



LRCA Board Meeting

Lakehead Region Conservation Authority
Microsoft Teams
Mar 30, 2022 4:30 PM - 6:00 PM EDT

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1. CALL TO ORDER

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.

2. ADOPTION OF AGENDA

THAT : the Agenda be adopted as published.

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THAT: the Minutes of the Lakehead Region Conservation Authority Second Regular Meeting held on February 23, 2022 be adopted as published.

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5. IN-CAMERA AGENDA

THAT: we now go into Committee of the Whole (In-Camera) at _____p.m. THAT: we go into Open Meeting at _____ p.m. The purpose of the In-Camera Meeting pertains to personnel, property and legal matters.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

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None.

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13. NEW BUSINESS

14. NEXT MEETING

The next meeting will be held on April 27, 2022 at 4:30 p.m.

15. ADJOURNMENT

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



LAKEHEAD REGION

CONSERVATION AUTHORITY

Minutes of the Second Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, February 23, 2022, 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
Mark Ambrose, Finance Manager
Gail Willis, Watershed Manager
Ryne Gilliam, Lands Manager
Ryan Mackett, Communications Manager
Melanie O’Riley Receptionist/Admin Clerk, recorder of Minutes

1. ADOPTION OF AGENDA

Resolution #22/22

Moved by Grant Arnold, Seconded by Rudy Buitenhuis

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

2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

Resolution #23/22

Moved by Erwin Butikofer, Seconded by Umed Panu

“THAT: the Minutes of the Lakehead Region Conservation Authority 68th Annual Meeting held on Wednesday, January 26, 2022 be adopted as published.” **CARRIED.**

4. IN-CAMERA AGENDA

Resolution #24/22

Moved by Jim Vezina, Seconded by Allan Vis

“THAT: we now go into Committee of the Whole (In-Camera) at 4:32 p.m.” **CARRIED.**

Resolution #25/22

Moved by Allan Vis, Seconded by Jim Vezina

“THAT: we go into Open Meeting at 4:38 p.m.” **CARRIED.**

The purpose of the In-Camera Meeting pertained to property.

Resolution #26/22

Moved by Erwin Butikofer, Seconded by Umed Panu

“THAT: the In-Camera Minutes of the Lakehead Region Conservation Authority June 23, 2021 meeting be adopted as published.” **CARRIED.**

5. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) File: Inventory of Programs and Services

Members reviewed and discussed Staff Report CORP-05-2022 related to LRCA’s Inventory of Programs and Services. The Inventory of Programs and Services is a requirement under O. Reg. 687/21. The Inventory will be distributed to all Member Municipalities and the MECF prior to the February 28, 2022 mandated deadline.

Resolution #27/22

Moved by Grant Arnold, Seconded by Umed Panu

“THAT: Staff Report CORP-05-2022: Conservation Authorities Act Phase 1 Regulations – Inventory of Programs and Services be received AND FURTHER THAT the Lakehead Region Conservation Authority Inventory of Programs and Services, dated February 23, 2022 be approved.” CARRIED.

(b) File: Board Member Reference Manual

Members were provided with information related to updates to their Board Member Reference Manuals.

6. CORRESPONDENCE

(a) File: Conservation Ontario (CO)

Members were advised that the Conservation Ontario Conservation Area Pass Program is available to CA staff and CA Board members.

7. STAFF REPORTS

Members reviewed and discussed Staff Report CORP-04-2022, which summarized the LRCA’s Health and Safety Program for 2021.

Resolution #28/22

Moved by Joel Brown, Seconded by Andrew Foulds

“THAT: Staff Report CORP-04-2022 be received for information.” CARRIED.

Members reviewed and discussed Staff Report COMREL-01-2022, which summarized the LRCA’s website and social media activity during 2021.

Resolution #29/22

Moved by Andrea Goold, Seconded by Allan Vis

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

Members reviewed and discussed Staff Report FORMG-01-2022, related to the 2021 annual summary of activities on the Forest Management properties.

Resolution #30/22

Moved by Jim Vezina, Seconded by Rudy Buitenhuis

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

Members reviewed and discussed Staff Report NMFC-01-2022 which summarized activity on the Neebing-McIntyre Floodway in 2021.

Resolution #31/22

Moved by Erwin Butikofer, Seconded by Umed Panu

“THAT: Staff Report No. NMFC-01-2022 be received.” CARRIED.

8. CHIEF ADMINISTRATIVE OFFICER’S REPORTS

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

Members reviewed and discussed Staff Report CORP-02-2022 related to Minister appointed agricultural representation on Conservation Authority Boards.

Resolution #32/22

Moved by Andrea Goold, Seconded by Grant Arnold

“THAT: Staff Report CORP-02-2022 regarding a Minister Appointed Agricultural Representative on the LRCA Board of Directors is received.” CARRIED.

Members reviewed and discussed Staff Report CORP-03-2022 related to the MECP Consultation Guide regarding Phase 2 Regulations.

Resolution #33/22

Moved by Andrew Foulds, Seconded by Allan Vis

“THAT: Staff Report CORP-03-2022: Conservation Authorities Act Phase 2 Regulations – Consultation Guide be received.” CARRIED.

Members reviewed and discussed Staff Report FIN-06-2022 related to the annual review of the Fee Schedule.

Resolution #34/22

Moved by Andrea Goold, Seconded by Allan Vis

“THAT: the Staff Report FIN-06-2022 be received AND FURTHER THAT the 2022 Fee Schedule be adopted.” CARRIED.

Members were advised that the Information and Privacy Commissioner has been advised that the Authority did not receive any Freedom of Information requests in 2021.

Members were provided with the final 2021 Treasurer’s Report for 2021.

9. PASSING OF ACCOUNTS

Resolution #35/22

Moved by Andrew Foulds, Seconded by Joel Brown

“THAT: having examined the accounts for the period of January 1, 2022 to January 31, 2022 cheque #2481 to #2498 for \$24,444.17 and preauthorized payments of \$83,993.78 for a total of \$108,437.95, we approve their payment.” **CARRIED.**

10. REGULATORY ROLE

Members were provided with the Plan Input and Review Summary for the period of January 20, 2022 to February 16, 2022 and a summary of Section 28 Permits issued in 2021. It was noted that four permits had been issued in 2022 to date.

11. PROJECTS UPDATE

It was noted the LRCA’s application to Plug-in Thunder Bay had been approved to partially fund the installation of an electric charging station at the LRCA Administrative Office.

It was noted that the Lakehead Conservation Foundation (LCF) Annual General Meeting was scheduled to be held on Monday, February 28, 2021 virtually.

It was noted that staff are exploring options for how to best host the 2022 Dorion Birding Festival.

It was noted that Science North would be hosting their Science Festival outdoors at Cascades Conservation Area on Saturday, February 26.

It was noted that staff will be working with the Thunder Bay Field Naturalists (TBFN) for the 2022 City Nature Challenge, which is a public scientific observation event through the citizen science platform iNaturalist. The LRCA and TBFN will be co-hosting a public observation event (with a focus on waterfowl) on Saturday, April 30 at Mission Island Marsh Conservation Area from 9:00 a.m. – 12:00 p.m.

It was noted that the Floodway CPR Sediment Trap is scheduled to be dredged during the summer of 2022.

It was noted that on February 15, 2022, snow surveys indicated that the snow survey locations were above average for snow depth and water content, when compared to the historical averages for February 15.

It was noted that water levels of all the Great Lakes are lower than where they were last year at this time, except for Lake Ontario, with Lake Superior being 50 centimeters below its period of record average and the lowest since 2013.

12. **NEW BUSINESS**

None.

13. **NEXT MEETING**

Wednesday, March 30, 2022, at 4:30 p.m.

14. **AJOURNMENT**

Resolution #36/22

Moved by Andrew Foulds, Seconded by Allan Vis

“THAT: the time being 5:35 p.m. AND FURTHER THAT there being no further business THAT we adjourn.” CARRIED.

Chair

Chief Administrative Officer



PROGRAM AREA	LAND MANAGEMENT	REPORT NO.	LM-03-2022
DATE PREPARED	March 7, 2022	FILE NO.	
MEETING DATE	March 30, 2022		
SUBJECT	EV Charging Station		

RECOMMENDATION

Suggested Resolution

“THAT: the Chair and CAO are authorized to enter into a funding Agreement with Plug-In Thunder Bay to purchase and install an Electric Vehicle charging station at the LRCA administrative office for the intended use of the public, staff and potential future electric LRCA fleet vehicles.”

LINK TO STRATEGIC PLAN (2018-2022)

Conserve & Sustain:

- *Support, strengthen and encourage environmental stewardship and sustainability.*

Protect & Support:

- *Integrate the impacts of climate change into future actions.*

Govern & Enhance:

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

EXECUTIVE SUMMARY

The LRCA was successful in securing funding in the amount of \$13,038.00 through the Plug-In Thunder Bay funding program administered by the Thunder Bay Community Economic Development Commission (CEDC) for the purchase and install of an electric vehicle (EV) charging station at the LRCA administrative office for the use of the public, staff and potential electric LRCA fleet vehicles. The funding will cover 50% of the project cost. Staff recommend accepting the funding and installing an EV charging station at the LRCA administrative office.

DISCUSSION

In an effort to increase electric vehicle charging capacity in the City of Thunder Bay, the Plug-In Thunder Bay funding program through the CEDC was launched in late 2021. Through the successful funding application, the LRCA is now in a position to provide an EV charging station at its administrative office location.

This location is ideal as it is in close proximity to various locations that a patron could visit while charging (i.e., restaurants, coffee shop, etc.). It is also near the hospital, medical buildings, and Lakehead University.

Offering an EV charging station is a direct compliment to the LRCA's vision and mission, and further the LRCA's position as a community leader in conservation and stewardship. This infrastructure will also allow the LRCA to expand its fleet vehicles to include plug-in hybrids and/or fully-electric zero emissions vehicles.

The current electrical system of the LRCA Administrative Office is currently at capacity and will not support the installation of an EV charging station, however upgrades to the office electrical system are planned and budgeted for 2022. As such, the purchase and installation of the EV charging station will be included in the terms of reference for the office electrical system upgrade request for quote. This will ensure that the unit is installed correctly and provided with adequate power.

The EV charging unit being targeted for purchase under this funding program is the Delta DC Wallbox unit through SWTCH Energy Inc. at a cost of \$15,625.00. The Delta DC Wallbox is a Level 2 charger with a 25 kW maximum power output. See attached informational pamphlet for more information.

The EV charging station is intended for use by the public, staff, and eventually an electric LRCA fleet vehicle, which would be branded and clearly identified as an electric vehicle. Currently one staff person already owns an electric vehicle. The EV station will be located to left of the main front entrance of the office (when facing the building). It will be pedestal-mounted as there is no safe path to the side of the building for it to be wall mounted without removal of a portion of the garden and rocks contained therein.

Users of the EV charging station will need to download and install the SWTCH mobile app, create a user account, and then add a method of payment. All payment is made through the mobile app; SWTCH will then reimburse the Authority, minus their fees.

FINANCIAL IMPLICATIONS

The LRCA was successful in obtaining funding through the Plug-In Thunder Bay funding program in the amount of \$13,038.00 which is 50% of estimated costs for the purchase and installation of the charging station. The total estimated cost for the purchase and installation of the charging station is \$26,076.00. The Authority's share (\$13,038) of the project will come from the Administrative Office Maintenance Reserve. The installation of the charging unit will be incorporated into the Administrative Office electrical upgrade which is in the 2022 Budget.

The Authority will partner with a third party to facilitate the process of charging customers for using the charging station. The yearly costs to the Authority for Networking Fees is \$210.00. This fee is required to facilitate the transfer of money to the Authority's bank.

Below is an example of the process and is for illustrative purposes only.

Based on the review of the LRCA's electrical bills, the third party provider will identify the cost of electricity by the hour. The provider identifies that it costs the Authority \$0.85/hr. The third party provider will apply a \$0.15/hr transaction fee. The cost to charge per hour is \$1.00. To recoup our Networking Fees and other administrative costs, the Authority decides to charge \$1.00 as a markup. Total cost per hour to charge the vehicle to the customer is \$2.00. If the customer charges their vehicle for three hours, their total cost is \$6.00 plus 13% HST for a total cost of \$6.78. The Authority, in this example, will earn revenue of \$6.00 and costs of \$3.00 for a gross profit of \$3.00.

A yearly estimate of one hundred vehicles charging for three hours on average, would earn revenue of \$600.00 (\$6.00 x100) and the costs of \$300 (\$3.00 x 100) for a gross profit of \$300.00. Taking into account networking fees of \$210.00, the net profit for the Authority is \$90.00, basically breakeven.

When the Authority purchases an electric vehicle, there will be no markup to charge the vehicle. A card mechanism will come with the charging unit that will identify that the vehicle is Authority owned.

CONCLUSION

In an effort to help with the mitigation of the impacts of climate change, and to work towards achieving the LRCA's mission to lead the conservation and protection of the Lakehead Watershed, the implementation of an electric vehicle charging facility at the LRCA's administrative office is a positive step in those directions. The LRCA should lead by example, and by encouraging a reduction in the use of fossil fuels, the LRCA is working towards the vision of a healthy, safe and sustainable Lakehead Watershed for future generations.

BACKGROUND

In 2016 the Ministry of Transportation offered a funding program that would have covered 100% of the costs to purchase and install an EV charging station. At the January 27, 2016 Board Meeting the Board decided not to pursue the funding application.

REFERENCE MATERIAL ATTACHED

- Delta DC Wallbox informational pamphlet

PREPARED BY:

Ryan Mackett, Communications Manager

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: March 15, 2022</p>
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EV CHARGING SOLUTION

DC Charger / DC Wallbox

Features

- SAE J1772 CCS / CHAdeMO dual charging ports
- Max. 94% power efficiency
- RFID card reader for user authentication
- Network connectivity (OCPP 1.5S and 1.6J)
- Type 3R protection and IK10 vandal-proof casing



Highway
Service



Parking
Lot



Service
Station



Commercial
Building



Fleet



DELTA

Compact Design for EV Charging Services

Delta's dual output DC Wallbox advances EV compatibility at public charging sites. Its wall-mounted and modular design ensures cost-efficient installation and lifecycle maintenance. It also features built-in network connectivity for authentication and remote control applications.



Specifications

Part Number	EVDU25-
Power Input	
Input Rating	240 / 277 Vac; 60 Hz; Single-phase / L1, L2, PE or L, N, PE 480 Vac; 60 Hz; Three-phase / L1, L2, L3, N, PE 208 Vac; 60 Hz; Three-phase / L1, L2, L3, PE
Power Factor	> 0.98
Current THD	Compliant with IEEE 519
Efficiency	94%
Stand-by Consumption	< 20 W
Power Output	
DC Output #1	SAE J1772 DC Level 2, 200-500 Vdc, 65 A max., 25 kW max.
DC Output #2	CHAdeMO, 50-500 Vdc, 65A max., 25 kW max.
Protection	
Protection	Over current, Under voltage, Over voltage, Surge protection, Short circuit, Over temperature, Ground fault
User Interface & Control	
Display	2.7" OLED screen
Support Language	English (other languages available upon request)
Push Buttons	Multi-functional buttons (LED light: Orange, Blue) / Emergency stop button (Red)
User Authentication	ISO/IEC 14443 Type A/B RFID for user authentication
Communication	
Connectivity	OCPP 1.5S, 1.6J
Network Interface	Ethernet, Cellular
Environment	
Operating Temperature	-22°F to +122°F (-30°C to +50°C)
Storage Temperature	-40°F to +185°F (-40°C to +85°C)
Humidity	< 95% relative humidity, non-condensing
Altitude	Up to 6,500 ft. (2,000 m)
Mechanical Design	
Ingress Protection	Type 3R
Enclosure Protection	IK10 according to IEC 62262
Cooling	Forced air
Charging Cable Length	13 ft. (4 m)
Dimension (W x H x D) / Weight	27 x 17 x 9 inch (680 x 430 x 230 mm) / 117 lb (53 kg), including 2 charging plug and cable
Type Of Mounting	Wall-mount or optional stand
Regulation	
Certificate	UL, cUL, UL 2202, UL 2231

Note1 : Single output model is available.

Note2 : Specifications are subject to change without notice.



More information

Delta Electronics (Americas) Ltd.

46101 Fremont Boulevard Fremont, CA 94538, U.S.A.

TEL : +1 510 668 5100 / FAX : +1 510 668 0680

E-mail : evcs.sales@deltaww.com

evcharging.deltaww.com



PROGRAM AREA	LAND MANAGEMENT	REPORT NO.	LM-04-2022
DATE PREPARED	March 9, 2022	FILE NO.	29-16-3
MEETING DATE	March 30, 2022		
SUBJECT	Memorandum of Understanding Hurkett Cove Conservation Area “Lake Superior Trail Experiences”		

RECOMMENDATION

Suggested Resolution

“THAT: the Chair and CAO are authorized to enter into a Memorandum of Understanding with the Parks Canada Agency (Lake Superior National Marine Conservation Area) in regards to “Lake Superior Trail Experiences” at Hurkett Cove Conservation Area.”

LINK TO STRATEGIC PLAN

Connect and Explore:

- *Strengthen a shared interest in conservation through collaboration with existing and new partners.*
- *Manage recreational areas for current and future generations.*

EXECUTIVE SUMMARY

Parks Canada Agency (Lake Superior National Marine Conservation Area) is requesting to enter into a memorandum of understanding (MOU) with the Lakehead Region Conservation Authority in regards to participating in “Lake Superior Trail Experiences” for the nature trail at Hurkett Cove Conservation Area. The purpose for the MOU is for participants to share complimentary priorities to entice local residents and locals to explore and learn about Lake Superior, while safely and responsibly hiking it’s northern shore.

DISCUSSION

Parks Canada Agency (Lake Superior National Marine Conservation Area) is requesting to enter into a memorandum of understanding (MOU) with the Lakehead Region Conservation Authority in regards to participating in “Lake Superior Trail Experiences” at Hurkett Cove Conservation Area. This MOU will identify the Hurkett Cove Nature Trail as a location where Parks Canada and the LRCA can advance common objectives, achieve common goals and recognize their cooperation publicly. Parks Canada and the LRCA will work together on elements such as heritage resource conservation, public understanding and appreciation, and visitor experience.

As part of the Lake Superior Trail Experience MOU the LRCA will enter into a trail classification system for the Hurkett Cove nature trail that is currently being used by Parks Canada. This classification system identifies four major categories: difficulty, navigation, time, and elevation. The classification system spans Easy/Green identifier to Difficult/Double Black Diamond identifier difficulty ratings. With all criteria considered the trail at Hurkett Cove should be classified as an Easy trail. As part of an Easy trail classification there is a requirement for a monthly trail inspection to be made. This is something the LRCA already does during the operational months of Hurkett Cove, typically April to November.

Through further advertising and promotions from Parks Canada's Lake Superior Trail Experience program, this initiative will draw additional people to Hurkett Cove Conservation Area thus increasing visitation.

Other notable trails that are apart of the Lake Superior Tail Experience through Parks Canada Include:

- Casque Isles Trail
- Nipigon River Recreation Trail
- Rosspport Coastal Trail
- Mazukama Falls
- Red Rock Mountain Trail
- Kama Cliffs Trail
- Deer Lake Mountain Trail

FINANCIAL IMPLICATIONS

There is no financial obligation to either participant as a result of entering into this MOU.

CONCLUSION

Staff recommend entering into the Memorandum of Understanding with the Parks Canada Agency (Lake Superior National Marine Conservation Area) in regards to the Lake Superior Trail Experience. This MOU will foster an already positive working relationship with Parks Canada (NMCA) all while promoting Hurkett Cove Conservation Area as a great destination to visit.

BACKGROUND

Hurkett Cove Conservation Area is a great destination for those who appreciate nature. The nature trail was developed for people to appreciate Lake Superior, birding and nature in general. Hurkett Cove Conservation Area is considered a top birding destination in northwestern Ontario.

Parks Canada operates the Lake Superior Marine Conservation Area, spanning Lake Superior from the point of Sleeping Giant Provincial Park to east of Terrace Bay meeting with the Michigan border. Parks Canada has been a valuable partner to the LRCA, having funded such items as the new floating dock at Hurkett Cove, as well as assisting with the Bird Festival and other education and outreach initiatives.

REFERENCE MATERIAL ATTACHED

Memorandum of Understanding Respecting Lake Superior Trail Experiences.

LRCA Map – Hurkett Cove Conservation Area

PREPARED BY: Ryne Gilliam, Lands Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: March 22, 2022</p>
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**MEMORANDUM OF UNDERSTANDING
RESPECTING
Lake Superior Trail Experiences**

Between

Parks Canada Agency (Lake Superior National Marine Conservation Area)
a body corporate established under section 3 of the *Parks Canada Agency Act*, S.C. 1998 c. 31
(hereinafter referred to as “Parks Canada”)

AND

Lakehead Region Conservation Authority
a community-based environmental agency established under Part II of the *Conservation
Authorities Act*, 1946 by the Province of Ontario
(hereinafter referred to as “LRCA”)

hereinafter collectively referred to as the “**Participants**” or individually as a “**Participant**”

WHEREAS the Participants share complementary priorities to entice local residents and visitors to explore and learn about Lake Superior, while safely and responsibly hiking its northern shore;

WHEREAS Parks Canada is mandated to protect and present nationally significant examples of Canada’s natural and cultural heritage;

WHEREAS LRCA’s mandate is to provide opportunities for the public to enjoy, learn from, and respect Ontario’s natural environment;

WHEREAS LRCA owns and maintains the Hurkett Cove Conservation Area and the trail(s) thereon;

WHEREAS through ethical and strategic partnering arrangements, Parks Canada wishes to create new and expanded opportunities for Canadians to discover and develop a strong sense of connection to their protected places through unique experiences;

Now THEREFORE the Participants intend to work cooperatively within and consistent with their respective mandates to provide enjoyable and meaningful Lake Superior experiences from safe and well-maintained hiking trails outside Lake Superior National Marine Conservation Area.

THIS MEMORANDUM OF UNDERSTANDING THEREFORE ESTABLISHES that the Participants express their intentions as follows:

1. Purpose

- 1.1. The purpose of this Memorandum of Understanding (MOU) is to identify areas where the Participants can advance common objectives, achieve common goals, and recognize their cooperation publicly.
- 1.2. The intent of this MOU is to develop and strengthen the Participants’ relationship over time and to work together in an open and transparent manner.

2. Areas of Mutual Interest for Cooperation

- 2.1. The Participants express a desire to cooperate in the following areas of mutual interest that are within and consistent with their respective mandates:
- 2.2. The Participants express their desire to work together in the following subject areas:
 - Heritage Resource conservation
 - Public Understanding and Appreciation
 - Visitor Experience
 - Increasing Canadians’ Connection with Parks Canada Places
 - Asset Management

3. Activities Associated with Areas of Mutual Interest

- 3.1. The Participants intend to cooperate through active communication and collaborative activities that may include, but are not limited to:
- Applying Parks Canada's trail classification system to the rating, development, improvement, maintenance, and inspection of trails (refer to Appendix B & C);
 - Developing procedures for trail monitoring and inspection (refer to Appendix B & C);
 - Collecting and sharing information regarding trail locations, conditions and usage (refer to Appendix B & C);
 - Ensuring trail wayfinding and visitor safety signage meet or exceed industry best practices;
 - Leveraging marketing opportunities and joint promotional activities such as joint trade-show participation, media stories, participation in events and festivals, website and social media content, and other public relations activities;
 - Participating in committees, where appropriate;
 - Providing training, advice and guidance through respective networks of specialists;
 - Broadening and encouraging opportunities for collaboration regarding programs and projects of mutual interest, such as supporting volunteer recruitment; and
 - Increasing visitor use, awareness and learning opportunities along Lake Superior.
- 3.2. Any detailed arrangements required for such activities will be jointly defined and agreed upon by the Participants as necessary.
- 3.3. Where required, specific legal agreements will be negotiated jointly between the Participants to carry out activities associated with this MOU, which will address any issues respecting commitment of funds or other resources.

4. Acknowledgement of Cooperation

- 4.1. Each Participant understands and concurs that they will acknowledge each other through appropriate recognition of their cooperation under this MOU in a manner that is proportional to the relative contribution of each Participant.
- 4.2. Any communications, products or marketing material developed, referencing the cooperation under this MOU, must comply with each Participant's policies and guidelines on the use of their official trademarks and symbols (Appendix A), and will be mutually agreed upon by the Participants.
- 4.3. Each Participant understands and concurs that any recognition in respect of cooperation or activities under this MOU will not constitute or imply endorsement of each others' products or services.

5. Independent Activities

This MOU does not limit the Participants' autonomy within their respective operations, including the liberty of entering into other cooperative arrangements with other participants.

6. Exchange of Information

The Participants will endeavour to exchange information in respect of the cooperation and activities under this MOU, as appropriate, in accordance with the normal protocols of the respective Participants, the *Access to Information Act* and the *Privacy Act*. Specific legal agreements, concerning exchange of information protected by intellectual property will be entered into, in accordance with sub-clause 3.3 above, by the Participants at the initiation of any joint activities that might involve the exchange of information protected by intellectual property.

7. Financial Considerations

- 7.1. Each Participant understands and concurs that there is no financial obligation to either Participant as a result of entering into this MOU.
- 7.2. Each Participant will be responsible for its own financial costs related to the support of this MOU.

8. Employees and Volunteers

- 8.1. Each Participant understands and concurs that either of them may, from time to time, with mutual notice and consent, have employees and/or volunteers of the other Participant visit or work upon its premises, subject to internal security policies and procedures of each Participant.
- 8.2. In such cases, each Participant understands and concurs that such employees and/or volunteers will remain employees of their employer who will remain responsible for those employees and/or volunteers and their health and safety, (subject to the Canada Labour Code, should the visitors work upon PCA premises), for paying their salary, wages and other benefits, as well as for making such deductions and remittances from salary, wages and any other kind of pay as required at law.

9. Terms

- 9.1. This MOU will come into effect upon the date of the last signature and will remain in effect for a period of three (3) years from this effective date and may be renewed for a further term or terms by mutual agreement. Prior to the end of the term of this MOU, at a mutually agreed-upon timeframe, the Participants will conduct a joint evaluation to inform future direction of the cooperation.
- 9.2. The Participants will meet annually to review this MOU and to ensure that their respective and combined needs and longer-term goals are being met. The time, place and format of the meeting, whether in person or by teleconference, will be mutually agreed upon by the Participants.
- 9.3. This MOU may be amended in writing at any time with the mutual consent of the Participants.
- 9.4. Either Participant may withdraw from the MOU at any time, upon presentation of thirty (30) days prior written notice.

10. Resolution of Disagreements

Any disagreement regarding the application or interpretation of this MOU will be resolved by consultation between the Participants, and will not be referred to a third party for settlement.

11. Language

It is upon the express wish and concurrence of the Participants that this MOU is written in the English language.

12. Legal Disclaimer

- 12.1. This MOU is not a contract and does not create any legally binding obligations between the Participants, but represents their desire to cooperate, collaborate and to exchange information and knowledge for the common good.
- 12.2. The Participants acknowledge that this MOU does not constitute an association for the purpose of establishing a legal partnership or joint venture and does not create an agency relationship between Parks Canada and LRCA and that it in no way implies any agreement or undertaking to conclude any subsequent agreement.

13. Notice/Contact Information

Parks Canada:

Name: Colin Crowell
Title: Visitor Experience Product Development Officer (Trails)
Address: PO Box 998
 22 Third Street
 Nipigon ON P0T 2J0
Tel: 807-887-5467
Email: pc.amnclacsuperieur-lakesuperiornmca.pc@canada.ca

LRCA:

Name: Ryne Gilliam
Title: Lands Manager
Address: 130 Conservation Road
 PO Box 10427
 Thunder Bay ON P7B 6T8
Tel: 807-344-5857 ext. 230
Email: ryne@lakeheadca.com

The Participants have executed this Memorandum of Understanding as attested by the signatures of their duly authorized representatives for such purposes.

FOR Parks Canada		FOR LRCA	
X _____		X _____	
<i>Name:</i>	Sharon Hayes	<i>Name:</i>	Tammy Cook
<i>Title:</i>	Field Unit Superintendent	<i>Title:</i>	Chief Administrative Officer
<i>Date:</i>	Date of signature	<i>Date:</i>	Date of signature
<i>Location:</i>	Thunder Bay, Ontario	<i>Location:</i>	Thunder Bay, Ontario

Appendix A: Agreement to use Names, Logos and Trademarks (Marks)

Parks Canada hereby grants LRCA permission to use the attached Parks Canada logo for *Lake Superior Trail Experiences* collaborations. The use of the logo is limited to this particular collaboration as long as this Memorandum of Understanding is active, and may not be shared with any other party at any time. Parks Canada reserves the right to review and approve the final design layout where the official logo will appear.

Please note: This is not a blanket approval for official logo use. Each use of the logo design layout must be reviewed and approved by Parks Canada.

Parks Canada's official Marks are trademark protected. Unauthorized modification in any form is strictly prohibited.

The Collaboration logo for Parks Canada is:



LRCA hereby grants Parks Canada permission to use the attached LRCA logo for *Lake Superior Trail Experiences* collaborations. The use of the logo is limited to this particular collaboration as long as this Memorandum of Understanding is active, and may not be shared with any other party at any time. LRCA reserves the right to review and approve the final design layout where the official logo will appear.

The logo for LRCA is:



Appendix B: Lake Superior National Marine Conservation Area Conditions and Requirements for Trail Collaboration

1.0 Overview

Most visitors to the top of Lake Superior region will likely not access either the water or islands which will officially make up Lake Superior National Marine Conservation Area (LSNMCA). Visitors to the region are more likely to access sites adjacent to LSMNCA, such as lookout sites, communities, beaches, and trails along the Highway 17 corridor.

In order to fulfill its mandate to present and protect designated sites for current and future generations, Parks Canada developed principles for the planning, development and management of trails. LSMNCA has been sharing these Trail Principles with external trail organisations as a tool to foster awareness and appreciation for LSMNCA given these trails are far more accessible to Canadians. These trails are not managed or maintained by LSMNCA staff and are not on lands within LSMNCA's proposed boundaries.

2.0 Background

For over 5 years, LSMNCA staff have been collaborating with external trail organisations to identify regional trails that offer Canadians an opportunity to connect with the vastness of LSMNCA's waters, islands, cultural history, geologic features, and ecology. The relationships that have developed are viewed by all parties as mutually beneficial. Parks Canada benefits from no cost access to existing ready-to-use infrastructure; while trail organisations benefit from Parks Canada's vast experience and knowledge related to trail maintenance, classification, signage/wayfinding, and risk management.

3.0 Objectives

The common objective for these collaborations is to provide enjoyable and meaningful Lake Superior experiences from safe and well-maintained hiking trails outside Lake Superior National Marine Conservation Area.

4.0 Conditions and Requirements

For these collaborations to continue trail organisations would need to meet the following conditions and requirements on an annual basis.

4.1 Relevance to Parks Canada

- Current or proposed trails have significant sightlines of Lake Superior, and/or cultural, ecological, and/or geological relevance to LSMNCA.

4.2 Trail Classification

- Annual confirmation of trail condition using the Parks Canada Trail Classification System.
- Consistent classification and explanation of difficulty is communicated to potential users across all platforms used, i.e. websites, social media, trailhead signage, brochures, etc.

4.3 Inspections and Maintenance

- Service and risk inspections, including built infrastructure, are conducted at prescribed intervals, as defined by the Parks Canada Trail Classification System.
- Service maintenance happens at prescribed intervals, as defined by the Parks Canada Trail Classification System.
- Any infrastructure deemed unsafe should be immediately removed and/or replaced. Should such removal create a safety hazard to trail users, LSMNCA and other collaborators should be immediately notified to post an appropriate trail closure notice.

4.4 Visitor Safety

- LSMNCA and other collaborators should be immediately notified of any trail hazard which cannot be immediately corrected, e.g. unsafe infrastructure, construction projects, serious flooding causing risk to users, so an appropriate trail closure message can be posted on websites, web maps, social media, etc.

- 4.5 Insurance
- Trail organisations provide a copy of their “certificate of insurance” to LSMCA.
- 4.6 Land Use Permission
- Trail organisations provide LSMCA with affirmation that they have permission from all landowners, over whose land the trail(s) pass(es), to use property for the trail(s), e.g. lease, licence, letter.
 - Trail organisations are responsible for obtaining landowner permission/approval prior to undertaking collaborative activities with LSMCA, such as construction, remediation, maintenance, and signage projects. Proof of such permission/approval may be requested by LSMCA.
 - Responsibility for notifying any licensed or registered crown land users adjacent to the trail property, e.g. trappers, outfitters, would rest with OMNRF and OMECP.
- 4.7 Sustainable Trail Construction
- Trail organisations should, where possible, use sustainable trail development techniques to mitigate ecological impact on the environment and reduce financial and human resource costs in future.
- 4.8 Trail Usage Data Collection and Sharing
- Annually share accurate quantitative (counters) and qualitative (guest books) trail use information with LSMCA. For legal reasons, the information collected and/or shared should contain no information, which might contravene the *Privacy Act*.
- 4.9 Geospatial Data Collection and Sharing
- Trail organisations collect and share accurate and up-to-date trail data (GPS coordinates and/or tracks) with LSMCA and other collaborators annually or as available.

Appendix C: Annual Trail Requirements & Conditions Report

Trail: _____

Organization: _____

- Relevance to Parks Canada:** Check all that apply.
- Trail offers significant views of Lake Superior
Specify: [Click here to enter text.](#)
 - Trail features cultural heritage of Lake Superior
Specify: [Click here to enter text.](#)
 - Trail features ecology of Lake Superior
Specify: [Click here to enter text.](#)
 - Trail features geology of Lake Superior
Specify: [Click here to enter text.](#)

Classification, Inspections & Maintenance

Classification:	Definition	Frequency of (Risk & Service) Inspections	List dates of inspection(s) over the past year below
<input type="checkbox"/> Easy / Green Circle	<ul style="list-style-type: none"> • Suitable for all visitors including those with no trail experience. Visitor may or may not be prepared (proper equipment and water). • Hard packed surface with no obstacles and minimal stairs. • Estimated time to complete the trail is no longer than two hours. • Little or no elevation gain or loss. 	Weekly/ monthly or upon visitor comment	
<input type="checkbox"/> Moderate / Blue Square	<ul style="list-style-type: none"> • Suitable for most visitors who have some basic trail experience and are generally prepared (proper equipment and water). • Mostly stable surface with infrequent obstacles, stairs may be present. • Estimated time to complete the trail is no longer than five hours. • May experience moderate elevation gain with some short steep sections 	Seasonal or as required upon visitor comment	
<input type="checkbox"/> Difficult / Black Diamond	<ul style="list-style-type: none"> • Suitable for visitors who have trail experience and are prepared (proper equipment and water). • Variety of surface types including non-established surface. • Estimated time to complete the trail may exceed five hours. • May experience major elevation gain with long steep sections. 	Yearly or as required upon visitor comment	
<input type="checkbox"/> Route / Double Black Diamond	<ul style="list-style-type: none"> • Suitable for visitors who have exceptional trail and navigation experience and are well prepared (proper equipment and water). • Non-established tread only a suggested trail route, not maintained. • Estimated time to complete ranges from 1 day to 10 days or longer. • May experience a variety of terrain including wet areas, loose rocks, exposure, and thick forest. 	N/A	

*Attach copies of all inspection reports, including for infrastructure.

Describe maintenance work and inspections planned for the trail over the coming year?

Visitor Safety

Were there occasions in the past year where you did or should have closed all or part of the trail due to hazards, e.g. unsafe infrastructure, wildlife concerns, weather caused damage, etc.? Provide details below.

Insurance

Attach a copy of your organisation’s “certificate of insurance”. Requirement is for comprehensive general liability insurance of a minimum of two million dollars (\$2,000,000) per occurrence.

Land Use Permission

Do you own the land on which the trail is built? Yes No

If no, have you obtained permission (e.g. lease, licence, letter) from all landowners to use their property for the trail? Yes No

Trail Usage

In the space below provide details about the level of use of the trail. If possible, provide both quantitative (numbers from trail counters) and qualitative (guest book comments and generic origins*)

*information collected and/or shared should contain no information which might contravene the *Privacy Act*

Geospatial Information

Have you recently updated any of the geospatial data for the trail? Yes No

If yes, please share this information with Parks Canada along with this report.

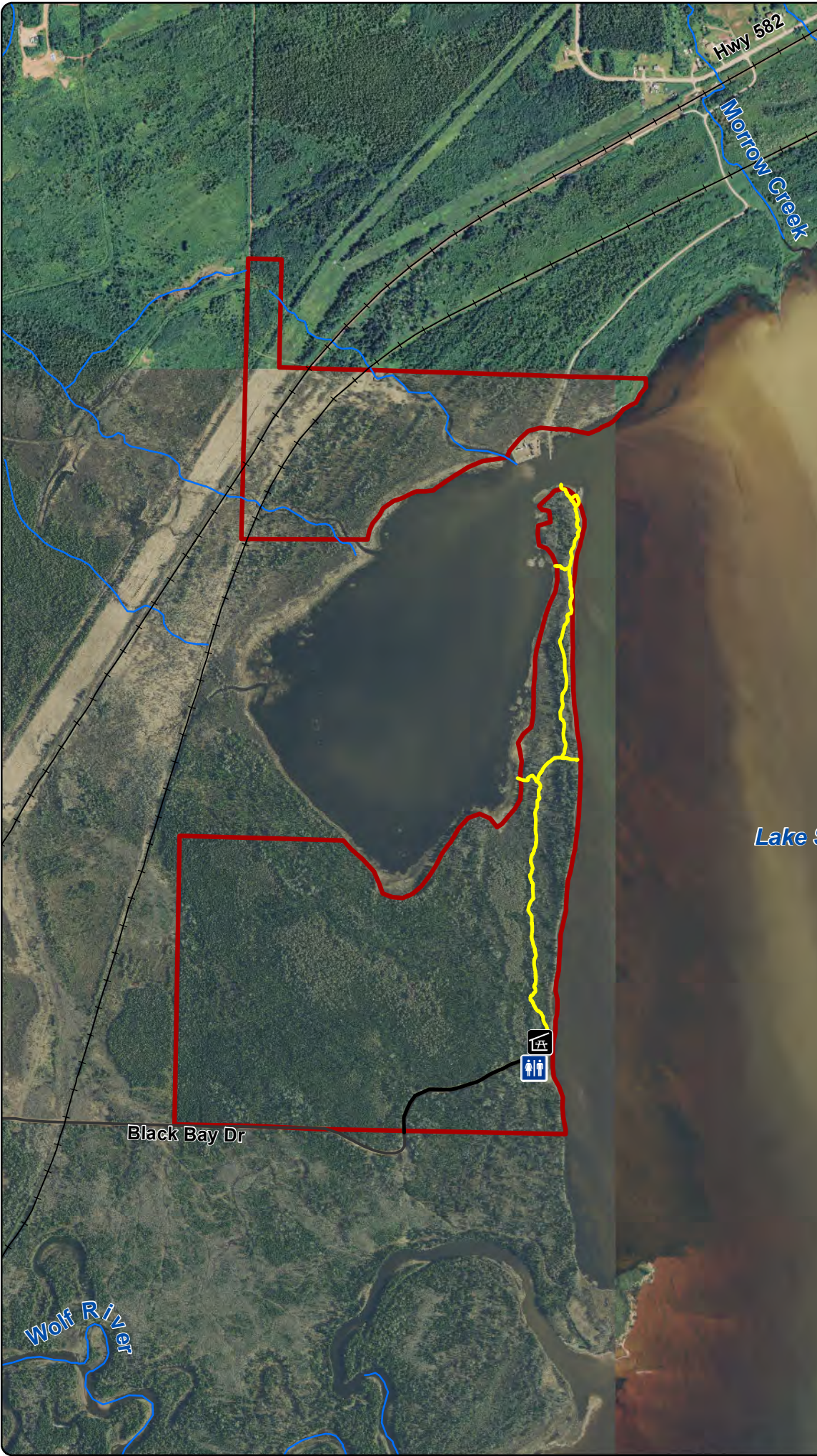
Date: [Click here to enter a date.](#)

Executive Member

Signature: _____

Name (print): _____








Organization: _____

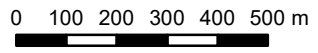


Hurket Cove Conservation Area East End of Black Bay Road



Legend

-  Pavilion
-  Washroom
-  Trail - 1930 m
-  Road
-  LRCA Lands
-  Railway
-  Streams



1:15,000

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 the Ontario Geospatial Data Exchange.

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.

Datum: NAD 83
Projection: UTM Zone 16N
Date: March, 2020
Created by: scott

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Lake Superior

**2022 TREASURER'S REPORT
MONTHLY EXPENSES**

	2022 BUDGET	February	TOTAL TO DATE	BALANCE REMAINING
REVENUE				
Provincial Grants	843,613	4,200	44,200	799,413
Municipal Levy	1,733,332	-	1,733,332	-
Self Generated	233,788	23,416	102,743	131,046
Other Revenue	585,429	-	18,012	567,417
TOTAL REVENUE	3,396,162	27,616	1,898,287	1,497,875
EXPENSES				
Core Mandate Operating				
Administration	530,632	43,084	70,508	460,124
Community Relations	125,005	8,177	16,088	108,917
Natural Hazard and Protection Management	659,676	48,225	76,664	583,012
Conservation and Management of Cons. Auth. Lands	284,006	15,329	26,647	257,359
Drinking Water Source Protection	56,343	4,054	10,104	46,239
Total Core Mandate Operating	1,655,662	118,870	200,010	1,455,652
Non Core Mandate Operating				
Other Programming	248,099	14,849	20,275	227,824
Total None Core Mandate	248,099	14,849	20,275	227,824
Total Core and Non Core Mandate Operating	1,903,761	133,720	220,285	1,683,476
Core Mandate Capital				
Natural Hazard and Protection Management	1,049,401	478	6,470	1,042,931
Authority Office	195,500	-	-	195,500
Conservation and Management of Cons. Auth. Lands	247,500	489	817	246,683
Total Core Mandate Capital	1,492,401	966	7,286	1,485,115
Total Operating and Capital	3,396,162	134,686	227,572	3,168,590



PROGRAM AREA	POLICY	REPORT NO.	PP-BOD-06-2022
DATE PREPARED	March 7, 2022	FILE NO.	Finance Office
MEETING DATE	March 30, 2022		
SUBJECT	Remuneration of Members Policy Update		

RECOMMENDATION

Suggested Resolution

“THAT: Board of Directors Policy BOD-06: Remuneration of Members, be amended as outlined in Staff Report PP-BOD-06-2022.”

LINK TO STRATEGIC PLAN

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 public expectations.

EXECUTIVE SUMMARY

Per the Administrative By-Laws, the Authority shall establish Board Member remuneration rates for per diems, mileage and expenses from time to time. Policy BOD-06: Remuneration of Members, is proposed to be updated to include a percentage cap on annual per diem increases; clarify the method of calculation of the Consumer Price Index; set the mileage rate to the prevailing Provincial rate; and specify that provincially appointed members will be reimbursed for expenses by the appointing Ministry.

DISCUSSION

As outlined in the Administrative By-Law, Section 2.16, the Authority shall establish a per-diem rate from time to time to be paid to Members for attending meetings and such other business of the Authority. Additionally it outlines that mileage and travel expenses shall be reimbursed.

In 2018, the Board adopted Policy BOD-06: Remuneration of Members, which outlined that Board per diem rates would increase annually based on the previous years Consumer Price Index. Staff recommend the following updates to the Policy (updates to policy indicated in red font in attached draft policy):

1. Updating the policy to include a per diem cap on the annual increase of 2%.

2. Clarifying that the Consumer Price Index percentage is the average annualized rate increase for Thunder Bay. Previous method used was to compare the monthly change in the previous year (i.e. difference between January compared to December).
3. Updating the mileage rate to be consistent with the LRCA staff mileage rate, where instead of specifying a set rate, indicating that the rate will be the prevailing Provincial rate for Ontario. The current Provincial mileage rate is \$0.61 per kilometre.
4. Adding a section to indicate that all Provincial appointees to the Board will have their expenses paid by the appointing Ministry.

It is noted that the MECP is currently advertising for the appointment of Agricultural Representatives on Conservation Authority Boards, per Section 14(4) within the *Conservation Authorities Act*, with a per diem rate of \$150.00 and reimbursement for travel expenses for reasonable work-related expenses. It is understood that the Ministry will be paying all expenses related to the appointee.

Staff have confirmed that the Meal and Incidental Rate in the policy, which is based on the City of Thunder Bay, remains current with the current City rates; therefore, no change is recommended at this time.

FINANCIAL IMPLICATIONS

Board expenses are included annually in the Budget. Using the Consumer Price Index to set annual increases is considered to be a fair method to calculate future increases; however, the setting of a cap on annual increases, provides some stability on increases from year to year, and also provides for fiscal accountability. Setting the mileage rate to the prevailing Provincial Rate provides for a fair reimbursement of mileage costs to Members. Specifying that appointed members will be paid by the appointing Ministry, provides clarity that the Authority does not cover appointed members costs.

Approved updates to the policy will be retroactive (if applicable and approved) to all Board Per Diems paid in 2022.

CONCLUSION

An approved policy regarding rates and future increases will allow for future budget preparation, while providing a transparent method to provide fair remuneration to LRCA Members. Specifying that the appointing Ministry will pay all costs associated with Members appointed by them, provides clarity in the policy.

BACKGROUND

Staff Report FIN-02-2017 (Resolution #6/17) directed that the per diem rate at that time and all future per diem increases would receive OMB approval, per the *Conservation Authorities Act* in effect at the time of report approval.

Staff Report FIN-06-2017 (Resolution #37/17) provided direction to staff to submit a request to the OMB to approve the current per diem, mileage and expense rates, with a proposed increase annually based on the previous years Consumer Price Index.

In April 2017, a request was sent to the OMB for approval of the current rates and approval of an annual increase to the meeting per diem based on the previous years Consumer Price Index (attached). Due to changes to the *Conservation Authorities Act*, the Board can approve their own remuneration policy without approval required from the OMB.

Per Resolution #140/18, the Board adopted Policy BOD:06 Remuneration of Members.

REFERENCE MATERIAL ATTACHED


Draft Updated Policy - BOD-06: Remuneration of Members

PREPARED BY:

Tammy Cook, CAO

REVIEWED BY:

Mark Ambrose, Finance Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: March 8, 2022
--	------------------------



Section:	BOARD OF DIRECTORS		
Title:	BOD-06: Remuneration of Members		
Resolution	Res # 140/18	Approval Date:	November 28, 2018
Revisions:	##/22		

1.0 Intent

To define the per diem rate and expense rates to paid to the Board of the Directors of the Lakehead Region Conservation Authority.

2.0 Board Member Per Diem

Members of the Board of Directors of the Lakehead Region Conservation Authority will be provided a Member per diem per meeting or for attending to the business of the Authority, with one per diem allowance per day.

3.0 Chair Per Diem

The Chair of the Board of Directors of the Lakehead Region Conservation Authority will be provided a Chair per diem per meeting or for attending to the business of the Authority, with one per diem allowance per day.

4.0 Per Diem Rates

Board Member and Chair per diem rates will increase annually on the 1st of January based on the previous year’s Consumer Price Index **average annualized rate increase for Thunder Bay or 2%, whichever is lower.**

Year	CPI %	Applied Increase %	Chair Per Diem	Member Per Diem
1992-2007			\$55.00	\$47.00
2008-2010			\$75.00	\$67.00
2011-2018			\$80.00	\$72.00
2019	1.70%	1.70%	\$81.36	\$73.22
2020	1.50%	1.50%	\$82.58	\$74.32
2021	1.20%	1.20%	\$83.57	\$75.81
2022	4.4%	2%	\$85.24	\$77.33

5.0 Mileage Rate

A mileage rate **equal to the prevailing provincial rate for Ontario will** be paid for travel required to conduct the business of the Authority.

6.0 Meal and Incidental Expense Rate

An expense per rate of \$70.00 per day will be paid to refund the expense of meals and incidentals when conducting the business of the Authority, as follows:

- Breakfast: \$11.00
- Lunch: \$16.00
- Dinner: \$29.00
- Incidentals: \$14.00

7.0 Other Expenses

Other expenses incurred while on Authority business will be reimbursed at the actual cost (i.e. lodging, public transportation and conference fees, etc.).

8.0 Provincially Appointed Members

Members appointed to the Board of Directors by the Minister, will be re-imbursed for all expenses by the appointing Ministry (i.e. *Conservation Authorities Act* Section 14(4) Member from agricultural sector appointed).



PROGRAM AREA	CORPORATE	REPORT NO.	CORP-06-2022
DATE PREPARED	March 23, 2022	FILE NO.	40-4-4
MEETING DATE	March 30, 2022		
SUBJECT	Policies related to COVID-19		

RECOMMENDATION

Suggested Resolution

“THAT: Health and Safety Policy HS-COVID-6: Vaccines be rescinded.”

LINK TO STRATEGIC PLAN

All areas.

EXECUTIVE SUMMARY

Due to the ever-evolving COVID-19 pandemic, the mandatory mask internal policy was rescinded at the LRCA on March 21, 2022. Direction is being sought regarding potentially rescinding the Vaccine Policy and when the Board of Directors wants to resume in person meetings.

DISCUSSION

Due to recent changes made by the province related to COVID-19, three areas are brought forward for information and discussion:

1. Health and Safety Policy HS-COVID-6-Vaccines
2. Health and Safety Policy HS-COVID-5-Masks
3. Return to in person Board Meetings

Health and Safety Policy HS-COVID-6: Vaccines

On October 27, 2021, Policy HS-COVID-6: Vaccines was approved per resolution #102/21, whereby all employees, Board of Directors, Foundation Members, volunteers and contractors are required to receive all required doses of COVID-19 vaccine including all subsequent recommended boosters, subject to the duty to accommodate under the Ontario Human Rights Code (see attached policy).

The Province of Ontario removed the vaccine passport requirement on March 1, 2022, no longer requiring proof of vaccination to enter establishments such as restaurants, movie theatres, etc.

A survey of staff was undertaken to gauge the preference of staff to removing the vaccine requirement, with 9 staff in favour of removing the requirement and 4 staff in favour of keeping the policy in place.

Staff recommend rescinding the Vaccine Policy.

Health and Safety Policy HS-COVID-5-Masks

On July 23, 2020, based on mandatory requirements, internal policy HS-COVID-5: Mandatory Use of Masks or Face Coverings within LRCA Office was instituted, thereby requiring all members of the public, staff, Board Members, Foundation Members, volunteers, service providers and any other visitors who enter or remained in enclosed public areas of the LRCA Administrative Office being required to wear a mask.

A survey of staff was undertaken to gauge the preference of staff to removing the masking requirement, with 9 staff in favour of removing the requirement and 4 staff in favour of keeping the policy in place.

The Province of Ontario removed the requirement of wearing of masks in public spaces (with some exceptions) on March 21, 2022. After consideration of the provincial direction and the preference of staff, the internal policy was rescinded on March 21, 2022; however, all staff were advised the following:

- All staff have the right to continue to wear masks at all times
- All staff MUST respect all other staff's personal decisions regarding masks
- All staff have the right to require visitors who they are meeting with to wear a mask during their meeting (LRCA will provide disposable masks for this purpose)
- If you are meeting with another staff member in close proximity, driving with them, etc. you have the ability to ask them to wear a mask in your presence
- All staff must continue to monitor their symptoms and not come into the office if they are sick or are isolating per Provincial/TBDHU direction.

Return to in person Board Meetings

Direction is requested on when the Board of Directors wants to resume in person meetings.

Items for consideration:

- Fully resume in person or a hybrid meeting model (i.e. offer virtual participation using meeting camera).
- Move meetings into the Multi-purpose room to allow for more spacing as no partitions will be available.
- Potential additional member to Board at any time (currently 11 Board Members and 6 staff at meetings), plus public could attend any meeting.

FINANCIAL IMPLICATIONS

None.

CONCLUSION

Due to the ever-evolving COVID-19 pandemic, the mandatory mask policy was rescinded at the LRCA on March 21, 2022. Direction is being sought regarding potentially rescinding the Vaccine Policy and when the Board of Directors wants to resume in person meetings.

BACKGROUND

The Administrative By-Law provides the following regarding Electronic Participation in Meetings:

Electronic meetings are permitted and must follow/accommodate all Section 3 Meeting Procedures identified in this by-law, or in the case of Hearings, the LRCA Section 28(12) Conservation Authorities Act Hearing Guidelines.

A Member can participate electronically in a meeting that is open or closed to the public and either case may be counted in determining whether or not a quorum of members is present at any point in time. A Member who plans on participating electronically must give adequate notice to the CAO prior to the meeting, in order to prepare for electronic participation of member(s).

Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically.

A Member shall not participate by electronic means for the purposes of electing Officers of the Authority.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the Board of Directors from meeting in person, a Member may participate in meetings electronically and shall have the ability to:

- a) register a vote;
- b) be counted towards determining a quorum; and
- c) participate in meetings closed to the public.

It is noted that the City of Thunder Bay declared a State of Emergency related to COVID-19 on April 23, 2020.

REFERENCE MATERIAL ATTACHED

Health and Safety Policy HS-COVID-6-Vaccines

PREPARED 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: March 23, 2022</p>
--	---------------------------------

Section:	HEALTH AND SAFETY		
Title:	HS-COVID-6-Vaccination Policy		
Resolution	#102/21	Approval Date:	October 27 ,2021
Revisions			

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

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

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

1.0 Definitions

Board of Directors: refers to Members of the Authority.

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

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

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

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

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

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

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

2.0 Policy

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

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

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

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

3.0 Roles and Responsibilities

Chief Administrative Officer (CAO) or Designate

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

Management and Supervisors

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

Employees

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

Reception

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

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

New Hires

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

Visitors

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

4.0 Vaccination

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

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

Accommodation for Individuals Who Cannot Be Vaccinated

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

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

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

Accommodation of Side Effects

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

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

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

Collection, Use and Disclosure of Vaccination Status Information

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

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

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

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

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

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

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

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

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

5.0 Mandatory COVID-19 Vaccination Education

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

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

6.0 Antigen Testing

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

7.0 Non-Compliance

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

8.0 Communication

The Policy will be communicated in the following ways:

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

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

9.0 Training

Training on the Policy will occur by:

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

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

10.0 Review

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

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

11.0 Evaluation

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

12.0 Successes and Improvements

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

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



LAKEHEAD REGION
CONSERVATION AUTHORITY

March 30, 2022

Moved By _____

Seconded By _____

“THAT: *having examined the accounts for the period February 1, 2022 to February 28, 2022 cheque #2499 to #2521 for \$82,527.59 and preauthorized payments of \$5,194,395.62 for a total of \$5,276,923.21, we approve their payment.”*

2499	2611943 Ontario Ltd.: December January garbage removal	678.00
2500	Hatch Ltd.: Floodway Survey	6,304.03
2501	Lakehead Conservation Foundation: Membership Dues	50.00
2502	Mark Ambrose: Registered Mail	97.81
2503	McKitricks: Vaccine Policy	1,333.40
2504	Superior Outdoors Inc. The Walleye: 1/4 page ad in Walleye	175.15
2505	Tom Jones Corporation: Holdback Payment Hazelwood Dam	20,104.50
2506	Carpet Masters: February Janitorial	457.65
2507	Central Carwash: January Fuel	558.03
2508	City of Thunder Bay: Property Tax Bills	19,937.33
2509	Creekside Nursery and Garden Centre: January Plowing	2,101.80
2510	Francotyp-Postalia Canada Inc.: Postage	141.25
2511	Innovated Solutions: March Cloud Backup	133.34
2512	Lowery's: Office Supplies	323.67
2513	Minister of Finance: EHT for the 2021 year	16,819.55
2514	Minister of Finance...: Property Tax Bills	252.70
2515	Municipality Of Neebing: Property Tax Bills	51.95
2516	Municipality Of Oliver Paipoonge: Property Tax Bill	1,607.11
2517	Municipality Of Shuniah: Property Tax Bills	817.83
2518	Shout Media: Website development	542.40
2519	Stantec Consulting Ltd: Mountdale Boat Launch Survey	9,802.75
2520	Tammy Cook: Vision Care reimbursement	200.00
2521	Township of O'Connor: Property Tax Bill	37.34
		82,527.59

Chair

PA	Payroll and Per Diems	48,167.68
PA	Royal Bank Group Retirement RRSP and TFSA	8,124.64
PA	RWAM and Lifeworks Benefits	3,131.31
PA	Enbridge	1,139.30
PA	Synergy North	517.45
PA	Visa Routine Monthly Expenses	7,631.25
PA	Receiver General of Canada: February Payroll Remittance	25,023.77
PA	Banking and Visa Fees	373.32
PA	One Investments HISA	5,100,000.00
PA	Photocopier Lease	286.90
		5,194,395.62
		5,276,923.21

Chair

Res# _____/22

Monthly Plan Input/Review and Fill Regulations Administration
February 1 to 28, 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					Z-08-2021 - Revised*			Portion of Kam River Easement	2720 Government Road		
Total	0	0	0	0	1	0	0	1	1	0	3
Oliver Paipoonge			OPA-03 *		ZBLA 01-2022						
			OPA-01 *								
Total	0	0	2	0	1	0	0	0	0	0	3
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing		B01-2022									
Total	0	1	0	0	0	0	0	0	0	0	1
Shuniah	A1/22				Z6/21						
	A2/22										
	A3/22										
Total	3	0	0	0	1	0	0	0	0	0	4
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	3	1	2	0	3	0	0	1	1	0	11

Monthly Plan Input/Review and Fill Regulations Administration
March 1 to 22, 2022

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			Amendment No. 6 *	2022 Zoning By-Law Draft *	Z-09-2020	58T-00501			227 Camelot Street 325 Archibald Street		
	Total	0	0	1	1	1	1	0	0	2	0
Oliver Paipoonge		1B/04/22								38 Haniak Road	
		1B/05/22									
		1B/06/22									
		1B/07/22									
Total	0	4	0	0	0	0	0	0	0	1	5
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		B1/22									
	Total	0	1	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		1B/02/22									
		1B/03/22									
Total	0	2	0	0	0	0	0	0	0	0	2
Monthly Total	0	7	1	1	1	1	0	0	2	1	14



Permit #	Category	Fee	Applicant Name	Municipality	Subject Property Address	Type of Work	Key Dates				
							Rec'd at LRCA	Permit Issued	Days to Issue Permit	Reason for Timeline	Approved by:
#1/22	Standard Works	\$300.00	Alex Hitback	City of Thunder Bay	Central Ave Vacant Lot	Garage	6/1/2022	14/1/22	8		Staff
#2/22	Major Works	\$1,000.00	Enbridge Gas Inc	City of Thunder Bay	Kam River Crossing/Victor/Riverdale	Directional Drilling For Gas Pipeline	27/01/22	28/01/22	1		Staff
#3/22	Standard Works	\$600.00	James Ward	City of Thunder Bay	1391 Arthur St W.	Fill Placement & Site Grading	24/01/22	28/01/22	4		Staff
#4/22	Small Works	\$150.00	Gerald Champagne	City of Thunder Bay	400 Lyon Blvd.	Water Park Cement Anchors	8/2/2022	14/02/22	6		Staff
#5/22	Small Works	\$150.00	Glen McLeod	Municipality of Shuniah	1369 Silver Beach Dr	Erosion Protection	28/02/22	03/03/22	3		Staff
#6/22	Major Works	\$2,000.00	Di Gregorio Developments	City of Thunder Bay	Weiler Blvd & Cougar Cres.	Fill Placement & Site Grading	22/02/22	29/02/22	5		Staff
#7/22	Standard Works	\$300.00	Andrew Potter	City of Thunder Bay	890 Gratten Road	Dwelling Construction & Fill Placement	9/3/2022	11/03/22	3		Staff



Monthly Project Update

MEETING DATE	March 30, 2022
STAFF NAME	Ryan Mackett
POSITION	Communications Manager

55+ Centre Health & Wellness Expo

On Saturday, March 19 staff attended the 55+ Centre’s Health and Wellness Expo from 10:00 a.m. – 4:00 p.m. Approximately 550 people attended the event, according to 55+ Centre staff. The Authority booth highlighted Conservation Areas, the importance of recreating in nature for physical and mental well-being, public events and the Superior Stewards program. For your information, this event was the last in-person, outside organization event attended by staff in March 2020 prior to the COVID-19 pandemic lockdowns.

SWAP

The 2022 Spring Water Awareness Program (SWAP) occurred on March 21-25. A total of 11 bookings from eight schools (including Dorion Public School) totaling over 200 students participated in the program. Ontario Power Generation (OPG) also participated on several days alongside LRCA staff.

Lakehead University Presentations

Staff conducted several presentations for Lakehead University students throughout the month of March, including in-person at the University and at Silver Harbour Conservation Area at an LU field school session regarding ice fishing and ice/water safety. Over approximately 150 university students were reached as part of the various presentations.

Wine Tasting Event

Please note that tickets for the 2022 Wine Tasting & Dinner at Whitewater fundraising event are now on sale through the LRCA’s webstore (store.lakeheadca.com). Tickets are \$100.00 each and all sales will go through the webstore. The event is being held on Thursday, May 12, 2022 at Whitewater Golf Club.



Monthly Project Update

MEETING DATE	March 30, 2022
STAFF NAME	Gail Willis
POSITION	Watershed Manager

Advanced Provincial Offences Officer Training – Level II

On March 7, 2022, the Watershed Manager successfully completed the advanced level 2 Provincial Offences Officer Training Course through Conservation Ontario. The advanced training was offered to Conservation Authority Staff who were previously designated as Provincial Offences Officers under the *Conservation Authorities Act* and *Trespass to Property Act*. The course promoted officer safety, competency, professionalism, and consistency across Conservation Authorities. Topics included investigation procedures, witness statements, prosecutor briefs, court documentation, and testimony.

Source Protection Committee Meeting

The Source Protection Committee (SPC) held a meeting on March 18, 2022 to discuss the seventh annual progress report, which is due to the MECP on May 1, 2022, as well as other relevant issues related to source protection. Staff have completed the mandated standardized forms and the 2021 annual progress reporting as required on the Electronic Annual Reporting online tool (EAR), as well as the update to the annual report in LRCA's format. The LRCA's format will be posted to the source protection website as it provides a more comprehensive summary of the source protection program.

The SPC members reviewed the annual reports, and it was the consensus that the Lakehead Source Protection Plan was meeting its objectives. The SPC has until April 15, 2022 to provide any additional comments to staff, which will then be incorporated into the final report, prior to the next Source Protection Authority Meeting.

The Minutes of the Source Protection Committee Meeting held on March 16, 2021 are attached on page 4 of 7.

Source Protection Authority Meeting

A Source Protection Authority Meeting will be held immediately after the April 27, 2022 Board Meeting. This meeting will be to receive and adopt the seventh annual progress report, which is prepared annually by the Source Protection Authority and submitted to the Director of the

Ministry of Environment, Conservation and Parks prior to May 1st, as required in the *Clean Water Act*.

Snow Surveys and Lake Levels

Staff conduct snow surveys on a bimonthly basis on the 1st and 15th of the month between November and May of each year. There are three historical snow survey locations which are located at Hazelwood Lake Conservation Area (Current River), Madeline Street (McVicar Creek), and Vibert Road (Pennock Creek). Snow depth and weight (water content) are collected and forwarded to the MNR's Surface Water Monitoring Centre as part of the Flood Forecasting Program.

The March 15, 2022 snow surveys indicate that the snow survey locations are above average for snow depth and water content, when compared to the historical averages for March 15. The snow depth results were: McVicar Creek – 65.5 centimetres (cm) (74% above average), Pennock Creek – 63.5 cm (86% above average), and Current River – 74.8 cm (38% above average), which averages to 66% above the historical average for depth for March 15. The water content results were, on average, 50% above average for the three snow courses, with an equivalent water content ranging from 148.7 mm at McVicar Creek, 147.8 millimetres (mm) at Pennock Creek and 140.7 mm at Hazelwood (Current River). The next snow survey measurements will be taken on April 1, 2022.

Lake Superior's beginning of March level was 9 centimetres (cm) below its period-of-record (1918-2021) beginning of month average, and 46 cm lower than the record high of 2019. Lake Superior's beginning of March water level is the lowest since 2013. The current water level is approximately 108 centimetres lower than the 100-year flood level for Lake Superior. Ice cover on Lake Superior as of March 22, 2022 was 44%, which is above average; however, still considerably less than the over 90% ice cover experienced in 2019.

33rd Annual Spring Melt Meeting

The Authority will be holding the 33rd Annual Spring Melt Meeting on April 7, 2022, at 10:00 am via Microsoft Teams. Each Member Municipality will receive an invitation. Updating their municipalities flood contact information was underway at the time of writing this report.

The annual meeting is held to discuss the spring melt conditions and to keep the lines of communications open with staff and personnel who may be involved during a flood emergency. The updated Flood Warning Booklet will be distributed and mailed to those in attendance and others on the flood contact list not in attendance. All Flood Warning System Binder holders will be receiving their annual update by mail as well.

Riparian Habitat Restoration at Mounddale Boat Launch Project

On March 22, LRCA Staff hosted a community stakeholder meeting to present design concepts for the habitat restoration and overall park plans for Mounddale Boat Launch. The LRCA's goal of the project is to improve water quality and re-establish ecosystem function along the Kaministiquia River, as well as manage urban stormwater runoff and sedimentation to the waterway.

Environmental improvements (green infrastructure, asphalt removal, and riparian vegetation enhancement) are prioritized for 2022 with funding from Environment and Climate Change Canada and the City of Thunder Bay. Future and overall park improvements to the parking areas, accessible dock, and viewing platform will be addressed as funding becomes available. The concept design plan will be added to the City's 'Get Involved' website in April for public input and feedback.

The Mounddale Boat Launch Concept Design Plan is attached on page 8.

MINUTES OF THE SEVENTIETH REGULAR LAKEHEAD SOURCE PROTECTION COMMITTEE MEETING

Minutes of the Seventieth Regular Meeting of the Lakehead Source Protection Committee held on Tuesday, March 16, 2021, at the Lakehead Region Conservation Authority via Microsoft Teams (virtual). The Chair called the Meeting to order at 1:30 p.m.

MEMBERS PRESENT:

Lucy Kloosterhuis, Chair
Chris Bowles
Bernie Kamphof
Ross Chuchman
Walter Turek
Erin Knight
Guy Jarvis (until 2 pm)

MEMBERS ABSENT:

None

LIAISON MEMBERS PRESENT:

Tammy Cook, CAO, LRCA
Tea Pesheva, Liaison Officer, MECP

LIAISON MEMBER ABSENT:

Lee Sieswerda, TBDHU

ALSO PRESENT:

Gail Willis, Watershed Manager
Roman Augustyn, Information Systems Coordinator, recorder of Minutes

1. ADOPTION OF AGENDA BY CONSENSUS

Agenda adopted by consensus.

2. DISCLOSURE OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

It was noted that Beth Forrest's name was misspelled in the previous SPC meeting minutes and will be updated.

The Minutes of the Sixty-Ninth Regular Meeting held on Monday, March 16, 2020 were adopted as amended by consensus.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

It was noted that the City of Thunder Bay's Standard Operating Procedure for addressing blue-green algae will be included to the Sixth Annual Lakehead Source Protection Plan Report.

5. SOURCE PROTECTION PROGRAM

Source Protection Funding

It was noted that the current funding Agreement expires on March 31, 2021. MECP cannot commit to multiyear funding; therefore, funding is unknown from year to year. Staff have submitted a draft budget to the MECP for the 2021/2022 fiscal year for their consideration. The request included 0.50 FTE, which results in 0.20 FTE Watershed Manager, 0.10 FTE Administrative Assistant and 0.20 FTE Information Systems Coordinator. A draft transfer payment agreement has been provided by MECP; however, the budget has not yet been approved for 2021/2022.

Source Protection Website

It was noted that staff are in the process of streamlining the existing content of the Lakehead Source Protection web pages and moving applicable web page content from www.sourceprotection.net to the Lakehead Region Conservation Authority website. Lakehead Source Protection content will be placed under the heading 'Watershed' and under the subheading 'Source Water Protection'.

6. SOURCE PROTECTION IMPLEMENTATION

Implementing Bodies Annual Reports

It was noted that the two Implementing Bodies of the Lakehead Source Protection Plan (SPP), the Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit, submitted their Annual Reports on January 5, 2021. Staff have reviewed the reports and have concluded that the Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit have met the requirements of the Plan to date.

It was also noted that the Municipality of Oliver Paipoonge had no Official Plan or Zoning By-Law amendment applications with respect to WHPA-A in 2020. The Thunder Bay District Health Unit re-inspected six (6) sewage treatment systems in 2020, which appear to be functioning normally. The remaining twelve (12) systems will be re-inspected in 2021.

Sixth Annual Lakehead Source Protection Plan Report

It was noted that the sixth annual progress report has been prepared for submission by the Lakehead SPA for the period of January 1, 2020 to December 31, 2020, utilizing the prepared templates from MECP. The LRCA also completed a more detailed report using a format developed by LRCA staff. The LRCA format will also be available on the LRCA website as it provides

a more comprehensive summary of the program to date.

It was requested that all SPC Members written comments be received at the LRCA by April 14, 2021 for submission in the Annual Report. Staff will be presenting the final Annual Report to the Source Protection Authority for adoption at the April 28, 2021 Board Meeting.

Vacant Land Condominium – Municipality of Shuniah

It was noted that a vacant lot condominium is proposed on the shore of Lake Superior in the Municipality of Shuniah and is within Intake Protection Zone for the Bare Point Water Treatment Facility. The City of Thunder Bay has requested the developer provide a detailed assessment on the potential impacts of development on the Bare Point Intake Protection Zone.

A requirement to install tertiary treatment systems for the proposed lots was deemed unwarranted by SPC members. It was noted that any proposed policy updates can be brought forward through the *Clean Water Act* Section 36 or Section 34 process. It was noted that a workplan to update the Lakehead Source Protection and Assessment Report via Section 36 Order is to be submitted to MECP by May 7, 2023.

7. SOURCE PROTECTION COMMITTEE

Committee Procedural Manual

It was noted that staff will be updating the Drinking Water Source Protection SPC Procedural Manual in 2021. Updates will include the allowance of members to participate electronically in SPC meetings and administrative changes related to the source protection website, notice of meetings, and member term of appointment.

Non-municipal SPC Member Replacements

It was noted that staff will be undergoing the process to replace the six current non-municipal SPC members in 2021. The non-municipal member term expires on November 30, 2021.

8. CORRESPONDENCE

Canada Water Agency – Discussion Paper

It was noted that the Government of Canada is looking to establish a new Canada Water Agency (CWA) that will focus on finding the best way to keep our water safe, clean, and well-managed by working together with provinces, territories, Indigenous communities, local authorities, scientists, and others. Conservation Ontario provided a coordinated and collective response to the *“Toward the Creation of a Canada Water Agency – Discussion Paper”* on behalf of all Conservation Authorities and submitted to the Environment and Climate Change Canada (ECCC) online platform on February 26, 2021. Conservation Ontario’s response will be provided to the SPC members via email separately.

9. NEW BUSINESS

Director Technical Rules

It was noted that the Ministry of Environment, Conservation, and Parks is in the process of updating the Director Technical Rules. It was noted that the proposed amendments to the Intake Protection Zone Issue Contributing Areas (IPZ-ICAs) will introduce ICA's as standalone vulnerable areas within IPZ-ICA or WHPA-ICA and will improve the scientific approach to capture activities that are cumulatively impacting the quality of drinking water.

10. NEXT MEETING

The date for the next meeting was tentatively scheduled for March 2022.

11. ADJOURNMENT BY CONSENSUS

Meeting adjourned by consensus at 2:15 p.m.



MARCH 2022



MOUNDDALE BOAT LAUNCH CONCEPT DESIGN

