability.</i>		<i>Increase awareness of the impacts of floods and hazards and the importance of mitigation.</i>		<i>Emphasize a sense of place through positive and equitable interactive experiences.</i>		<i>Optimize organizational performance through policy and measurable actions to improve accountability and transparency.</i>	
Proposed	Completed	Proposed	Completed	Proposed	Completed	Proposed	Completed
2022 <ul style="list-style-type: none"> Coordinate and develop a wetland identification training course Implement shoreline/riparian restoration projects at Mountdale Boat Launch and Floodway Corridor Build a pollinator pathway along the Floodway Corridor 	2018 <ul style="list-style-type: none"> Installed a water bottle filling station at the Administrative Office, which is available to visitors and staff of the LRCA. Installed a pollinator garden at the Administrative Office. Initiated a composting program at Administrative Office. Permitted the City of Thunder Bay to install a Low Impact Development Site on LRCA owned and at the corner of Parkway and Edward Street 2019 <ul style="list-style-type: none"> Creation of LRCA “Green Team” 	2022 <ul style="list-style-type: none"> Create on-line mapping platform for the public to access and review regulated area Shuniah Shoreline Flood Hazard Assessment & Management Plan (subject to funding) Victor Street soil nail repairs 	2018 <ul style="list-style-type: none"> Neebing River Floodplain Mapping Update, including mail out and open house Presentation to the Municipal Engineers Association regarding Neebing-McIntyre Floodway 2019 <ul style="list-style-type: none"> McVicar Creek Floodplain Mapping Update, including mail out and open house Kaministiquia River Erosion Sites Inventory Report, including mail out and open house Presentation to the Climate Adaptation Working Group regarding Neebing-McIntyre Floodway 2020 <ul style="list-style-type: none"> Kaministiquia River Floodplain 	2022 <ul style="list-style-type: none"> LRCA will continue with Dorion Birding Festival Re-paving of paved trail at Cascades to bring it up to AODA standards Long-Term <ul style="list-style-type: none"> Construction of birding tower at Hurkett Cove Conservation Area in partnership with Parks Canada 	2018 <ul style="list-style-type: none"> Lake Superior Watershed Conservancy/Lake Superior Water Trail signage installed at Silver harbour and Little Trout Bay Conservation Areas Added 250 meters of trail to the Dam Trail at Hazelwood Replaced dock at Hazelwood Developed an outdoor classroom at Hazelwood 2019 <ul style="list-style-type: none"> LRCA took over and administered the Dorion Birding Festival Nature Conservancy of Canada/LRCA linked trail developed at Little Trout Bay Scuba Diving approved as an 	Policies to be created/ updated: <ul style="list-style-type: none"> Customer Centric Service Statement/Policy 2022 <ul style="list-style-type: none"> Create Travel Policy Create Overtime Policy Communications Manager to complete CA University Review of Lakehead Conservation Foundation By-Law Create Land Acquisition Policy Review Administrative By-Law Review Reserve policy 	2018 <ul style="list-style-type: none"> Administrative By-Law Remuneration of Board Members Policy Christmas Closure Policy Bereavement Leave Policy Finance Manager completed CA University 2019 <ul style="list-style-type: none"> Board Member Training Board Member Reference Manual Media Relations Policy Purchasing Policy update Section 28 – Compliance and Enforcement 2020 <ul style="list-style-type: none"> Updated Administrative By-Law to allow for electronic meetings



2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

	<p>2020</p> <ul style="list-style-type: none"> Hired Stewardship Intern position Removed invasive species from LRCA lands <p>2021</p> <ul style="list-style-type: none"> Implement the Superior Stewards program Shoreline restoration at Mission Island Marsh Conservation Area 		<p>Mapping Update, including mail out and public open house</p> <ul style="list-style-type: none"> Pennock Creek Floodplain Mapping Update, including mail out Mosquito Creek Floodplain Mapping Update, including mail out <p>2021</p> <ul style="list-style-type: none"> Victor/Broadway Bank Stabilization Assessment Study 		<p>authorized activity at Silver Harbour and Little Trout Bay</p> <ul style="list-style-type: none"> Formal partnership with Wally Peterson regarding a dive park at Silver Harbour Development of 60 metre spur trail leading from existing trail to new lookout point on Cranberry Bay at Hurkett Cove Developed 120 metres of boardwalk along lookout trail at Little Trout Bay Developed 40 metres of boardwalk along trail system at Mills Block <p>2021</p> <ul style="list-style-type: none"> Hosted virtual Birding Festival 		<ul style="list-style-type: none"> Updated Hearing Guidelines to allow for electronic Hearings <p>2021</p> <ul style="list-style-type: none"> Created Indemnification By-Law Updated Hearing Guidelines and Rules of Procedure Created Fee Policy Created Traditional Land Acknowledgement policy Updated Hours of Operation policy Updated Statutory Holiday policy Asset Management Plan updated Review Tangible Capital Assets threshold and amortization (3-year term items) Review Tangible Capital Assets threshold and amortization (5-year term items)
Manage future growth through a systematic evaluation of assets and landholdings.		Demonstrate effective land use planning and emergency flood management through a collaborative approach.		Develop a communications strategy to engage diverse stakeholders.		Build a resilient financial model based on capacity, capabilities and public expectations.	
Proposed	Completed	Proposed	Completed	Proposed	Completed	Proposed	Completed
<p>2022</p> <ul style="list-style-type: none"> Create Land Acquisition Strategy Complete Natural Heritage Assessments on LRCA owned land 	<p>2018</p> <ul style="list-style-type: none"> Risk Management inspection completed with insurance provider Selective harvesting at Wishart Forest as 	<p>2022</p> <ul style="list-style-type: none"> Develop a Predictive Flood Model (subject to funding) Update partner Flood Warnings System Binders 	<p>2018</p> <ul style="list-style-type: none"> Provided a presentation to City Engineering regarding LRCA programs Hosted Spring Melt Meeting 	<p>2022</p> <ul style="list-style-type: none"> Create Communications Strategy Develop customer service training for staff 	<p>2019</p> <ul style="list-style-type: none"> Created two additional fact sheets (Source Water Protection and Conservation Areas) 	<p>2022</p>	<p>2018</p> <ul style="list-style-type: none"> Updated Reserve Policy Funding Application Internal Procedure <p>2019</p>



2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

<ul style="list-style-type: none"> Explore KBA Status at Hurkett Cove and Mission Island Marsh Conservation Areas Create a Conservation Area Strategy 	<p>part of Forest Management Plan</p> <ul style="list-style-type: none"> Tree planting at Wishart Forest and McVicar Creek properties <p>2019</p> <ul style="list-style-type: none"> Tree planting at Wishart Forest <p>2020</p> <ul style="list-style-type: none"> Staff-led Bio-inventory of Wakefield Common Ocean Bridge-led bio-inventory of Hurkett Cove Selective harvesting at Williams Forest as part of Forest Management Plan Implement recommendations from Marsh inspection <p>2021</p> <ul style="list-style-type: none"> Asset Management Plan Update Create a policy and tracking method to record all inspections of LRCA owned land Update property inspection forms 	<p>with updated floodplain mapping information for various return periods</p> <ul style="list-style-type: none"> Create a flood access and egress policy Create protocol to issue Lake Superior shoreline messages related to high water level Host annual meeting with City of Thunder Bay regarding erosion and flood hazard risks 	<p>2019</p> <ul style="list-style-type: none"> Hosted Spring Melt Meeting Watershed Manager appointed as LRCA Provincial Offences Officer Presentation to Oliver Paipoonge Council regarding LRCA role Update partner Flood Warnings System Binders with updated floodplain mapping information for various return periods Hosted Whitefish River post-event meeting <p>2020</p> <ul style="list-style-type: none"> Provided Spring Melt presentation CAO appointed as LRCA Provincial Offences Officer Presentation to Ontario Flood Forecasting and Warning Workshop regarding Whitefish River flood event <p>2021</p> <ul style="list-style-type: none"> Provided Spring Melt presentation 		<ul style="list-style-type: none"> Media Relations Policy <p>2020</p> <ul style="list-style-type: none"> Created five additional fact sheets (DFO, Beavers, and Kaministiquia River, Pennock Creek and Mosquito Creek Watersheds) <p>2021</p> <ul style="list-style-type: none"> Created Areas Payment messaging to coincide with installation of pay and display units at Cascades and Mission Created fact sheets and other resources for the Superior Stewards program Added Superior Stewards sections to the website including additional resources and information 		<ul style="list-style-type: none"> Pay Equity/Salary Grid Review Revised budget format to correlate with CA Act amendments Update Purchasing Policy <p>2020</p> <ul style="list-style-type: none"> Execute MOUs with Member Municipalities and LRPB to initiate a Fee for Service for Plan Review commenting services. <p>2021</p> <ul style="list-style-type: none"> Create Areas Payment messaging to coincide with installation of pay and display units at Cascades and Mission In order to reduce reliance on municipal levy increase parking fee and Explore Card pass to generate more revenue to operate areas Create RFP guidance document Begin collecting a Fee for Service for Plan Review comments in order to reduce required municipal levy for
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2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

							delegated Plan Review responsibility
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<i>Collaborate with member municipalities and community partners to foster an integrated watershed management approach.</i>		<i>Maintain and enhance flood control infrastructure to minimize the impacts of flooding, erosion, and sedimentation.</i>		<i>Strengthen a shared interest in conservation through collaboration with existing and new partners.</i>		<i>Create a dynamic culture of learning, safety, and positivity.</i>	
<i>Proposed</i>	<i>Completed</i>	<i>Proposed</i>	<i>Completed</i>	<i>Proposed</i>	<i>Completed</i>	<i>Proposed</i>	<i>Completed</i>
2022 <ul style="list-style-type: none"> Host 2nd Annual Partners gathering 	2018 <ul style="list-style-type: none"> 1st Annual Partners gathering with EcoSuperior and City of Thunder Bay promoting a common understanding of each partners' mandate and promoting working together. Member of EarthCare Water Working Group Member of EarthCare Climate Change Adaptation Working Group 2019 <ul style="list-style-type: none"> Hosted and Participated in Stewardship Council Non-Profit Conservation Group Meeting 	2022 <ul style="list-style-type: none"> Maintenance dredging of Floodway CPR Trap Annual sediment survey Update Floodway Agreement with City of Thunder Bay 	2018 <ul style="list-style-type: none"> City of Thunder Bay and LRCA Floodway Agreement extended Full survey of the Diversion Channel Annual sediment survey 2019 <ul style="list-style-type: none"> Annual Floodway sediment survey Maintenance dredging of Floodway channel between William Street and Balmoral Street City of Thunder Bay and LRCA Floodway Agreement extended 2020 <ul style="list-style-type: none"> Extended Floodway Agreement with City of Thunder Bay until 2022 Completed vegetation removal of Diversion Channel Annual Floodway sediment survey 2021	2022 <ul style="list-style-type: none"> Host 2nd Annual Partners gathering Partner with Lakehead and University of Minnesota to support PhD research on McVicar Creek and green infrastructure 	2018 <ul style="list-style-type: none"> 1st Annual Partners gathering with EcoSuperior and City of Thunder Bay Partnered with 69 community partners at various events, workshops, programs, etc. 2019 <ul style="list-style-type: none"> Hosted and participated in Stewardship Council Non-Profit Conservation Group Meeting 2020 <ul style="list-style-type: none"> Conducted several presentations for Lakehead University and Confederation College students Created a major project in collaboration with Lakehead University for Resource Management students Hosted Ocean Bridge at Hurkett Cove Conservation 	2022 <ul style="list-style-type: none"> Participate in the Health and Safety Excellence Program Planned Training: <ul style="list-style-type: none"> ATV training First Aid and CPR retraining 	2018 <ul style="list-style-type: none"> Joined Northern Chapter Safety Group Installed an AED in Administrative Office Employee Assistance Program added to provided staff benefits Health and Safety Policy Statement updated Created Policies: <ul style="list-style-type: none"> Written Roles and Responsibilities updated Return to Work Inspection Procedures updated Slips, Trips and Falls Supervisor Competency Standard Near Miss Completed Training: <ul style="list-style-type: none"> Competent Supervisor Training Safe Needle handling training



2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

			<ul style="list-style-type: none"> • Complete repairs on Hazelwood Lake Dam • Annual Floodway sediment survey 		<p>Area in continuation of that partnership</p> <p>2021</p> <ul style="list-style-type: none"> • Added LRCA action items to the 2020-2024 Lake Superior Lakewide Action and Management Plan (LAMP) • Created a Watershed Monitoring Program and GIS Story Map in partnership with RBC Foundation, Lakehead University, and University of Toronto 		<ul style="list-style-type: none"> • Needle handling kits placed in all vehicles • Safe Driving for Work training <p>2019</p> <ul style="list-style-type: none"> • Member of Northern Chapter Safety Group <p>Created Policies:</p> <ul style="list-style-type: none"> • Sharps Procedure • Personal Protective Equipment update • Supervisory Competency Standard update • Health and Safety Orientation • Incident Investigations • Return to Work Self-Assessment <p>Completed Training:</p> <ul style="list-style-type: none"> • WHMIS refresher training • Occupational Health and Safety Awareness Training for Supervisors in Ontario • Sharps Training • First Aid Refresher • Personal Protective Equipment Training • Due Diligence Implementing and Managing Occupational Health and Safety • Guide to Workplace Incident Investigations <p>2020</p>
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2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

							<ul style="list-style-type: none"> • Register and participate in the Health and Safety Excellence Program <p>Created Policies:</p> <ul style="list-style-type: none"> • Working Alone • Workplace Health Promotion • Risk Assessment • Wildlife Encounter • Contractor Management • COVID-19 Return to Work • COVID-19 Site Visits <p>Completed Training:</p> <ul style="list-style-type: none"> • COVID-19, Health and Safety Training • Infection, Prevention and Control <p>2021</p> <ul style="list-style-type: none"> • Register and participate in the Health and Safety Excellence Program <p>Created Policies:</p> <ul style="list-style-type: none"> • COVID-19 Vaccine Policy <p>Received final approval from WSIB for the following policies:</p> <ul style="list-style-type: none"> • Working Alone • Workplace Health Promotion • Risk Assessment • Wildlife Encounter • Contractor Management <p>Completed Training:</p> <ul style="list-style-type: none"> • WHMIS 2015 refresher
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2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

<i>Optimize decision-making by sharing data and knowledge.</i>		<i>Evaluate the priorities for the protection and management of wetlands and natural heritage features.</i>		<i>Manage recreational areas for current and future generations.</i>		<i>Increase awareness of Indigenous knowledge and practices for integration into organizational decision-making.</i>	
<i>Proposed</i>	<i>Completed</i>	<i>Proposed</i>	<i>Completed</i>	<i>Proposed</i>	<i>Completed</i>	<i>Proposed</i>	<i>Completed</i>
<p>2022</p> <ul style="list-style-type: none"> • Provide some LRCA data through an open data portal • Create on-line mapping platform for the public to access and review regulated area 	<p>2018</p> <ul style="list-style-type: none"> • Provided completed McIntyre Wetland study to MNRF, City of Thunder Bay and Lakehead Rural Planning Board • Provided completed Neebing River Floodplain study to the City of Thunder Bay and Municipality of Oliver Paipoonge • Joint meeting with MNRF and DFO to discuss programs and partnership enhancement strategies <p>2019</p> <ul style="list-style-type: none"> • Provided completed McVicar Creek Floodplain study to the City of Thunder Bay • Provided completed Neebing River Watershed wetland study to the City of Thunder Bay, Municipality of Oliver Paipoonge and MNRF • Provided completed Mosquito Creek Watershed wetland study to the City of Thunder Bay and MNRF 	<p>2022</p> <ul style="list-style-type: none"> • Create a wetland policy 	<p>2018</p> <ul style="list-style-type: none"> • McIntyre watershed Wetland Evaluation <p>2019</p> <ul style="list-style-type: none"> • Neebing River Watershed Wetland Evaluation • Mosquito Creek Watershed Wetland Evaluation <p>2020</p> <ul style="list-style-type: none"> • Shoreline Restoration planning project for Fisherman’s Park West • Riparian/Wildlife Habitat in Thunder Bay Area of Concern project <p>2021</p> <ul style="list-style-type: none"> • Delineated wetland boundaries in remainder of LRCA Area of Jurisdiction 	<p>2022</p> <ul style="list-style-type: none"> • Hazelwood Lake Trailhead signage • New trails at Cedar Falls and Cascades • Outhouse refurbishment at Mission Island Marsh • 2 new concrete outhouses at Hazelwood Lake • Stairs and railing at Hazelwood Lake dock • New concrete outhouse at Little Trout Bay • Re-paving of paved trail at Cascades to bring it up to AODA standards <p>Long-Term</p> <ul style="list-style-type: none"> • Development of Wakefield Common into a Conservation Area 	<p>2018</p> <ul style="list-style-type: none"> • Risk Management inspection completed with insurance provider • New entrance sign at Mission Island Marsh Conservation Area • Picnic table installed at Cedar Falls Conservation Area and Mills Block Forest • Removable dock installed at Hazelwood Lake Conservation Area with funding and support from Union Gas • Rock installed at Hazelwood Drive causeway • Rock installed at Mission Island Marsh to mitigate erosion • Boardwalk railings reinforced at Mission Island Marsh <p>2019</p> <ul style="list-style-type: none"> • Hazelwood Lake Conservation Area Trail Extension • Wakefield Common donated to LRCA • Coin boxes in areas painted bright colours to increase visibility 	<p>2022</p> <ul style="list-style-type: none"> • Continue to work with Indigenous partners at public events and education programming 	<p>2018</p> <ul style="list-style-type: none"> • Indigenous Awareness Session • Indigenous Engagement Workshop • Meeting with Indigenous Friendship Centre <p>2019</p> <ul style="list-style-type: none"> • Joined the “Wake the Giant” movement • Communications Manager attended Indigenous Engagement Training, Feb. 2019 • Medicine Walk Event in July 2019 • Formed new partnership with Thunder Bay Indigenous Friendship Centre • Attend Maadaadizi event to welcome new indigenous students to area • Partnered with EcoSuperior to deliver a Medicine Walk at Mission Island Marsh CA as part of the Northern Ontario First Nations



2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

	<ul style="list-style-type: none"> • Provided City of Thunder Bay Committee of Adjustment Training • Provided Municipality of Oliver Paipoonge Committee of Adjustment Training <p>2020</p> <ul style="list-style-type: none"> • Provided completed floodplain mapping studies with applicable member municipalities 				<ul style="list-style-type: none"> • Picnic area cleared at end of Hazelwood Dam Trail • Joint NCC/LRCA signage in Little Trout Bay CA pavilion • Installation of boardwalks at Little Trout Bay CA and Mills Block Forest • Coin box at Mission Island Marsh CA replaced via donation from Alloy Technical Welding <p>2020</p> <ul style="list-style-type: none"> • Purchase and installation of floating dock at Hurkett Cove from funding through Parks Canada • Installed two new concrete picnic table, one at Cedar Falls and the other at Cascades. • New hand railing installed along trail at Cascades • New entrance sign installed at Cedar Falls <p>2021</p> <ul style="list-style-type: none"> • Purchased and installed floating dock at Silver Harbour Conservation Area; re-decking of existing docks • Installed pay and display units at Mission and Cascades • Updated area signage as required to reflect new messages RE: 		<p>Environment Conference</p> <p>2020</p> <ul style="list-style-type: none"> • Established partnership with Seventh Fire First Nations Secondary School • Select staff attended series of three Indigenous Relations training sessions via webinar • Medicine Walks held in August as part of a partnership with Ocean Bridge and in October as part of Living Classroom programs <p>2021</p> <ul style="list-style-type: none"> • Developed Land Acknowledgement Statement for use at meetings, workshops, speaking engagements and events • Recognized September 30 (National Day for Truth and Reconciliation) as a statutory holiday • Continued conversations and partnership ideas with Seventh Fire First Nations Secondary School
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2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

					<p>payment requirements, COVID-19, etc.</p> <ul style="list-style-type: none"> • Completed sign inventory • Pavilion refurbishment at Mission Island Marsh • Shoreline rehabilitation/planting at Mission Island Marsh • Dam and garage repairs at Hazelwood Lake • Little Trout Bay dock refurbishment • Entrance sign refurbishments at Cascades, Hurkett Cove, Little Trout Bay, and Silver Harbour • Boardwalk refurbishment at Mission Island Marsh • Coin boxes relocated to Mills Block, Wishart and Little Trout Bay • Memorial benches installed at Silver Harbour and Mission Island Marsh • Parking line painting at Mission Island Marsh and Cascades • Lands Manager and Field Operations Lead Hand designated as Provincial Offences Officers to enforce Section 29 of CA Act 		
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2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

<i>Integrate the impacts of climate change into future actions.</i>			
<i>Proposed</i>	<i>Completed</i>		
2022 <ul style="list-style-type: none"> • Participate in EarthCare Climate Change Working Group • Participate in Extreme Weather Emergency Response exercises hosted by EarthCare Thunder Bay 	2018 <ul style="list-style-type: none"> • Member of EarthCare Climate Change Adaptation Working Group 2020 <ul style="list-style-type: none"> • Joined Climate Change Thunder Bay fact sheet creation team 2021 <ul style="list-style-type: none"> • Participation in EarthCare Climate Change Working Group • Participated in the Climate Vulnerability Roadmap hosted by EarthCare Thunder Bay • Creation of Fisherman’s Park West Climate Change Awareness Park with various partners 		
<i>Align watershed decision-making with stakeholders outside of the jurisdiction.</i>			
<i>Proposed</i>	<i>Completed</i>		
2022 <ul style="list-style-type: none"> • Meet with MNRF regarding Upper Kam and Nolalu regarding flooding issues on shared watersheds 	2019 <ul style="list-style-type: none"> • LRCA accepts role of River Manager for the Eastern Section of the Boundary Waters Voyageur Waterway if Lake Superior to Lake of 		



2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2021

		<p>the Woods is added to route</p> <ul style="list-style-type: none">• Hosted June 4, 2019 Whitefish River Post Flood Event meeting with all partners, including those responsible outside LRCA jurisdiction		
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LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	Land Management	REPORT NO.	LM-01-2022
DATE PREPARED	January 4, 2022	FILE NO.	11-4-4
MEETING DATE	January 26, 2022		
SUBJECT	2021 Hazard Tree Removal Program		

RECOMMENDATION

“THAT: Staff Report LM-01-2022 be received for information.”

LINK TO STRATEGIC PLAN

Connect and Explore:

- Support, strengthen and encourage environmental stewardship and sustainability.

EXECUTIVE SUMMARY

Lakehead Region Conservation Authority (LRCA) field staff conducted the annual Hazard Tree Removal Program during the month of October. Trees were felled in all areas where there could be a danger to people and/or LRCA property. Hazard trees are chosen to be felled if they appear to be dead, dying and/or damaged. These trees can include large trees up to and over two feet in diameter and trees as small as four inches in diameter. A total of 223 hazard trees were removed from LRCA property during 2021. Professional contractors were hired to remove trees deemed as a safety hazard to LRCA staff and hazard trees with potential liability concerns.

Any trees posing an immediate danger (i.e. half-fallen trees, trees across trails) are felled as soon as possible.

DISCUSSION

In total, a total 223 trees were felled in 2021. The attached spreadsheet summarizes the location and species cut down per area.

Fallen trees are left in the general area to where they have fallen. Most often trees are cut and made to fall away from the trails or any structures; however, there are times when the trees must be felled along or across trails. When this occurs the trees are cut into manageable sections in order to be tossed off the trail. As the hazard trees decompose throughout the years they become nutrients for the soil, other vegetation such as mosses will grow on them and they will add to a healthier overall ecosystem. These trees also become habitat for smaller animals and insects.

During the 2021 felling season an increased number of larger trees were identified and removed by LRCA staff with the addition of hiring professional tree removal contractors to fell and remove very large trees. Professional tree contractors are hired when hazard trees are in positions where they become a safety risk to LRCA staff during felling or if they are near infrastructure that can lead to possible litigation if a mistake during felling occurs. Rutter Urban Forestry felled 17 large trees ranging from 60-70 feet in height that were situated in precarious positions. Master Tree Care was hired to completely remove three large hazard birch trees on the Broadway/Victor property that were located close to powerlines therefore causing potential liability issues.

FINANCIAL IMPLICATIONS

Staff time for this program is budgeted yearly as part of the LRCA levy process. Professional contractors were hired at a total cost of \$4,730.00 which is also budgeted yearly.

CONCLUSION

In total 223 trees were removed from LRCA owned lands in 2021. The hazard tree program proactively addresses tree hazards to ensure the safety of staff and visitors to LRCA owned land and also minimizes risk to LRCA owned infrastructure.

BACKGROUND

The Hazard Tree Removal Program was passed by the LRCA Board of Directors on October 22, 2003. It stated:

“THAT: the Hazard Tree Evaluation and Abatement Guidelines will be endorsed by Lakehead Region Conservation Authority as a minimum standard for this activity.”

To date since 2003 the LRCA has felled 5,071 hazard trees from LRCA owned properties.

All individuals involved in the Hazard Tree Removal Program have their Chainsaw Safety and Operators Certification.

REFERENCE MATERIAL ATTACHED

2021 Hazard Tree Removal Summary Table

PREPARED BY:

Ryne Gilliam, Lands Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Jimmy Cook</i></p> <p>Chief Administrative Officer</p>	<p>DATE:</p> <p>January 13, 2022</p>
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2021 Hazard Tree Removal Summary

Property	Area	Tree Species							Total Trees Removed	Notes
		Poplar	Red Pine	Spruce	Birch	Balsum	Jackpine	Willow		
Cascades	Picnic Area	1							60	Professional Contractor Involvement
	Red Trail	5	1	4	1	4	2			
	Orange Trail	2		2	2	1	1			
	Blue Trail	2		6		2	1			
	Yellow Trail	2	1				1			
	Paved/Green Trail	2, *5					*12			
Hazelwood Lake	Picnic Areas	1						1	24	
	Beach/Orange Trail	4		4	1	2	2			
	Community Forest Trail	3		5		1				
	Dam Trail			1						
Hurkett Cove	Picnic Area	3		3					16	
	Trail System	2		6	1	1				
Cedar Falls	Picnic Area								14	
	Trail System	4		8			2			
Little Trout Bay	Picnic Area	1		9		4			26	
	Lake Trail	3	1	4	1	1				
	Lookout Trail			1	1					
Mission Island Marsh	Picnic Area								14	
	Trail System	5		1				8		
Silver Harbour	Picnic Area	1				1			2	
Mackenzie Point	Picnic Area			7		3			10	
Mills Block Forest	Trail System	7	1	6	3	4	3		24	
Wishart Forest	Trail System	4		12	2	5	2		25	
Broadway /Vicror									8	Professional Contractor Involvement
	Open Area	1			4, *3					
TOTAL:									223	
* Denotes Contractor Removal										

**2021 TREASURER'S REPORT
MONTHLY EXPENSES**

	2021 BUDGET	November	TOTAL TO DATE	BALANCE REMAINING
REVENUE				
Provincial Grants	287,047	54,260	315,144 -	28,097
Municipal Levy	1,668,402	-	1,668,402	-
Self Generated	213,229	18,857	323,979 -	110,750
Other Revenue	451,869	10,753	115,631	336,238
TOTAL REVENUE	2,620,547	83,871	2,423,156	197,391
EXPENSES				
Core Mandate Operating				
Administration	525,680	28,211	475,163	50,517
Community Relations	115,685	7,607	93,189	22,496
Natural Hazard and Protection Management	631,907	39,877	470,596	161,311
Conservation and Management of Cons. Auth. Lands	204,996	21,483	212,608 -	7,612
Drinking Water Source Protection	56,107	3,803	49,497	6,610
Total Core Mandate Operating	1,534,375	100,981	1,301,054	233,321
Non Core Mandate Operating				
Other Programming	382,608	31,873	315,511	67,097
Total None Core Mandate	382,608	31,873	315,511	67,097
Total Core and Non Core Mandate Operating	1,916,983	132,854	1,616,565	300,418
Core Mandate Capital				
Natural Hazard and Protection Management	426,018	288	42,881	383,137
Authority Office	25,200	-	10,150	15,050
Conservation and Management of Cons. Auth. Lands	252,346	2,262	53,954	198,392
Total Core Mandate Capital	703,564	2,550	106,985	596,579
Total Operating and Capital	2,620,547	135,404	1,723,551	896,996

**2021 TREASURER'S REPORT
MONTHLY EXPENSES**

	2021 BUDGET	December	TOTAL TO DATE	BALANCE REMAINING
REVENUE				
Provincial Grants	287,047	16,904	332,048 -	45,001
Municipal Levy	1,668,402	-	1,668,402	-
Self Generated	213,229	29,224	353,204 -	139,975
Other Revenue	451,869	-	115,631	336,238
TOTAL REVENUE	2,620,547	46,128	2,469,285	151,262
EXPENSES				
Core Mandate Operating				
Administration	525,680	36,233	511,396	14,284
Community Relations	115,685	8,768	101,957	13,728
Natural Hazard and Protection Management	631,907	34,835	505,431	126,476
Conservation and Management of Cons. Auth. Lands	204,996	22,635	235,243 -	30,247
Drinking Water Source Protection	56,107	3,906	53,404	2,703
Total Core Mandate Operating	1,534,375	106,377	1,407,431	126,944
Non Core Mandate Operating				
Other Programming	382,608	11,870	327,381	55,227
Total None Core Mandate	382,608	11,870	327,381	55,227
Total Core and Non Core Mandate Operating	1,916,983	118,247	1,734,812	182,171
Core Mandate Capital				
Natural Hazard and Protection Management	426,018	1,549	44,430	381,588
Authority Office	25,200	-	10,150	15,050
Conservation and Management of Cons. Auth. Lands	252,346	298	54,253	198,093
Total Core Mandate Capital	703,564	1,847	108,833	594,731
Total Operating and Capital	2,620,547	120,094	1,843,645	776,902



LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	Finance	REPORT NO.	FIN-04-2022
DATE PREPARED	January 11, 2022	FILE NO.	Finance Office
MEETING DATE	January 26, 2022		
SUBJECT	2021 Investment Summary		

RECOMMENDATION

Suggested Resolution

“THAT: the Staff Report FIN-04-2022 be received.”

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

In 2021, the LRCA had all operating funds deposited in the RBC operating account from January to July, and from August to December invested \$5,000,000 in the One Investment Program’s High Interest Savings Account (HISA), which was based on which account offered the highest rate of return.

Throughout the year the LRCA earned \$13,720.10 of interest investing in the HISA. The operating account (RBC) also generated \$30,920.31 in interest revenue in the year, with a total interest revenue in 2021 of \$44,640.31. All revenue is recorded in the Administration Fund to offset the annual administration portion of the municipal levy. The 2021 interest was \$20,359.69 lower than budgeted due to the on-going impacts of COVID-19. The HISA account rate of return on investments went from 0.91% in 2020 down to 0.71% for the final five months of 2021. This decrease in interest revenue was offset through savings in travel and training in the 2021 budget, which were not undertaken due to COVID-19.

DISCUSSION

Authority funds are invested annually as outlined in Finance Policy FIN-02: Investment of Authority Funds. The Authority is in a positive cash flow position that allows for short term investments. In 2021, the positive cash flow allowed the LRCA to invest in the One Investment Program, which allows for higher interest rates and the flexibility to withdraw funds as required without penalty.

Type of Investment	Interest Rate	Date Invested	Date Matured	Interest Earned
High Interest Savings Account LAS	Variable	August 16, 2021	December 31, 2021	\$13,720.10
General Interest	Variable	January 1, 2021	December 31, 2021	\$30,920.21
Total Interest Revenue				\$44,640.31

In 2021, the LRCA has all operating funds deposited in the RBC operating account from January to July, and from August to December invested \$5,000,000 in the High Interest Savings Account with the One Investment Program, which was based on which account offered the highest rate of return. From January 2021 until July 2021, RBC offered a higher rate of return (0.65%) compared to One Investment (0.165%). In August of 2021, One Investment increase its rate of return to 0.71%. The 2021 interest generated revenue was \$20,359.69 lower than budgeted due to on-going impacts of COVID-19. The HISA account rate of return on investments went from 0.91% in 2020 down to 0.71% for the final five months of 2021. This decrease in interest revenue was offset through savings in travel and training in the 2021 budget which were not undertaken due to COVID-19.

FINANCIAL IMPLICATIONS

In 2021, the One Investment Program's HISA earned interest revenue of \$13,720.140, while the operating account interest revenue earned \$30,920.21, with a total investment income revenue of \$44,640.31. Per the Finance Policy, interest was recorded in the Administration Fund to offset levy. The decrease in interest revenue of \$20,359.69 (compared to revenue anticipated in the 2021 budget) has been offset by savings in travel and training which were not undertaken in 2021.

CONCLUSION

Lower than anticipated rates of return (0.91% to 0.71%) in the HISA were realized in 2021 due to COVID-19, resulting in \$20,359.69 less interest generated revenue, as compared to the anticipated revenue included in the 2021 budget. The loss in revenue was offset by reduced costs related to travel and training which were not undertaken. Overall, \$44,640.31 in interest was earned in 2021, which was recorded in the Administration Fund to offset required municipal levy.

BACKGROUND

Per Finance Policy FIN-02: Investment of Authority Funds, guidelines have been established for the investment of Authority funds. As required in the policy, a summary investment report is to be presented to the Board annually.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY: Mark Ambrose, Finance Manager

REVIEWED 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: January 11, 2022</p>
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LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	Finance	REPORT NO.	FIN-05-2021
DATE PREPARED	January 10, 2021	FILE NO.	Finance Office
MEETING DATE	January 26, 2021		
SUBJECT	2021 Donations Summary		

RECOMMENDATION

Suggested Resolution

“THAT: Staff Report FIN-05-2021 be received.”

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

Annually, the Authority receives monetary and in-kind donations and sponsorships. Monetary donations and sponsorships are appropriated to various program areas such as environmental education, conservation areas, bird festival, etc. As a registered charity with the Canada Revenue Agency, tax receipts are issued as warranted to organizations and individuals.

The total value of donations in 2021 was \$41,063.59.

DISCUSSION

The Authority is a registered non-profit organization and can accept donations from the general public. Since the LRCA is a registered charity with the Canada Revenue Agency, tax receipts are issued for each donation. The donations benefit the Authority in reducing the costs to run the educational program and other Authority run programs. Any donations of land or services are recognized as donations and are issued an income tax receipt based on their fair market value.

Donation Summary

Program area donation applied	Description	2021 \$	2020 \$	2019 \$
Environmental Education	General Donations	1,571.50	1,285.00	172.00
	Donations in Memory of	850.00	210.00	3,925.00
	LRCA Staff Donations	936.00	936.00	1,020.00
	Canada Helps	295.96	111.28	25.00
	Lakehead Conservation Foundation	-	17,500.00	20,000.00
	TC Energy	5,000.00	5,000.00	
Stewardship (Water Festival)	OPG	12,300.00	5,000.00	5,000.00
Events	Enbridge – Bird Festival		3,500.00	3,500.00
	OPG – Waterfowl Viewing Day	1,000.00	1,000.00	700.00
Misc.	General Donations	25.00		
	Waste Bin Rental- Northwest Bins	275.00		
	Northern Casket		26.00	
Conservation Areas	Upper River Running Club			150.00
	General Donations	2,011.00	975.00	
	TC Energy – Silver Harbour Dock	7,500.00		
	In-Kind – Campbell Service – Mission Boardwalk Removal			2,421.77
	In-Kind – Allied Technical Welding – Coin box, Mission Island Marsh			1,350.00
	Sponsorship – OPG – Viewing Scopes Mission Island Marsh	1,200.00	1,200.00	1,200.00
	Nature Conservancy – Little Trout Bay sign			500.00
	Thunder Bay Hiking Association			500.00
	Canada Helps	134.52		
Adopt a Bench	Lori Vanlenthe	2,654.87		
	Deborah Debakker	2,654.87		
	John Fletcher	2,654.87		
Land Acquisition	Wakefield Common Property			95,000.00
Total Donations		\$41,063.59	\$36,743.28	\$135,994.58

FINANCIAL IMPLICATIONS

Donations to the Authority assist in funding the Education Co-ordinator position, which is fully funded by non-levy revenue sources. Additionally, donations and sponsorships assist in offsetting costs to various programs year to year.

CONCLUSION

The Authority benefits from donations from the public by offsetting the cost of the Education Coordinator position as well as funding other Authority run programs.

BACKGROUND

The LRCA is a registered non-profit organization and can accept donations from the general public and organizations. Since the LRCA is a registered charity with the Canada Revenue Agency, tax receipts are issued as warranted for each donation. Donations and sponsorships benefit the Authority by partially funding the Education Co-ordinator position as well as other programs run by the Authority. Any donations of land or services are recognized as donations and are issued an income tax receipt based on their fair market value.

REFERENCE MATERIAL ATTACHED

None

PREPARED BY: Mark Ambrose, Finance Manager

REVIEWED 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: January 19, 2022</p>
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LAKEHEAD REGION

CONSERVATION AUTHORITY

PROGRAM AREA	CORPORATE	REPORT NO.	CORP-01-2022
DATE PREPARED	January 18, 2022	FILE NO.	
MEETING DATE	January 26, 2022		
SUBJECT	LRCA COVID-19 Summary – March 17, 2020 to January 18, 2022		

RECOMMENDATION

“THAT: Staff Report CORP-01-2022 be received.”

LINK TO STRATEGIC PLAN

All areas.

EXECUTIVE SUMMARY

Due to COVID-19 and declared states of emergency by the Province of Ontario and subsequent Provincial Orders, the LRCA has responded and altered its operations as a result of the unprecedented global pandemic. This report provides a summary of all actions taken by the LRCA for the period of March 17, 2020 to January 18, 2022.

Currently the Administrative office is open to the public; Conservation Areas are open; and most staff are working from home, with the exception of the Administrative Assistant, Lands Manager, Field Operations Leadhand, Development Regulations Officer and GIS/Water Resources Technologist. Other staff only attend the office to gather files/equipment, print cheques, etc. for short periods of time, due to the current direction from the province which states work from home if you can. Staff in the office are using rapid tests weekly as a proactive measure.

DISCUSSION

On March 11, 2020, the World Health Organization declared a global pandemic for the new Coronavirus (COVID-19). The COVID-19 pandemic has caused significant disruption to normal routines of government, businesses, and residents across the globe. Several Provincial Orders were put in place as a result. Since that time, the province has declared various orders and directives.

The attached summary table provides a timeline of the various declared states and the actions taken by the LRCA in response to COVID-19.

The health and welfare of all staff and visitors to our Conservation Areas and Administrative Office have and will continue to be prioritized until the conclusion of the pandemic.

Currently, the office is open to the public and most staff are working from home, with the exception of the Administrative Assistant/Receptionist, Lands Manager, Field Operations Leadhand, Development Regulations Officer and GIS/Water Resources Technologist. Other staff only attend the office to gather files/equipment, print cheques, etc. for short periods of time, due to the current direction from the province which states work from home if you can. Staff in the office are testing weekly using rapid tests obtained from the Chamber of Commerce.

FINANCIAL IMPLICATIONS

Costs incurred by the LRCA to date for personal protective equipment, office barriers, etc. total \$6,048.11. Funding in the amount of \$1,500.00 was secured from TC Energy for COVID-19 related expenses.

Cancelled LRCA events and cancelled events that were not attended resulted in some budgetary savings throughout the year (i.e. Biennial Tour, Latornell Conference, Conservation Ontario meetings in Toronto).

A significant loss in interest revenue as a result of COVID-19 was realized amounting in over \$46,747.09 less in the anticipated revenue compared to the forecasted revenue in the 2020 budget and \$20,359.69 in 2021. Staff have proactively moved investments between the One Investment High Interest Savings Account and the Royal Bank based on interest rates.

Additionally, the cancellation of the 2020 and 2021 Wine Tasting Fundraiser and cancellation of the 2021 and 2022 Dinner Auctions will have an impact on future annual donations from the LCF to fund the Education Coordinator position. The LCF did not provide any donations in 2021 and likely will not in 2022.

CONCLUSION

The LRCA has responded and altered operations as a result of the unprecedented pandemic and will continue to monitor provincial direction and react accordingly.

BACKGROUND

None.

REFERENCE MATERIAL ATTACHED

LRCA COVID-19 Summary, March 17, 2020 to January 18, 2022

PREPARED BY: Tammy Cook, CAO

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i> Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 19, 2022</p>
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LRCA COVID-19 Summary, March 18, 2020 to January 18, 2022

Provincial State of Emergency in effect March 17 to July 24, 2020

Provincial State of Emergency declared January 12, 2021 to February 15, 2021

Provincial State of Emergency declared April 8, 2021 to June 2, 2021

Northern Ontario Mandatory Lock-Down December 26, 2020 to January 9, 2021

Stay at Home Order Issued – January 14, 2021 – February 15, 2021

Red Zone – February 16, 2021 to February 28, 2021

Grey Zone – March 1, 2021 to April 8, 2021

Stay at Home Order Issued – April 8, 2021 to June 2, 2021

Step 1 - June 11, 2021

Step 2 – June 30, 2021

Step 3 – July 16, 2021

Step 2 – January 5, 2022

Program Area	Date	Summary
COVID Expenses		<ul style="list-style-type: none"> • \$6,048.11 to date. • \$1,500.00 COVID funding received from TC Energy for COVID expenses.
Administration Office	March 18, 2020	Closed to the public.
	March 24, 2020	Ransom Ware attack.
	August 1, 2020	Cleaning contractors begin weekly cleaning of office.
	August 10, 2020	Office opened to the public. Masks required, sign in log of visitors.
	December 24, 2020 to January 3, 2021	Office closed for Christmas break.
	January 4, 2021	Office closed to the public and only essential staff in office due to mandatory lock down.
	July 8, 2021	Office opened to the public.
	December 24, 2021 to January 3, 2022	Office closed for Christmas break.
Staff	March 25, 2020	<ul style="list-style-type: none"> • All staff started working from home.
	May 11, 2020	<ul style="list-style-type: none"> • Field staff working full time from garage.
	May 25, 2020 to December 04, 2020	<ul style="list-style-type: none"> • Field Operation Lead Hand employment
	March 25 to August 3, 2020	<ul style="list-style-type: none"> • Periodically, one staff member in the office at a time.
	June 1, 2020 to August 28, 2020	<ul style="list-style-type: none"> • Conservation Area Labourer employment
	June 8, 2020 to November 27, 2020	<ul style="list-style-type: none"> • Floodway Labourer employment
	August 4 to 10, 2020	<ul style="list-style-type: none"> • Staff start transitioning back to working from office. • All staff to be back by September 1, 2020.

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Step 3 – July 16, 2021

Step 2 – January 5, 2022

Program Area	Date	Summary
	2020	<ul style="list-style-type: none"> • 2 summer laborers not hired. • 2 summer Assistant Water Resources Technologists not hired.
	December 24, 2020 to February 15, 2021	<ul style="list-style-type: none"> • Staff working from home, only staff in office to perform essential duties (i.e. snow surveys, land management, financial duties). • Admin assistant working from the office beginning January 11, 2021.
	February 16, 2021	<ul style="list-style-type: none"> • Red Zone - Mix of staff in office and working from home. Staff given choice to work from home or office.
	March 1, 2021 to June 11, 2021	<ul style="list-style-type: none"> • Grey Zone – Staff working from home. Only going to office as needed. Admin Assistant and GIS/Water Resources Technologist in office full time.
	June 14, 2021	<ul style="list-style-type: none"> • All staff working from office
	2021	<ul style="list-style-type: none"> • 2 summer laborers not hired.
	January 4, 2022	<ul style="list-style-type: none"> • Step 2 - All staff working from home (except Admin/Receptionist, Lands Manager, Field Operations Lead Hand, GIS/Water Resources Technician, Development Regulations Officer).
Health and Safety		Developed Policies: <ul style="list-style-type: none"> • HS-COVID-1: Best Practices During Pandemic • HS-COVID-2: Site Inspections During Pandemic • HS-COVID-3: Field Staff Operations During Pandemic • HS-COVID-4: Return to Work After Closure Due to Pandemic • HS-COVID-5: Mandatory Use of Masks or Face Coverings within LRCA Office • HS-COVID-6: Vaccines
		Purchasing of PPE (i.e. masks, hand sanitizer, wipes, etc.).
	July 6, 2020	Installation of plexi-glass partition at front foyer.

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Step 2 – January 5, 2022

Program Area	Date	Summary
	July 24, 2020	Masks mandatory in all common areas in Administrative Office.
	October 16, 2020	COVID screening tool using Microsoft Teams survey mandatory for all staff prior to entering office. Paper copy used for all other visitors.
	February 2021	Re-configuration of glass wall in reception area to partition staff room from the public.
	December 2021	Received rapid tests from the Chamber of Commerce for use by staff.
Client Service		<ul style="list-style-type: none"> • Continuous service. • Plan Input and Regulation consultation completed remotely. Site visits as required.
Conservation Areas	March 18 to present	<ul style="list-style-type: none"> • Areas and boat launches open to the public. • Social media, e-newsletter and website updates periodically.
	March 18 to May 24, 2020.	<ul style="list-style-type: none"> • Weekly inspections and garbage removal by Lands Manager.
	March 26/27, 2020	<ul style="list-style-type: none"> • Closed signs placed on washrooms.
	May 1 to 6, 2020.	<ul style="list-style-type: none"> • Social distancing signage installed in all areas.
	May 7, 2020	<ul style="list-style-type: none"> • Diving permitted in areas.
	May 25 to present	<ul style="list-style-type: none"> • Weekly inspections, garbage removal, maintenance as needed.
	May 25 – June 8, 2020.	<ul style="list-style-type: none"> • Field staff begin contracts.
	July 8, 2020	<ul style="list-style-type: none"> • Washrooms opened.
	July 10, 2020	<ul style="list-style-type: none"> • AODA porta-potty installed at Mission Island Marsh Conservation Area. Removed October 30, 2020
		<ul style="list-style-type: none"> • Visitor volume to areas is considerably higher throughout COVID-19

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Step 3 – July 16, 2021

Step 2 – January 5, 2022

Program Area	Date	Summary
		<ul style="list-style-type: none"> • 2020 coin box revenue \$9,410 (2019 - \$5,319) (10 year average - \$4,458) • 2020 Explore Card sales \$8,250/275 cards (2019 - \$4,950/165 cards)(10 year average - \$4,916/164 cards) • 2021 coin box revenue \$23,847.62 (includes \$2,195 from Oct to Dec in pay and display units) • 2021 Explore Cards - \$57,910.00/1,555cards • 2022 Explore Cards sold to date (as of January 18, 2022) \$47,920/1,198 Cards
Board Meetings	2020	<ul style="list-style-type: none"> • March 2020 meeting cancelled. • MECP Directive issued to Conservation Authorities March 26, 2020 allowing for amendments to Administrative By-Law to allow for remote Board Member participation at Board and SWP meetings, enabling being part of quorum and voting. • April 29, 2020 Administration By-Law amended per MECP Directive. • April, May, June, and August via teleconference. • September, October, November via Microsoft Teams.
	2021	<ul style="list-style-type: none"> • All meetings via Microsoft Teams
Cancelled LRCA Events and Programming	2020	<ul style="list-style-type: none"> • All in-school and field trip education programs • Pennock Creek Floodplain Mapping Update Public Open House – March 18 • Mosquito Creek Floodplain Mapping Update Public Open House – March 19 • Spring Water Awareness Education Program – March 23-27 • Watershed Connections Education Program – April 20-24 • Arbour Week Education Program – May 4-8 • Wine Tasting Fundraiser – May 7 • Private Landowners Tree Seedling Assistance Program

LRCA COVID-19 Summary, March 18, 2020 to January 18, 2022

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Step 2 – January 5, 2022

Program Area	Date	Summary
		<ul style="list-style-type: none"> • Bird Festival – May 23/24 • March Board Meeting – March 25 • Spring Melt Meeting – April 2 • LCF Meeting – April 20 • Hazelwood Lake Family Fun Day – July 19 • Little Trout Day By The Bay – August 22 • Living Classroom Seniors Programs – May 21; June 25; July 23; August 20 • Christmas Social – December 10
	2021	<ul style="list-style-type: none"> • LCF Dinner Auction, February 11, 2021 • LCF Wine Tasting, May 6, 2021 • Private Landowners Tree Seedling Assistance Program • Hazelwood Lake Family Fun Day – July 18 • Silver Harbour Day – August 28 • 2021 TD FEF-funded workshops occurred in a limited capacity in-person • 2021 Bird Festival, SWAP, Arbor Week, Water Festival and other education programming occurred virtually
Other Cancelled Events	2020	<ul style="list-style-type: none"> • Lakehead University in-class presentation – March 20 • Lakehead University Forestry public event – March 25 • Conservation Authorities University – April 7,8; June 18, 19 • CLE Home & Garden Show – April 3-5 • Conservation Ontario Meetings – April and June • Thunder Bay Master Gardener’s public event – June 13 • Conservation Authorities Biennial Tour – September • Conservation Areas Workshop – October (held virtually) • Latornell Conference – November (some sessions held virtually)

LRCA COVID-19 Summary, March 18, 2020 to January 18, 2022

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Step 3 – July 16, 2021

Step 2 – January 5, 2022

Program Area	Date	Summary
		<ul style="list-style-type: none"> • City of Thunder Bay 55+ Nature Hikes – July 20; August 6; August 17
	2021	<ul style="list-style-type: none"> • CLE Home and Garden Show • Thunder Bay Master Gardener’s Public Event – June 12 • Conservation Areas Workshop (held virtually throughout 2021) • Latornell Conference (held virtually throughout 2021)

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

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay			OZ-09-2021					198 Empire Ave	70 Court Street N 248 Tupper Street	Phase 1 ESA - 350 County Blvd Phase 1 ESA - 700 Norah Crescent	
Total	0	0	1	0	0	0	0	1	2	2	6
Oliver Paipoonge					ZBLA14-2021 ZBLA15-2021						
Total	0	0	0	0	2	0	0	0	0	0	2
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing		B05-2021									
Total	0	1	0	0	0	0	0	0	0	0	1
Shuniah	A3/21										
Total	1	0	0	0	0	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	1	1	0	2	0	0	1	2	2	10

Monthly Plan Input/Review and Fill Regulations Administration December 1 to 31, 2021											
Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay	A-66-2021	B-67-2021	OZ-02-2021		Z-05-2021 Z-11-2021		3240 Feaver Road		Lot 64, Red Pine Way 1015 Dawson Road	Class EA - Legion Track Dr & Franklin St North	
Total	1	1	1	0	2	0	1	0	2		9
Oliver Paipoonge		18/39/21 18/38/21								Highway 130 Kam River Bridge Study	
Total	0	2	0	0	0	0	0	0	0	0	3
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing		B06-2021							Cloud Bay Road Lot	Highway 61 & Bunt Lane Complaint Pigeon River Bridge	
Total	0	1	0	0	0	0	0	0	1		4
Shuniah		B1/21									
Total	0	1	0	0	0	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				Zoning By-Law Review 2021							
Total	0	0	0	1	0	0	0	0	0	0	1
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	1	5	1	1	2	0	1	0	3		18

Notes: R = Routine Investigation
M = Map Produced
S = Site Visit
* = Payment Received

**Monthly Plan Input/Review and Fill Regulations Administration
January 1 to 18, 2022**

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay									645 Sibley Drive	Phase I ESA - 1311 Victoria Ave E	
									1250 Golf Links Road		
Total	0	0	0	0	0	0	0	0	2	1	3
Oliver Paipoonge									Vacant Land - River Road		
Total	0	0	0	0	0	0	0	0	1	0	1
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											
Total	0	0	0	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0	3	1	4



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	13/047/21	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
#59/21	Small Works	\$150.00	Jon Essa	Municipality of Shuniah	2431 Scott Drive	Retaining Wall Construction	29/10/21	02/11/2021	3	Staff



PROGRAM AREA	LAND MANAGEMENT	REPORT NO.	LM-02-2022
DATE PREPARED	January 20, 2022	FILE NO.	
MEETING DATE	January 26, 2022		
SUBJECT	Land Use Agreement – Enbridge/LRCA re: 1610 Broadway Avenue		

RECOMMENDATION

Suggested Resolution

“THAT: the CAO and Chair are authorized to execute a Temporary Land Use Agreement with Enbridge for the temporary use of LRCA owned land at 1610 Broadway Avenue (LRCA Properties No. 70 and 72).”

EXECUTIVE SUMMARY

Enbridge Gas Inc. is requesting to execute a Temporary Land Use Agreement with the LRCA for pipe and equipment storage on LRCA owned land located at 1610 Broadway Avenue as part of a planned directional drilling project in the area. The land would be used from February 1, 2022 to July 30, 2022, with possible extension until December 31, 2022. Rent in the sum of \$1,000 per month would be paid to the LRCA. Staff recommend executing the Temporary Land Use Agreement.

DISCUSSION

Enbridge Gas Inc. is proposing to install a 6-inch steel main by directional drill under the Kaministiquia River. Installation initiates north of the Victor Street/Broadway Avenue intersection and will terminate on Riverdale Road, with both punch out locations on land owned by others (i.e. not LRCA land). In conjunction with the project, staff are processing a permit application under Ontario Regulation 180/06.

As part of the project, Enbridge is requesting to execute a Temporary Land Use Agreement with the LRCA for usage of LRCA owned 1610 Broadway Avenue as a pipe and equipment staging area during construction. The land is an unused vacant parcel that was acquired for erosion purposes that is maintained by staff (i.e. grass cutting, tree planting, etc.).

Details of the Agreement include:

- Access and temporary land use for the period of February 1, 2022 to July 30, 2022 with the potential for extension until December 31, 2022.
- Payment of \$1,000 per month (i.e. \$6,000).
- Storage of pipe and equipment only.
- Area used will be outside the LRCA regulated area (i.e. approximately 30 metres from the top of bank and outside the erosion hazard).
- No removal of trees or vegetation.
- Any removed/dead grassed areas must be re-seeded with a seed mix approved the LRCA.
- Appropriate signage will be installed advising the public to avoid the area and any hazards that may be present, also providing a contact at Enbridge related to the land use project.
- Enbridge indemnifies the LRCA and assumes all liability and obligations for any all loss, damage or injury to persons or property that would not have happened if the Agreement was not in place.

FINANCIAL IMPLICATIONS

The LRCA will generate \$6,000 in rental revenue will be applied to the Administration fund to offset Municipal Levy.

CONCLUSION

Staff recommend executing the Temporary Land Use Agreement with Enbridge Gas Inc. for the short-term use of 1610 Broadway Avenue. Generated revenue will be used to offset future municipal levy. No negative impacts to the land are anticipated and staff have no planned use of the property over the rental period.

BACKGROUND


None.

REFERENCE MATERIAL ATTACHED

Temporary Land Use Agreement, LRCA/Enbridge Gas Inc.

LRCA Map – 1610 Broadway Avenue

PREPARED BY: Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 20, 2022
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TEMPORARY LAND USE AGREEMENT

(hereinafter called the "Agreement")

Between

LAKEHEAD REGION CONSERVATION AUTHORITY
(hereinafter called the "Owner")

and

ENBRIDGE GAS INC.
(hereinafter called the "Company")

In consideration of the sum of Six Thousand -----XX/100 Dollars (\$6,000.00), payable by the Company to the Owner within thirty (30) days of signing of this Agreement in accordance with the Compensation labelled as **Appendix "A"** hereto.

the Owner of **PIN:** 62254-0184

Legal Description: PT LT 226 PL W684 NEEBING AS IN TBR241815 & TBR242410; THUNDER BAY labelled as **Appendix "B"** hereto, hereby grants to the Company, its servants, agents, employees, contractors and sub-contractors and those engaged in its and their business, the right on foot and/or with vehicles, supplies, machinery and equipment at any time and from time to time during the term of this Agreement to enter upon, use and occupy a parcel of land (hereinafter called the "Lands") more particularly described on the Sketch attached hereto labelled as Appendix "C" and forming part of this Agreement, the Lands being immediately adjacent to and abutting the Road allowance for any purpose incidental to, or that the Company may require in conjunction with, the construction by or on behalf of the Company of a proposed NPS gas pipeline and appurtenances on the Lands including, without limiting the generality of the foregoing, the right to make temporary openings in any fence (if applicable) along or across the Lands and to remove any other object therein or thereon interfering with the free and full enjoyment of the right hereby granted and further including the right of surveying and placing, storing, levelling and removing earth, dirt, fill, stone, debris of all kinds, pipe, supplies, equipment, vehicles and machinery and of movement of vehicles, machinery and equipment of all kinds.

1. This Agreement is granted upon the following understandings:

- a) The rights hereby granted terminate on the 31st day of December, 2022.
- b) The Company shall make to the person entitled thereto due compensation for any damages resulting from the exercise of the right hereby granted and if the compensation is not agreed upon it shall be determined in the manner prescribed by Section 100 of The Ontario Energy Board Act, R.S.O. 1998 S.O. 1998, c.15 Schedule B, as amended or any Act passed in amendment thereof or substitution there for;
- c) As soon as reasonably possible after the construction, the Company at its own expense will level the Lands, remove all debris therefrom and in all respects, restore the Lands to their former state so far as is reasonably possible, save and except for items in respect of which compensation is due under paragraph (b) and the Company will also restore any gates and fences interfered with around, (*if applicable*) the Lands as closely and as reasonably possible to the condition in which they existed immediately prior to such interference by the Company.
- d) It is further agreed that the Company shall assume all liability and obligations for any and all loss, damage or injury, (including death) to persons or property that would not have happened but for this Agreement or anything done or maintained by the Company hereunder or intended so to be and the Company shall at all times indemnify and save harmless the Owner from and against all such loss, damage or injury and all actions, suits, proceedings, costs, charges, damages, expenses, claims or demands arising therefrom or connected therewith provided that the Company shall not be liable under the Clause to the extent to which such loss, damage or injury is caused or contributed to by the negligence or wilful misconduct of the Owner.

The Company and the Owner agree to perform the covenants on its part herein contained.

Dated this ____ day of _____ 2022.

LAKEHEAD REGION CONSERVATION AUTHORITY

Signature (Owner)

Print Name(s) (and position held if applicable)
I have authority to bind the Corporation.

130 Conservation Rd., P.O. Box 10427, Thunder Bay, ON
P7B 6T8

Address (Owner)

Signature (Owner)

Print Name(s) (and position held if applicable)
I have authority to bind the Corporation.

130 Conservation Rd., P.O. Box 10427, Thunder Bay,
ON P7B 6T8

Address (Owner)

ENBRIDGE GAS INC.

Signature (Company)

Chantelle Rodger, Land Advisor

Name & Title (Enbridge Gas Inc.)

I have authority to bind the Corporation.

519-436-4673

Telephone Number (Enbridge Gas Inc.)

Additional Information: (if applicable):

Property Address: 1610 Broadway Ave. Thunder Bay

HST Registration Number:

APPENDIX "A"

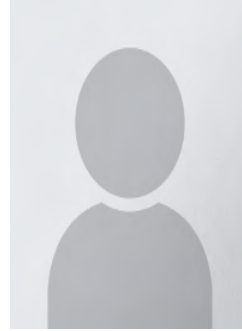
COMPENSATION – TEMPORARY LAND USE

NON-AGRICULTURAL LANDS:							
Off Easement Activities - Access, Temporary Land Use \$1,000.00 per month x 6 months term (Feb.1 – July 30, 2022)							\$6,000.00
						Total Payment Due	\$6,000.00
				Owner Acceptance	_____ , 2022		
Site Specific Comments/Notes:							
<ul style="list-style-type: none"> • Only pipe and equipment will be stored at this site. • Enbridge is to stay outside the LRCA regulated area (i.e. 30 metres from top of bank to the north) with orange safety fencing used to delineate the area. • There will be no removal of any trees or vegetation. • Any removed/dead grassed areas must be re-seeded with a seed mix approved by the LRCA. • Appropriate signage must be installed advising the public to avoid the area and any hazards that may be present, also providing a contact at Enbridge related to the land use/project. 							

1610 BROADWAY AVE THUNDER BAY

PIN 622540184

Report title



This report was prepared by:

Chantelle Rodger
Land Agent

crrodger@uniongas.com

Union Gas

50 Keil Drive North
Chatham, ON, Canada, N7M 5M1
Office: 1-519-350-0557
Fax: 1-519-436-4641

Property Details

GeoWarehouse Address:

1610 BROADWAY AVE
THUNDER BAY
P7K1M3

PIN: 622540184

Land Registry Office: THUNDER BAY (55)

Land Registry Status: Active

Registration Type: Certified (Land Titles)

Ownership Type: Freehold



Ownership

Owner Name:

LAKEHEAD REGION CONSERVATION AUTHORITY

Legal Description

PT LT 226 PL W684 NEEBING AS IN TBR241815 & TBR242410; THUNDER BAY




















APPENDIX "C"
PROPERTY SKETCH

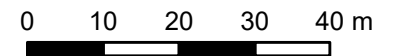


**LRCA Property
Lot 226
1610 Broadway Avenue**



Legend

-  Proposed Pipeline
 -  Kaministiquia River Top Of Bank
 -  Staging Area
 -  Parcels
 -  LRCA Property
 -  Approximate Regulated Area
- Regulated Features:**
-  Regional Floodline
 -  100 Year Floodline
 -  Fill Line
 -  Floodplain
 -  Water Body
 -  Provincially Significant Wetland
 -  Evaluated Wetland
 -  Wetland
 -  Stream
 -  River
- Roads**
-  Highway
 -  Road
 -  Street



1:1,000

This publication was produced by:
Lakehead Region Conservation Authority
130 Conservation Rd.
Thunder Bay, ON
P7B 6T8

Base data used under license through the members of
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This map is illustrative only. Do not rely on it as being a
precise indicator of routes or features, nor as a guide to
navigation.

Coordinate System: NAD 1983 CSRS UTM Zone 16N
Projection: Transverse Mercator
Datum: North American 1983 CSRS
Units: Meter

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