



**October LRCA Board Meeting**  
 Lakehead Region Conservation Authority  
 130 Conservation Road/Microsoft Teams  
 Oct 26, 2022 4:30 PM - 6:00 PM EDT

**Table of Contents**

**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.

**3. DISCLOSURE OF INTEREST**

**4. MINUTES OF PREVIOUS MEETING.....4**

THAT: the Minutes of the Lakehead Region Conservation Authority Eighth Regular Meeting held on September 28, 2022 be adopted as published.

September LRCA Board Meeting Minutes.pdf.....4

**5. IN-CAMERA AGENDA**

No In-Camera meeting will be held.

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

**7. CORRESPONDENCE**

**7.1. Lakehead Conservation Foundation Membership Request.....9**

THAT: Sabrina Kovacevic be appointed to the Lakehead Conservation Foundation.

Email request to join LCF, September 9, 2022.pdf.....9

**7.2. Source Water Protection Committee Chair**

The Ministry of Environment, Conservation and Parks has advised that Lucy Kloosterhuis has been reappointed as Chair of the Source Protection Committee.

**8. STAFF REPORTS**

**8.1. Conversion of Mills Block and Wishart Forest Management Properties to Conservation Areas.....10**

THAT: Staff Report CONAREA-06-2022 be received AND FURTHER THAT Mills Block Forest and Wishart Forest be renamed as Conservation Areas.

CONAREA-06-2022\_Conversion of Mills Block and Wishart Forest Managment Properties to Conservation Areas.pdf.....10

**8.2. Hazelwood Lake and Mission Island Marsh – Bacteriological Water Quality and Cyanobacteria Monitoring Report – 2022.....17**

THAT: the Staff Report WM-01-2022 be received AND FURTHER THAT the recommendations contained therein are endorsed. Funds and personnel permitting, bacteriological water quality and cyanobacteria monitoring at Hazelwood Lake and Mission Island Marsh should be continued in the summer of 2023. Further testing of field parameters should be continued in succeeding years to determine normal ranges and trends for both Hazelwood Lake and Mission Island Marsh Conservation Areas.

WM-01-2022\_Bathing Beach Report 2022.pdf.....17

**8.3. Traffic Counter Report.....22**

THAT: the Staff Report CONAREA-04-2022 be received AND FURTHER THAT the recommendations contained therein be endorsed. Personnel and funding permitting, continue the annual vehicle counts at the Conservation Areas, Continue developing the marketing strategy with a focus on increasing yearly payment revenue for all Conservation Areas, and creating public awareness of LRCA owned Conservation Areas and associated costs, Continue to promote the sale of Explore Card Parking Passes, and Develop a strategy to track usage of Explorer Card users.

CONAREA-04-2022 Traffic Counter Report - 2021.pdf.....22

**8.4. Snowplow Policy.....76**

THAT: General Policy GEN-20- 2022: Snowplowing Policy be approved.

POLICY-GEN-20-2022 Snowplowing Policy.pdf.....76

**9. CHIEF ADMINISTRATIVE OFFICER'S REPORT**

**9.1. Monthly Treasurer's Report.....84**

Monthly Financial Report September.pdf.....84

**9.2. Reserve Policy Update.....85**

THAT: Finance Policy FIN-04-2022: Reserve Policy, Version 2.0 be adopted as outlined in Staff Report POLICY-FIN-04-2022.

POLICY FIN-04-2022 Reserve Policy Update, 2022.pdf.....85

**9.3. Fee Policy Update.....105**

THAT: Finance Policy FIN-08: Fee Policy be amended as outlined in Staff Report POLICY-FIN-08-2022. THAT: the 2023 Fee Schedule be adopted.

POLICY - FIN-08-2022 Fee Policy Update.pdf.....105

**9.4. Fixed Asset Policy.....127**

THAT: Finance Policy FIN-11-2022: Fixed Asset Policy be approved.

POLICY-FIN-11-2022, Fixed Asset Policy.pdf.....127

**9.5. OMERS By-Law.....133**

THAT : the Members of the Lakehead Region Conservation Authority authorize the passing of By-Law No. 3/2022: OMERS By-Law. THAT : the CAO and Finance Manager are authorized to take all action and execute all such documents, certificates and agreements, as they may consider necessary to give effect to the provisions of By-Law No. 3: OMERS By-Law.

POLICY\_BY Law No. 3 OMERS\_2022.pdf.....133

**9.6. Strategic Plan Update 2023-2027.....139**

THAT: Staff Report STRAT-02-2022 be received for discussion.

STRAT-02-2022\_COMBINED.pdf.....139

**10. PASSING OF ACCOUNTS**

**10.1. Passing of Accounts September.....150**

THAT: having examined the accounts for the period September 1, 2022 to September 30, 2022 cheque #2683 to #2701 for \$37,415.60 and preauthorized payments of \$152,868.79 for a total of \$190,284.39, we approve their payment.

Passing of Accounts September.pdf.....150

**11. REGULATORY ROLE**

Plan Input Review program comments and Section 28 permits issued since last meeting summaries.

**11.1. Plan Review Commenting Summary.....151**

Plan Input and Review Yearly Summary Sept & Oct.pdf.....151

**11.2. Section 28 Permit Summary.....153**

Permit Tracking Log October 2022.pdf.....153

**12. PROJECTS UPDATE**

**12.1. Communications Manager Projects Update.....155**

Communications Manager October 2022 Agenda Project Update.pdf.....155

**12.2. Lands Manager Projects Update**

None.

**12.3. Watershed Manager Projects Update.....156**

Watershed Manager October 2022 Agenda Project Update.pdf.....156

**13. NEW BUSINESS**

**14. NEXT MEETING**

The next meeting will be held on November 30, 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

## September LRCA Board Meeting Minutes

September 28, 2022 at 4:30 PM  
130 Conservation Road/Microsoft Teams

### Members Present:

Donna Blunt, Andrew Foulds

### Members Present (Remote):

Grant Arnold, Joel Brown, Rudy Buitenhuis, Andrea Goold, Umed Panu, Jim Vezina, Allan Vis

### Also Present:

Tammy Cook, Chief Administrative Officer  
Mark Ambrose, Finance Manager  
Gail Willis, Watershed Manager  
Ryne Gilliam, Lands Manager  
Roman Augustyn, Information Systems Coordinator  
Melanie O'Riley, Administrative Clerk/Receptionist, recorder of Minutes

### Members Absent:

Erwin Butikofer, Trevor Giertuga

### 1. CALL TO ORDER

The Chair called the Meeting to order at 4:30 p.m.

### 2. ADOPTION OF AGENDA

*THAT: the Agenda be adopted as published.*

### Motion: #101/22

Motion moved by Andrea Goold and motion seconded by Joel Brown. **CARRIED.**

### 3. DISCLOSURE OF INTEREST

None.

#### **4. MINUTES OF PREVIOUS MEETING**

*THAT: the Minutes of the Lakehead Region Conservation Authority Seventh Regular Meeting held on August 31, 2022 be adopted as published.*

**Motion: #102/22**

Motion moved by Grant Arnold and motion seconded by Umed Panu. **CARRIED.**

#### **5. IN-CAMERA AGENDA**

No In-Camera meeting was held.

#### **6. BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **6.1. Request to Minister for Exception**

Members were advised that as per resolution #99/22, the CAO on September 13, 2022, submitted a letter to the Minister requesting an exception to allow the current Chair to continue as Chair in 2023 if so elected.

#### **7. CORRESPONDENCE**

##### **7.1. Arthur Shewchuk Memorial Bursary**

It was noted that the 2021/2022 recipient of the Arthur Shewchuk Memorial Bursary was Jordon Bevis, who is enrolled in third year Outdoor Recreation and Geography.

#### **8. STAFF REPORTS**

##### **8.1. Cascades Parking Lot/Paved Trail Project**

Members reviewed and discussed Staff Report CONAREA-03-2022 related to the received bid for the Cascades Parking Lot/Paved Trail Project.

*THAT: the Parking Lot and Paved Trail Project at Cascades Conservation Area be deferred to 2023.*

**Motion: #103/22**

Motion moved by Rudy Buitenhuis and motion seconded by Jim Vezina. **CARRIED.**

## **8.2. Diversion Channel Sediment Removal and Regrading**

Members reviewed and discussed Staff Report NMFC-03-2022 related to the Neebing-McIntyre Floodway Diversion Channel Sediment Removal and Regrading project.

***THAT:** the 2022 Neebing-McIntyre Floodway Diversion Channel Sediment Removal and Regrading project be awarded to Bruno's Contracting (thunder bay) Ltd. for the material, equipment, and labour necessary to remove the accumulated sediment for a cost of \$129,000.00, not including HST.*

**Motion: #104/22**

Motion moved by Andrew Foulds and motion seconded by Allan Vis. **CARRIED.**

## **9. CHIEF ADMINISTRATIVE OFFICER'S REPORT**

### **9.1. Monthly Treasurer's Report**

Members were provided with the monthly Financial Report for August's Administration and Capital.

### **9.2. Conservation Authorities Act Progress Report #2**

Members reviewed and discussed Staff Report CORP-11-2022 related to the *Conservation Authorities Act Progress Report #2*.

***THAT:** Staff Report CORP-11-2022: Conservation Authorities Act Progress Report #2 be received **AND FURTHER THAT** Progress Report #2 be approved **AND FURTHER THAT** the report be forwarded to the Ministry of Natural Resources and Forestry.*

**Motion: #105/22**

Motion moved by Andrew Foulds and motion seconded by Umed Panu. **CARRIED.**

## **10. PASSING OF ACCOUNTS**

***THAT:** having examined the accounts for the period August 1, 2022 to August 31, 2022 cheque #2660 to #2682 for \$321,803.71 and preauthorized payments of \$108,403.72 for a total of \$430,207.43, we approve their payment.*

**Motion: #106/22**

Motion moved by Andrea Goold and motion seconded by Grant Arnold. **CARRIED.**

## **11. REGULATORY ROLE**

Members were provided with the summaries for the Plan Review Program and Section 28 permits issued since last meeting.

## **12. PROJECTS UPDATE**

### **12.1. Communications Manager Projects Update**

The first Neebing Birding Day was very successful with approximately 24 participants. The event was held in partnership with the Municipality of Neebing, Nature Conservancy of Canada, Ontario Nature and Blue Sky Community Healing Centre.

It was noted that the LRCA in partnership with the Thunder Bay Multicultural Association hosted two “Northern Newcomers” events. All participants were newcomers to Canada and the event provided an opportunity to offer the newcomers their first outdoor experience in Northern Ontario.

### **12.2. Lands Manager Projects Update**

It was noted that a anchoring climbing rope was secured along the steep hill of the LRCA owned section of the James Duncan Trail at Little Trout Bay to assist those who have difficulties ascending or descending the hill.

It was noted that an emergency turnaround area was developed along the trail at Cedar Falls Conservation Area at the request of the O’Connor Fire Department.

### **12.3. Watershed Manager Projects Update**

Lake Superior levels remain above average.

It was noted that Staff received approval for funding from Environment and Climate Change Canada in the amount of \$92,000 through the Great Lakes Protection Initiative Fund. The funds will be used for the restoration of two sites along the Lake Superior shoreline. The project will improve water quality and ecosystem function along key shoreline areas of Thunder Bay.

It was noted that Staff received approval for funding from the Ministry of Environment, Conservation and Parks in the amount of \$60,500 through the Great Lakes Local Action Fund. The funds will be used for the Floodway Habitat Corridor project.

## **13. NEW BUSINESS**

None.

**14. NEXT MEETING**

The next meeting will be held on October 26, 2022 at 4:30 p.m.

**15. ADJOURNMENT**

***THAT:** the time being 4:44 p.m. **AND FURTHER THAT** there being no further business we adjourn.*

**Motion: #107/22**

Motion moved by Joel Brown and motion seconded by Allan Vis. **CARRIED.**

---

Chair

---

Chief Administrative Officer



**From:** Sabina Kovacevic <[sabina.kovacevic@enbridge.com](mailto:sabina.kovacevic@enbridge.com)>  
**Sent:** Friday, September 9, 2022 9:45 AM  
**To:** General LRCA Email <[info@lakeheadca.com](mailto:info@lakeheadca.com)>  
**Subject:** LCF Membership

Good morning,

I noticed in the latest newsletter that you are looking for members. I'm very interested in joining the foundation!

I think it would be a perfect fit for me as I've had a life-long interest in both education, wildlife and environmental issues. My family members are avid birders and I frequently enjoy many of the recreational conservation areas that you manage. Therefore I feel I could bring varied experience and knowledge that could be beneficial to member role.

Administratively - I have many years experience in event planning. I would most enjoy participating in the planning and logistics of the fund-raising events you hold throughout the year.

The Wine Tasting event is most dear to my heart, I have to admit. I've attended many local and national wine tasting events as well as travelled to numerous wine regions in the world to tour and taste. My experience working at a local LCBO included completing wine knowledge courses and am always reading as much as possible on the subject.

I also think that I could learn a lot from the LCF and its members. I would enjoy cultivating and sharing that knowledge with others, while also helping the LCF succeed in its fund-raising initiatives.

Thank you for your time. Wishing you much success with your fund-raising and membership drive.

Best regards,

**Sabina Kovacevic** (she/her)  
Administrative Assistant

—

**ENBRIDGE GAS**  
TEL: 807-684-8831 | [sabina.kovacevic@enbridge.com](mailto:sabina.kovacevic@enbridge.com)  
1211 Amber Drive Thunder Bay, ON P7B 6M4  
[enbridgegas.com](http://enbridgegas.com)  
**Safety. Integrity. Respect. Inclusion.**



<b>PROGRAM AREA</b>	CONSERVATION AREAS	<b>REPORT NO.</b>	CONAREA-06-2022
<b>DATE PREPARED</b>	October 4, 2022	<b>FILE NO.</b>	21-18-1, 22-18-1
<b>MEETING DATE</b>	October 26, 2022		
<b>SUBJECT</b>	Conversion of Mills Block and Wishart Forest Management Properties to Conservation Areas		

**RECOMMENDATION**

Suggested Resolutions:

**“THAT:** Staff Report CONAREA-06-2022 be received **AND FURTHER THAT** Mills Block Forest and Wishart Forest be renamed as Conservation Areas.”

**LINK TO STRATEGIC PLAN (2018-2022)**

*Conserve & Sustain:*

- *Manage future growth through a systemic evaluation of assets and landholdings.*

*Protect & Support:*

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

*Connect & Explore:*

- *Emphasize a sense of place through positive and equitable interactive experiences.*
- *Manage recreational areas for current and future generations.*

*Govern & Enhance:*

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

**EXECUTIVE SUMMARY**

Staff recommend that Mills Block Forest and Wishart Forest be renamed as Conservation Areas in an effort to be more consistent with the Authority’s other recreational landholdings and to streamline communications. Both properties are open to the public and promoted for public use as recreational spaces currently. Forest Management Plans are completed for all forested Conservation Areas and Forest Management Properties, which will not change with the renaming of the two areas. William’s Forest will remain a Forest Management property, as it is not open to the public. Minimal expenses are anticipated due to the renaming of the two properties.

## **DISCUSSION**

Staff recommend that Mills Block Forest and Wishart Forest be renamed as Conservation Areas (i.e., “Mills Block Conservation Area” and “Wishart Conservation Area”) to be more consistent with the Authority’s other recreational landholdings and to streamline communications. Both properties are currently promoted as open public recreational spaces owned and maintained by the LRCA.

The LRCA currently has eight Conservation Areas and three Forest Management Properties. The remaining Forest Management property, William’s Forest, which is not open to the public will remain a Forest Management Property, as that is the main purpose of that land holding.

As part of the Managed Forest Tax Incentive Program (MFTIP), the LRCA has Forest Management Plans on all LRCA owned forested land in an effort to reduce municipal taxes as well as have a plan for the proper management of the forests. LRCA-owned properties that have Managed Forest Plans include: Cascades, Cedar Falls, Hazelwood Lake, Hurkett Cove and Little Trout Bay Conservation Areas; Wishart Forest and Mills Block Forest; and Harpell/ Bocking, William’s Forest and Granite Point which are not publicly accessible. Regardless of the name of the area, forestry operations if warranted, can be undertaken.

Both Mills Block and Wishart Forests are utilized by the public as though they are Conservation Areas, as both properties feature hiking trails and parking lots. Both Mills Block Forest and Wishart Forest are routinely maintained, including garbage removal (Mills Block), litter clean-up, trail clearing, and hazard tree removal.

In communications, the awkward phrasing of “the LRCA’s eight recreational Conservation Areas and two publicly-accessible Forest Management Properties” can be replaced with simply “the LRCA’s ten recreational Conservation Areas”. This will also lead to additional streamlining of the LRCA website. For consistency of branding and messaging, it is far more beneficial to have ten Conservation Areas as opposed to eight Conservation Areas and two publicly accessible Forest Management Properties. Generally, the public generally already considers the Forest Management properties to be Conservation Areas. Both areas are in need of new signage; therefore, the new signage can incorporate the updated names. Additionally, the new names can be incorporated into the update of the Strategic Plan and the planned update of the Conservation Areas brochure.

## **FINANCIAL IMPLICATIONS**

As both areas are already maintained as publicly accessible recreational spaces, minimal additional expenses are anticipated with the renaming of the areas.

## CONCLUSION

It is recommended that Mills Block Forest and Wishart Forest become renamed as Mills Block Conservation Area and Wishart Conservation Area.

## BACKGROUND

Mills Block Forest is located at 4045 John Street Road in the City of Thunder Bay (adjacent to Community Hall Road). The property is comprised of 284 hectares of land, which was acquired between 1958 and 1963. The property has a 4-kilometre trail and is popular for hikers, dog walkers, naturalists, snowshoers, and birders. A rare species of orchid can be found at the site (Ram's-Head Lady's-Slipper; first reported sighting in 2008). Mills Block Forest was managed by the LRCA under an Agreement Forest Management Plan until 1997, which had been developed by the then Ministry of Natural Resources. The Plan was terminated in 1997, however some forestry operations occurred between 1998 and 2007. In 2000, about one third of the Mills Block Property was designated as a Provincially Significant Wetland.


Wishart Forest is located at 5862 Onion Lake Road in the Township of Gorham. The property is comprised of 221 hectares of land, which was acquired in 1969. The property features two trails, totalling 3.4 kilometres, and are popular for hikers, dog walkers, snowshoers, and birders. Wishart Forest has a Forest Management Plan which provides a reduction in taxes through the Managed Forest Tax Incentive Program. The Current River and Ferguson Creek both flow through the property. The property was originally known as Wishart Conservation Area but was renamed Wishart Forest in 2006 when the Forest Management Plan for the area was updated. Forestry operations were most recently carried out at Wishart Forest in 2018 and 2019.

## REFERENCE MATERIAL ATTACHED

- Mills Block Forest Fact Sheet
- Wishart Forest Fact Sheet

## PREPARED BY:

Ryan Mackett, Communications Manager  
Ryne Gilliam, Lands Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook, Chief Administrative Officer	DATE: October 5, 2022
---	--------------------------



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

## MILLS BLOCK FOREST

January 2019



Mills Block Forest is a 284 hectare forest that offers a 4 km hiking trail. Walk across an active beaver dam and watch for wildlife in the rich mixed forest. Mills Block Forest is the location of the LRCA's annual Fall Mushroom Hike.

Mills Block Forest is an extremely popular area for dog-walking. We urge all pet owners to keep your dogs on-leash at all-times while visiting, and that it is the pet-owner's responsibility to clean up after their pet.



4.0 km of  
trails



284 ha of  
land



Parking



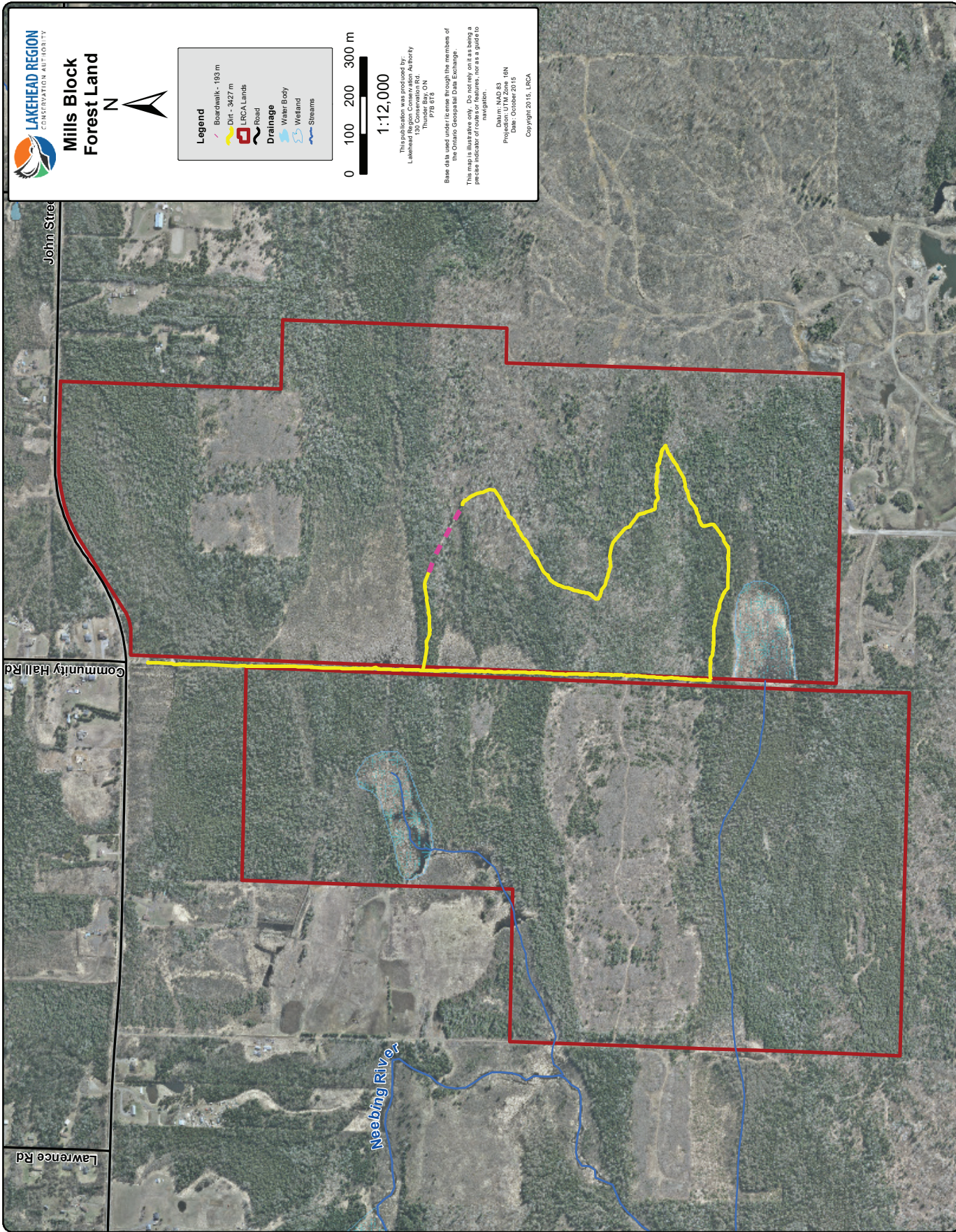
Photo  
Ops



Scenic  
Views



Active  
Wetlands



John Street  
Community Hall Rd  
Lawrence Rd

**DIRECTIONS:**

Mills Block Forest is located at the corner of John Street Road and Community Hall Road. Follow John Street Road west for about 5.3 km. Mills Block Forest will be on the left. Located within the City of Thunder Bay.





**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

# WISHART FOREST

January 2019



Wishart Forest is a 221 hectare spruce and jack pine, boreal forest. In summer, a green carpet of moss gives the area a northern appeal. In winter, make your tracks over the rolling topography of Wishart by snowshoes. The trail explores the hills of Wishart.



2.3 km of  
trails



221 ha of  
land



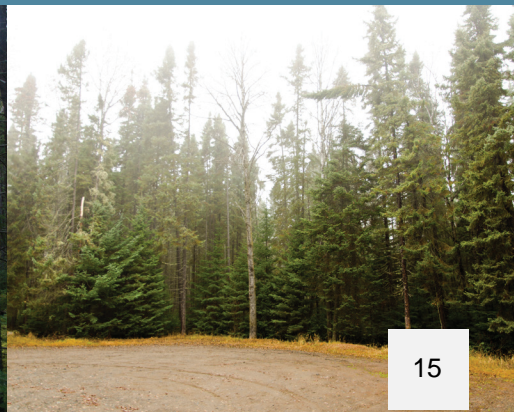
Parking

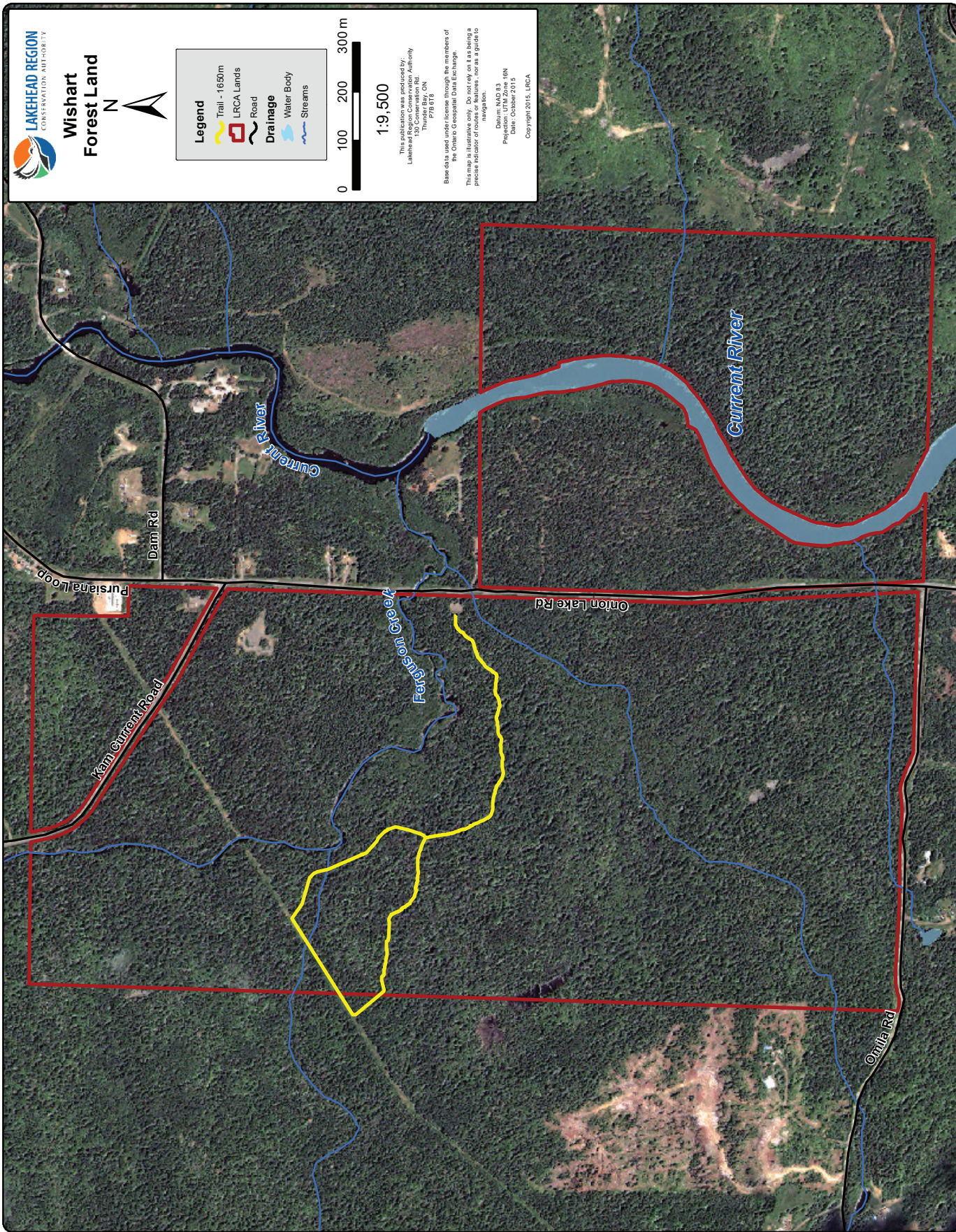


Winter  
Activities



Nature  
Viewing





**DIRECTIONS:**  
Turn onto Wardrope Avenue (off of Balsam Street), then make a right onto Onion Lake Road. Follow Onion Lake Road north for about 10.4 km. Wishart Forest will be on the left.







<b>PROGRAM AREA</b>	Watershed Monitoring	<b>REPORT NO.</b>	WM-01-2022
<b>DATE PREPARED</b>	October 6, 2022	<b>FILE NO.</b>	5-12-2
<b>MEETING DATE</b>	October 26, 2022		
<b>SUBJECT</b>	Hazelwood Lake and Mission Island Marsh – Bacteriological Water Quality and Cyanobacteria Monitoring Report – 2022		

**RECOMMENDATION**

Suggested Resolution:

“**THAT:** the Staff Report WM-01-2022 be received **AND FURTHER THAT** the recommendations contained therein are endorsed.”

- *Funds and personnel permitting, bacteriological water quality and cyanobacteria monitoring at Hazelwood Lake and Mission Island Marsh should be continued in the summer of 2023.*
- *Further testing of field parameters should be continued in succeeding years to determine normal ranges and trends for both Hazelwood Lake and Mission Island Marsh Conservation Areas.*

**LINK TO STRATEGIC PLAN (2018 – 2022)**

*Connect & Explore:*

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

**EXECUTIVE SUMMARY**

Bathing Beach sampling is conducted annually at the Hazelwood Lake Conservation Area, located 14 kilometres north of the City of Thunder Bay in the unincorporated Township of Gorham. In 2022 the monitoring program was expanded to include Mission Island Marsh Conservation Area after monitoring had ceased in 2008.

Hazelwood Lake *Escherichia coli* (*E. coli*) test results were within acceptable levels ( $\leq 200$  counts of *E. coli* per 100 millilitres of water) for the entire season. As a result, there were no beach advisories posted in the summer of 2022. Previously, Hazelwood beach has had swimming advisories posted in 1998, 1999, 2006 and 2007 when the analyzed water samples resulted in *E. coli* levels above the applicable Provincial Water Quality Objectives (PWQO) criterion. It is noted that prior to 2018, the criterion was  $<100$  counts of *E. coli* per 100 millilitres of water.

The presence of a cyanobacteria bloom was detected by bathers at Hazelwood Lake Conservation Area; however, because of the late report to the LRCA staff, the suspected bloom was no longer

active when staff arrived for analysis. No beach closure was enacted during the summer of 2022 for cyanobacteria.

## DISCUSSION

Hazelwood Lake *E. coli* levels were well below the PWQO criterion of 200 counts per 100 millilitres (mL) of water for the entire sampling season. The highest geometric mean of the year occurred on June 21, 2022 with a geometric mean of 14 counts per 100 mL of water. The highest geometric mean in 2021 was 51 counts per 100 mL.

Based on the historical bathing beach data for Hazelwood Lake, there does not seem to be an indication of improvement or deterioration of water quality at this Conservation Area. Since 1994, Hazelwood Lake has exceeded the applicable *E. coli* criterion during four sampling periods. In 1998 and 1999, Hazelwood Lake exceeded the applicable *E. coli* criterion once each year: August 5, 1998 (138.78 counts per 100 millilitres of water) and July 6, 1999 (97.36 counts per 100 millilitres of water). In 2006, the applicable criterion was exceeded five times resulting in a closure from July 28 until August 16, 2006; the highest exceedance was  $>10^3$  counts per 100 millilitres of water and was directly attributed to a large flock of Canadian geese, low lake levels and warm water temperatures. Lastly, in 2007 the applicable criterion was exceeded twice: July 9 (486.63 counts per 100 millilitres of water), and August 27 (271.81 counts per 100 millilitres of water).

For Mission Island Marsh, *E. coli* levels approached the criterion throughout the sampling season but did not exceed. While some sampling locations had *E. coli* levels greater than 200 counts per 100 mL the geometric mean for the sample set was always below the criterion. The highest geometric mean of the year occurred on July 4, 2022 with a geometric mean of 185 counts per 100 mL of water.

Based on the historical bathing beach data for Mission Marsh, there does not seem to be an indication of improvement or deterioration of water quality at this Conservation Area. Since 1994, Mission Marsh has exceeded the applicable *E. coli* criterion during three sampling periods. In 1998, the applicable *E. coli* criterion was exceeded once on August 5 (119.07 counts per 100 millilitres). In 1999, the applicable criterion was exceeded twice: July 6 (126.17 counts per 100 millilitres), and July 8 (158.22 counts per 100 millilitres). Lastly, in 2008 the applicable criterion was exceeded once on August 18 (373.31 counts per 100 millilitres) resulting in a closure from August 19 to August 21, 2007. All other analyzed samples at Mission Marsh from 1994 to 2022 were within acceptable levels of *E. coli*.

In 2022, the water temperature of Hazelwood Lake and at Mission Island Marsh was consistent with the average. The pH levels steadily increased from 2005 to 2009 at Hazelwood Lake, then stabilized within the guidelines from 2010 to 2022, with the exception of 2009 and 2018. At Mission Island Marsh, the pH levels increased slightly between 2005 2007, and were within PWQO criterion during the 2022 sampling year. It appears that conductivity and dissolved oxygen results are relatively stable since 2005 for both Hazelwood Lake and Mission Island Marsh.

Last year on June 22, 2021, the LRCA closed the beach for swimming due to the notification and confirmation of blue-green algae from the Ministry of Environment, Conservation and Parks. Cyanobacteria blooms have become a growing problem within the Thunder Bay District affecting many inland freshwater lakes and as such, the LRCA is taking progressive steps to further understand and analyze cyanobacteria within the conservation areas and the Lakehead Watershed.

During July and August 2022, the LRCA conducted weekly testing, using Algal Toxin Test Strips, to ascertain the absence or presence of cyanobacteria at Hazelwood Lake and Mission Island Marsh, as well as at Hurkett Cove and Silver Harbour Conservation Areas. The results of the Algal Toxin Test Strips indicated that the total concentration for microcystins was zero ppb for all sites for the five-week testing period. The test results do not indicate the absence of microcystins, rather that the concentrations are too low to be considered toxic or result in a Harmful Algae Bloom (HAB).

On July 3, 2022, the presence of a cyanobacteria bloom was detected by bathers at Hazelwood Lake Conservation Area. The presence of a cyanobacteria bloom was not reported to the LRCA until July 8, 2022. Because of the late report to the LRCA, the suspected bloom was no longer active when staff arrived for analysis. No beach closure was enacted during the summer of 2022 for cyanobacteria.

## **FINANCIAL IMPLICATIONS**

Water quality analysis is conducted by the Ministry of Health laboratory under the Thunder Bay District Health Unit's Bathing Beach Program.

## **CONCLUSION**

All analyzed samples for Hazelwood Lake and Mission Island Marsh were within acceptable levels for *E. coli* and cyanobacteria for the 2022 bathing beach season. Funds and personnel permitting, bacteriological water quality and cyanobacteria monitoring should be continued in the summer of 2023. Further testing of field parameters should be continued in succeeding years to determine normal ranges and trends for the Hazelwood Lake and Mission Island Marsh Conservation Area. LRCA staff will continue to contact the Spills Action Centre if blue-green algae blooms are suspected during monitoring.

## **BACKGROUND**

Hazelwood Lake is a 300-hectare inland lake owned by the Lakehead Region Conservation Authority (LRCA) within the Current River watershed and is considered a bathing beach facility. Hazelwood Lake Conservation Area is located 14 kilometres north of the City of Thunder in the unincorporated Township of Gorham.

Mission Island Marsh is located on Lake Superior within the City of Thunder Bay. The shoreline of Mission Island Marsh is not considered a bathing beach facility however it is used periodically for non-bathing activities, such as wind surfing.

Since 1994, the LRCA has annually monitored the water quality of the beach waters at the Hazelwood Lake Conservation Area. In 2022 the monitoring program was expanded to include Mission Island Marsh Conservation Area after monitoring had ceased in 2008. Sampling at the beach area was previously discontinued after it was classified as a 'non-bathing beach' due to a low usage of the water for swimming/bathing purposes. An increase in non-bathing activities and the expansion of the program to test for other water quality parameters warranted the return of the monitoring program to Mission Island Marsh Conservation Area in 2022.

The main contaminant of concern at bathing beaches is *Escherichia coli* (*E. coli*). *E. coli* is naturally found in the intestines of humans and warm-blooded animals. Unlike other bacteria in this family, *E. coli* does not usually occur naturally on plants or in soil and water. The inability of *E. coli* to grow in water combined with its short survival time in water environments means that the detection of *E. coli* in a water system is a good indicator of recent fecal contamination. These bacteria can cause irritation of the skin and eyes when contact is made and can cause serious illness when ingested. When *E. coli* criterion is exceeded, a Beach Advisory is posted at the facility.


Another contaminant of concern and emerging issue are toxins produced by cyanobacteria, also referred to as blue-green algae. These are microscopic plant-like organisms that are naturally found within natural streams, rivers, and lakes. Blooms occur when the populations rise rapidly, creating a large floating mass that can be bluish-green, brown, red, or yellow. Changes in cyanobacteria populations can be an indicator of water quality issues. When blue-green algae is suspected, the Spills Action Centre is contacted.

**REFERENCE MATERIAL ATTACHED**

Executive Summary, Hazelwood Lake Conservation Area Bathing Beach and Mission Island Marsh Conservation Area Non-Bathing Beach, Bacteriological Water Quality and Cyanobacteria Monitoring Report 2022.

A copy of the full report will be available electronically.

**PREPARED BY:** Gail Willis, Watershed Manager

THIS REPORT SIGNED AND VERIFIED BY:   Tammy Cook Chief Administrative Officer	DATE: October 7, 2022
--	--------------------------

## EXECUTIVE SUMMARY

Water quality sampling of the bathing beach at Hazelwood Lake Conservation Area and non-bathing beach at Mission Island Marsh Conservation Area was undertaken by the Lakehead Region Conservation Authority (LRCA) throughout the summer of 2022. Collected water samples were analyzed by the Public Health Ontario laboratory for *Escherichia coli* (*E. coli*) bacterial concentrations and compared to the bathing beach criterion published in the Ministry of Health and Long-Term Care (MOHLTC), Operational Approaches for Recreational Water Guideline, 2018.

*E. coli* test results for both conservation areas were within acceptable levels ( $\leq 200$  counts of *E. coli* per 100 millilitres of water) for the entire season. As a result, there were no beach advisories posted in the summer of 2022. Previously, Hazelwood Lake beach has had swimming advisories posted in 1998, 1999, 2006 and 2007, while Mission Island Marsh beach had one swimming advisory posted in 2008 when the analyzed water samples resulted in *E. coli* levels above the applicable criterion; however, no sampling was conducted between 2009 and 2021. It is noted that prior to 2018, the criteria was  $<100$  counts of *E. coli* per 100 millilitres of water.

Field parameters, which included water temperature, turbidity, pH, dissolved oxygen and conductivity, were measured as additional indicators of water quality. Testing of these field parameters began in 2005. In 2022, the water temperatures of Hazelwood Lake were consistent with the historical average, while Mission Marsh had water temperatures lower than the historical average. Hazelwood Lake and Mission Marsh had average pH values of 7.66 and 7.70. Trends for conductivity and dissolved oxygen remained relatively stable throughout the sampling period for both conservation areas. Turbidity values were slightly lower at Hazelwood Lake compared to the historical average, and significantly lower than the 2005 to 2008 average at Mission Marsh. Testing of field parameters should be continued as part of the bathing beach program in succeeding years to help clarify normal ranges and trends for both the Hazelwood Lake Conservation Area and the Mission Island Marsh Conservation Area.

The presence of a cyanobacteria bloom was detected by bathers at Hazelwood Lake Conservation Area; however, because of the late report to the LRCA staff, the suspected bloom was no longer active when staff arrived for analysis. No beach closure was enacted during the summer of 2022 for cyanobacteria.

Funds and personnel permitted, bacteriological water quality and cyanobacteria monitoring at Hazelwood Lake and Mission Marsh should be continued in the summer of 2023. LRCA staff will contact the Spills Action Centre if blue-green algae are suspected during monitoring activities.



<b>PROGRAM AREA</b>	CONSERVATION AREAS	REPORT NO.	CONAREA-04-2022
<b>DATE PREPARED</b>	October 3, 2022	FILE NO.	28-25-2
<b>MEETING DATE</b>	October 26, 2022		
<b>SUBJECT</b>	Traffic Counter Report - 2021		

**RECOMMENDATION**

Suggested Resolution:

**“THAT:** the Staff Report CONAREA-04-2022 be received **AND FURTHER THAT** the recommendations contained therein be endorsed.”

- Personnel and funding permitting, continue the annual vehicle counts at the Conservation Areas,
- Continue developing the marketing strategy with a focus on increasing yearly payment revenue for all Conservation Areas, and creating public awareness of LRCA owned Conservation Areas and associated costs,
- Continue to promote the sale of Explore Card Parking Passes, and
- Develop a strategy to track usage of Explorer Card users.

**LINK TO STRATEGIC PLAN (2018 – 2022)**

*Connect & Explore:*

- Manage recreational areas for current and future generations.

**EXECUTIVE SUMMARY**

In 2021, TRAFx G3 vehicle counters were deployed at Cascades, Mission Island Marsh, Hazelwood Lake, Silver Harbour, Little Trout Bay, Cedar Falls and Hurkett Cove Conservation Areas and Mills Block Forest. A seasonal trail counter was deployed on the Current River Trail at Wishart Forest.

On January 1, 2021, the daily parking fee was increased from \$2.00 to \$5.00 and Explorer Cards were increased from \$30.00 to \$40.00. Payment options were expanded to include pay and Display units at Cascades and Mission Island Marsh Conservation Areas during October of 2021. In 2021, 230,997 vehicles visited the eight studied conservation areas, which corresponds to 508,193 people, assuming a count of 2.2 people per vehicle. Mission Island Marsh Conservation Area was the most visited area (31.4%), followed by Cascades Conservation Area (28.2%), Silver Harbour Conservation Area (16.2%), Mills Block Forest (14.7%) Hazelwood Lake Conservation

Area (4.7%) Little Trout Bay Conservation Area (1.9%) Cedar Falls Conservation Area (1.5%), and Hurkett Cove Conservation Area (1.5%). The average monthly vehicle count increased by approximately 1,406 vehicles from 17,844 in 2020 to 19,250 in 2021.

Total revenue from all coin boxes and pay and display units in 2021 amounted to \$26,032.26, which equates to approximately 2.5% of people paying the parking fee by coin box or Pay and Display. In 2021, 1,555 Explore Cards were purchased and 20 were donated as promotional items with a revenue of \$57,910.00. It is estimated that 33.9% of visitors to the areas pay for their parking using an Explore Card, which results in an estimated 36.4% of all visitors paying to park in the areas. Total revenue generated from coin boxes and Explorer Cards increased by approximately \$65,438.26 in 2021 when compared to 2020 (i.e., \$18,504.00 in 2020 compared to \$83,942.26 in 2021).

Total vehicle count percentage increase from 2020 to 2021 was 7.8%. This increase in visitation maintains the significant 45% increase between 2019 and 2020 during the COVID-19 Pandemic shutdowns.

## **DISCUSSION**

Annual vehicle traffic counter studies of Cascades, Cedar Falls, Little Trout Bay, Mission Island, Hazelwood Lake, Hurkett Cove and Silver Harbour Conservation Areas and Mills Block Forest were completed in 2021. Seasonal trail counter study of Wishart Forest (Current River trail) was also conducted in 2021.

### *Methodology*

The TRAFx G3 vehicle counters were placed underground in plastic valve boxes that provided protection from the surrounding soil and were covered with approximately 10 centimetres of native soil or rock on top. The counters were placed in Ziploc bags that have desiccant moisture control packets to control the moisture levels in the bag. A PVC junction box is utilized at Hazelwood Lake, which has been installed on the side of the guardrail along the hill prior to the causeway.

The counters cannot distinguish direction of traffic (i.e. in or out); therefore, areas that only have one entrance to both enter and exit the area had their counts divided by two. The vehicle counters also do not give an estimate of the number of people per vehicle. Since the traffic counters only count vehicles, any visitors who bike or walk to the area would not be included in the usage summary. Traffic counts were not reduced for Authority vehicles visiting the areas.

The following table summarizes the circumstance and the data factor that was applied in calculating usage at the areas:

**Table 1: Usage Factors**

Circumstance	Data factor	Area Applied
Only one way into and out of area	All counts are divided by 2	All areas except Little Trout Bay
Only one way into and out from boat launch to parking lot	All counts are divided by 4	Little Trout Bay
Estimate number of people per vehicle	Multiply by a factor of 2.2	All areas
Authority maintenance staff entering area	Not factored into estimates	All areas

*Volume of Visitors to Conservation Areas*

Throughout the 2021 study period, 230,997 vehicles visited the seven Conservation Areas and one managed forest property. Utilizing an assumed factor of 2.2 people per vehicle, an estimated 508,193 people attended the seven areas throughout the year. In 2021, approximately 16,869 more vehicles visited Conservation Areas compared to 2020, which equates to a 7.8% increase in usage.

**Table 2: Annual Total Vehicles and Visitors to Conservation Areas**

Year	Total Vehicle Count	Total Estimated Visitors
2015	138,306	304,273
2016	137,331	302,128
2017	143,297	315,253
2018	147,559	324,630
2019	n/a	n/a
2020	214,128	471,082
2021	230,997	508,193
<b>Average</b>	<b>168,603</b>	<b>370,926</b>

*Trends in Usage*

In 2021, Mission Island Marsh Conservation Area was the most visited area (31.4%), followed by Cascades Conservation Area (28.2%), Silver Harbour Conservation Area (16.2%), Mills Block Forest (14.7%) Hazelwood Lake Conservation Area (4.7%), Little Trout Bay Conservation Area (1.9%), Cedar Falls Conservation Area (1.5%) and Hurkett Cove Conservation Area (1.5%).

Overall, Sundays (18.6%) are the day of the week that sees the most visitors, followed by Saturday (17.7%), Monday (13.3%), Friday (12.9%), Tuesday (12.4%), Wednesday (12.7%), and Thursday (12.1%).



The average monthly vehicle count from January to December 2021 was 19,250 compared to 17,844 in 2020, this is an increase of 1,406 vehicles per month. The highest recorded monthly vehicle count was at Mission Island Marsh with 9,323 vehicles visiting the area in May. The lowest recorded monthly vehicle count was at Hurkett Cove with 6 vehicles visiting the area in February.

The average monthly trail count during the 2021 study period was 41.3 at Wishart Forest Current River Trail. The highest monthly trail count was recorded in October, with 52 people walking the trail. The lowest monthly trail count was recorded in July, with 25 people walking the trail.

### ***Estimate of Visitors paying Parking Fee***

An analysis of the estimated number of vehicles paying the \$5.00 parking fee was also conducted. The calculation multiplies the number of estimated vehicles for the study period by \$5.00 to calculate the expected revenue and then calculates the percentage of the collected payment revenue. Based on the collected revenue of \$26,032.26, 5,206 vehicles paid the \$5 parking fee, which equates to 2.5% of the vehicles paying the parking fee by coin box. If every Explore Card pass holder visited the area 50 times per year (i.e. 1,555 cards x 50 visits/year = 77,750 vehicles), it is estimated that a total 33.9% of visitors are paying to park in the areas by Explore Card. Therefore, it is estimated that 36.4% of visitors pay either in the coin box or by Explore Card to park in the Conservation Areas.

### ***Parking Fee and Signage***

The Parking fee at all Conservation Areas and Managed Forest Properties was increased from \$2.00 to \$5.00 and Explorer Cards were increased from \$30.00 to \$40.00 at the beginning of 2021. This requirement of Parking fees is communicated on large four foot by four-foot signs indicating the \$5 parking fee, which are installed in all Conservation Area and two Managed Forest properties.

### ***Payment Option Additions***

Pay and Display Units were purchased from MacKay Meters and installed at Cascades and Mission Island Marsh Conservation Areas which are the LRCA's most highly visited Conservation Areas. Units were installed on October of 2021 and have served as revenue collection henceforth. The coin boxes from the two areas were removed and re-installed at Mills Block and Wishart Forests and Little Trout Bay Conservation Area. The coin boxes are new to Mills Block and Wishart Forests opening revenue where the payment option did not exist earlier. The coin box at Little Trout Bay Conservation Area is now a secondary unit located within the parking lot servicing those who are now using the recently opened James Duncan Memorial Trail.

## **FINANCIAL IMPLICATIONS**

Total revenue from all coin boxes and Pay and Display units in 2021 amounted to \$26,032.26, which equates to 5,206 vehicles paying the \$5.00 parking fee during the entire year, compared

to an estimated 230,997 vehicles visiting the areas. This equates to a percentage of approximately 2.5% of people who pay the parking fee by coin box and Pay and Display. If it is assumed that each Explore Card purchaser visited the areas 50 times per year, the estimated percentage of people paying by Explore Card is 33.9%, equating to 36.4% of all visitors paying.

In 2021, 1,555 Explore Cards were purchased with revenue of \$57,910.00, and 20 additional Explore Cards were donated as promotional items. The total revenue from coin boxes and Explore Cards in 2021 was \$83,942.26. This is an increase of \$65,438.26 as compared to the 2020 coin box revenue and Explorer Card sales.

In 2021, the parking fee was increased to \$5.00, new large parking fee signage was installed, and pay and display units were installed at Cascades and Mission Island Marsh Conservation Areas during the month of October. At the time of writing the report (October 3, 2022), usage at the areas in 2022 was consistent to 2021, 1,924 Explore Cards had been sold and it is estimated that more revenue will be collected from coin boxes and pay and display units by the end of the year. This increased trend in revenue generation implies that visitors to the Conservation Areas are becoming more aware of the requirement to pay to visit the areas, which will result in minimizing the amount of municipal levy required to maintain Conservation Areas. Designated LRCA Staff have also begun enforcement efforts by ticketing vehicles that do not pay at either Mission Island Marsh and Cascades Conservation Areas.

## **CONCLUSION**

Based on a review of the 2021 traffic counter data, 230,997 vehicles visited the seven studied areas, which corresponds to an estimated 508,193 people visiting the area in 2021. The year maintained the COVID-19 pandemic increase in usage (i.e. 45%) with an additional 7.8% increase in visitors to the Areas compared to 2020.

The study found that Mission Island Marsh and Cascades Conservation Area are the most visited areas, and Sundays are the most utilized day of the week.

## **BACKGROUND**

In an effort to estimate usage of Conservation Areas, the Lakehead Region Conservation Authority conducts vehicle counts at its various areas.

Between 2001 and 2013, the Authority undertook seasonal traffic studies utilizing a JAMAR style counter at two Authority owned properties during the summer and fall of the given year. The JAMAR counter utilized a pressure hose that detected the depression of the hose by the tires of the vehicle. The JAMAR study period typically ran from June to September/October with all equipment removed prior to any snowfall.

In 2014, in an effort to collect annual versus seasonal vehicle count data, the Authority purchased five TRAFx G3 vehicle counters. The TRAFx G3 vehicle counter utilizes a tiny magnetometer and embedded software to detect passing vehicles. The counter is contained in a small weatherproof box and is installed either above or below ground for the entire year. Counters are downloaded

in the field with the TRAFx Dock and the data is transferred to the traffic software program at the office. The software program allows for interpretation of the data with various graphing/analyzing options.

**REFERENCE MATERIAL ATTACHED**

Attachment #1 – 2021 Traffic Counter Study

**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: October 19, 2022</p>
--	-----------------------------------



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

# Traffic Counter Report

## 2021

PREPARED BY:

Scott Drebit (GIS/Water Resources Technologist)

NOTE: This report is copyright protected. No part of this document may be reproduced, stored in a retrieval system, or transcribed, in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior permission. The Lakehead Region Conservation Authority produced this report. The Lakehead Region Conservation Authority and its employees do not assume any legal liability for its contents.

## Executive Summary

In an effort to estimate usage of Conservation Areas, the Lakehead Region Conservation Authority conducts vehicle counts at its various areas.

In 2014, in an effort to collect annual versus seasonal vehicle count data, the Authority purchased five TRAFx G3 vehicle counters. Two additional counters were purchased in 2016 and one in 2021. The TRAFx G3 vehicle counter utilizes a tiny magnetometer and embedded software to detect passing vehicles. The counter is contained in a small weather-proof box and can be either installed above or below ground for the entire year. Counters are downloaded in the field with the TRAFx Dock and the data transferred to the traffic software program at the office. The software program allows for interpretation of the data with various graphing/analyzing options.

In 2021 the counters were deployed at Mills Block Forest, Cascades, Mission Island Marsh, Hazelwood Lake, Silver Harbour, Little Trout Bay, Cedar Falls and Hurkett Cove Conservation Areas. A seasonal trail counter was deployed on the Current River Trail at Wishart Forest.

Based on a review of the eight studied areas in 2021, Mission Island Marsh Conservation Area is the most visited area with 31.4% of vehicle traffic per area. The second most visited area is Cascades Conservation Area (28.2%), followed by Silver Harbour Conservation Area (16.2%), Mills Block Forest (14.7%), Hazelwood Lake Conservation Area (4.7%), Little Trout Bay Conservation Area (1.9%), Cedar Falls Conservation Area (1.5%) and Hurkett Cove Conservation Area (1.5%).

Overall, Sundays (18.6%) are the day of the week that sees the most visitors, followed by Saturdays (17.7%), Mondays (13.3%), Fridays (12.9%), Tuesdays (12.7%), Wednesdays (12.7%), and Thursdays (12.1%).

Throughout the 2021 study period the eight Conservation Areas were visited by a total of 230,997 vehicles. Utilizing an assumed factor of 2.2 people per vehicle, an estimated 508,193 people attended the eight areas throughout the year. This is higher than the four previous yearly studies with a total of 214,128 vehicles and 471,082 people in 2020, 147,559 vehicles and 324,630 people in 2018, 143,297 vehicles and 315,253 people in 2017 and a total of 137,331 vehicles and 302,128 people in 2016. In 2021, approximately 16,869 more vehicles visited Conservation Areas compared to 2020, which equates to a 7.9% increase in usage.

The average monthly vehicle count from January to December 2021 was 19,250 compared to 17,844 in 2020, 12,297 in 2018, 11,941 in 2017 and 11,444 in 2016. The highest recorded monthly vehicle count was at Mission Island Marsh with 9,323 vehicles

visiting the area in May. The lowest recorded monthly vehicle count was at Hurkett Cove with 6 vehicles visiting the area in February.

The average monthly trail count during the 2021 study period was 41.3 at Wishart Forest. The highest monthly trail count was recorded in October, with 52 people walking the trail. The lowest monthly trail count was recorded in July, with 25 people walking the trail.

Total revenue from all coin boxes in 2021 amounted to \$26,032.26, which equates to 5,206 vehicles paying the \$5.00 parking fee during the entire year, compared to an estimated 230,997 vehicles visiting the areas. This equates to a percentage of approximately 2.5% of people who pay the parking fee by coin box/pay and display. If it is assumed that each Explore Card purchaser visited the areas 50 times per year, the estimated percentage of people paying by Explore Card is 33.9%, equating to 36.4% of all visitors paying.

In 2021, a total of 1,555 Explore Cards were purchased and 20 additional Explore Cards were given away as promotional with revenue of \$57,910, compared to 2020 with 275 Explore Cards purchased and 19 promotional Explore Cards with a total of \$8,250, 2019 with 165 Explore Cards purchased and 52 promotional Explore Cards with a total of \$4,950, 2018 with 172 Explore Cards purchased and 74 promotional Explore Cards with a total of \$5,160.00, 2017 with 123 Explore Cards purchased and 189 promotional Explore Cards with a total of \$3,690.00. The total revenue from coin boxes and Explore Cards in 2021 was \$83,942.62, compared to 2020 with \$18,504, 2019 with \$10,269.86, 2018 with \$9,039.29 and 2017 with \$7,590.53.

In 2021, the parking fee was increased to \$5.00 per vehicle/day-use fee and pay and display units were installed at Mission Island Marsh and Cascades Conservation Areas and coinboxes were installed at Mills Block Forest, Wishart Forest and Little Trout Bay Conservation Area in an effort to increase the generation of revenue to reduce the dependence on municipal levy to subsidize the operation of the areas. Additional work was also completed related to promoting the parking fee and the necessity of a user pay model, including the installation of large \$5.00 parking fee signage in the areas.

It is recommended that personnel and funding permitting, staff continue the annual vehicle counts at the Conservation Areas; continue developing the marketing strategy with a focus on increasing yearly coin box revenue for all Conservation Areas, and creating public awareness of LRCA owned Conservation Areas and associated costs; continue to promote the sale of Explore Card Parking Passes; and develop a strategy to track usage of Explorer Card users. In response to the increased revenue from Explore Card sales and coinboxes, consideration will be given to improving recreational opportunities at Conservation Areas during the updating of the LRCA's Strategic Plan for the next five-year period (2023-2027). The addition of the new Environmental Planner

position in 2023 will provide the capacity for the Authority to achieve and identified initiatives and actions in the Strategic Plan.

---

## TABLE OF CONTENTS

1	BACKGROUND .....	1
2	METHODOLOGY .....	2
3	DATA ANALYSIS .....	4
3.1	Cascades Conservation Area .....	4
3.2	Mission Island Marsh Conservation Area.....	8
3.3	Hazelwood Lake Conservation Area.....	12
3.4	Silver Harbour Conservation Area.....	15
3.5	Little Trout Bay Conservation Area .....	18
3.6	Cedar Falls Conservation Area .....	22
3.7	Hurkett Cove Conservation Area.....	25
3.8	Mills Block Forest .....	28
3.9	Seasonal Trail Counter .....	31
3.9.1	Wishart Forest Current River Trail .....	31
4	SUMMARY AND CONCLUSIONS .....	33
5	RECOMMENDATIONS .....	39



## LIST OF TABLES

Table 1:	Usage Factors
Table 2:	Yearly Vehicle Count & Revenue Summary - Cascades
Table 3:	Seasonal Average Daily Counts – Cascades
Table 4:	Yearly Vehicle Count & Revenue Summary - Mission Island Marsh
Table 5:	Seasonal Average Daily Counts – Mission Island Marsh
Table 6:	Yearly Vehicle Count & Revenue Summary - Hazelwood Lake
Table 7:	Seasonal Average Daily Counts – Hazelwood Lake
Table 8:	Yearly Vehicle Count & Revenue Summary - Silver Harbour
Table 9:	Seasonal Average Daily Counts – Silver Harbour
Table 10:	Yearly Vehicle Count & Revenue Summary - Little Trout
Table 11:	Seasonal Average Daily Counts – Little Trout
Table 12:	Yearly Vehicle Count & Revenue Summary - Cedar Falls
Table 13:	Seasonal Average Daily Counts – Cedar Falls
Table 14:	Yearly Vehicle Count & Revenue Summary - Hurkett Cove
Table 15:	Seasonal Average Daily Counts – Hurkett Cove
Table 16:	Yearly Vehicle Count & Revenue Summary – Mills Block
Table 17:	Seasonal Average Daily Counts – Mills Block
Table 18:	Annual Total Vehicles and Visitors to Conservation Areas
Table 19:	Conservation Area Comparison & Revenue Summary

## LIST OF FIGURES

Figure 1:	Cascades Monthly Average Vehicle Counts
Figure 2:	Cascades Daily Average Vehicle Counts
Figure 3:	Mission Island Marsh Monthly Average Vehicle Counts
Figure 4:	Mission Island Marsh Daily Average Vehicle Counts
Figure 5:	Hazelwood Lake Monthly Average Vehicle Counts
Figure 6:	Hazelwood Lake Daily Average Vehicle Counts
Figure 7:	Silver Harbour Monthly Average Vehicle Counts
Figure 8:	Silver Harbour Daily Average Vehicle Counts
Figure 9:	Little Trout Monthly Average Vehicle Counts
Figure 10:	Little Trout Daily Average Vehicle Counts
Figure 11:	Cedar Falls Monthly Average Vehicle Counts
Figure 12:	Cedar Falls Daily Average Vehicle Counts
Figure 13:	Hurkett Cove Monthly Average Vehicle Counts
Figure 14:	Hurkett Cove Daily Average Vehicle Counts
Figure 15:	Mills Block Monthly Average Vehicle Counts
Figure 16:	Mills Block Daily Average Vehicle Counts
Figure 17:	Wishart Forest Current River Trail Monthly Average Trail Counts
Figure 18:	Wishart Forest Current River Trail Daily Average Trail Counts

- Figure 19: Conservation Area Comparison – Daily Average Vehicle Traffic per Area
- Figure 20: Conservation Area Comparison – Daily Average Vehicle Traffic per Day
- Figure 21: Conservation Area Comparison–Monthly Average Vehicle Traffic per Area
- Figure 22: Conservation Area Comparison – Monthly Average Trail Traffic per Area

## **LIST OF MAPS**

- Map 1: Traffic Study Locations

## 1 BACKGROUND

Between 2001 and 2013 the Authority undertook seasonal traffic studies utilizing a JAMAR style of counter at two Authority owned properties during the summer/fall of the given year. The JAMAR counter utilized a pressure hose that detected the depression of the hose by the tires of the vehicle. The JAMAR study period typically ran from June to September/October with all equipment removed prior to any snowfall.

In an effort to collect data all year the Authority purchased five TRAFx G3 vehicle counters in 2014, two in 2016 and one in 2021. The TRAFx G3 vehicle counter utilizes a tiny magnetometer and embedded software to detect passing vehicles. The counter is contained in a small weather-proof box that can be either installed above or below ground for the entire year. Counters are downloaded in the field with the TRAFx Dock and the data is transferred to the traffic software program at the office. The software program allows for interpretation of the data with various graphing/analyzing options. 2021 is the sixth full year of vehicle count data.

## 2 METHODOLOGY

The traffic counters deployed at Mills Block Forest, Cascades, Cedar Falls, Little Trout Bay, Mission Island, Hazelwood Lake, Hurkett Cove and Silver Harbour Conservation Areas are placed underground in plastic valve boxes that provide protection from the surrounding soil and are covered with approximately 10 centimetres of native soil or rock on top. The counters are placed in Ziploc bags which have desiccant moisture control packets to control the moisture levels in the bag.

The counters cannot distinguish direction of traffic (i.e. in or out); therefore, areas that only have one entrance to both enter and exit the area have had their counts divided by two. The counters also do not give an estimate of the number of people per vehicle. As the traffic counters only count vehicles, any visitors who bike or walk to the area would not be included in the usage summary. Counts have not been reduced for Authority vehicles visiting the areas.

The count data at Little Trout Bay Conservation Area employed a rationale to estimate the number of vehicles towing boats using the boat launch facility. The counters cannot differentiate between a vehicle type (car, truck, motorcycle, etc.) nor whether a boat trailer is being towed. Also, due to the location of the counter, vehicles with a boat trailer crossed the counter twice during the launching phase and similarly on the retrieval phase (i.e. crossed counter to launch boat then again to park and similarly to remove boat and exit the area). Therefore, each of the daily count summaries was divided by four to determine daily traffic. This rationale likely gives higher volumes than the actual number of boat launchings.

The following table summarizes the circumstance and the data factor that has been applied in calculating usage at the areas:

**Table 1: Usage Factors**

Circumstance	Data factor	Area Applied
Only one way into and out of area	All counts are divided by 2	All areas except Little Trout Bay
Only one way into and out from boat launch to parking lot	All counts are divided by 4	Little Trout Bay
Estimate number of people per vehicle	Multiply by a factor of 2.2	All areas
Authority maintenance staff entering area	Not factored into estimates	All areas

Data is transferred from the counter with a TRAFx dock, which is then transferred to [www.trafx.net](http://www.trafx.net) for processing and data storage. The data is analyzed using the TRAFx

DataNet software which is compatible with the counters. The data is also correlated to other information such as weather conditions, known events, pay and display units, coin box revenues, etc. to produce this report. The data does not permit a thorough analysis but does offer insight to general usage of the Areas.

An analysis of the estimated number of vehicles paying the \$5.00 parking fee is also conducted. The calculation is conducted by multiplying the number of estimated vehicles for the study period by \$5.00 to calculate the expected revenue and then calculating the percentage of the collected coin box revenue.

This report covers annual traffic counter studies of Cascades, Mission Island Marsh, Hazelwood Lake, Silver Harbour, Little Trout Bay, Cedar Falls, Hurkett Cove and Mills Block. A seasonal trail counter was also placed at on the Current River Trail at Wishart Forest. Map 1: Study Locations shows the areas that were studied in this report.

### 3 DATA ANALYSIS

#### 3.1 Cascades Conservation Area

In 2021 a traffic survey was conducted at Cascades Conservation Area for the entire calendar year. It was the sixth yearly study completed along with 2015, 2016, 2017, 2018, 2019 and 2020. Previous summer studies were completed in 2001, 2004, 2006, 2011 and 2014. The area is very popular with dog walkers, recreational hikers and people visiting the rapids along the Current River.

On October 20, 2021 a new pay and display unit was installed at Cascades Conservation Area to replace the original coin boxes. Parking was enforced under the City of Thunder Bay Parking By-law. No parking tickets were issued in 2021. The total vehicle counts were compared to coin box revenues. Based on the 2021 total coin box/pay and display revenue for the period it is estimated that approximately 2.6% of the vehicles entering the area are paying the \$5.00 vehicle fee by coin box/pay and display, which is higher than all the previous studies.

**Table 2: Yearly Vehicle Count & Revenue Summary – Cascades**

	2015	2016	2017	2018	2020	2021
<b>Average Daily</b>	156	159	153	145	200	193
<b>Average Monthly</b>	4,694	4,857	4,645	4,420	6,096	5,865
<b>Total Vehicles</b>	56,758	58,283	55,740	53,034	73,149	70,373
<b>Highest Daily Count &amp; Event</b>	417 Vehicles September 7, 2015 Labour Day	617 Vehicles March 12, 2016 Warmest Day of Spring	488 Vehicles July 3, 2017 Canada Day	594 Vehicles July 2, 2018 Canada Day	586 Vehicles June 2, 2020 No Event	551 Vehicles June 7, 2021 No Event
<b>Yearly Coin Box Total (\$)</b>	\$1,924.48	\$1,959.21	\$1,871.61	\$1,261.10	\$3,208.30	\$9,032.91
<b>Percent of Vehicles Paying by Coin Box / Pay and Display</b>	1.7	1.7	1.7	1.2	2.2	2.6

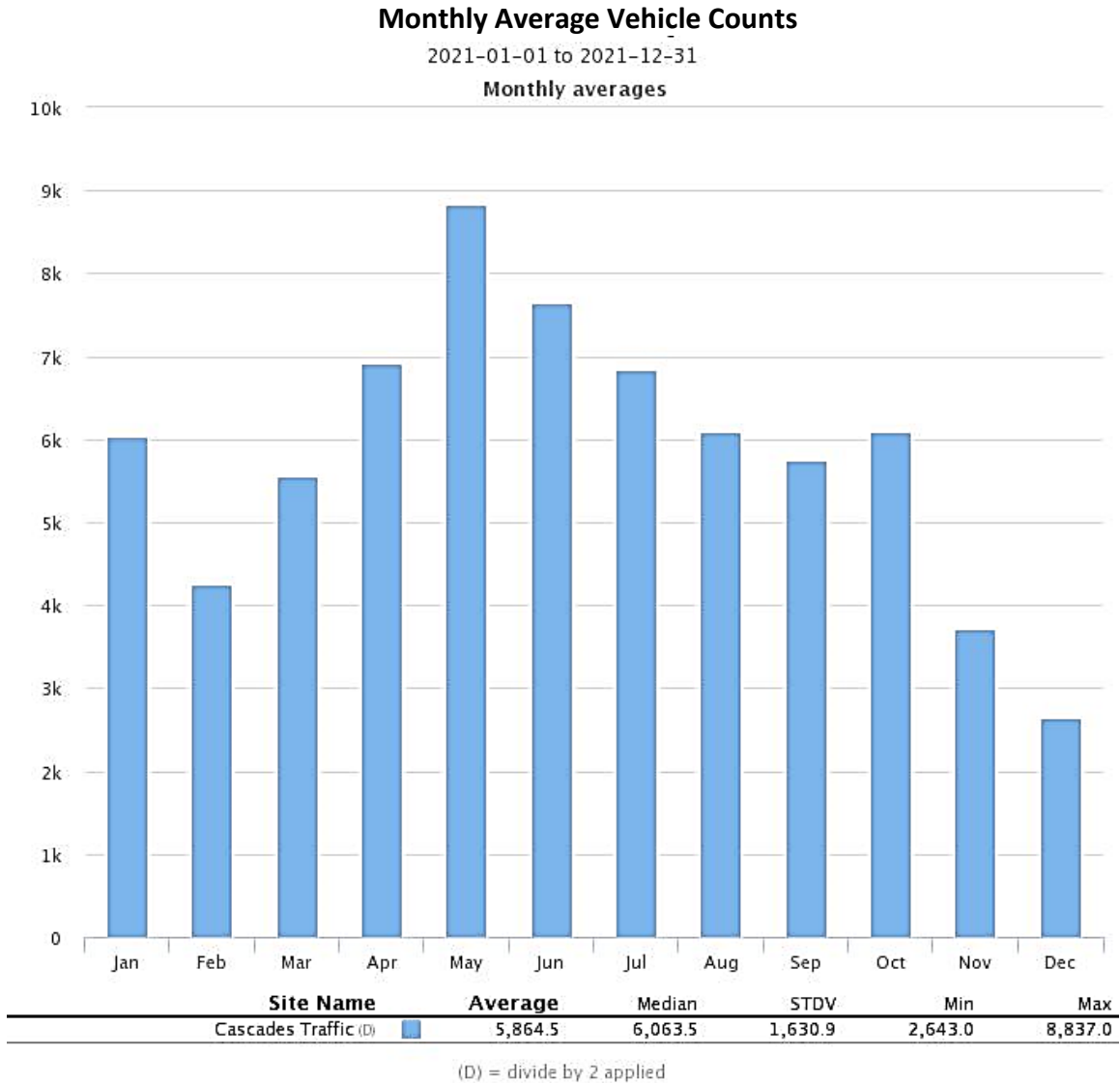
The average daily vehicle count for the study period in 2021 was 193, which is 18% higher than previous five year average (163).

**Table 3: Seasonal Average Daily Counts – Cascades**

	2015	2016	2017	2018	2020	2021	Average (Five Year)
<b>Winter</b>	104	127	116	99	125	176	114
<b>Spring</b>	182	169	181	181	278	257	198
<b>Summer</b>	202	203	204	192	229	203	206
<b>Fall</b>	135	138	109	109	166	136	131

The average daily Winter vehicle count for the study period in 2021 was 176, which is 54% higher than previous five-year average (114). The average daily Spring vehicle count for the study period in 2021 was 257, which is 30% higher than previous five-year average (198). The average daily Summer vehicle count for the study period in 2021 was 203, which is 1.5% higher than previous five-year average (206). The average daily Fall vehicle count for the study period in 2021 was 136, which is 4% lower than previous five-year average (131).

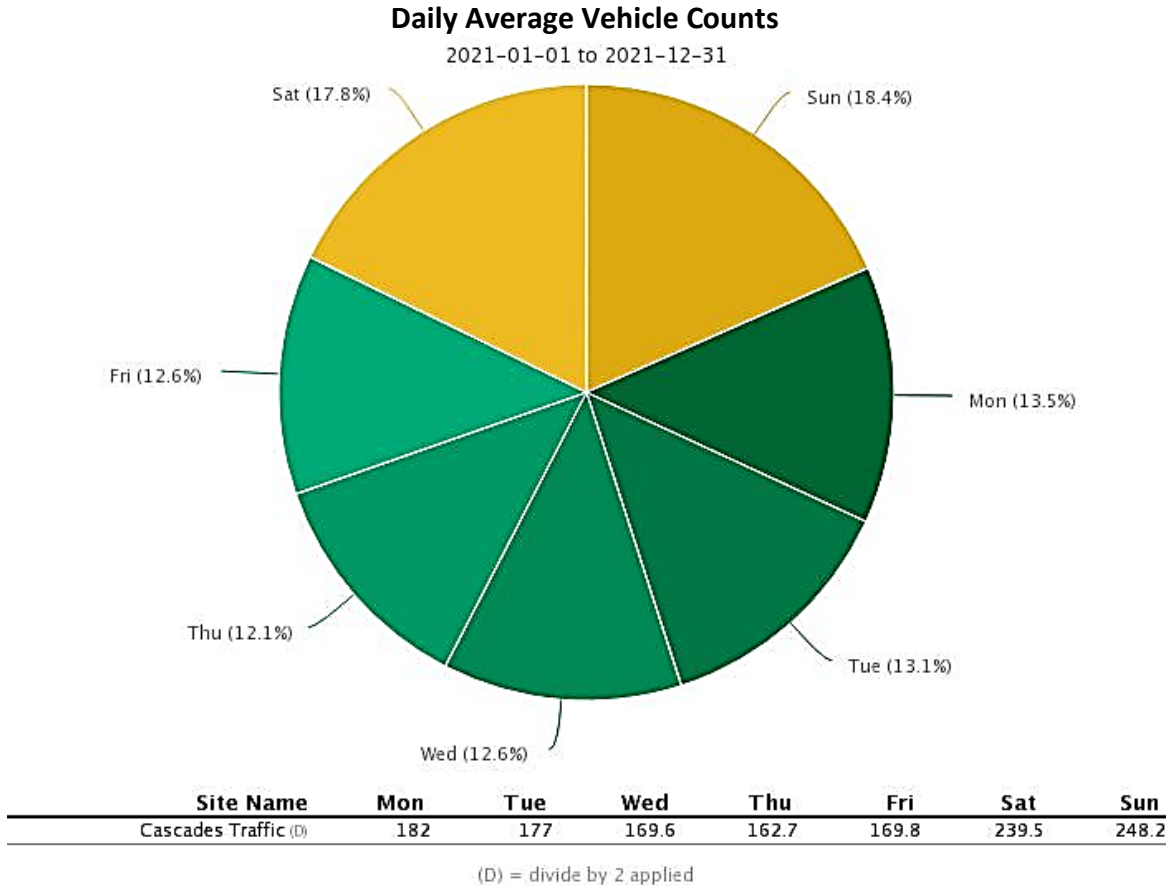
The average monthly vehicle count for 2021 was 5,865 (Figure 1), compared to 6,086 in 2020, 4,420 in 2018, 4,645 in 2017, 4,857 in 2016 and 4,694 in 2015. The highest monthly vehicle count was recorded in May, with 8,837 vehicles visiting the area. The lowest monthly vehicle count was recorded in December, with 2,643 vehicles visiting the area.



**Figure 1: Cascades Monthly Average Vehicle Counts**



Daily average vehicle counts ranged from 162.7 vehicles per day on Thursdays (12.1%) to 248.5 vehicles per day on Sundays (18.4%) (Figure 2). The highest daily vehicle count was recorded on Monday June 7, 2021 with 551 vehicles visiting the area. No LRCA event was held on this day.



**Figure 2: Cascades Daily Average Vehicle Counts**

For the study period of January 1 to December 31, 70,373 vehicles entered Cascades Conservation Area, compared to 73,149 in 2020, 53,034 in 2018, 55,740 in 2017, 58,283 in 2016 and 56,758 in 2015.

### 3.2 Mission Island Marsh Conservation Area

In 2021 a traffic survey was conducted at Mission Island Marsh Conservation Area for the entire calendar year. It was the sixth yearly study completed along with 2015, 2016, 2017, 2018 and 2020. Previous summer studies were completed in 2002, 2003, 2007 and 2014. A survey was attempted in 2012; however, due to vandalism no useable data was collected. The area is popular with recreation walkers, nature enthusiasts, wildlife photographers, naturalist clubs and education groups.

On October 20, 2021 a new pay and display unit was installed at Mission Island Marsh Conservation Area and the coin box was removed. Parking was enforced under the City of Thunder Bay Parking By-law. No parking tickets were issued in 2021. The total vehicle counts were compared to coin box/pay and display revenues. Based on the 2021 total coin box/pay and display revenue for the period it is estimated that approximately 1.6% of the vehicles entering the area are paying the \$5.00 vehicle fee by coin box/pay and display, which is higher than the 1.0 % from 2020.

**Table 4: Yearly Vehicle Count & Revenue Summary – Mission Island Marsh**

	2015	2016	2017	2018	2020	2021
<b>Average Daily</b>	137	144	156	155	205	215
<b>Average Monthly</b>	4,160	4,386	4,743	4,707	6,248	6,535
<b>Total Vehicles</b>	49,915	52,633	56,917	56,486	74,971	78,418
<b>Highest Daily Count &amp; Event</b>	300 Vehicles April 3, 2015 Good Friday	280 Vehicles May 23, 2016 Victoria Day	404 Vehicles April 14, 2017 Good Friday	312 Vehicles May 13, 2018 No Event	393 Vehicles April 5, 2020 No Event	483 Vehicles April 3, 2021 Easter Weekend
<b>Yearly Coin Box Total (\$)</b>	N/A	N/A	N/A	N/A	\$1,434.58	\$6,371.42
<b>Percent of Vehicles Paying by Coin Box / Pay and Display</b>	N/A	N/A	N/A	N/A	1.0	1.6

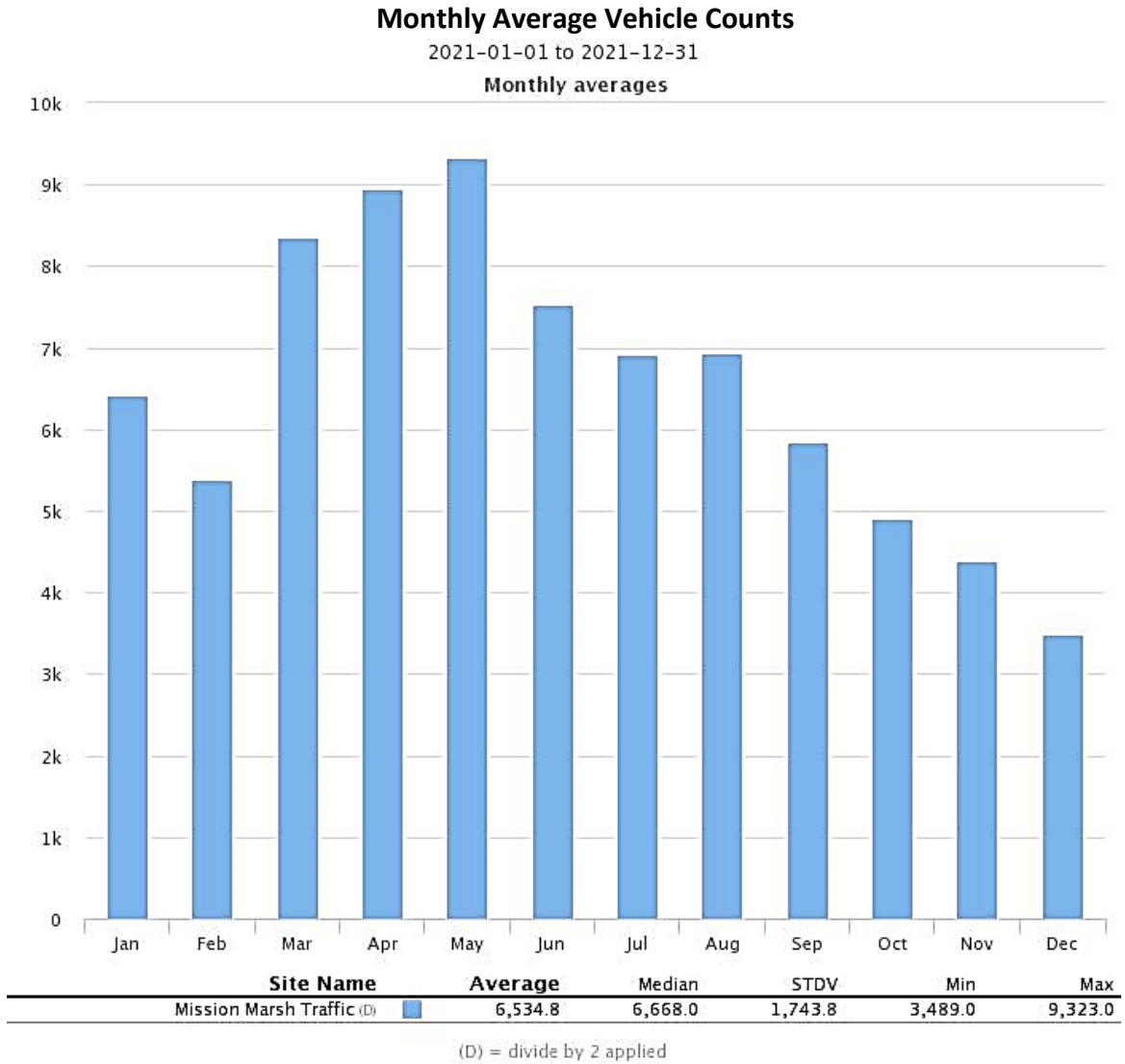
The average daily vehicle count for the study period in 2021 was 215, which is 35% higher than the previous five year average (159).

**Table 5: Seasonal Average Daily Counts – Mission Island Marsh**

	2015	2016	2017	2018	2020	2021	Average (Five Year)
<b>Winter</b>	103	118	131	134	143	224	126
<b>Spring</b>	169	179	195	189	284	283	203
<b>Summer</b>	162	166	179	175	224	214	181
<b>Fall</b>	113	113	119	122	169	139	127

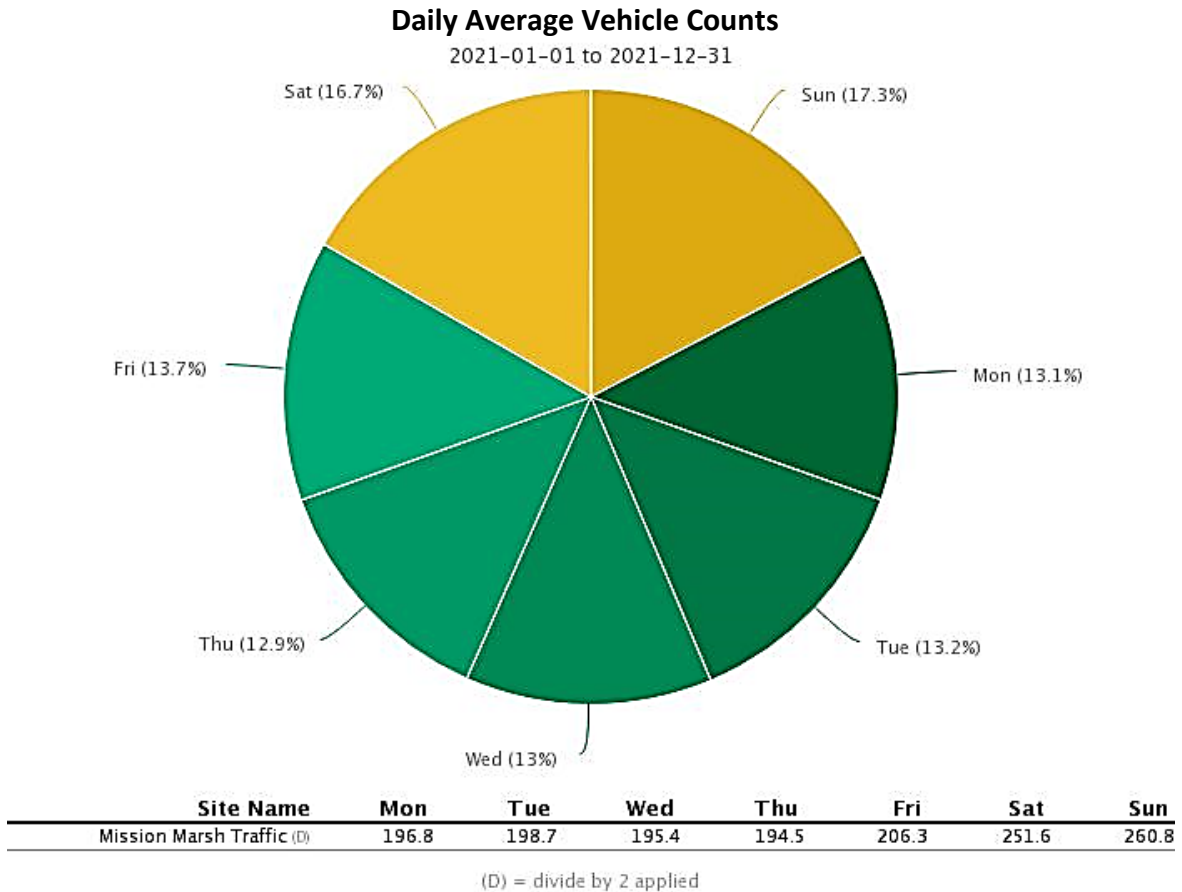
The average daily Winter vehicle count for the study period in 2021 was 224, which is 78% higher than previous five-year average (126). The average daily Spring vehicle count for the study period in 2021 was 283, which is 39% higher than previous five-year average (203). The average daily Summer vehicle count for the study period in 2021 was 214, which is 18% higher than previous five-year average (181). The average daily Fall vehicle count for the study period in 2021 was 139, which is 9% higher than previous five-year average (127).

The average monthly vehicle count for 2021 was 6,535 (Figure 3). The highest monthly vehicle count was recorded in May, with 9,323 vehicles visiting the area. The lowest monthly vehicle count was recorded in December, with 3,489 vehicles visiting the area.



**Figure 3: Mission Island Marsh Monthly Average Vehicle Counts**

Daily vehicle counts ranged from 195 vehicles per day on Wednesdays (13%) to 261 vehicles per day on Sundays (17.3%) (Figure 4). The highest daily vehicle count was recorded on Saturday April 3, 2021 with 393 vehicles visiting the area. No LRCA event was held on this day.



**Figure 4: Mission Island Marsh Daily Average Vehicle Counts**

For the study period of January 1 to December 31, 78,418 vehicles entered Mission Island Marsh Conservation Area, compared to 74,971 in 2020, 56,486 in 2018, 56,917 in 2017, 52,633 in 2016 and 49,915 in 2015.

### 3.3 Hazelwood Lake Conservation Area

In 2021 a traffic survey was conducted at Hazelwood Lake Conservation Area for the entire calendar year. It was the fifth yearly study completed along with 2015, 2016, 2018 and 2020. In 2017, due to the guardrails on the causeway being replaced, the traffic survey was conducted from January to April and November to December. Previous summer studies were completed in 2001, 2005, 2010 and 2014. The area is used for kayaking, fishing, swimming at the beach and hiking the trails.

The total vehicle counts were compared to coin box revenues. Based on the 2021 total coin box revenue for the period it is estimated that approximately 4.3% of the vehicles entering the area are paying the \$5.00 vehicle fee by coin box.

**Table 6: Yearly Vehicle Count & Revenue Summary – Hazelwood Lake**

	2015	2016	2017 (Missing May to October)	2018	2020	2021
<b>Average Daily</b>	21	21	10	22	37	32
<b>Average Monthly</b>	603	635	136	667	1,143	985
<b>Total Vehicles</b>	7,442	7,622	1,633	8,000	13,712	11,822
<b>Highest Daily Count &amp; Event</b>	417 Vehicles July 11, 2015 No Event	102 Vehicles August 1, 2016 Civic Holiday	29 Vehicles March 30, 2017 No Event	260 Vehicles July 22, 2018 Family Fun Day	222 Vehicles July 1, 2020 Canada Day	158 Vehicles June 6, 2021 No Event
<b>Yearly Coin Box Total (\$)</b>	\$741.04	\$799.00	\$715.16	\$813.84	\$1,899.58	\$2,521.76
<b>Percent of Vehicles Paying by Coin Box</b>	5.0	5.2	N/A	5.1	6.9	4.3

The average daily vehicle count for the study period in 2021 was 32, which is 25% higher than the previous four year (2015, 2016, 2018, 2020) full-study average (25).

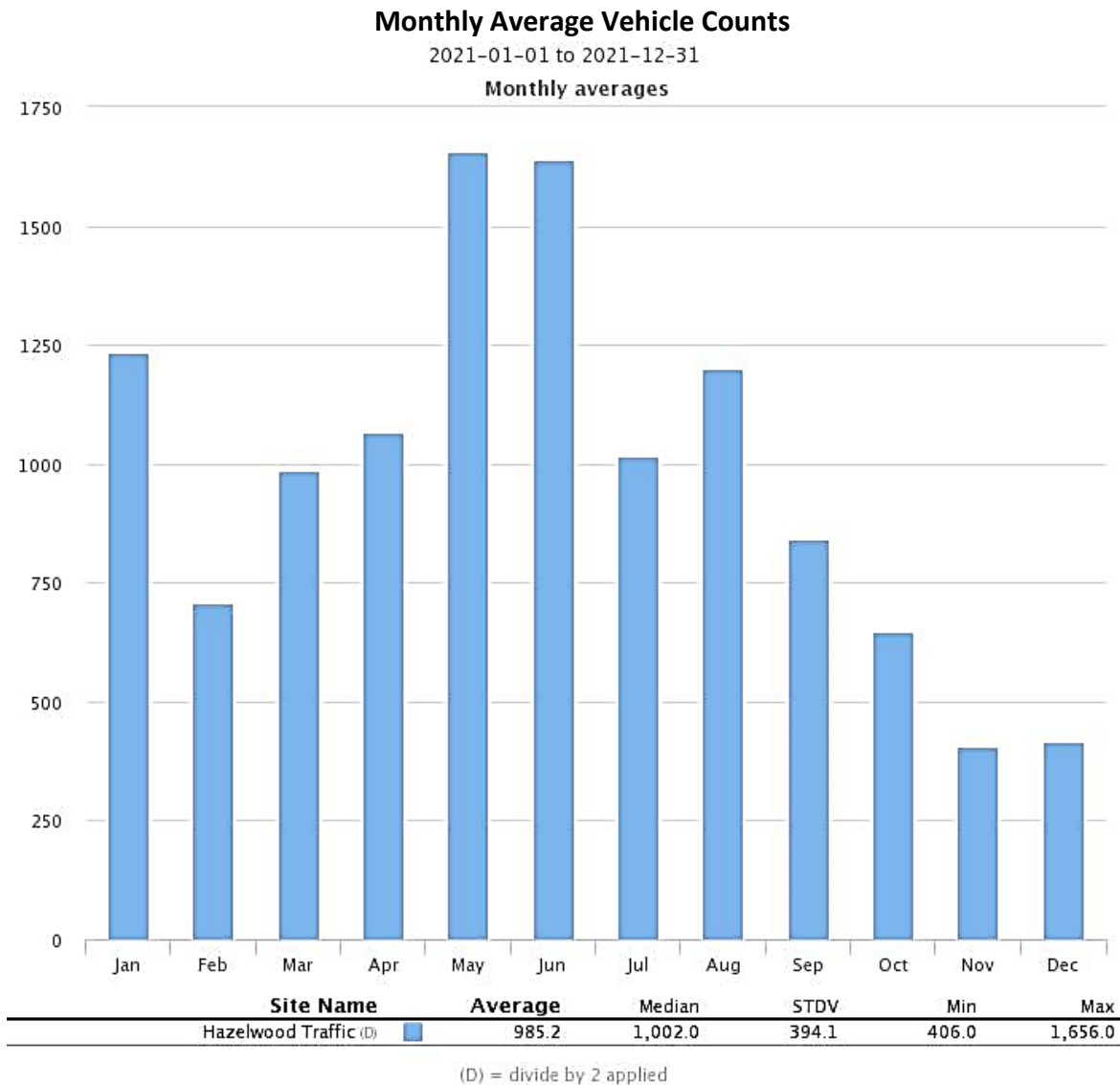
**Table 7: Seasonal Average Daily Counts – Hazelwood Lake**

	2015	2016	2017	2018	2020	2021	Average (Five Year)
<b>Winter</b>	9	13	9	11	16	32	12
<b>Spring</b>	29	24	N/A	26	55	48	34*
<b>Summer</b>	36	36	N/A	40	58	33	43*
<b>Fall</b>	9	11	7	11	21	16	15

\*Four-year average

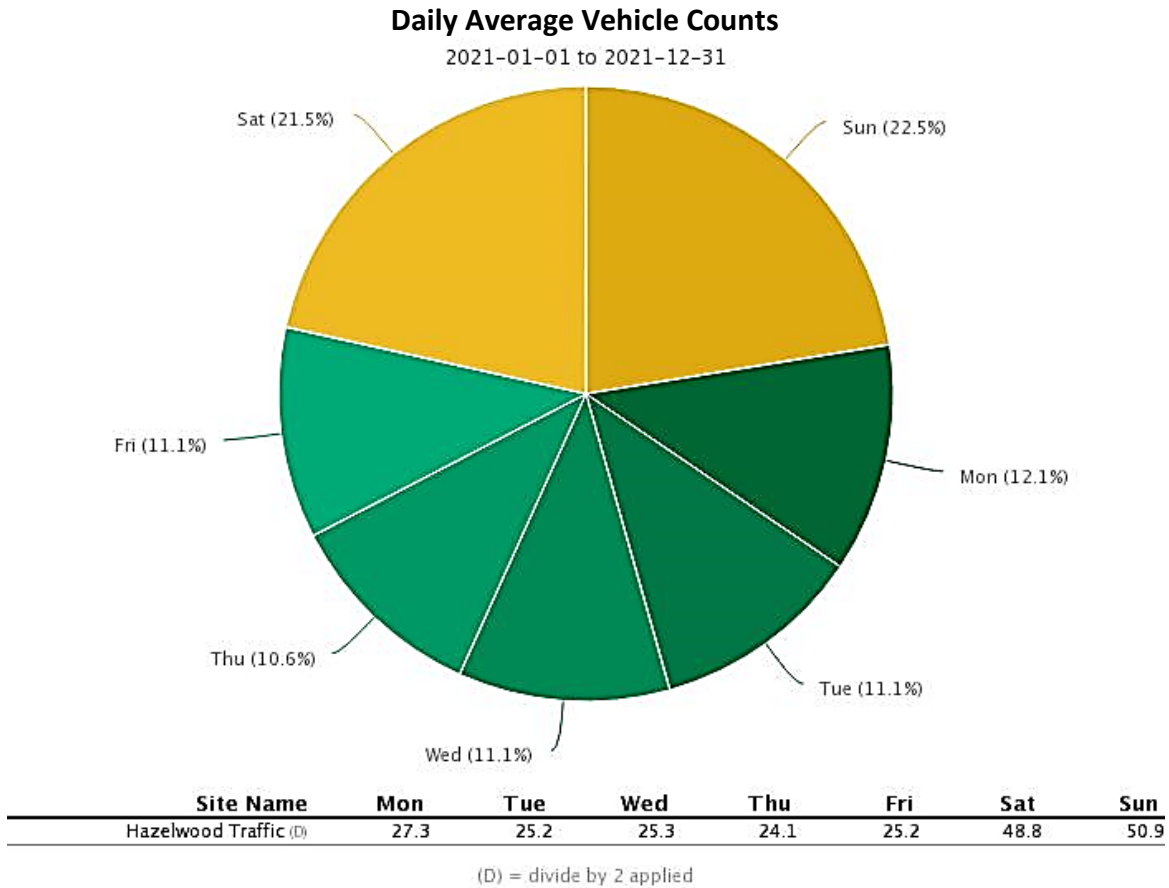
The average daily Winter vehicle count for the study period in 2021 was 32, which is 166% higher than previous five-year average (12). The average daily Spring vehicle count for the study period in 2021 was 48, which is 41% higher than previous four-year average (34). The average daily Summer vehicle count for the study period in 2021 was 33, which is 23% lower than previous four-year average (43). The average daily Fall vehicle count for the study period in 2021 was 16, which is 7% higher than previous five-year average (15).

The average monthly vehicle count for 2021 was 985 (Figure 5). The highest monthly vehicle count was recorded in May, with 1,656 vehicles visiting the area. The lowest monthly vehicle count was recorded in November, with 406 vehicles visiting the area.



**Figure 5: Hazelwood Lake Monthly Average Vehicle Counts**

Daily vehicle counts ranged from 24.1 vehicles per day on Thursdays (10.6%) to 50.9 vehicles per day on Sundays (22.5%) (Figure 6). The highest daily vehicle count was recorded on Sunday June 6, 2021 with 158 vehicles visiting the area. No LRCA event was held on this day.



**Figure 6: Hazelwood Lake Daily Average Vehicle Counts**

For the study period of January 1 to December 31, 11,822 vehicles entered Hazelwood Lake Conservation Area, compared to 13,712 in 2020, 8,000 in 2018, 1,633 in 2017 (6-month study period), 7,622 in 2016 and 7,442 in 2015.



### 3.4 Silver Harbour Conservation Area

In 2021, due to a malfunction, the traffic survey was conducted at Silver Harbour Conservation Area for the entire calendar year except for May and June. It was the fourth yearly study completed along with 2017, 2018, 2019 and 2020. Previous seasonal studies were completed in 2002, 2005 and 2014 during the summer months, 2015 during the winter and spring and 2016 during the summer and fall. Surveys were attempted in 2011 and 2012; however, due to vandalism no useable data was collected. The area provides public access to Lake Superior, a large picnic site and shelter.

**Table 8: Yearly Vehicle Count & Revenue Summary – Silver Harbour**

	2016 (July to December)	2017	2018	2019	2020	2021 (Missing May & June)
<b>Average Daily</b>	65	57	60	60	107	111
<b>Average Monthly</b>	957	1,721	1,828	1,835	3,264	3,369
<b>Total Vehicles</b>	11,484	20,652	21,941	22,025	39,173	33,690
<b>Highest Daily Count &amp; Event</b>	203 Vehicles August 7, 2016 No Event	390 Vehicles August 19, 2017 Silver Harbour Day	260 Vehicles July 2, 2018 Canada Day	307 Vehicles August 24, 2019 Silver Harbour Day	482 Vehicles July 26, 2020 No Event	886 Vehicles March 7, 2021 No Event
<b>Yearly Coin Box Total (\$)</b>	\$661.55	\$354.80	\$400.65	\$675.17	\$1,125.33	\$3,068.21
<b>Percent of Vehicles Paying by Coin Box / Pay and Display</b>	N/A	0.9	0.9	1.5	1.4	1.8

The average daily vehicle count for the study period in 2021 was 111, which is 56% higher than the previous four year (2017, 2018, 2019, 2020) full-study average (71).

**Table 9: Seasonal Average Daily Counts – Silver Harbour**

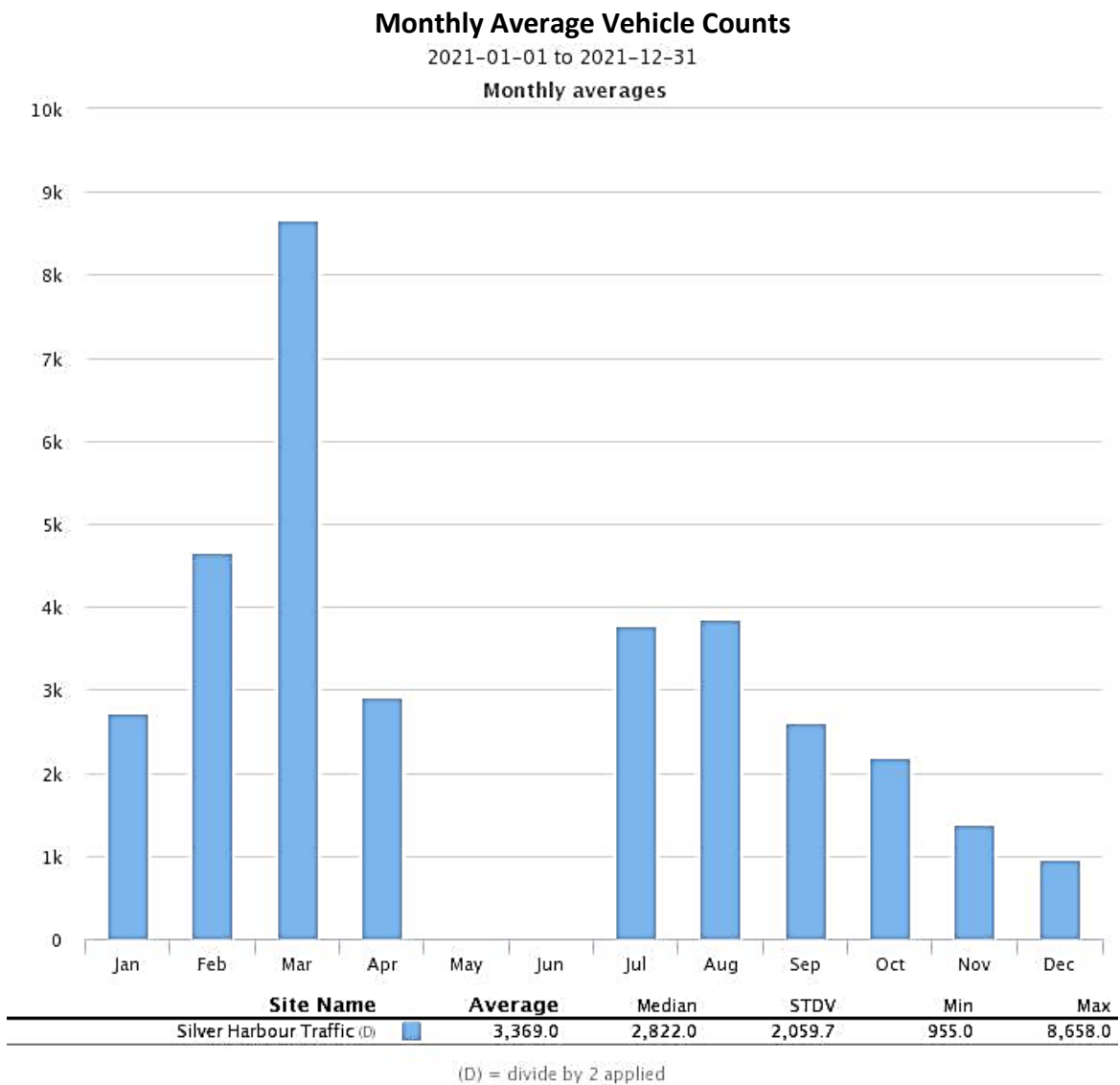
	2016	2017	2018	2019	2020	2021	Average (Five Year)
<b>Winter</b>	N/A	34	48	47	65	178	49*
<b>Spring</b>	N/A	59	67	65	136	N/A	82*
<b>Summer</b>	89	101	93	97	161	112	108
<b>Fall</b>	34	32	32	32	66	49	39

\*Four-year average

The seasonal average daily summer count in 2021 was higher than the surveys conducted in previous years except 2020. (i.e. 67 in 2014, 55 in 2005 and 44 in 2002).

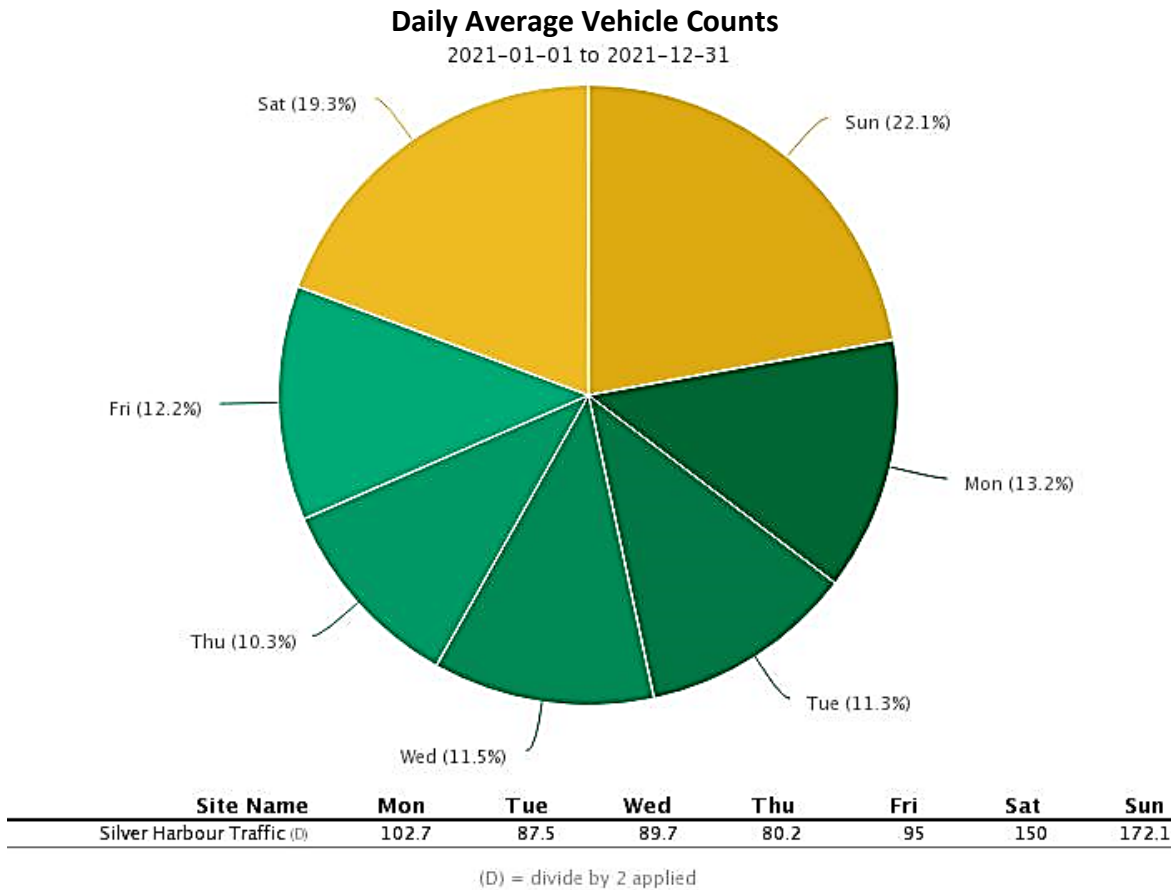
The average daily Winter vehicle count for the study period in 2021 was 178, which is 236% higher than previous four-year average (49). The increase in winter visitors was likely due to people visiting the area to view the blue ice. The average daily Summer vehicle count for the study period in 2021 was 112, which is 4% higher than previous five-year average (108). The average daily Fall vehicle count for the study period in 2021 was 49, which is 26% higher than previous five-year average (39).

The average monthly vehicle counts for 2021 was 3,369 (Figure 7). The highest monthly vehicle count was recorded in March, with 8,658 vehicles visiting the area. The lowest monthly vehicle count was recorded in December, with 955 vehicles visiting the area.



**Figure 7: Silver Harbour Monthly Average Vehicle Counts**

Daily vehicle counts ranged from 80.2 vehicles per day on Thursdays (10.3%) to 172.1 vehicles per day on Sundays (22.1%) (Figure 8). The highest daily vehicle count was recorded on Sunday March 7, 2021 with 866 vehicles visiting the area. No LRCA events were held on these days; however, the increase in traffic is likely due to people visiting the area to view the blue ice.



**Figure 8: Silver Harbour Daily Average Vehicle Counts**

For the 10-month study period, 33,690 vehicles entered Silver Harbour Conservation Area, compared to the yearly studies 39,173 in 2020, 22,025 in 2019, 21,941 in 2018, 20,652 in 2017, 11,484 in 2016(6-month study period).

### 3.5 Little Trout Bay Conservation Area

In 2021 a traffic survey was conducted at Little Trout Bay Conservation Area for the entire calendar year. It was the fourth yearly study completed along with 2016, 2017, 2018 and 2020. Previous seasonal studies were completed in 2003 and 2006 during the summer months and 2015 during the summer, fall and winter. The area provides public access to Lake Superior, picnic facilities and hiking trails.

On October 27, 2021 a second coin box was installed at Little Trout Bay Conservation Area parking lot. The total vehicle counts were compared to coin box revenues. Based on the 2021 total coin box revenue for the period it is estimated that approximately 7.8% of the vehicles entering the area are paying the \$5.00 vehicle fee by coin box. The James Duncan Trail was opened on September 28, 2019 and likely does not capture all vehicles parking due to the placement of the traffic counter. Data collection at Little Trout Bay Conservation Area can be improved by creating an entrance to accurately count traffic.

**Table 10: Yearly Vehicle Count & Revenue Summary – Little Trout Bay**

	2015 (June to December)	2016	2017	2018	2020	2021
<b>Average Daily</b>	12	10	11	10	15	13
<b>Average Monthly</b>	207	304	324	308	449	389
<b>Total Vehicles</b>	2,480	3,650	3,893	3,690	5,391	4,669
<b>Highest Daily Count &amp; Event</b>	54 Vehicles July 11, 2015 No Event	58 Vehicles July 31, 2016 Civic Holiday Long Weekend	89 Vehicles July 16, 2017 No Event	98 Vehicles August 18, 2018 Day by the Bay	69 Vehicles July 1, 2020 Canada Day	61 Vehicles August 8, 2021 No Event
<b>Yearly Coin Box Total (\$)</b>	\$332.31	\$374.51	\$456.88	\$843.50	\$914.66	\$1,819.81
<b>Percent of Vehicles Paying by Coin Box</b>	N/A	5.1	5.9	11.4	8.5	7.8

The average daily vehicle count for the study period in 2021 was 13, which is 8% higher than the previous four year (2016, 2017, 2018, 2020) full-study average (12).

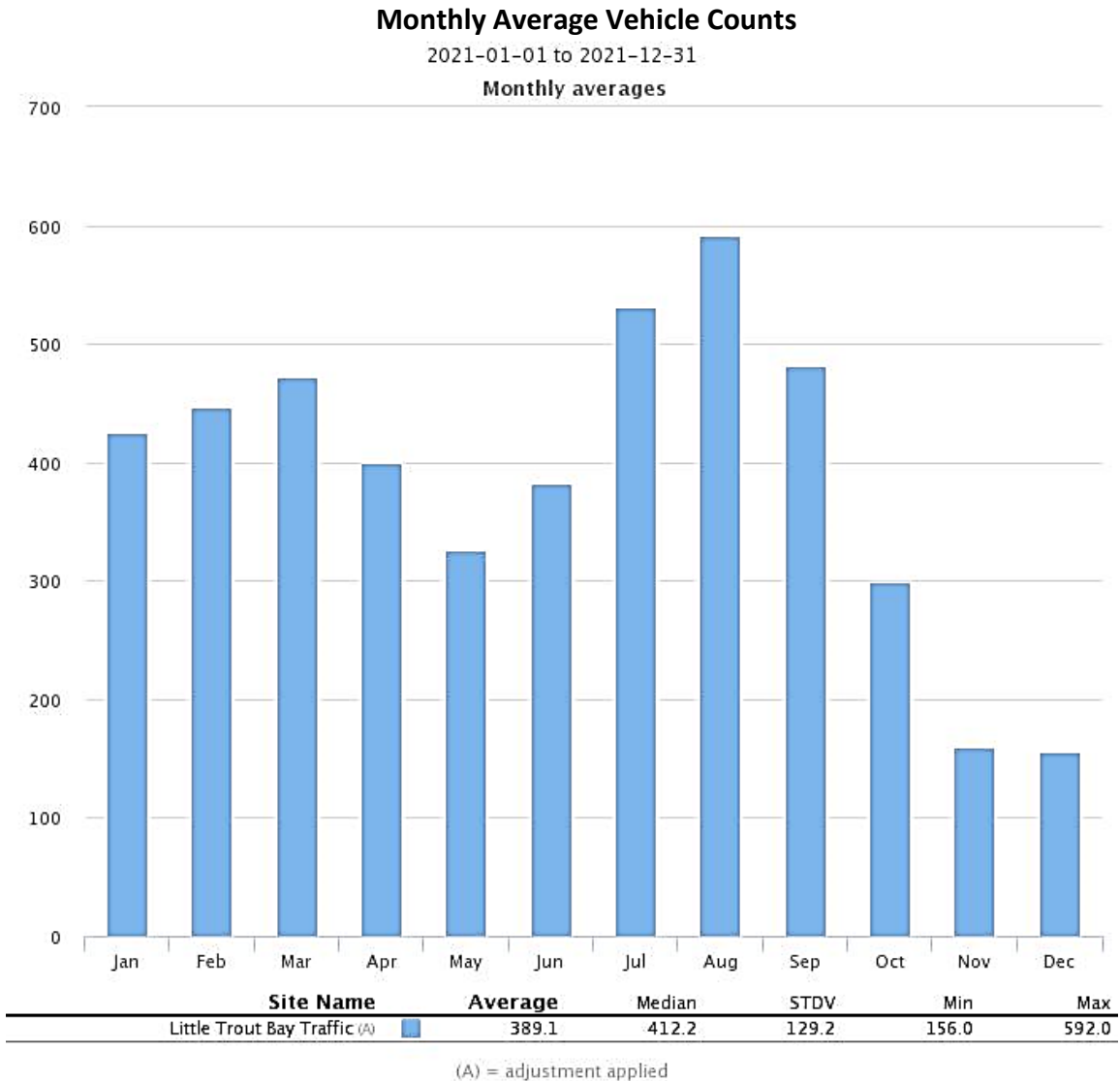
**Table 11: Seasonal Average Daily Counts – Little Trout Bay**

	2015	2016	2017	2018	2020	2021	Average (Five Year)
<b>Winter</b>	N/A	4	7	6	8	15	6*
<b>Spring</b>	N/A	10	10	11	20	12	13*
<b>Summer</b>	38	21	23	19	24	17	13
<b>Fall</b>	7	6	4	4	7	7	6

*\*Four-year average*

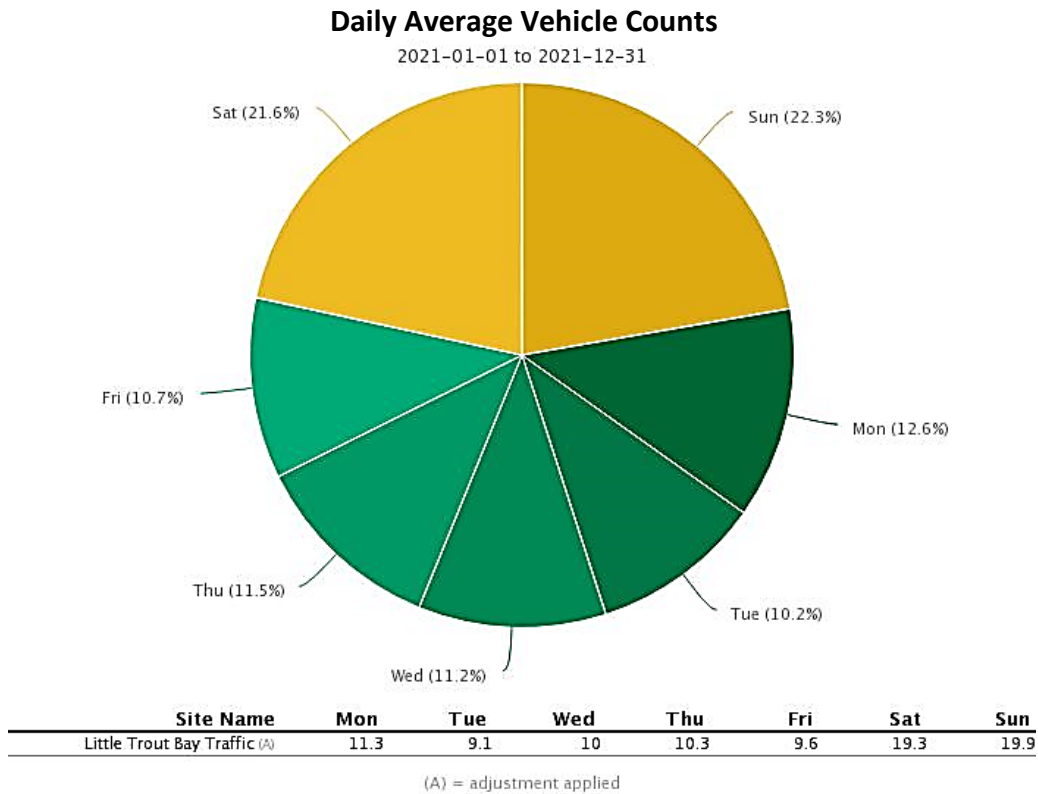
The average daily Winter vehicle count for the study period in 2021 was 15, which is 150% higher than previous four-year average (12). The average daily Spring vehicle count for the study period in 2021 was 12, which is 8% lower than previous four-year average (13). The average daily Summer vehicle count for the study period in 2021 was 17, which is 31% higher than previous five-year average (13). The average daily Fall vehicle count for the study period in 2021 was 7, which is 17% higher than previous five-year average (6).

The average monthly vehicle count from January to December 2021 was 389 (Figure 9). The highest monthly vehicle count was recorded in August, with 592 vehicles visiting the area. The lowest monthly vehicle count was recorded in December, with 156 vehicles visiting the area.



**Figure 9: Little Trout Bay Monthly Average Vehicle Counts**

Daily vehicle counts ranged from 9 vehicles per day on Tuesdays (10.2%) to 20 vehicles per day on Sundays (22.3%) (Figure 10). The highest daily vehicle count was recorded on Sunday August 8, 2021 with 61 vehicles visiting the area. No LRCA event was held on this day.



**Figure 10: Little Trout Bay Daily Average Vehicle Counts**

For the study period of January 1 to December 31, 4,669 vehicles entered Little Trout Bay Conservation Area which was lower than 2020 but higher than the surveys conducted in previous years.

### 3.6 Cedar Falls Conservation Area

In 2021 a traffic survey was conducted at Cedar Falls Conservation Area for the entire calendar year. It was the fifth yearly study completed along with 2016, 2017, 2018 and 2020. Previous seasonal studies were completed in 2008 and 2009 during the summer months and 2015 during the summer, fall and winter. The area has a hiking trail to a cascading waterfall.

The total vehicle counts were compared to coin box revenues. Based on the 2021 total coin box revenue for the period it is estimated that approximately 10.6% of the vehicles entering the area are paying the \$5.00 vehicle fee by coin box.

**Table 12: Yearly Vehicle Count & Revenue Summary – Cedar Falls**

	2015 (May to December)	2016	2017	2018	2020	2021
<b>Average Daily</b>	7	7	7	7	12	10
<b>Average Monthly</b>	142	212	202	202	369	306
<b>Total Vehicles</b>	1,704	2,543	2,423	2,418	4,425	3,671
<b>Highest Daily Count &amp; Event</b>	32 Vehicles October 8, 2015 No event	74 Vehicles April 15, 2016 Easter Weekend	93 Vehicles March 31, 2017 Easter Weekend	186 Vehicles June 28, 2018 No event	81 Vehicles April 25, 2020 No event	103 Vehicles April 17, 2021 No event
<b>Yearly Coin Box Total (\$)</b>	\$287.79	\$337.36	\$321.43	\$375.67	\$1,172.73	\$1,954.26
<b>Percent of Vehicles Paying by Coin Box</b>	N/A	6.6	6.6	7.8	13.3	10.6

The average daily vehicle count for the study period in 2021 was 10, which is 25% higher than the previous four year (2016, 2017, 2018, 2020) full-study average (8).

**Table 13: Seasonal Average Daily Counts – Cedar Falls**

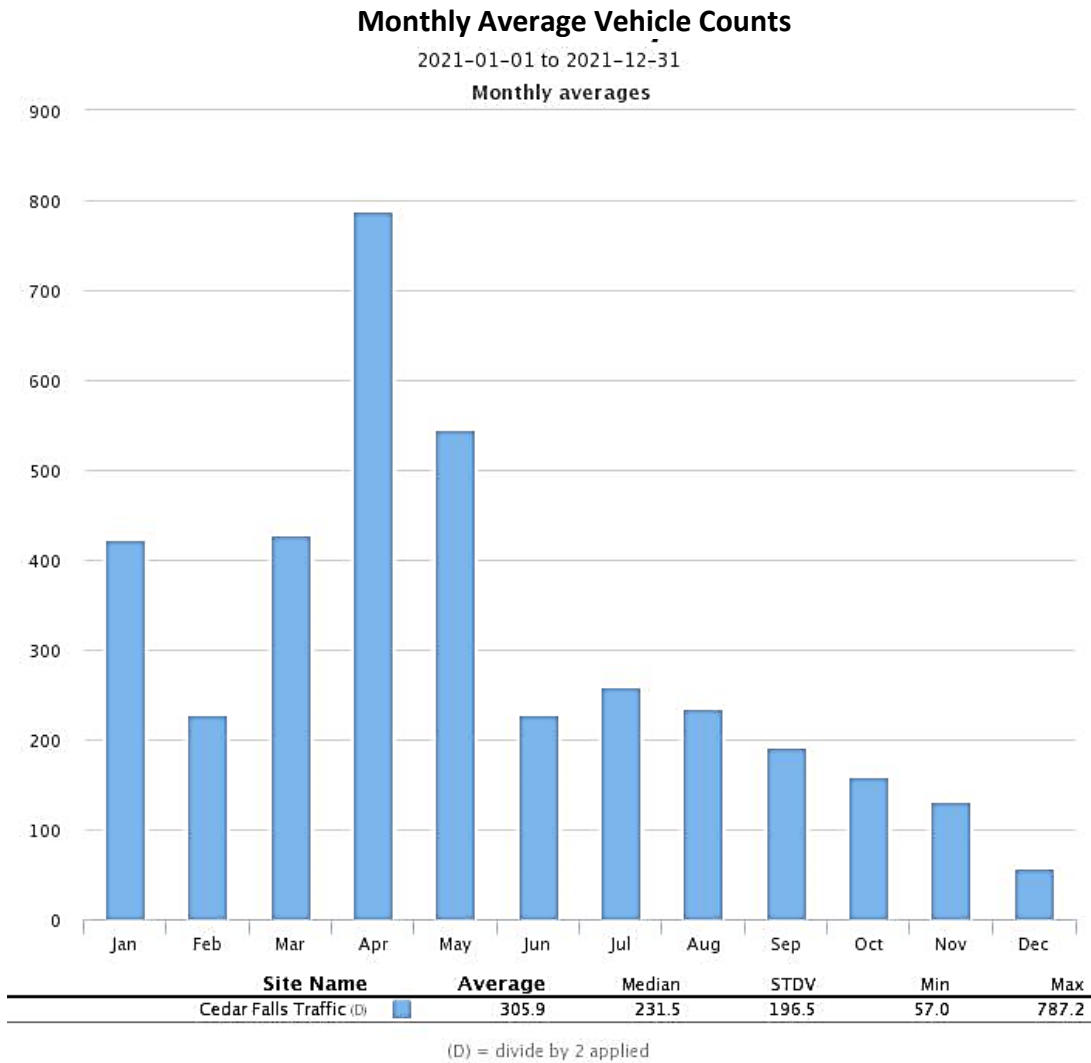
	2015	2016	2017	2018	2020	2021	Average (Five Year)
<b>Winter</b>	N/A	5	5	3	6	12	5*
<b>Spring</b>	N/A	10	10	10	21	17	13*
<b>Summer</b>	6	7	7	8	13	8	8
<b>Fall</b>	7	6	6	5	9	4	7

\*Four-year average

The average daily Winter vehicle count for the study period in 2021 was 12, which is 78% higher than previous four-year average (5). The average daily Spring vehicle count

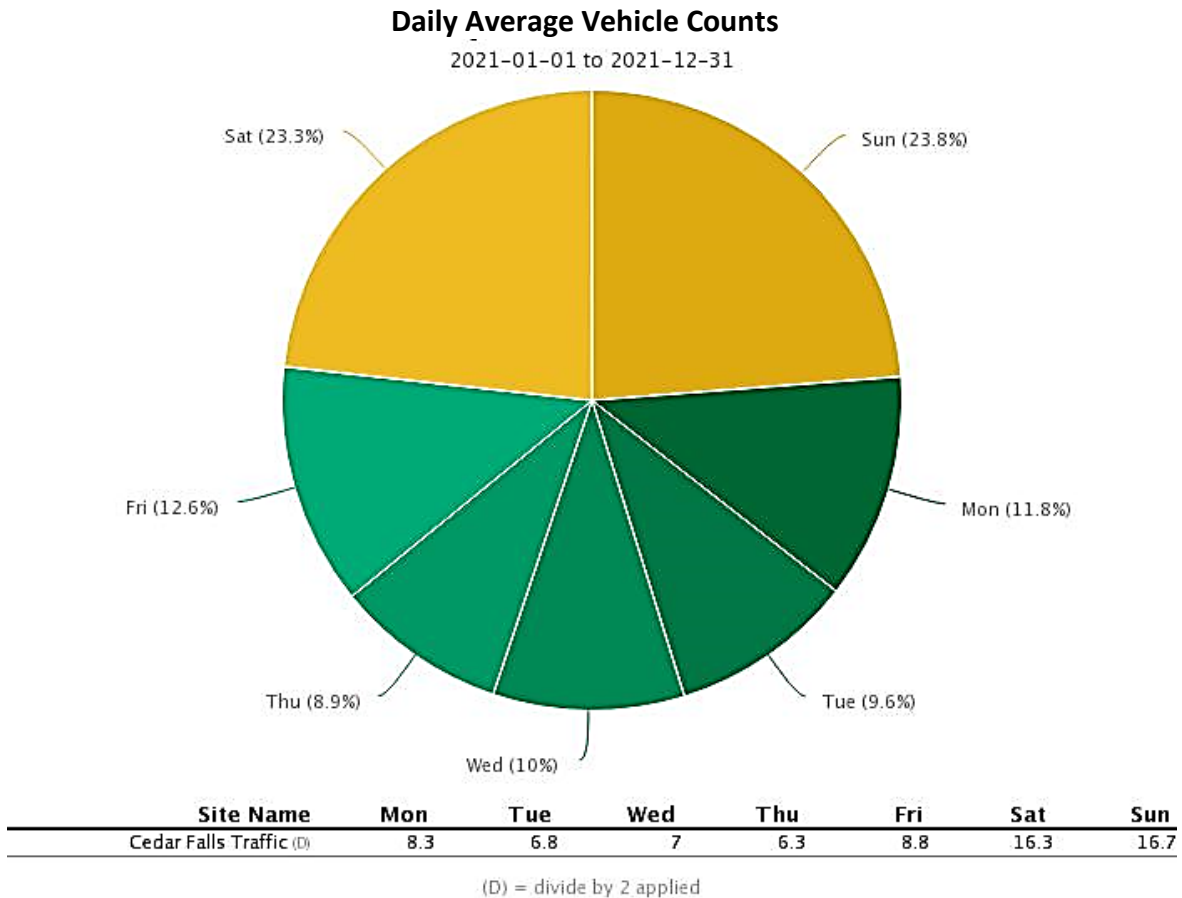


for the study period in 2021 was 17, which is 31% higher than previous four-year average (13). The average daily Summer vehicle count for the study period in 2021 was 8, which is the same as the five-year average (8). The average daily Fall vehicle count for the study period in 2021 was 4, which is 43% lower than previous five-year average (7). The average monthly vehicle count from January to December 2021 was 306 (Figure 11). The highest monthly vehicle count was recorded in April, with 787 vehicles visiting the area. The lowest monthly vehicle count was recorded in December, with 57 vehicles visiting the area.



**Figure 11: Cedar Falls Monthly Average Vehicle Counts**

Daily vehicle counts ranged from 16.7 vehicles per day on Sundays (23.8%) to 6.3 vehicles per day on Thursdays (8.9%) (Figure 12). The highest daily vehicle count was recorded on Saturday April 17, 2021 with 103 vehicles visiting the area. No LRCA event was held on this day.



**Figure 12: Cedar Falls Daily Average Vehicle Counts**

For the study period of January 1 to December 31, a total of 3,671 vehicles entered Cedar Falls Conservation Area, which was lower than 2020 but higher than the surveys conducted in previous years.

### 3.7 Hurkett Cove Conservation Area

In 2021 a traffic survey was conducted at Hurkett Cove Conservation Area for the entire calendar year. It was the fourth yearly study completed along with 2017, 2018 and 2020. Previous seasonal studies were completed in 2010 and 2014 during the summer months, and 2016 during the summer and fall. The area is popular for botanizing, picnicking and photography. It is also one of the top birding sites in Ontario.

The total vehicle counts were compared to coin box revenues. Based on the 2021 total coin box revenue for the period it is estimated that approximately 4.3% of the vehicles entering the area are paying the \$5.00 vehicle fee by coin box.

**Table 14: Yearly Vehicle Count & Revenue Summary – Hurkett Cove**

	2015	2016 (July to December)	2017	2018	2020	2021
<b>Average Daily</b>	N/A	6	6	5	9	10
<b>Average Monthly</b>	N/A	93	170	166	276	315
<b>Total Vehicles</b>	N/A	1,116	2,039	1,990	3,307	3,776
<b>Highest Daily Count &amp; Event</b>	N/A	27 Vehicles October 22, 2016 No Event	84 Vehicles May 27, 2017 Dorion Birding Festival	67 Vehicles May 26, 2018 Dorion Birding Festival	44 Vehicles July 1, 2020 Canada Day	51 Vehicles May 8, 2021 No Event
<b>Yearly Coin Box Total (\$)</b>	\$151.12	\$16.75	\$180.65	\$184.53	\$498.82	\$880.45
<b>Percent of Vehicles Paying by Coin Box</b>	N/A	N/A	4.4	4.6	7.5	4.7

The average daily vehicle count for the study period in 2021 was 10, which is 43% higher than the previous three year (2017, 2018, 2020) full-study average (7).

**Table 15: Seasonal Average Daily Counts – Hurkett Cove**

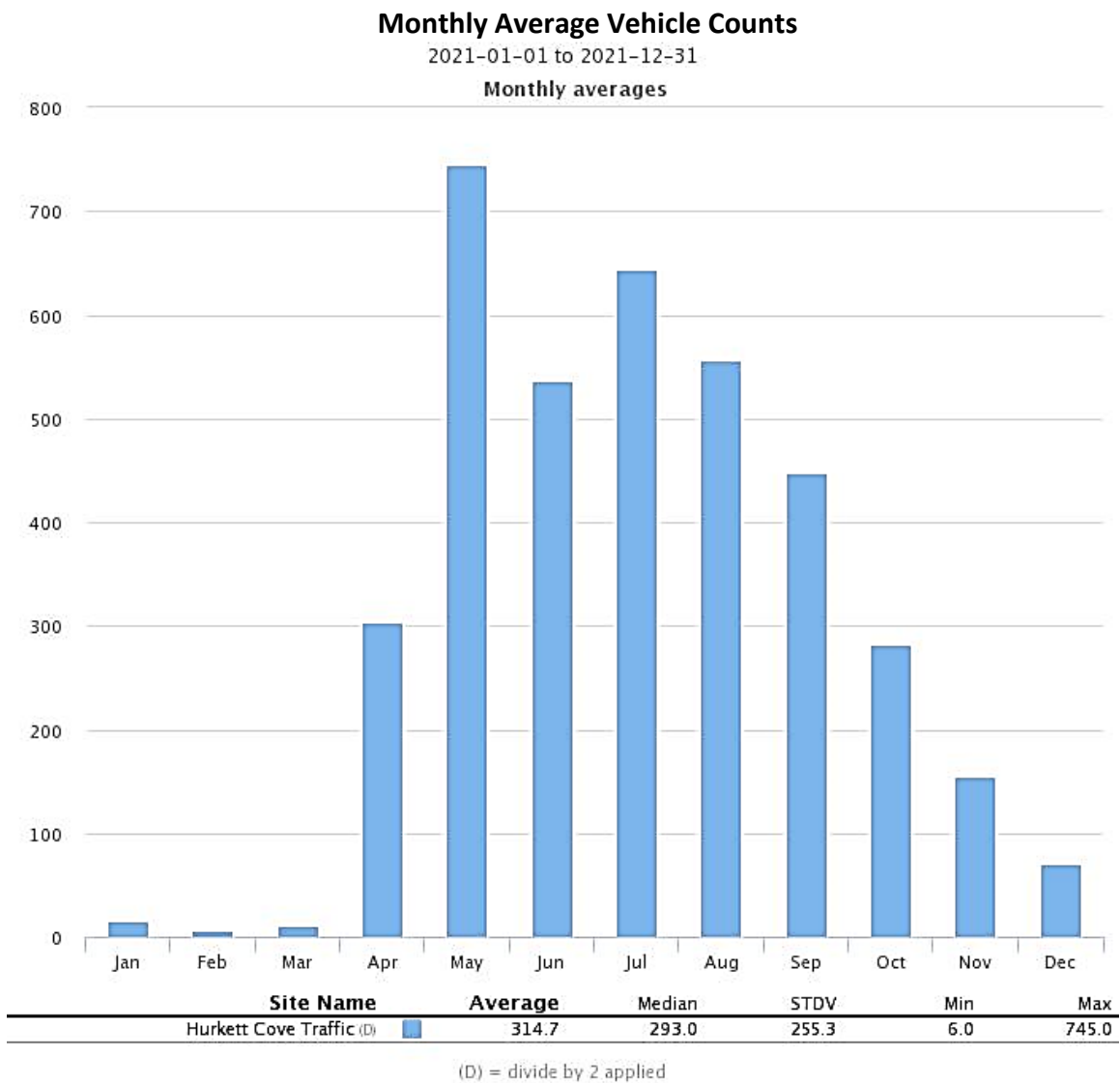
	2015	2016	2017	2018	2020	2021	Average (Five Year)
<b>Winter</b>	N/A	N/A	1	0	0	0	0.3**
<b>Spring</b>	N/A	N/A	9	7	13	17	10**
<b>Summer</b>	8	8	9	11	16	18	10
<b>Fall</b>	N/A	5	4	4	7	6	5*

\*Four year average

\*\*Three year average

The average daily Spring vehicle count for the study period in 2021 was 17, which is 70% higher than previous four-year average (10). The average daily Summer vehicle count for the study period in 2021 was 18, which is 80% higher than previous five-year average (10). The average daily Fall vehicle count for the study period in 2021 was 6, which is 20% higher than previous five-year average (5).

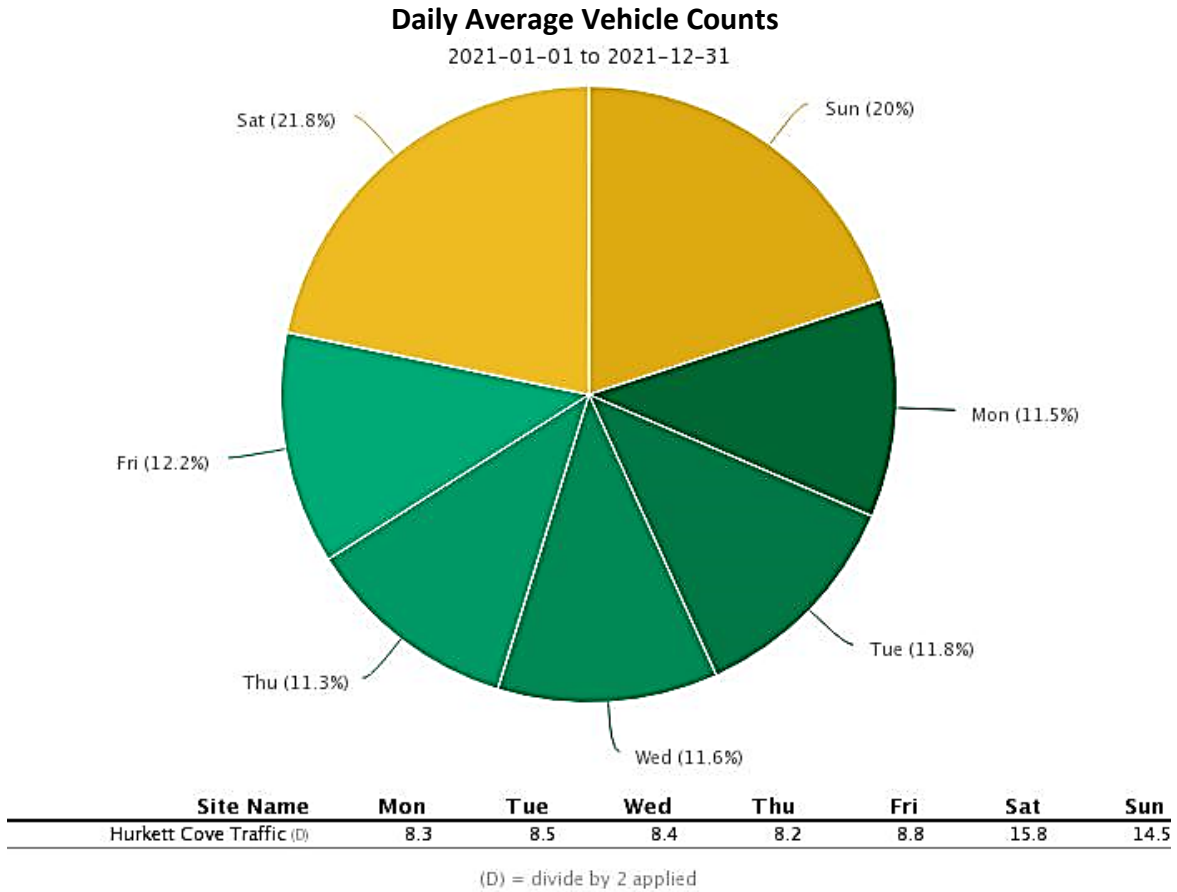
The average monthly vehicle count from January to December 2021 was 315 (Figure 13). The highest monthly vehicle count was recorded in May, with 745 vehicles visiting the area. The lowest monthly vehicle count was recorded in February, with 6 vehicles visiting the area.



**Figure 13: Hurkett Cove Monthly Average Vehicle Counts**

Daily vehicle counts ranged from 15.8 vehicles per day on Saturdays (21.8%) to 8.2 vehicles per day on Thursdays (8.2%) (Figure 14). The highest recorded daily vehicle

count was recorded on Saturday May 8, 2021 with 51 vehicles visiting the area. No LRCA event was held on this day.



**Figure 14: Hurkett Cove Daily Average Vehicle Counts**

For the study period of January 1 to December 31, a total of 3,776 vehicles entered Hurkett Cove Conservation Area, which was higher than the surveys conducted in previous years.

### 3.8 Mills Block Forest

In 2021 a traffic survey was conducted at Mills Block Forest from May 1 to December 31. It was the first study completed since 2013. Previous seasonal studies were completed in 2007 and 2013 during the summer months. The area is very popular with dog walkers, recreational hikers and botanists.

On October 27, 2021 a coin box was installed at Mills Block Forest. The total vehicle counts were compared to coin box revenues (October 27, 2021 to November 25, 2021). Based on the 2021 total coin box revenue for the period it is estimated that approximately 1.8% of the vehicles entering the area are paying the \$5.00 vehicle fee by coin box.

**Table 16: Yearly Vehicle Count & Revenue Summary – Mills Block**

	2007 (June to September)	2013 ( June to October)	2021 ( May to December)
Average Daily	12	13	100
Average Monthly	N/A	N/A	3,072
Total Vehicles	N/A	N/A	24,577
Highest Daily Count & Event	N/A	N/A	197 Vehicles May 9, 2021 No Event
Yearly Coin Box Total (\$)	N/A	N/A	\$251.35
Percent of Vehicles Paying by Coin Box	N/A	N/A	1.8*

\*Coin box percentage based on collection from October 27<sup>th</sup> 2021 to November 25<sup>th</sup> 2021.

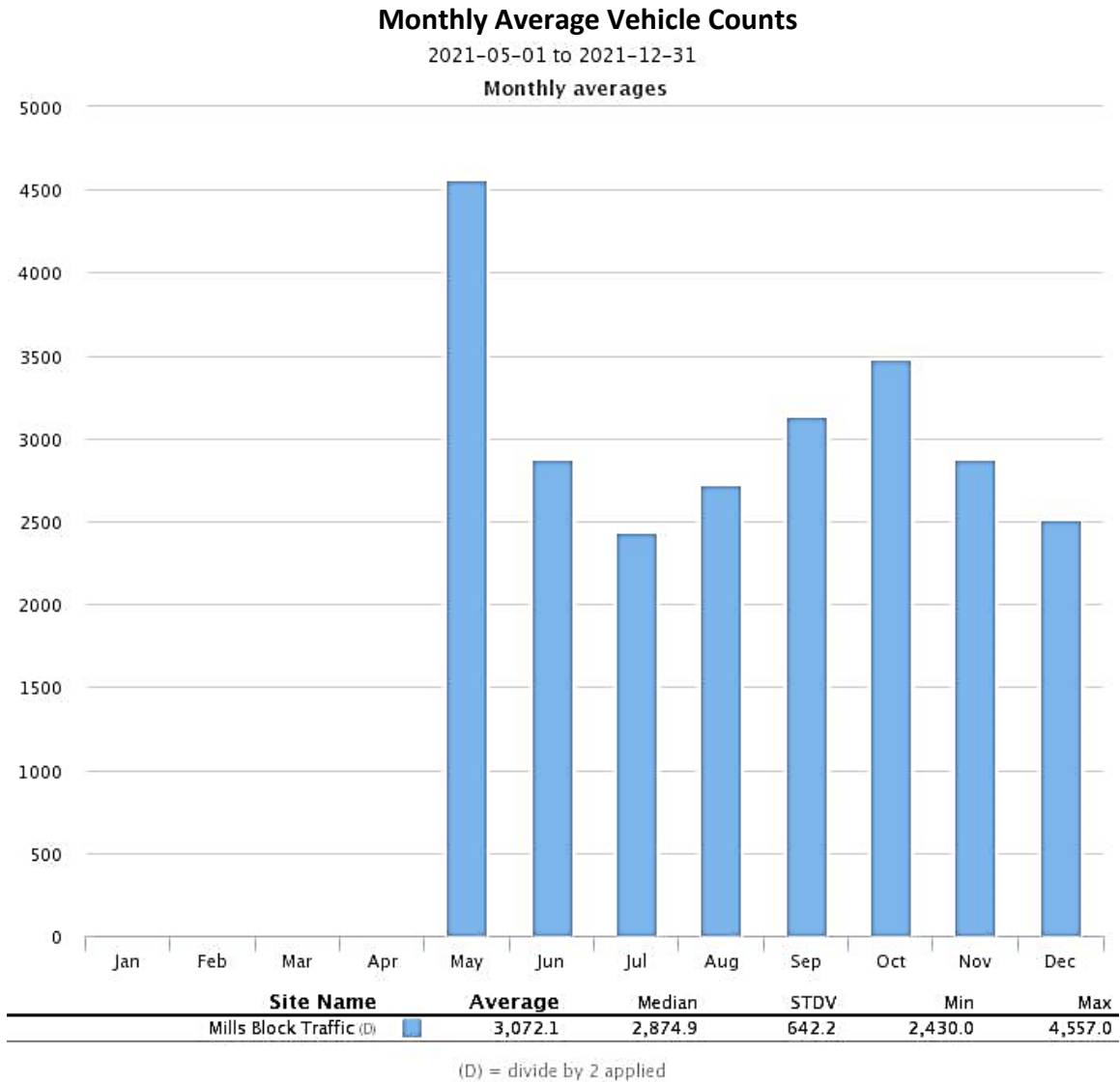
The average daily vehicle count for the study period in 2021 was 100, which is 669% higher than the previous two year partial-study (2007, 2013) average (13).

**Table 17: Seasonal Average Daily Counts – Mills Block**

	2007	2013	2021	Average (Five Year)
Winter	N/A	N/A	N/A	N/A
Spring	N/A	N/A	N/A	N/A
Summer	12	13	90	13
Fall	N/A	N/A	97	N/A

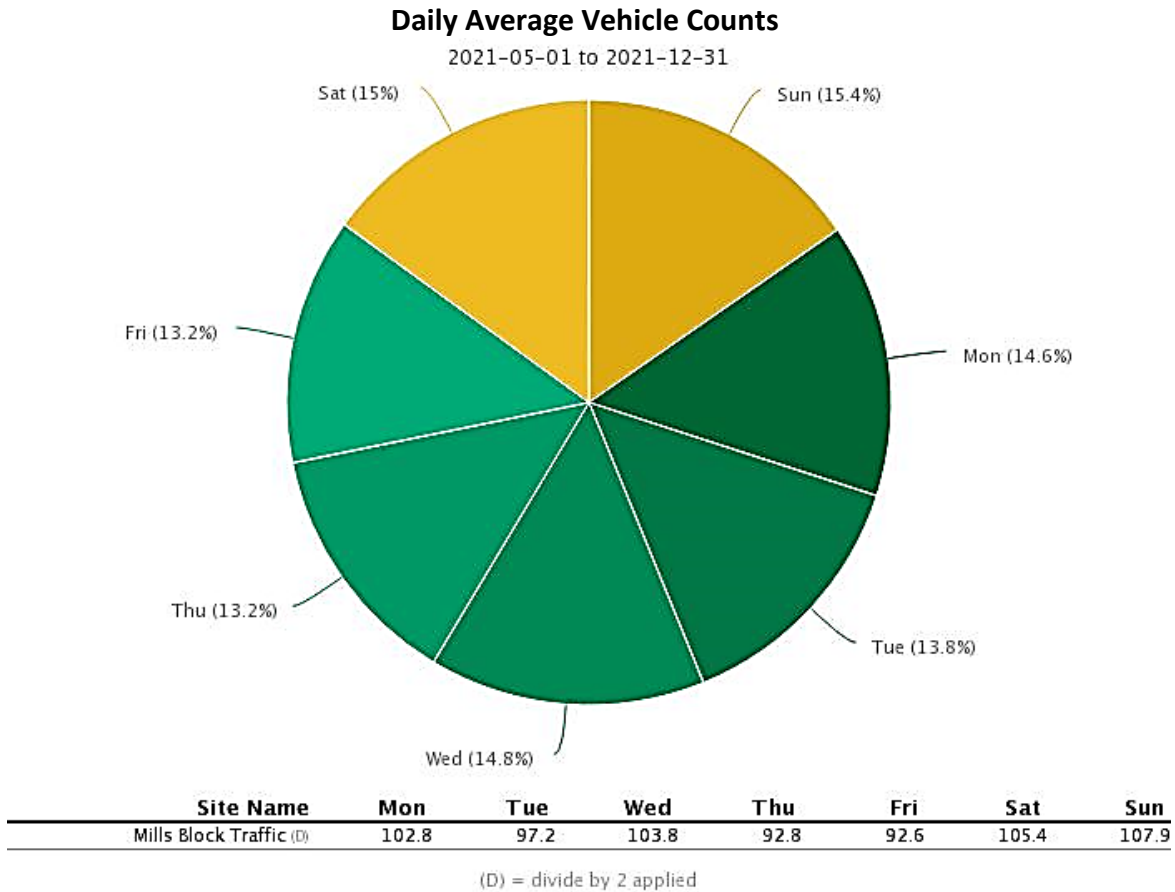
The average daily Summer vehicle count for the study period in 2021 was 90, which is 592% higher than previous two-year average (13).

The average monthly vehicle count from May to December 2021 was 3,072 (Figure 15). The highest monthly vehicle count was recorded in May, with 4,557 vehicles visiting the area. The lowest monthly vehicle count was recorded in July, with 2,430 vehicle visiting the area.



**Figure 15: Mills Block Monthly Average Vehicle Counts**

Daily vehicle counts ranged from 107.9 vehicles per day on Sundays (15.4%) to 92.6 vehicles per day on Fridays (13.2%) (Figure 16). The highest recorded daily vehicle count was recorded on Sunday May 9, 2021 with 197 vehicles visiting the area. No LRCA events were held on these days.



**Figure 16: Mills Block Daily Average Vehicle Counts**

For the study period of May 1 to December 31, a total of 24,577 vehicles entered Mills Block Forest.

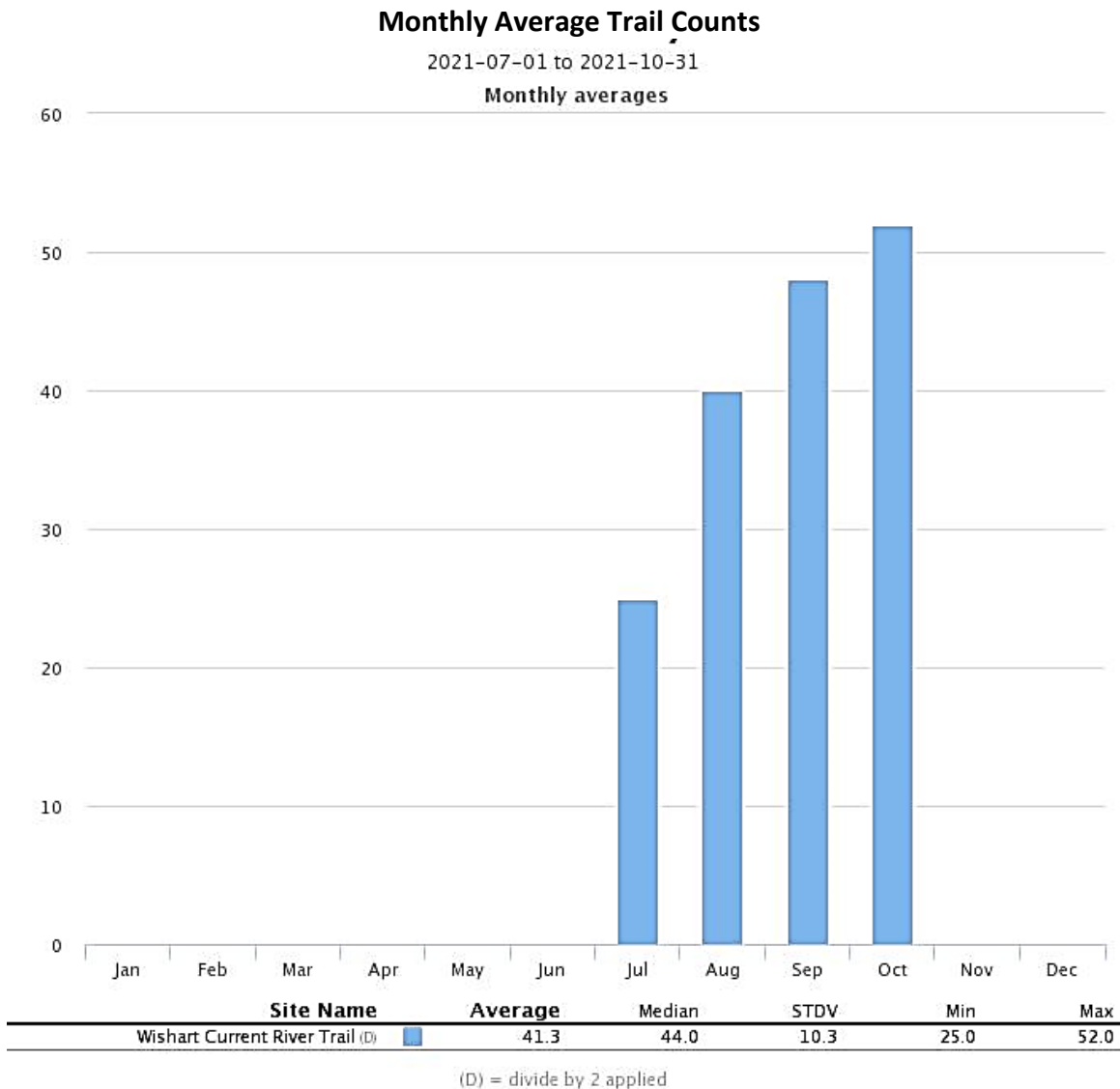


### 3.9 Seasonal Trail Counter

#### 3.9.1 Wishart Forest Current River Trail

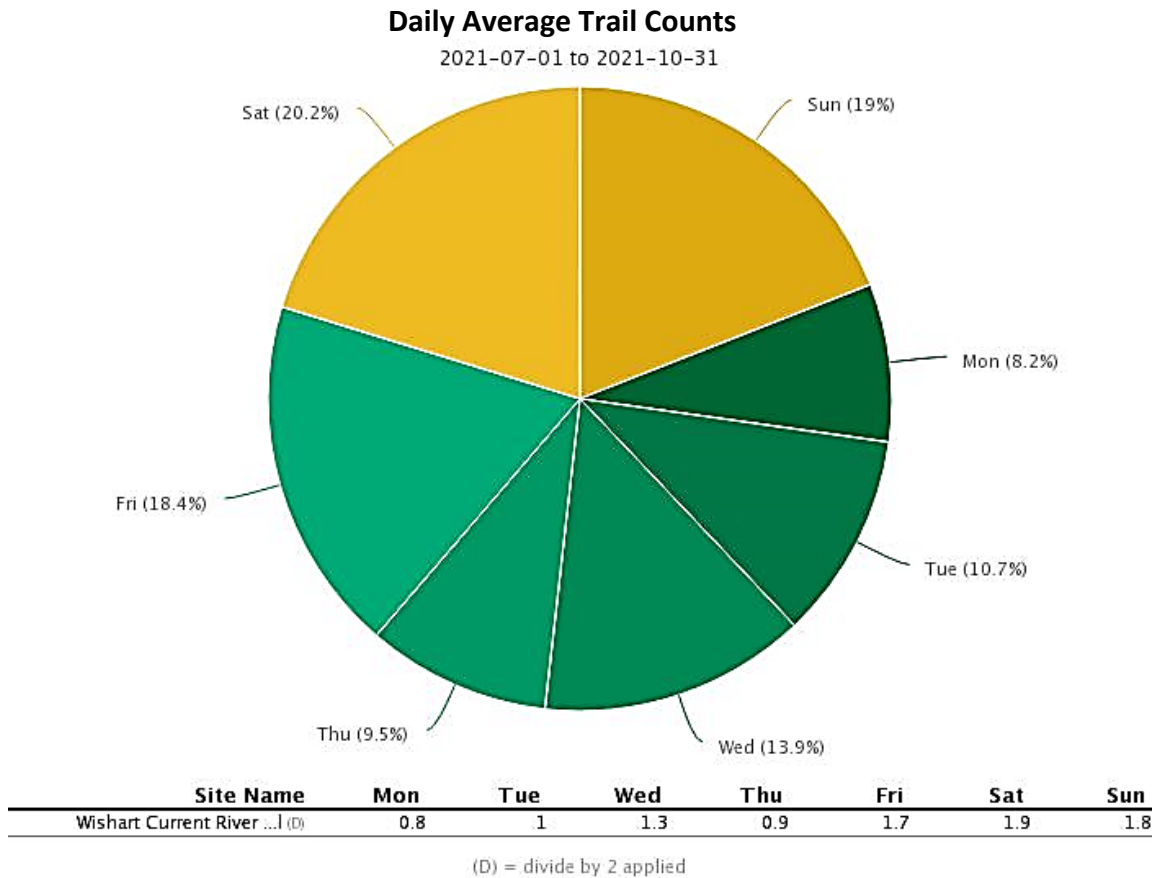
In 2021 a seasonal trail survey was conducted on the Current River Trail at Wishart Forest from July 1 to October 31, 2021. It was the first seasonal study.

The average monthly trail count was 41.3 (Figure 17). The highest monthly trail count was recorded in October, with 52 people walking the trail. The lowest monthly trail count was recorded in July, with 25 people walking the trail.



**Figure 17: Wishart Trail Monthly Average Trail Counts**

The average daily trail count was 1.3. Daily trail counts ranged from 0.8 people per day on Mondays (8.2%) to 1.9 people per day on Saturdays (20.2%) (Figure 18). The highest recorded daily trail count for the study period was recorded on Friday August 20, 2021 and Friday October 15, 2021 with 6 people walking the trail. No LRCA event was held on this day.



**Figure 18: Wishart Trail Daily Average Trail Counts**

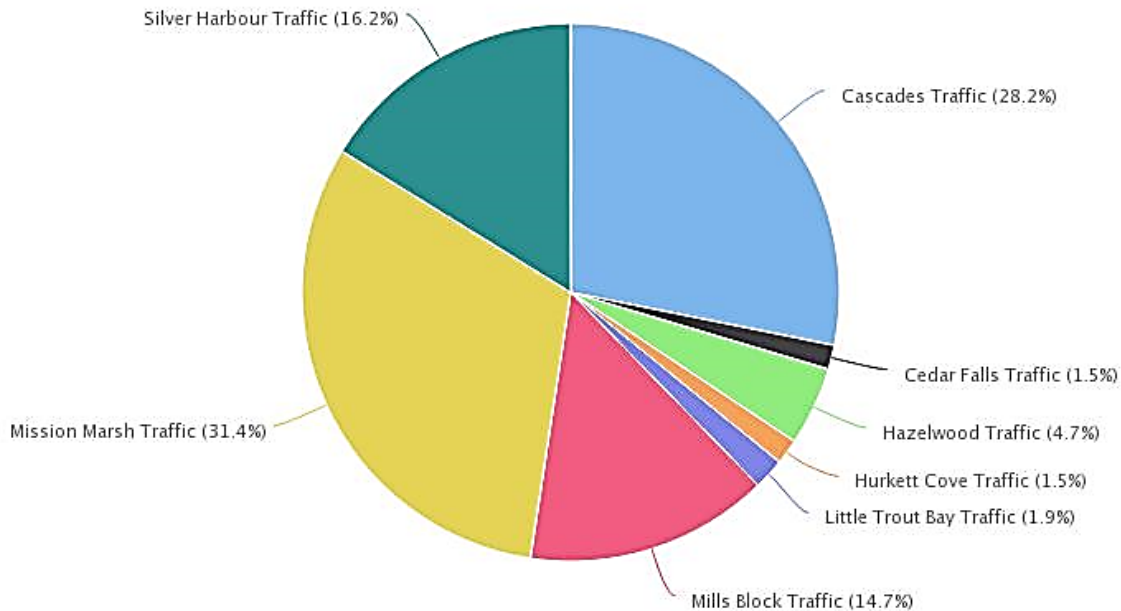
For the study period of June 1 to July 31, a total of 165 people walked the Current River Trail at Wishart Forest.

## 4 SUMMARY AND CONCLUSIONS

Based on a review of the eight studied areas in 2021, Mission Island Marsh Conservation Area is the most visited area with 31.4% of vehicle traffic per area. The second most visited area is Cascades Conservation Area (28.2%), followed by Silver Harbour Conservation Area (16.2%), Mills Block Forest (14.7%), Hazelwood Lake Conservation Area (4.7%), Little Trout Bay Conservation Area (1.9%), Cedar Falls Conservation Area (1.5%) and Hurkett Cove Conservation Area (1.5%) (Figure 19).

### Daily Average Vehicle Counts per Area

2021-01-01 to 2021-12-31



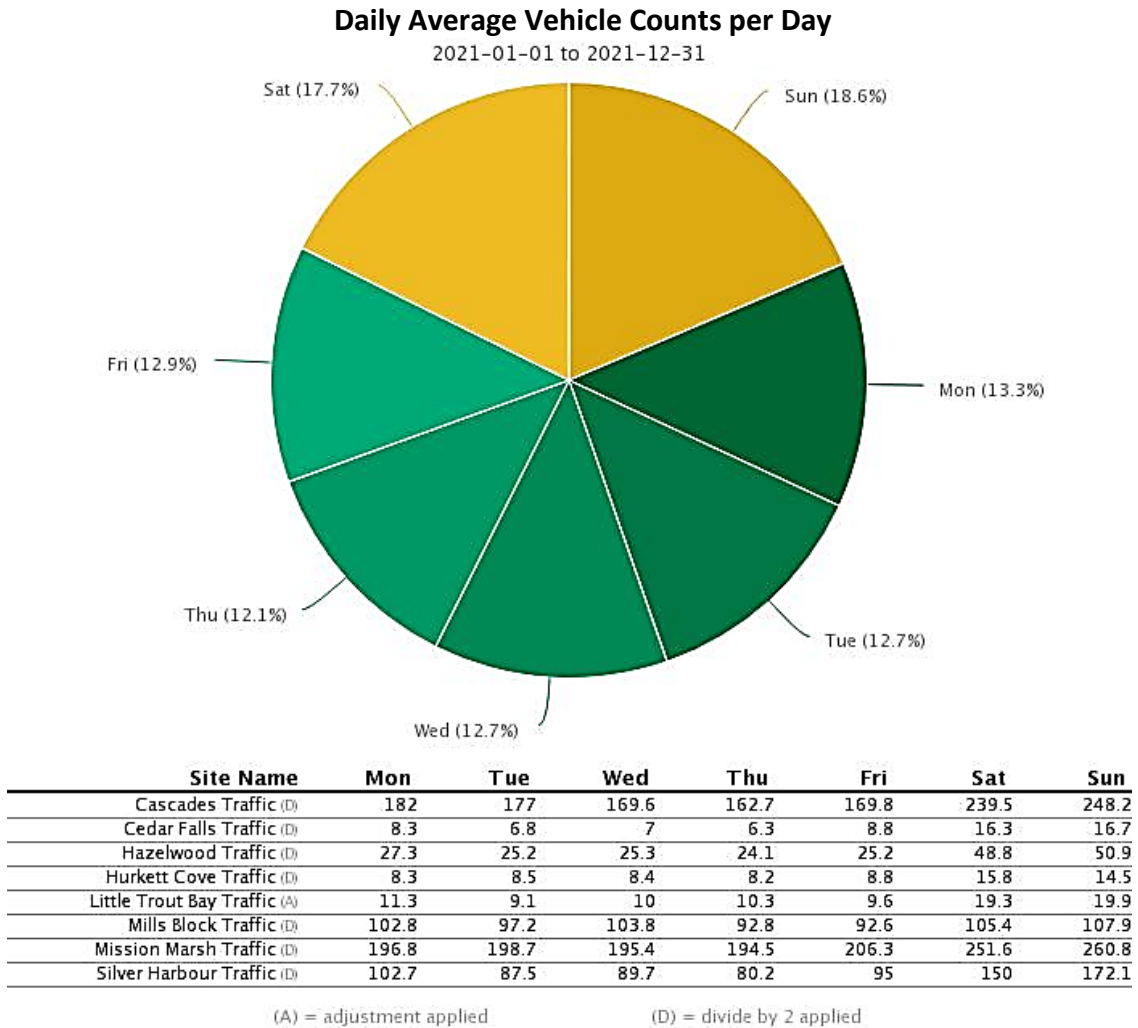
Site Name	Daily Average
Cascades Traffic	192.7 (28.2%)
Cedar Falls Traffic	10 (1.5%)
Hazelwood Traffic	32.4 (4.7%)
Hurkett Cove Traffic	10.3 (1.5%)
Little Trout Bay Traffic	12.8 (1.9%)
Mills Block Traffic	100.4 (14.7%)
Mission Marsh Traffic	214.8 (31.4%)
Silver Harbour Traffic	110.8 (16.2%)

(A) = adjustment applied

(D) = divide by 2 applied

**Figure 19: Conservation Areas Comparison – Daily Average Vehicle Traffic per Area**

Overall, Sundays (18.6%) are the day of the week that sees the most visitors, followed by Saturdays (17.7%), Mondays (13.3%), Fridays (12.9%), Tuesdays (12.7%), Wednesdays (12.7%), and Thursdays (12.1%) (Figure 20).

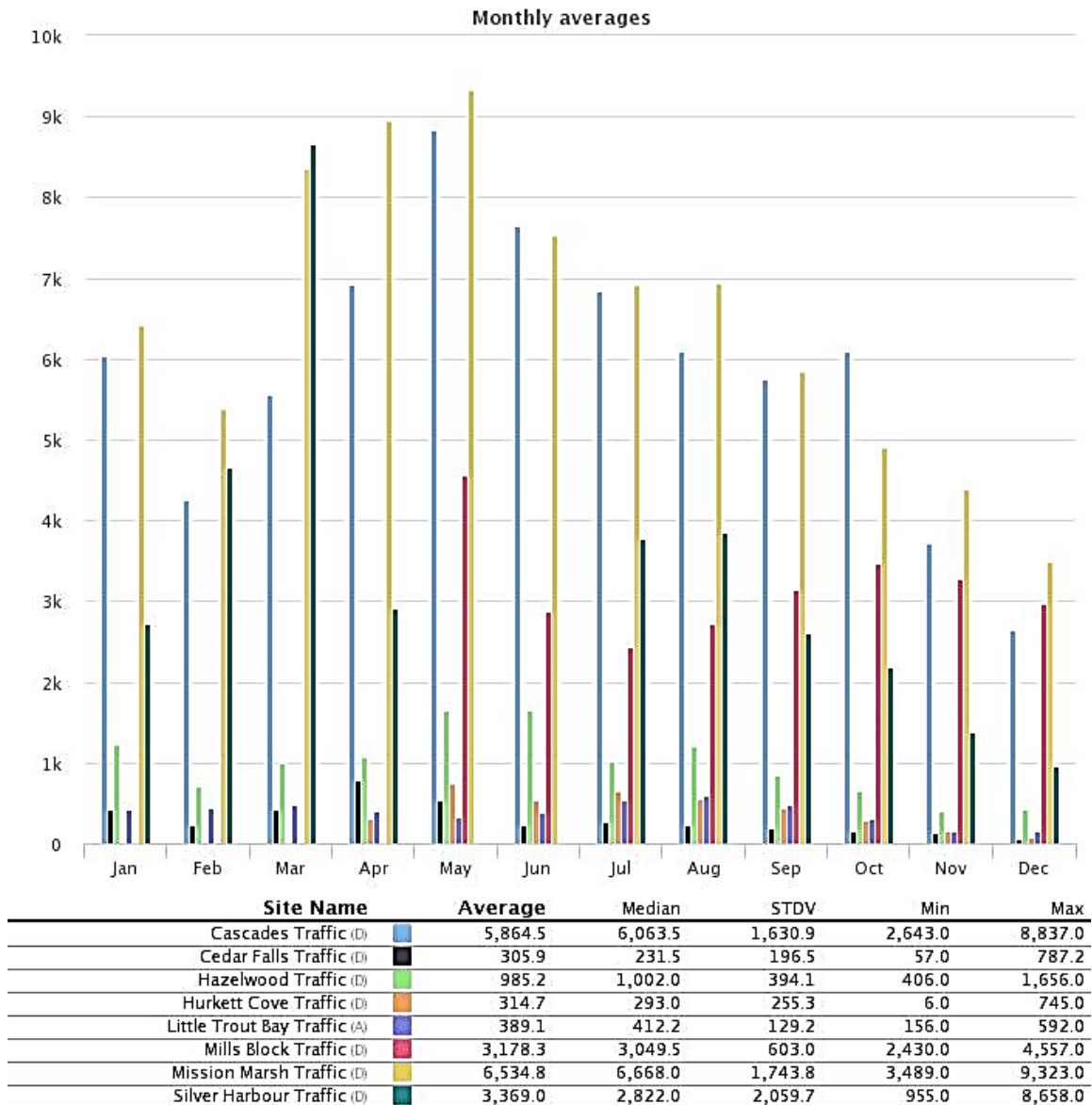


**Figure 20: Conservation Areas Comparison – Daily Average Vehicle Traffic per Day**

The average monthly vehicle count (Figure 21) from January to December 2021 was 19,250 compared to 17,844 in 2020, 12,297 in 2018, 11,941 in 2017 and 11,444 in 2016. The highest recorded monthly vehicle count was at Mission Marsh with 9,323 vehicles visiting the area in May. The lowest recorded monthly vehicle count was at Hurkett Cove with 6 vehicles visiting the area in February.

### Monthly Average Vehicle Counts per Area

2021-01-01 to 2021-12-31

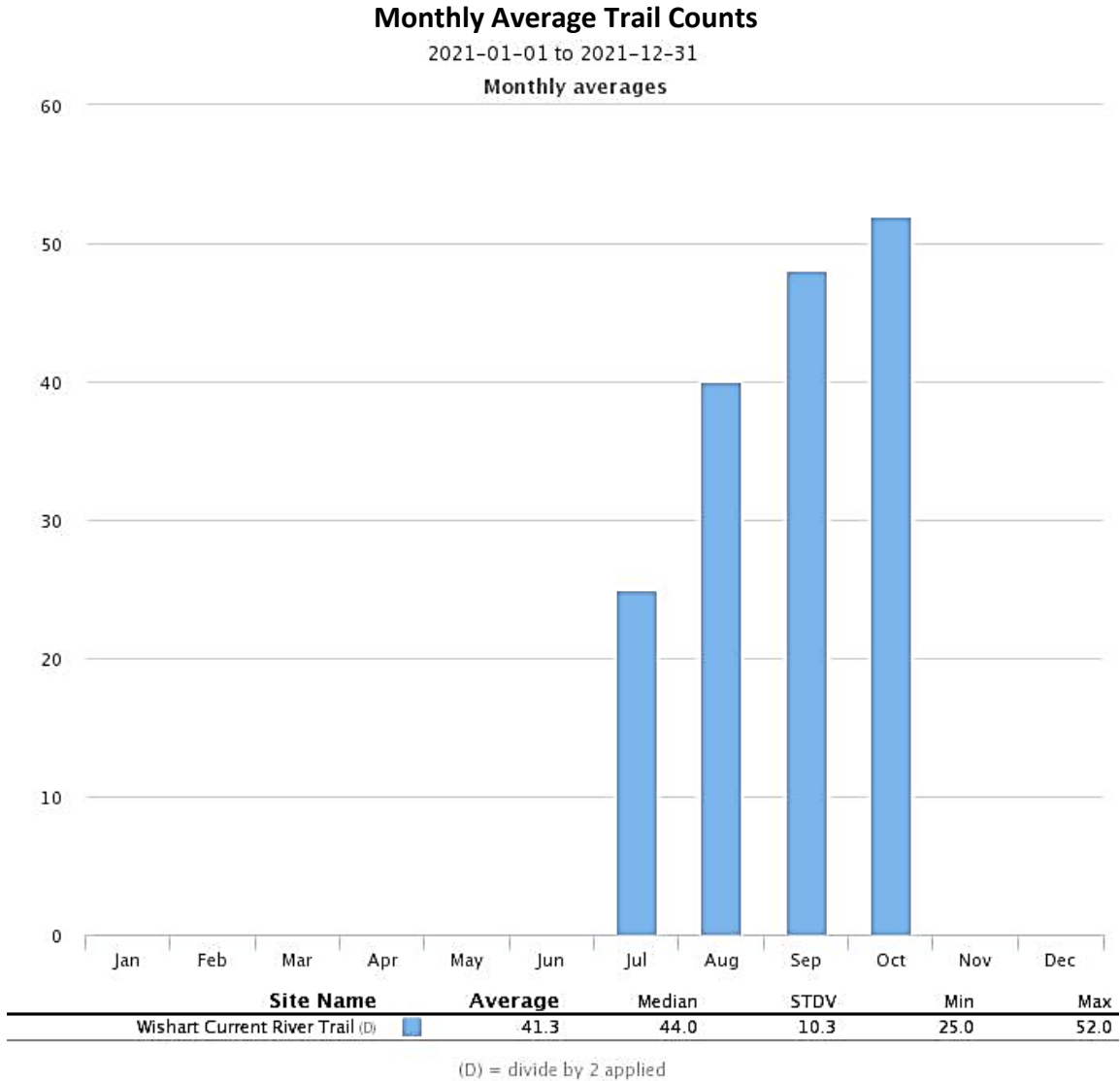


(A) = adjustment applied

(D) = divide by 2 applied

**Figure 21: Conservation Areas Comparison - Monthly Average Vehicle Traffic per Area**

The average monthly trail count during the 2021 study period was 41.3 at Wishart Forest. The highest monthly trail count was recorded in October, with 52 people walking the trail. The lowest monthly trail count was recorded in July, with 25 people walking the trail.



**Figure 22: Conservation Areas Comparison - Monthly Average Trail Traffic per Area**

Throughout the 2021 study period the eight Conservation Areas were visited by a total of 230,997 vehicles. Utilizing an assumed factor of 2.2 people per vehicle, an estimated 508,193 people attended the eight areas throughout the year. This is higher than the four previous yearly studies with a total of 214,128 vehicles and 471,082 people in 2020, 147,559 vehicles and 324,630 people in 2018, 143,297 vehicles and 315,253 people in 2017 and a total of 137,331 vehicles and 302,128 people in 2016. In 2021,

approximately 16,869 more vehicles visited Conservation Areas compared to 2020, which equates to a 7.9% increase in usage.

**Table 18: Annual Total Vehicles and Visitors to Conservation Areas**

Year	Total Vehicle Count	Total Estimated Visitors
2015	138,306	304,273
2016	137,331	302,128
2017	143,297	315,253
2018	147,559	324,630
2019	n/a	n/a
2020	214,128	471,082
2021	230,997	508,193
<b>Average</b>	<b>168,603</b>	<b>370,927</b>

#### *COVID-19*

On March 11, 2020, the World Health Organization declared a global pandemic for the new Coronavirus (COVID-19). The COVID-19 pandemic caused significant disruption to normal routines of government, businesses, and residents across the globe. From March 2020 to January 2022, the Province of Ontario and the Government of Canada issued several Provincial Orders, Emergency Orders, Stay at Home Orders, regional lock downs and mandates. During the various shutdowns, area residents were unable to travel, visit Provincial parks and municipal amenities, or take part in other day to day usual activities. During this period all Conservation Areas remained open and as a result, experienced unprecedented usage for the majority of the pandemic. Both regular and new visitors who were looking for something to do during this period visited Conservation Areas as they offered opportunities for people to enjoy nature, get exercise and support mental health. Individual Conservation Area percentage increases to areas such as Cedar Falls and Hazelwood Lake show that people were also willing to travel further distances to enjoy the Conservation Areas.

#### *Estimate of Visitors paying Parking Fee*

In 2021, the parking fee was increased to \$5.00 per vehicle/day-use fee and pay and display units were installed at Mission Island Marsh and Cascades Conservation Areas and coinboxes were installed at Mills Block Forest, Wishart Forest and Little Trout Bay Conservation Area, in an effort to increase the generation of revenue to reduce the dependance on municipal levy to subsidize the operation of the areas. Additional work was also completed related to promoting the parking fee and the necessity of a user pay model, including the installation of large \$5.00 parking fee signage in the areas. Parking

was enforced under the City of Thunder Bay Parking By-law. No parking tickets were issued in 2021.

An analysis of the estimated number of vehicles paying the \$5.00 parking fee was also conducted. The calculation multiplies the number of estimated vehicles for the study period by \$5.00 to calculate the expected revenue and then calculates the percentage of the collected coin box revenue. Based on the collected revenue of \$26,032.26, 5,206 vehicles paid the \$5.00 parking fee, which equates to 2.5% of the vehicles paying the parking fee by coin box / Pay and Display. If every Explore Card pass holder visited the area 50 times per year (i.e. 1570 cards x 50 visits/year = 78,500 vehicles), it is estimated that a total 33.9% of visitors are paying to park in the areas by Explore Card. Therefore, it is estimated that 36.4% of visitors pay either in the coin box / Pay and Display unit or by Explore Card to park in the Conservation Areas. It is noted that in 2021, the parking fee was increased to \$5.00 on January 1, 2021 and that staff installed pay and display units at Mission Island Marsh and Cascades Conservation Areas on October 20, 2021. Coinboxes were installed at Mills Block Forest on October 27, 2021 and Wishart Forest on October 26, 2021. New large \$5 signage are also installed in all areas to inform/remind visitors of the parking fee.

In 2021, a total of 1555 Explore Cards were purchased and 20 additional Explore Cards were given away as promotional with revenue of \$57,910, compared to 2020 with 275 Explore Cards purchased and 19 promotional Explore Cards with a total of \$8,250, 2019 with 165 Explore Cards purchased and 52 promotional Explore Cards with a total of \$4,950, 2018 with 172 Explore Cards purchased and 74 promotional Explore Cards with a total of \$5,160.00, 2017 with 123 Explore Cards purchased and 189 promotional Explore Cards with a total of \$3,690.00. The total revenue from coin boxes and Explore Cards in 2021 was \$83,942.62, compared to 2020 with \$18,504, 2019 with \$10,269.86, 2018 with \$9,039.29 and 2017 with \$7,590.53.



**Table 19: Conservation Area Comparison & Revenue Summary**

Conservation Area	Total Number of Vehicles	Average Daily Traffic (%)	Yearly Coin Box Total (\$)	Yearly Pay and Display Total (\$)	Vehicles Paying by Coin Box*/ Pay and Display (%)
Mission Island Marsh	78,418	31.4%	\$5,861.42	\$510.00**	1.6%
Cascades	70,373	28.2%	\$7,357.91	\$1,675.00**	2.6%
Silver Harbour	33,690	16.2%	\$3,068.21	N/A	1.8%
Little Trout Bay	4,669	1.9%	\$1,819.81	N/A	7.8%
Hazelwood Lake	11,822	4.7%	\$2,521.76	N/A	4.3%
Cedar Falls	3,671	1.5%	\$1,954.26	N/A	10.6%
Hurkett Cove	3,776	1.5%	\$880.45	N/A	4.7%
Mills Block Forest	24,577	14.7%	\$251.35	N/A	1.8%***
Wishart Forest	N/A	N/A	\$132.45	N/A	N/A
<b>Yearly Totals</b>	<b>230,997</b>		<b>\$23,847.62</b>	<b>\$2,185.00</b>	<b>2.5%</b>

\*assumes \$5.00 per vehicle.

\*\* collected from October 27, 2021 to December 31, 2021.

\*\*\*percentage based on collection from October 27, 2021 to November 25, 2021.

## 5 RECOMMENDATIONS

The following recommendations are provided for consideration:

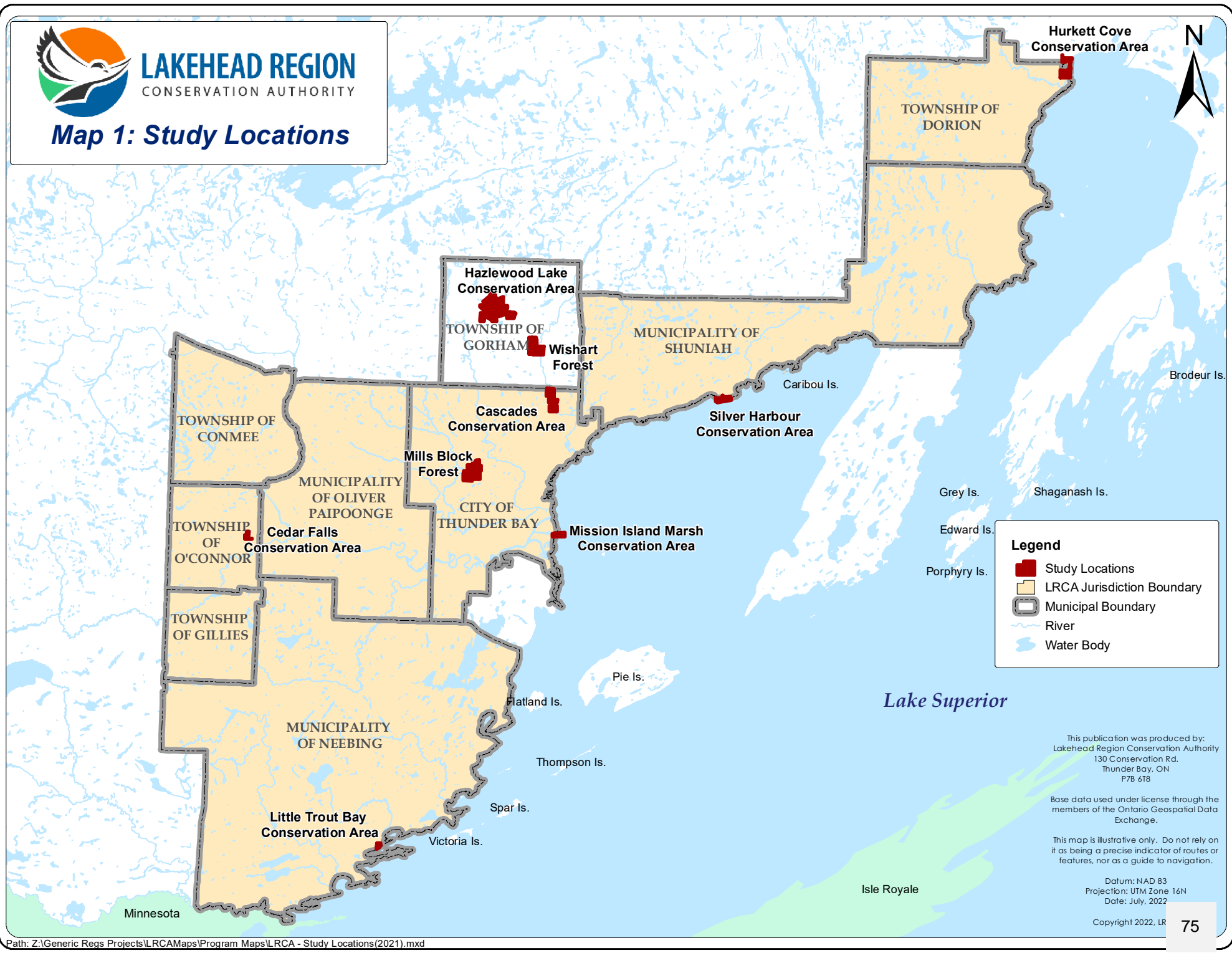
- Personnel and funding permitting, continue the annual vehicle counts at the Conservation Areas,
- Continue developing a marketing strategy with a focus on increasing yearly coin box revenue for all Conservation Areas, and creating public awareness of LRCA owned Conservation Areas and associated costs,
- Continue to promote the sale of Explore Card Parking Passes, and
- Develop a strategy to track usage of Explorer Card users.
- Improve traffic data collection at Little Trout Bay Conservation Area by creating an entrance that requires all traffic to be accurately counted.

# Maps



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

**Map 1: Study Locations**



**Legend**

- Study Locations
- LRCA Jurisdiction Boundary
- Municipal Boundary
- River
- Water Body

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: July, 2022

Copyright 2022, LR



<b>PROGRAM AREA</b>	Policy	<b>REPORT NO.</b>	Policy-GEN-20-2022
<b>DATE PREPARED</b>	October 13, 2022	<b>FILE NO.</b>	31-7-3
<b>MEETING DATE</b>	October 26, 2022		
<b>SUBJECT</b>	Snowplowing Policy		

**RECOMMENDATION**

Suggested Resolution

*“THAT: General Policy GEN-20- 2022: Snowplowing Policy be approved.”*

**LINK TO STRATEGIC PLAN (2018-2022)**

*Connect & Explore:*

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

*Govern & Enhance:*

- *Optimize organizational performance through policy and measurable actions to improve accountability and transparency.*

**EXECUTIVE SUMMARY**

The Lakehead Region Conservation Authority staff will commence snowplowing operations in the winter of 2022, taking over from previously hired contractors. The Authority currently does not have a formal Snowplowing Policy in place. The proposed Snowplowing Policy outlines safety considerations when plowing, defines the areas that will plowed, defines winter maintenance standards, methodology for plowing, personnel involved and overtime and holiday compensation. The procedures that are stated in the policy will guide employees in implementing and maintaining an effective snowplowing program.

**DISCUSSION**

The Snowplowing Policy is required to set forth procedures for staff to follow thus allowing for a safe and productive snowplowing program. The policy is intended to assist staff involved with the snowplowing program to understand information in the following:

- 1. Safety Considerations when Plowing**
  - a. Prior to Commencing Plowing Operations

- b. During Plowing Operations
- 2. Publicly Accessible LRCA Owned Lands**
- 3. Winter Maintenance Standards**
  - a. Weather Monitoring
  - b. Plowing
  - c. Sanding
  - d. Extreme Snow Accumulations
  - e. Adverse Weather Conditions
- 4. Methodology for Plowing**
  - a. Priority Areas to be Maintained
  - b. Plowing Considerations
- 5. Personnel**
  - a. Assigned Staff
  - b. Weekend, Holiday and After-Hours Scheduling
- 6. Overtime and Holiday Compensation**
  - a. Flex Days/Overtime
  - b. Holidays

### *Training*

A subsequent training document (Safety Equipment Training Policy HS-13-10: Snow Plow) is being developed and will be used to assist in the training of all applicable staff.

### **FINANCIAL IMPLICATIONS**

The snowplowing for LRCA owned lands has in recent years been contracted out. Cost totals for the past three years were:

- 2020- \$13,544.22
- 2021- \$7,718.26
- 2022- \$7,992.00 (January to April)

As approved in the budget, a truck and plow have been purchased and will be used by staff for snowplowing.

### **CONCLUSION**

The proposed Snowplowing Policy will ensure that the snowplowing will be conducted in a manner that is safe and effective while keeping identified LRCA owned lands open for the public to enjoy during the winter season.

**BACKGROUND**

The Authority previously hired a contractor to conduct snow plowing on LRCA owned land. The LRCA staff will taking over snowplowing as of the winter of 2022 and have purchased a suitable truck and plow. Truck purchase approval was at the October 27, 2021 Board Meeting, through resolution #103/21.

**REFERENCE MATERIAL ATTACHED**

GEN-20: 2022: Snowplowing Policy

**PREPARED BY:** Ryne Gilliam, Lands Manager

**REVIEWED BY:** Tammy Cook, Chief Administrative Officer

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: October 14, 2022</p>
--	-----------------------------------

<b>Section:</b>	GENERAL		
<b>Title:</b>	GEN-20: Snowplowing Policy		
<b>Resolution</b>	Res #/22	<b>Approval Date:</b>	October 26, 2022
<b>Revisions</b>			

## 1.0 Purpose

This policy will establish procedure for the snowplowing of LRCA publicly accessible properties. The LRCA snowplowing program will focus on safety, efficiency, and quality.

The objective of the plowing operations is to provide adequate, safe, timely access to LRCA winter accessible properties.

## 2.0 Safety Considerations when Plowing

The safety of LRCA employees conducting the plowing, and the public who may be present during plowing operations is to be prioritized at all times. Plowing operations should be undertaken to ensure no physical damage to amenities in the areas or parked vehicles.

### 2.1 Prior to Commencing Plowing Operations

- Conduct circle check of vehicle,
- Ensure all necessary equipment is in plow truck.
- Follow HS-18: Working Alone Policy, including signing out on Teams prior to leaving the office.
- Complete Health and Safety Equipment Training Policy HS-13-10: Snow Plow.

### 2.2 During Plowing Operations

- Flashing roof light must be engaged.
- Back-up alarm must be functioning.
- Operator must take all precautions and observe their surroundings of all obstructions such as people, animals, vehicles, parking lot boundaries and amenities in areas.

### 3.0 Publicly Accessible LRCA Owned Land

The LRCA has several publicly accessible parcels of land. The following table summarizes the method of maintenance at each of the properties.

Type of Property	Name of Property	Winter Maintenance at Property
Office	Administrative Office	LRCA maintained
Conservation Area	Cascades	LRCA maintained
Conservation Area	Mission Island Marsh	LRCA maintained
Conservation Area	Mills Block	LRCA maintained
Conservation Area	Hazelwood	LRCA maintained
Conservation Area	Wishart	LRCA maintained
Conservation Area	Silver Harbour	Silver Harbour Drive maintained by the Municipality of Shuniah
Conservation Area	Little Trout Bay	Little Trout Bay Road maintained by the Municipality of Neebing
Conservation Area	Mackenzie Point	Coral Bay Drive maintained by Municipality of Shuniah
Conservation Area	Cedar Falls	Broome Road maintained by Township of O'Connor
Conservation Area	Hurkett	Access road not maintained in the winter. No winter access.

### 4.0 Winter Maintenance Standards

#### 4.1 Weather Monitoring

Monitoring of weather shall be done between the periods of November to May. Monitoring shall consist of reviewing the current weather conditions and the forecast to occur in the next 24 hours, a minimum of two times per day. Monitoring is to be undertaken by the Field Operations Lead Hand weekdays and the Plowing Duty Person on weekends and holidays. In their absence, the assigned staff member is to delegate the responsibility to another staff member.

#### 4.2 Plowing

Plowing shall commence when 5 to 10 centimetres have accumulated. All areas will be plowed within 24 hours of meeting the depth criteria.

The Administrative Office must be plowed prior to 8:30 a.m. on workdays.

#### 4.3 Sanding

Sanding will be undertaken as warranted by hiring an outside contractor.



## 4.4 Extreme Snow Accumulations

In the event of extreme snow accumulations, an outside contractor may be hired to plow, move snow or remove snow from an area.

## 4.5 Adverse Weather Conditions

In cases where the Snow Event conditions are so severe as to necessitate a withdrawal of staff and equipment from plowing, then maintenance efforts shall cease until the Snow Event conditions sufficiently subside and the health and safety of staff and equipment is no longer at risk.

## 5.0 Methodology for Plowing

### 5.1 Priority of Areas to be Maintained

Areas will be plowed in the following order of priority:

1. Administrative Office
2. Mission Island Marsh Conservation Area
3. Cascades Conservation Area
4. Mills Block Forest
5. Hazelwood Lake Conservation Area
6. Wishart Forest

### 5.2 Plowing Considerations

Factors to be considered when plowing areas:

- Long term snow storage plan.
- Clearing the maximum number of parking spots.
- Maintaining access to garbage/recycling units, pay and display units, coin boxes, washrooms and trail heads.

## 6.0 Personnel

### 6.1 Assigned Staff

Staff responsible for the snow plowing program include:

- 1) Field Operations Lead Hand (primary)
- 2) Lands Manager (secondary)
- 3) GIS/Water Resources Technologist (alternate in times of staff shortages)

### 6.2 Weekend, Holiday and After-Hours Scheduling

Annually a Snow Plowing Duty Roster will be completed outlining the personnel who will be responsible for weather monitoring and snow plowing duties on weekends, holidays and after hours.

## 7.0 Overtime and Holiday Compensation

### 7.1 Flex Days/Overtime

Staff undertaking the snow plowing program will work flex days as needed, adjusting their seven-hour workday as required to accommodate working during times of snow fall. If snow fall is expected on a weekend, staff may take a preceding weekday off to minimize the accumulation of overtime or take the following weekday off. Any accumulated overtime will be compensated in time off in lieu.

Hours worked in excess of 44 hours in one work week will be compensated at 1.5 hours for each hour worked, per the *Employment Standards Act*. Working more than 44 hours in a work week (Sunday to Saturday) requires prior approval from the CAO.

### 7.2 Holidays

If an employee must plow on a statutory holiday, they will be compensated for 1.5 hours for each hour worked, per the *Employment Standards Act*.

#### Attachments:

- Annual Snow-Plowing After Hours/Weekend/Holiday Duty Roster

**2022/2023**

## Snow-Plowing Duty Roster

During the months of November to May the following personnel will be responsible for all after hours, weekend and holiday weather monitoring and snow plowing of LRCA publicly accessible properties.

Snow Plowing will be conducted per General Policy GEN-20: Snow Plowing.

If the assigned duty person can not perform their duties, they are responsible to delegate to another staff member.

<b>Month</b>	<b>Duty Person</b>	<b>1<sup>st</sup> Alternate</b>	<b>2<sup>nd</sup> Alternate</b>
November	Ryne Gilliam	Ryan Harris	Scott Drebit
December	Ryan Harris	Ryne Gilliam	Scott Drebit
January	Ryne Gilliam	Ryan Harris	Scott Drebit
February	Ryan Harris	Ryne Gilliam	Scott Drebit
March	Ryne Gilliam	Ryan Harris	Scott Drebit
April	Ryan Harris	Ryne Gilliam	Scott Drebit
May	Ryne Gilliam	Ryan Harris	Scott Drebit

Revision Date: October 5, 2022

**2022 TREASURER'S REPORT  
MONTHLY EXPENSES**

	<b>2022 BUDGET</b>	<b>September</b>	<b>TOTAL TO DATE</b>	<b>BALANCE REMAINING</b>
<b>REVENUE</b>				
Provincial Grants	843,613	150,940	300,999	542,614
Municipal Levy	1,733,332	-	1,733,332	-
Self Generated	233,788	50,127	350,251	116,463
Other Revenue	585,429	3,496	106,876	478,553
<b>TOTAL REVENUE</b>	<b>3,396,162</b>	<b>204,563</b>	<b>2,491,458</b>	<b>904,704</b>
<b>EXPENSES</b>				
<b>Core Mandate Operating</b>				
Administration	530,632	51,993	398,152	132,480
Community Relations	125,005	15,212	86,572	38,433
Natural Hazard and Protection Management	659,676	57,979	453,263	206,413
Conservation and Management of Cons. Auth. Lands	284,006	25,699	196,271	87,735
Drinking Water Source Protection	56,343	5,813	44,650	11,693
<b>Total Core Mandate Operating</b>	<b>1,655,662</b>	<b>156,696</b>	<b>1,178,908</b>	<b>476,754</b>
<b>Non Core Mandate Operating</b>				
Other Programming	248,099	19,552	240,169	7,930
<b>Total None Core Mandate</b>	<b>248,099</b>	<b>19,552</b>	<b>240,169</b>	<b>7,930</b>
<b>Total Core and Non Core Mandate Operating</b>	<b>1,903,761</b>	<b>176,248</b>	<b>1,419,078</b>	<b>484,683</b>
<b>Core Mandate Capital</b>				
Natural Hazard and Protection Management	1,049,401	36,178	306,891	742,510
Authority Office	195,500		23,649	171,851
Conservation and Management of Cons. Auth. Lands	247,500	478	33,915	213,585
<b>Total Core Mandate Capital</b>	<b>1,492,401</b>	<b>36,656</b>	<b>364,456</b>	<b>1,127,945</b>
<b>Total Operating and Capital</b>	<b>3,396,162</b>	<b>212,903</b>	<b>1,783,533</b>	<b>1,612,629</b>



<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	POLICY-FIN-04-2022
<b>DATE PREPARED</b>	September 26, 2022	<b>FILE NO.</b>	
<b>MEETING DATE</b>	October 26, 2022		
<b>SUBJECT</b>	Reserve Policy Version 2.0		

**RECOMMENDATION**

Suggested Resolution

*“THAT: Finance Policy FIN-04-2022: Reserve Policy, Version 2.0 be adopted as outlined in Staff Report POLICY-FIN-04-2022.”*

**LINK TO STRATEGIC PLAN (2018-2022)**

*Govern and Enhance:*

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

**EXECUTIVE SUMMARY**

As required in the Reserve Policy, the policy has been reviewed by staff four years from initial adoption. Based on the review, staff recommend minor updates to the policy, which is considered to remain relevant for the organization. The next review will occur in four years unless a review is warranted sooner.

**DISCUSSION**

Reserve Policy, Version 1.0 was adopted in May of 2018, with a purpose to establish reserves to help ensure the long-term financial stability of the organization and position it to respond to varying economic conditions and changes affecting the organization’s financial position and ability of the organization to carry out its Vision and Mission. As outlined in the policy, the Reserve Policy is to be reviewed every four years (i.e. 2022). Staff consider the policy to continue to be relevant with minimal revisions recommended at this time.

Version 2.0 of the policy is attached, with all changes outlined in red font. Updates include:

- Updates to dates referenced in document.
- Adding Section 28 Regulation surplus legal fees to be added to the Legal Fees Reserve (previously only listed Plan Input).
- Increase Hazelwood Dam Target Reserve Level from \$125,000 to \$250,000. Repairs completed in 2021 used up the entire reserve. Increased value is considered to be more

representative of potential costs for future maintenance. This value will be reassessed again in the next update to the Asset Management Plan.

**FINANCIAL IMPLICATIONS**

A relevant Reserve Policy will ensure the financial stability of the organization into the future.

**CONCLUSION**

As required in the Reserve Policy, a review of the policy has occurred four years from adoption. Minor updates are proposed in the document, which is considered to remain relevant.

**BACKGROUND**

Reserve Policy, Version 1.0 was approved on May 30, 2018, per resolution #68/18.

**REFERENCE MATERIAL ATTACHED**


Reserve Policy Version 2.0

**PREPARED BY:**

Tammy Cook, CAO

**REVIEWED BY:**

Mark Ambrose, Finance Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: September 28, 2022
--	-----------------------------



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

# Reserve Policy

Policy: FIN-04

October 26, 2022

Version: 2.0

2

VERSION	APPROVAL DATE	RESOLUTION #
Version 1.0	May 30, 2018	#68/18
Version 2.0	October 26, 2022	



## TABLE OF CONTENTS

1	INTRODUCTION .....	1
1.1	Purpose .....	1
1.2	Link to Strategic Plan (2018-2022) .....	1
1.3	Definitions .....	1
2	Background.....	3
2.1	Reserve Funds .....	3
2.2	Deferred Funds.....	4
3	Procedures.....	5
3.1	Terms of Use of Reserves .....	5
3.1.1	Planned Appropriations to and from Reserves .....	5
3.1.2	Unplanned Appropriations from Reserves.....	5
3.2	Reserve Shortfalls.....	5
3.3	Policy Review Schedule.....	5
4	Reserve Categories .....	6
4.1	Operating Capital.....	6
4.2	Administration Facility.....	7
4.2.1	Administration Facility - Maintenance.....	7
4.2.2	Administration Facility - New Facility.....	8
4.3	Vehicle and Equipment.....	9
4.4	Insurance Deductible.....	10
4.5	Legal Fees .....	11
4.6	Conservation Areas Major Maintenance/Capital .....	12
4.7	Hazelwood Lake Dam .....	13
4.8	Forest Management .....	14
4.9	Land Acquisition .....	15

## **1 INTRODUCTION**

### **1.1 Purpose**

The Lakehead Region Conservation Authority Board of Directors has proactively established reserves to help ensure the long-term financial stability of the organization and position it to respond to varying economic conditions and changes affecting the organization's financial position and the ability of the organization to carry out its Vision and Mission.

The Reserve Policy will set goals for the Board Designated Reserves and the terms and conditions for their use.

### **1.2 Link to Strategic Plan (2018-2022)**

The Reserve Policy links to the Govern and Enhance Priority in the 2018-2022 Strategic Plan by working towards meeting the initiatives:

- 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.

### **1.3 Definitions**

*Appropriations from Reserve:* Funds withdrawn from a Reserve Category for a defined use.

*Appropriations to Reserve:* Funds allocated to a Reserve Category.

*Board Designated Reserves:* Reserves that are established and overseen by the Board of Directors of the Lakehead Region Conservation Authority.

*Deferred Funds:* Deferred Funds are restricted unspent funds with a pre-determined externally defined use.

*Financial Stability:* Financial Stability of a non-profit organization includes maintaining operating reserve ratios at levels adequate for preserving the capacity of non-profit organizations to deliver on their Vision and Mission for a reasonable period of time in the event of unforeseen financial shortages.

*Fund Accounting:* is a method of accounting and presentation whereby assets and liabilities are grouped according to the purpose for which they are to be used.

*Reserve Funds:* Reserve funds are the accumulation of unrestricted surpluses that are available for use for a defined purpose.

*Reserve Limit:* A specified maximum level for a Reserve Category.

*Target Reserve Level:* The desired level of reserve for a given Reserve Category.

## 2 Background

The Lakehead Region Conservation Authority is a non-profit organization, which derives its funding from a variety of sources including Provincial Transfer Payments, funding programs that vary from year to year, municipal levy and self-generation. In general, Administration strives to provide a balanced budget resulting in a reasonable annual levy to our Member Municipalities. The Authority utilizes fund accounting practices.

In order to be financially stable, reserves are necessary for a variety of reasons:

- Unexpected shortfall in revenue (i.e. loss in provincial funding, etc.)
- Long-term planning regarding large planned expenditures
- Long-term planning for Asset Management expenses
- Legal expenses (i.e. defending Section 28 violations, other legal matters)
- Insurance deductibles (could have several in one year)
- Unanticipated opportunities (i.e. funding opportunities where matching funds are required)
- Normal day to day fluctuations in income and expenses (i.e. Operating Capital to cover expenses prior to receiving funds from outside sources)
- Seasonal variations (i.e. extreme snowfall resulting in excessive snow removal costs, etc.).

The Reserve Policy of the Authority will aim to balance a manageable levy, while planning for anticipated and unanticipated potential variations in yearly budgets. The goal of the policy is to strive for the Authority to be as financially stable, as possible. All the reserves together will provide an Operating Reserve, which will ensure that sufficient funds are available in the event of delayed government grant payments, or funding programs that reimburse funds after the fact.

### 2.1 Reserve Funds

Reserve funds are the accumulation of unrestricted surpluses that are available for use at the discretion of the Board of Directors. The presence of reserves increases the Authority's ability to absorb or respond to temporary changes in circumstances, such as the unanticipated event of significant unbudgeted increases in operating expenses and/or losses in operating revenues. Reserves could also sustain the Authority during times of delayed payments or cutbacks in funding from government. Building and maintaining reserves help to ensure that sufficient funds are available to manage cash flow on a day-to-day basis and maintain financial flexibility.

The Reserve Policy will define the Authority's Reserve Categories and outline how Reserve balances will be maintained.

## ***2.2 Deferred Funds***

Deferred Funds are restricted unspent funds with a pre-determined externally defined use. Deferred balances in any fund will be carried forward to subsequent budgets to complete projects or fund planned long-term projects or maintenance. Funds that were funded by sole-benefitting levy will be maintained for the intended use only and will not be directed for any other use without the permission of the funder.

### **3 Procedures**

#### ***3.1 Terms of Use of Reserves***

The establishment of Reserve Categories and the appropriations to and from reserves will be at the discretion of the Board of Directors. A summary of appropriations to and from Reserves and Reserve balances will be provided annually in the Financial Statements.

##### ***3.1.1 Planned Appropriations to and from Reserves***

Annually, during the budget process, planned appropriations to and from reserves will be outlined in the Budget Document. During the budget process, resolutions will be brought forward for consideration for all planned appropriations from reserves, including a description of what the withdrawn reserve funds will be used for and an estimate of the withdrawal from reserve. All purchases will adhere to the Authority's Purchasing Policy. If an approved appropriation from a Reserve exceeds the estimated withdrawal by more than 10%, Board approval will be required.

After the budget is approved, transfers to and from the Reserves will occur annually.

##### ***3.1.2 Unplanned Appropriations from Reserves***

All unplanned Reserve appropriations throughout the year will require Board approval, unless they meet the terms outlined in the Reserve Policy (i.e. insurance deductible, etc.).

#### ***3.2 Reserve Shortfalls***

If any reserve category is less than 50% of the targeted reserve, the Board of Directors, in the absence of any extraordinary circumstances, should consider adopting an annual budget that includes a projected surplus sufficient to rebuild the reserve category over a defined period back to its targeted reserve level.

#### ***3.3 Policy Review Schedule***

The Reserve Policy will be reviewed and updated every four years or sooner if conditions warrant. Any changes thereto will be at the discretion of the Board of Directors and approved by resolution.

## 4 Reserve Categories

### 4.1 Operating Capital

The Operating Capital Reserve is to ensure that the Authority has sufficient funds available to undertake its basic operation for at least one year. It will also provide Operating Capital throughout the year. The reserve would also be used in the event of deficits or unforeseen costs in the Administration Budget.

<b>Purpose</b>	<p>To ensure that the Authority has sufficient funds available to undertake its basic operation for at least one year.</p> <p>To provide Operating Capital during the year.</p> <p>Administration levy stabilization to minimize Municipal levy.</p>
<b>Target Reserve Level</b>	\$1,100,000 (one years estimated operating expenses)
<b>Reserve Limit</b>	\$1,100,000
<b>Appropriations to Reserve</b>	
<b>Appropriations from Reserve</b>	<p>In the event of a loss of funding in a given year, funds would be utilized to undertake the basic operation of the Authority.</p> <p>Funds would be used as Operating Capital throughout the year, as various funding streams have delayed payments.</p> <p>Deficits in the Administration Budget.</p> <p>Deficits or unforeseen costs in the Administration Budget.</p> <p>Payout of year-end accrued vacation pay/overtime (if exceeds available budgeted funds at year-end).</p>
<b>Notes</b>	Funds accrued prior to 2018 (\$1,197,199.08) were non-levy funds.

## 4.2 Administration Facility

The Administration Facility Reserve is to maintain and provide an Administration Facility used by the Lakehead Region Conservation Authority to conduct its operation.

### 4.2.1 Administration Facility - Maintenance

The annual budget Administration Facility category reflects a forecasted expense that reflects the current year expected annual maintenance expenses along with planned long-term maintenance expenses as outlined in the Asset Management Plan.

<b>Purpose</b>	<p>To have funds available to undertake major maintenance and emergency repairs of the existing Administration Facility located at 130 Conservation Road.</p> <p>To fund required forecasted major maintenance, based on the <b>2021</b> Asset Management Plan.</p>
<b>Target Reserve Level</b>	Adequate funds available to complete annual regular maintenance, emergency repairs and major maintenance per the Asset Management Plan.
<b>Reserve Limit</b>	None
<b>Appropriations to Reserve</b>	Budgeted annual surplus Administration Facility levy funds
<b>Appropriations from Reserve</b>	<p>Expenses in excess of the annual levy to complete forecasted major maintenance, per the Asset Management Plan.</p> <p>Expenses in excess of the annual levy to fund emergency repairs.</p>
<b>Notes</b>	



#### 4.2.2 Administration Facility - New Facility

As of 2022, there were no long-term plans in place to acquire a new Administration Facility. Long-term planning for a new Administration Facility should consider the end of life of the current Administration Facility, which based on current information, is estimated to be beyond the 10-20 end of life analysis completed in the current Asset Management Plan. The end of life of the Administration Facility will be re-assessed in 2021 during the 5-year update of the Asset Management Plan.

<b>Purpose</b>	Long term planning towards a new Administration Facility.
<b>Target Reserve Level</b>	Adequate funds available to construct a new Administration Facility.
<b>Reserve Limit</b>	None
<b>Appropriations to Reserve</b>	Sale of current Office Facility and/or grounds.
<b>Appropriations from Reserve</b>	Purchase or construction of a new Administration Facility.
<b>Notes</b>	Funds donated to towards a new Administration Building: <ul style="list-style-type: none"> <li>• \$30,000 – Lakehead Conservation Foundation (2014)</li> <li>• \$1,000 – Northshore Steelhead Association (2010)</li> <li>• \$1,310 – Staff donation (2010)</li> </ul>

### 4.3 Vehicle and Equipment

The Authority operates a fleet of vehicles and owns equipment, which are used by staff to undertake the programs of the Authority. Vehicles and equipment are maintained; however, are replaced prior at the end of their useable life and/or for safety reasons.

A Vehicle and Equipment Fund is maintained in which expenses related to the vehicle and equipment (i.e. oil changes, fuel, maintenance, repairs, etc.) is tracked and expensed to the Fund. Vehicle usage is tracked by each employee and expensed to the appropriate LRCA program area. Revenue generated from the expense to the LRCA programs is applied to the Vehicle and Equipment Fund. The Fund self-generates the required funds for the annual operation of the vehicle fleet and equipment, with surplus funds placed in a reserve for vehicle and equipment purchases.

<b>Purpose</b>	To have available funds to replace and/or purchase vehicles and equipment required by staff.
<b>Target Reserve Level</b>	Adequate funds available to purchase required vehicles and equipment per the vehicle and equipment replacement long term forecast.
<b>Reserve Limit</b>	\$125,000
<b>Appropriations to Reserve</b>	Surplus of revenue from the Vehicle and Equipment Fund.  Revenue from the sale of surplus vehicles and equipment.
<b>Appropriations from Reserve</b>	Purchases of vehicles and equipment when required, per vehicle and equipment replacement forecast.
<b>Notes</b>	

#### **4.4 Insurance Deductible**

The Insurance Deductible Reserve is established to have available funds to cover insurance deductibles in the event of a claim.

<b>Purpose</b>	To have funds available to pay the \$10,000 insurance deductible if an insurance claim is submitted, anticipating that several claims could be required in a given year.
<b>Target Reserve Level</b>	\$30,000
<b>Reserve Limit</b>	None
<b>Appropriations to Reserve</b>	Annual Insurance premium savings resulting from higher deductible limit (i.e. \$2,500 versus \$10,000).
<b>Appropriations from Reserve</b>	Insurance deductible when insurance claims are required.
<b>Notes</b>	

#### 4.5 Legal Fees

To have funds available for legal fees that are incurred above annual budgeted levels.

<b>Purpose</b>	To have funds available for legal fees.
<b>Target Reserve Level</b>	\$100,000
<b>Reserve Limit</b>	
<b>Appropriations to Reserve</b>	Surplus annual budgeted legal fees from the Plan Review and <b>Section 28 Development Regulations</b> funds.  Court awarded legal fee costs.
<b>Appropriations from Reserve</b>	Legal Fees to prosecute Section 28 violations.  Legal Fees for other legal matters.
<b>Notes</b>	

#### **4.6 Conservation Areas Major Maintenance/Capital**

The Conservation Areas Major Maintenance/Capital Reserve is established to have available funds to complete major maintenance and capital projects in Conservation Areas as outlined in the Asset Management Plan and to fund unanticipated emergency repairs in Conservation Areas.

<b>Purpose</b>	<p>To allow for capital projects at Conservation Areas per the Asset Management Plan.</p> <p>To complete major maintenance as outlined in the Asset Management Plan.</p> <p>To fund unanticipated emergency repairs.</p>
<b>Target Reserve Level</b>	As forecasted in the Asset Management Plan
<b>Reserve Limit</b>	None
<b>Appropriations to Reserve</b>	In year surplus arising from Conservation Areas Major Maintenance/Capital fund
<b>Appropriations from Reserve</b>	<p>Capital Projects and/or Major Maintenance per Asset Management Plan</p> <p>To fund unanticipated emergency repairs in Conservation Areas.</p>
<b>Notes</b>	

#### 4.7 Hazelwood Lake Dam

The Hazelwood Lake Dam Reserve will be used to fund maintenance and eventual replacement of the Authority owned Hazelwood Lake Dam located within the Hazelwood Lake Conservation Area.

<b>Purpose</b>	To have sufficient funds to maintain and replace the Hazelwood Lake Dam
<b>Target Reserve Level</b>	<b>\$250,000</b> Target Reserve Level to be reviewed in future update to Asset Management Plan
<b>Reserve Limit</b>	None
<b>Appropriations to Reserve</b>	Levy as required
<b>Appropriations from Reserve</b>	Required maintenance of Dam  Replacement of Dam
<b>Notes</b>	Replacement of Dam projected to be beyond 10-20 year horizon of 2021 Asset Management Plan

#### **4.8 Forest Management**

The Forest Management Reserve will be used to maintain the Forest Management properties owned by the Lakehead Region Conservation Authority, as well as promote sustainable forest management practices within the watershed.

<b>Purpose</b>	To have available funds to operate and maintain the Forest Management properties  To promote reforestation in the Lakehead Watershed
<b>Target Reserve Level</b>	
<b>Reserve Limit</b>	None
<b>Appropriations to Reserve</b>	Forest Management revenue
<b>Appropriations from Reserve</b>	Costs related to maintaining Forest Management Plans.  Expenses related to the operation of Forest Management properties.  Tree Seedling Program.
<b>Notes</b>	

#### 4.9 Land Acquisition

The Land Acquisition Reserve will provide available funds for the acquisition of land by the Lakehead Region Conservation Authority. A Land Acquisition Strategy will be developed within the term of the [2023-2027 Strategic Plan](#).

<b>Purpose</b>	To have available funds for the acquisition of land
<b>Target Reserve Level</b>	
<b>Reserve Limit</b>	None
<b>Appropriations to Reserve</b>	Sale of LRCA owned property
<b>Appropriations from Reserve</b>	Land purchases approved by the Board
<b>Notes</b>	\$87,500 donated by the LCF for land acquisitions (2005-2008).





<b>PROGRAM AREA</b>	POLICY	<b>REPORT NO.</b>	POLICY-FIN-08-2022
<b>DATE PREPARED</b>	October 12, 2022	<b>FILE NO.</b>	Finance Office
<b>MEETING DATE</b>	October 26, 2022		
<b>SUBJECT</b>	Fee Policy Update and 2023 Fee Schedule		

**RECOMMENDATION**

Suggested Resolution

**“THAT:** Finance Policy FIN-08: Fee Policy be amended as outlined in Staff Report POLICY-FIN-08-2022.”

**“THAT:** the 2023 Fee Schedule be adopted.”

**LINK TO STRATEGIC PLAN (2018-2022)**

*Govern and Enhance:*

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

**EXECUTIVE SUMMARY**

The Fee Policy has been updated to be in compliance prior to the January 1, 2023 enactment of Sections 21.2 (1)-(12) of the *Conservation Authorities Act*. Additionally, the 2023 Fee Schedules are presented for approval. Proposed changes to the fee list include moving to a flat fee for educational programming and adding the cost of new LRCA branded merchandise that the LRCA offers for sale. No other price changes are proposed at this time.

Once approved, both documents will be posted on the LRCA website.

**DISCUSSION**

The LRCA adopted Policy FIN-08: Fee Policy in October 2021 which outlined a guideline for the charging of Conservation Authority Fees. In April of 2022, MECP released *Conservation Authorities Act* Phase II Regulations, which included a Policy entitled “Minister’s list of classes of programs and services in respect of which conservation authorities may charge a fee”, dated April 11, 2022. This policy will replace the previous document entitled “Policies and Procedures for the Charging of Conservation Authority Fees (June 1997, updated March 1999)”, which will become effective on January 1, 2023. Also, effective January 1, 2023 *Conservation Authorities Act* sections 21.2 (1)-(12) will be enacted. Once proclaimed a Conservation Authority can only

charge a fee if the program and service is included in the Minister’s list of classes of programs and services and the Conservation Authority has updated and published its written fee policy, which includes a fee listing the fee amounts it will be charging for each program and service it provides. Accordingly, the LRCA Fee Policy has been amended to conform to the requirements in both the Minister’s Policy and to be enacted section in the Act, prior to the January 1, 2023 deadline. Once subsections 21.2 (13)-(21) are enacted, the policy will be updated if warranted. The updated LRCA Fee Policy proactively includes reconsideration provisions, which will be enacted in the future.

Once approved, the Updated Fee Policy will be posted on the LRCA website as required.

### *2023 Fee Schedule*

The 2023 Fee Schedule – Education Programming has been updated to replace the current \$5.00 per participant programming fee with a flat rate fee of \$165.00 for groups of 30 participants or less; for groups of more than 30 participants, the \$5.00 per participant fee will apply to any additional participants above and beyond the 30-participant cap of the flat rate fee. Consultation with other Conservation Authorities in regard to their education programming fees indicated that this is a less cumbersome method of charging fair programming fees in an easier to administer method.

No fee increases are proposed for any other service at this time. Additional sale items have been listed on the LRCA Fee Schedule for products that are now offered for sale. All changes to the fee schedules are presented in red font for ease of review.

### **FINANCIAL IMPLICATIONS**

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

### **CONCLUSION**

The Fee Policy has been updated prior to the January 1, 2023 deadline to meet the requirements in the Minister’s Policy and soon to be enacted sections related to fees in the *Conservation Authorities Act*.

### **BACKGROUND**

Since 1996, the *Conservation Authorities Act* provides the legislative basis to allow Conservation Authorities in Ontario to charge fees for services approved by the Minister of Natural Resources and Forestry (MNRF). Section 21(m.1) of the *Conservation Authorities Act* allows for the collection of fees for services such as plan review, permitting, public and legal inquiries, conservation land management and community relations. The document entitled “Policies and Procedures for the Charging of Conservation Authority Fees (June 1997, updated March 1999)”, included the MNRF Procedural Manual established guidelines for fee collection. The document states that the Conservation Authority fee structure should be designed to recover, but not

exceed, the costs associated with administering and delivering the services on a program basis. The manual also states that setting of fees should be dependent on the complexity of application and the level of effort required to process the application.

Section 21.2 of the *Conservation Authorities Act* contains additional requirements related to fees that are to be proclaimed at a date in the future by the Lieutenant Governor. On January 1, 2023 section 21.2(1)–(12) related to fees and services will be enacted. No date for proclamation of subsection 21.2 (13)–(21) which address reconsideration of fees for permit applications have been announced. It is expected that these clauses will not be enacted until a new Section 28 regulation is enacted.

The current un-proclaimed amendments to the *Conservation Authorities Act* (December 2017) include:

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

**Fees for programs and services**

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

**Publication of list**

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

**Updating list**

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

**Where authority may charge fee**

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

**Amount of fee**

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

**Fee schedule**

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

**Fee policy**

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

**Fee policy to be made public**

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

**Periodic review of fee policy**

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

**Notice of fee changes**

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

**Reconsideration of fee charged**

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

**Powers of authority on reconsideration**

(12) Upon reconsideration of a fee that was charged for a program or service provided by an authority, the authority may,

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

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

**Reconsideration of fees for permit applications**

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

**Appeal if no decision**

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

**Payment of fee**

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

**Payment of fee under protest and appeal**

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

**Appeal of fee in fee schedule**

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

**Hearing**

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

**Powers on appeal**

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

**Refund**

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

**Where dismissal required**

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

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


**REFERENCE MATERIAL ATTACHED**

Fee Policy FIN-08: Fee Policy

Guidance on CA Fee Policies and Fee Schedules, Conservation Ontario, September 13, 2022

2023 Summary of Fees and Fee Schedules

**PREPARED BY:** Tammy Cook, Chief Administrative Officer

THIS REPORT SIGNED AND VERIFIED BY:   Tammy Cook Chief Administrative Officer	DATE: October 19, 2022
--	---------------------------



<b>Section:</b>	FINANCE		
<b>Title:</b>	FIN-08: Fee Policy		
<b>Resolution</b>	#106/21	<b>Approval Date:</b>	October 27, 2021
<b>Revisions</b>	#/22		

## 1.0 Purpose

This Policy establishes guidelines for the charging of Conservation Authority Fees. **The Policy applies to all classes of programs and services for which the LRCA charges a fee.**

## 2.0 Legislative Framework

On January 1, 2023 the *Conservation Authorities Act* is amended by enacting section 21.2 (1)-(12) "Fees for Programs and Services". Subsection (1) enables the Minister to determine the classes of programs and services in respect of which an authority may charge a fee and (2) requires the minister to publish a List in a policy document. Conservation Authorities may only charge a fee or service that it provides if it falls within this list. On April 11, 2022 the Minister released Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee (attached). The policy outlines the following classes of program and services for which conservation authorities may charge a fee:

- **Category 1: Mandatory programs and services.** Mandatory programs and services that the conservation authority is required to provide. These services are further defined in O. Reg. 686/21: Mandatory Programs and Services and may be funded by provincial grants, other sources, municipal apportionment and/or self-generated revenue (e.g., user fees) where the user-pay principle is appropriate.
- **Category 2: Non-mandatory programs and services at the request of a municipality.** Programs and services that authority agrees to provide on behalf of a municipality under a Memorandum of Understanding (MOU) or agreement. The program or service may be funded by the municipality or by other funding mechanism (e.g., user fees where the user-pay-principle is appropriate) as per the MOU or agreement.
- **Category 3: Non-mandatory programs and services.** Programs and services that an authority determines are advisable to further the purposes of the Act. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay-principle is appropriate) as per the cost apportioning agreement (if levy is used) and the Minister's List.

~~Since 1996, the *Conservation Authorities Act* provides the legislative basis to allow Conservation Authorities in Ontario to charge fees for services approved by the Minister of Natural Resources~~

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

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

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

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

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

### **Principles**

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

- The user-pay principle
- Fees for planning and permitting services should be set to recover but not exceed the costs associated with administering and delivering the service on a program basis
- Adequate consultation and notification
- Opportunity or right to an appeal

## **3.0 Establishment of Fees**

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

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

**Fee Schedules will be reviewed and approved by the Board of Directors.**

## 4.0 Implementation

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

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

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

## 5.0 Exemption and In-Kind Services

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

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

## 6.0 Revision and Review Process

The public will be notified of any proposed increases or revisions to the Fee Schedules, by way of posting a notice on the LRCA website. All fee changes or new fees will be approved by the Board of Directors.

The Fee Schedule will be reviewed and updated as warranted by staff and presented annually to the Board of Directors for consideration and approval.

**Plan Review and Permitting Fees will be reviewed every five years.**

**The Fee Policy will be reviewed, every five years.**

## 7.0 Appeals Process

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

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

Appeals will first be heard by the Chief Administrative Officer (CAO). ~~If still not satisfied~~ **the request is denied by the CAO or the applicant is still unsatisfied, the appeal will** be heard by the Board of Directors. The **CAO and the** Board of Directors after consideration of an appeal will either:



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

All **Board of Director** decisions will be via resolution. The appellant will be notified in writing of the **CAO and/or** Board of Director's decision.

**The cost of products sold by the Authority (i.e. t-shirts, water bottles, etc.) is not appealable.**

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

- **Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee, April 11, 2022**

## **Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee**

April 11, 2022

### **Preamble**

A conservation authority is permitted to charge a fee for a program or service only if the program or service is included in the Minister's list of classes of programs and services in respect of which a conservation authority may charge a fee. The Minister's published list of classes of programs and services in respect of which a conservation authority may charge a fee ("Minister's Fee Classes Policy") is provided as per the provisions set out in section 21.2 of the *Conservation Authorities Act*. From time to time, the Minister may make changes to the list and will promptly update this document and distribute it to each conservation authority.

### **Fees that a conservation authority may charge under the *Conservation Authorities Act***

Section 21.2 of the *Conservation Authorities Act* requires a conservation authority to administer the charging of fees in a transparent and accountable manner by adopting and publishing a written fee policy, which includes a fee schedule that lists the programs and services for which an authority charges a fee and the amount to be charged. Conservation authorities must maintain their fee schedule and if an authority wishes to make changes to its fee schedule, it must notify the public of the proposed change (e.g., on its website). In its fee policy, a conservation authority must also set out the frequency with which it will conduct a review of its fee policy, including its fee schedule, the process for carrying out a review of the fee policy, including the rules for giving notice of the review and any changes as a result of a review, and the circumstances under which any person may request the authority to reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. Decisions regarding the fee policy and fee schedule are made by the members of a conservation authority, comprised of representatives appointed by the participating municipalities and the agricultural sector representative member, where appointed by the Minister of the Environment, Conservation and Parks.

#### Reconsideration of fee charged

A conservation authority's fee policy must define the circumstances in which a person may request that the authority reconsider a fee that was charged and the procedures applicable to the reconsideration. Where the authority's fee policy permits a person to request the authority to reconsider the fee it has charged that person because it is contrary to the authority's fee schedule or excessive in relation to the program or service for which it was charged, that person may apply to the authority, in accordance with the procedures set out in the authority's fee policy, to request a reconsideration of the fee.

After receiving and considering the request, the authority may vary the amount of the fee to be charged to an amount the authority considers appropriate, order that no fee be charged, or confirm the original amount of the fee.

### **Fees that a conservation authority may charge as prescribed by other legislation**

The Minister's Fee Classes Policy does not include those instances where the authority is already authorized under another statute to charge a fee for a program or service. For example, where an authority administers an on-site sewage system program under the *Building Code Act, 1992*, the authority has the power to charge fees for that program. Similarly, under Part IV of the *Clean Water Act, 2006*, a municipality has enforcement responsibility to regulate significant drinking water threats in wellhead protection areas and intake protection zones and may delegate that responsibility to a conservation authority. When this delegation occurs, the conservation authority is also given the power to charge fees as the enforcement body under that Act.

### **User-Pay Principle**

The fees that conservation authorities charge, in accordance with the Minister's Fee Classes Policy, are considered 'user fees.' 'User fees' are fees paid to an authority by a person or organization for a service that they specifically benefit from. This includes use of a public resource (e.g., park access or facility rental) or the privilege to do something (e.g., receive an approval through a permit or other permission to undertake a regulated activity).

**For the purposes of this Minister's Fee Classes Policy, a fee may only be applied when the User-Pay Principle is considered appropriate, which is when there is a class of persons that directly benefits from a program or service delivered by an authority ("User-Pay Principle") (note: other restrictions may apply; see Table 1 below).**

Enabling authorities to charge a fee for programs and services where the User-Pay Principle is considered appropriate increases opportunities for an authority to generate revenue. This may reduce an authority's reliance on the municipal levy (now called an "apportionment") to finance the programs and services it provides. However, it is up to a conservation authority to decide the proportion of the costs associated with administering and delivering a program or service that should be recovered by a user fee versus those costs that are offset by other funding sources, such as the municipal levy. Beginning with the 2024 calendar year budgets, if an authority considered opportunities to raise and use self-generated revenue such as fees to finance its operations, the authority will be required to include in its budget a description of what the authority considered.

## Fee amounts

A conservation authority may determine the amount of a fee to be charged for a program or service that it provides. If a fee is to be charged for a program or service, the amount to be charged or the manner for determining the amount must be listed in the conservation authority's fee schedule. Some fee amounts cannot exceed the authority's costs for administering and delivering a program or service. For example, fees for planning services should be developed in conjunction with the appropriate planning authorities and set to recover but not exceed the costs associated with administering and delivering the services on a program basis. Similarly, fees for permitting services should be developed to recover but not exceed the costs associated with administering and delivering the services on a program basis. Other fees set by the authority for a program or service are not subject to this restriction, such as fees for selling products or fees for rentals. Fees that are not subject to this restriction can provide the authority with a source of revenue to help offset costs for other programs and services offered by the authority.

## Minister's fee classes

The following is the list of classes of programs and services in respect of which an authority may charge a fee.

**Table 1. Classes of programs and services for which conservation authorities may charge a fee**

Classes of programs and services	Criteria	Examples
Category 1 mandatory programs and services (section 21.1 of the <i>Conservation Authorities Act</i> )	Category 1 programs and services where the following requirement is met: <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate.</li> </ul>	Examples may include: <ul style="list-style-type: none"> <li>– Administration of section 28 natural hazards development permits (current section 28 and unproclaimed section 28.1), including related technical advice and studies.</li> <li>– Responses to legal, real estate and public inquiries regarding a section 28 permit (and unproclaimed section 28.1) and natural hazard inquiries under the <i>Planning Act</i>.</li> <li>– Activities requiring a permit made pursuant to section 29 of the <i>Conservation Authorities Act</i>.</li> <li>– Review and commenting on applications under other</li> </ul>

		<p>legislation noted under the Mandatory Programs and Services Regulation (O. Reg. 686/21) and associated inquiries.</p> <ul style="list-style-type: none"> <li>- Access to authority owned or controlled land for recreational activities not requiring direct authority or other staff involvement.</li> </ul>
<p>Category 2 municipal programs and services – i.e., those programs and services an authority provides on behalf a municipality pursuant to a memorandum of understanding or service level agreement (or other agreement) (section 21.1.1 of the <i>Conservation Authorities Act</i>)</p>	<p>Category 2 programs and services where the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate; <b>and</b></li> <li>• The parties agree through provisions in a memorandum of understanding, service level agreement, or other agreement governing the provision of the Category 2 program or service that the authority should be permitted to charge a fee for that program or service.</li> </ul>	<p>Examples may include commenting on <i>Planning Act</i> applications for technical and policy matters other than for consistency with natural hazard policies, such as related to natural heritage, storm water management, or other matters requested by a municipality.</p>
<p>Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i>) that are financed in whole or in part by the municipal levy and on or</p>	<p>Category 3 programs and services that are financed in whole or in part by the municipal levy, where the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate; <b>and</b></li> <li>• Where a cost apportionment agreement has been entered into for a Category 3 program or service, the agreement includes provisions permitting the authority to charge a fee for the program or service. This requirement does not apply where the cost apportionment agreement</li> </ul>	<p>Examples may include private land stewardship or extension services that are partially funded by municipal levy.</p>

<p>after January 1, 2024 will require a cost apportioning agreement</p>	<p>relates to any of the following Category 3 programs and services:</p> <ul style="list-style-type: none"> <li>i) Recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body, or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events.</li> <li>ii) Community relations to help establish, maintain, or improve relationships between the authority and community members.</li> <li>iii) Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.</li> <li>iv) The provision of information to the public.</li> <li>v) The sale of products by the authority.</li> </ul>	
<p>Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i>) that are not financed in whole or in part by the municipal levy</p>	<p>Category 3 programs and services that are not financed in whole or in part by the municipal levy, where the following requirement is met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate.</li> </ul>	<p>Examples may include those listed in the row above that are not financed in whole or in part by municipal levy.</p>

### Disclaimer

This Minister's Fee Classes Policy summarizes some of the requirements in the *Conservation Authorities Act* with respect to the charging of a fees by a conservation

authority for programs and services. This document should not be construed as legal advice or a substitute for seeking independent legal advice. Anyone seeking to fully understand how the Act may apply to the charging of fees by a conservation authority for programs or services should refer to the Act. In the event of any inconsistency between the *Conservation Authorities Act* and this policy, the Act will always take precedence.

Category	Description of Activity	Fee
<b>Rentals</b>	Picnic Shelter (per day)	\$25.00 + HST = \$28.25
	Wedding Ceremony held on LRCA owned land	\$200.00 + HST = \$226.00
	Neebing/McIntyre Piggyback Property (per day)	\$500.00 + HST = \$565.00
	LRCA Boardroom Rental/Multipurpose Room	\$300.00 (per day)
		\$150.00 (half day)
	LRCA Conference Telephone Rental	\$50.00 + HST = \$56.25 (per day)
		\$25.00 + HST = \$28.25 (per half day)
	Forest Street Property Lease (annually)	\$100.00+ HST = \$113.00
	Gorham Volunteer Fire Department – Lease Agreement, annual fee, updated 2022	\$450.00 + HST = \$508.50
	Silver Harbour Encroachment (annually), updated 2021	\$108.00 + HST = \$122.04
Snowshoes  *Weekend Rental - pick up on Friday, return on Monday.  <b>NOTE:</b> <ul style="list-style-type: none"> <li>Children rentals are HST exempt.</li> <li>There is a \$70.00 charge in the event of damage or no return of equipment (form must be completed by renter authorizing charge)</li> </ul>	\$10 daily + HST = \$11.30	
	\$16 per weekend* = \$18.08	
	\$7.00 daily + HST = \$7.91 Non-Profit Rate	
	10.00 per weekend* = \$11.30 Non-Profit Rate	
<b>Sales</b>	Maps (full size)	\$30.00 + HST = \$33.90
	Explore Parking Pass *Established 2003, increased Jan 1/21	\$40.00 + HST = \$45.20
	LRCA Explore T-Shirts	\$17.70 + HST = \$20.00
	<b>Journal</b>	<b>\$6.19 + HST</b> <b>= \$7.00</b>
	<b>Enamel Pin</b>	<b>\$4.42 + HST</b> <b>= \$5.00</b>



<b>Sales</b>	LRCA Sticker	\$1.77 + HST = \$2.00
	Tote Bag	\$8.85 + HST = \$10.00
	Water Bottle	\$17.70 + HST = \$20.00
	LRCA Buttons	\$0.87 + HST = \$1.00

<b>Services</b>	Photocopying	
	Black and White	\$0.10 + HST = \$0.11
	Black and White by LRCA Staff	\$0.25 + HST = \$0.28
	Colour	\$0.15 + HST = \$0.17
	Colour by LRCA Staff	\$0.30 + HST = \$0.34
	11x17 colour map	\$5.00 + HST = \$5.65
<b>Mapping Service</b>	Creation of Maps Preparation of GIS data/data sharing agreements	\$100.00 per hour + HST
<b>Parking at Conservation Areas</b>	Parking fee (per vehicle) (Established 1996, updated 2021)	\$5.00
	Bus Parking fee	\$25/bus + HST = \$28.25
<b>Programming in Conservation Areas</b>	Fee to determined based on cost of service at the time of the event	Variable
<b>Filming (i.e. movie production) on LRCA owned land</b>	Fee to be determined based on the scale of the production.	Variable

**Note:** Fees are subject to reconsideration as per FIN: 08 – Fee Policy.

**Attached Fee Schedules:**

1. Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits, O. Reg. 180/06, October 8, 2019
2. Plan Review, February 23, 2022
3. Education Programming, February 24, 2021



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

130 Conservation Road, P.O. Box 10427, Thunder Bay, ON P7B 6T8  
Telephone 344-5857, Fax 345-9156, Email: info@lakeheadca.com, [www.lakeheadca.com](http://www.lakeheadca.com)

Category	Description of Activity	Fee
<b>Small Works</b>	Accessory buildings and structures <sup>1</sup> with a floor area less than 20 square metres (215 ft <sup>2</sup> )	\$150
	Additions with a floor area less than or equal to 20 square metres (215 ft <sup>2</sup> )	
	Infrastructure maintenance <sup>2</sup>	
	Fill activity <sup>3</sup> of 25 to 100 cubic metres (approximately 2 to 6 tandem loads)	
	Docks and boathouses - new construction, modifications or extensions, less than 15 square metres (161 ft <sup>2</sup> ) in area	
	Shoreline alteration <sup>4</sup> /natural erosion control <sup>5</sup> <50 metres in length	
<b>Standard Works</b>	New buildings, reconstruction, accessory buildings and structures <sup>1</sup> and additions with a total gross floor area of 20 to 186 square metres (226 – 2,002 ft <sup>2</sup> )	\$300
	Fill activity <sup>3</sup> of 101 to 500 cubic metres (7-33 tandem loads) or grading a property less than 0.5 hectares (1.2 acres) in size	
	Shoreline alterations/natural erosion control 51 and 500 metres in length	
	Channel/lake bed alteration <sup>6</sup> less than 200 metres in length or 0.5 hectares (1.2 acres) in area	
	Infrastructure including but not limited to: culverts, bridges, clear span structures less than 3 metres in width/span	
	Docks and boathouses - new construction, modifications or extensions, greater than 15 square metres (161 ft <sup>2</sup> ) in area	
<b>Large Works</b>	New buildings, reconstruction, accessory buildings and structures <sup>1</sup> with a total gross floor area of 187 to 450 square metres (2,003 – 4,844 ft <sup>2</sup> )	\$600
	Fill activity <sup>3</sup> from 501 to 2000 cubic metres (34-134 tandem loads) or grading on property 0.5 - 1.0 hectare (1.2 - 2.7 acres) in size	
	Infrastructure including but not limited to: culverts, bridges, clear span structures between 3 - 25 metres in width/span	
	Channel/lake bed alteration <sup>6</sup> greater than 200 metres in length or 0.5 hectares (1.2 acres) in area	
<b>Major Works</b>	Multiple unit projects or buildings greater than 450 square metres in area	\$1,000
	Reconstruction of a habitable structure in the floodplain	
	Fill activity <sup>3</sup> greater than 2,000 cubic metres or grading on a property greater than 1.1 hectares (2.47 acres) in area	
	Infrastructure including but not limited to: culverts, bridges, clear span structures greater than 25 metres in width/span	
	Shoreline alterations/natural erosion control greater than 501 metres in length	
<b>Subdivision</b>	Review and approval of large subdivisions.	\$1,000



## Fee Schedule

### *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, O. Reg. 180/06*

Category	Description of Activity	Fee
<b>Permit Revisions</b>	Minor Revisions	\$100
	Major Revisions	½ original Permit Fee
<b>Permit Extensions</b>	If applicable, permits not issued for the maximum allowable validity period may be extended up to the maximum validity period if approved.	\$100
<b>Violations</b>	Applications submitted after the proposed project has commenced.	Double the prescribed fee
<b>Property Inquiries (Legal/Real Estate)</b>	Written response to legal, real estate, financial institution inquiries on behalf of land-owners or others.	\$100 + HST = \$113
<b>Clearance Letters</b>	Written clearance letter indicating proposed development is outside regulated area and permit is not required.	\$100 + HST = \$113
<b>Other Services</b>		
<b>Screening Map Copies</b>	Colour printed copies of Screening Maps (full map size)	\$30 per sheet + HST = \$33.90
<b>Map Creation Services</b>	Project specific. Consult with Staff for estimate.	

## Notes:

- 1 **Accessory buildings and structures** include sheds, retaining walls, gazebos, decks, etc. which are non-habitable.
- 2 **Maintenance** means repair to a structure involving no change in size, location or shape.
- 3 **Fill activity** includes placement, removal and/or grading material originating on the site or elsewhere.
- 4 **Shoreline alteration** includes boat launches, groynes, breakwalls, etc.
- 5 **Natural erosion control** means measures to control erosion using live plants, natural and native rock (i.e. rip-rap/blast rock, etc.).
- 6 **Channel/lake bed alteration** means dredging, channel diversion or re-alignments, etc.
- 7 The Lakehead Region Conservation Authority reserves the right to revise the Fee Schedule at any time without notice.
- 8 Permit fees are considered a processing fee and are non-refundable.
- 9 As of September 1, 2014, Member Municipalities are not charged fees for the processing of permits related to applications under O. Reg. 180/06.

**Effective Date of Fee Schedule:** November 30, 2016  
**Board Resolution No.** 138-16  
**LRCA Revision Date:** October 8, 2019 (rev.01)



Category	Fee
Official Plan Amendment	\$495
Zoning By-Law Amendment	\$345
Official Plan and Zoning By-law Amendment combined application	\$600
Consent	\$275
Minor Variance	\$275
Site Plan Control Agreement	\$150
Plans of Subdivision - Draft Plan Approval	\$2,000
Plans of Subdivision – Final Approval Each Stage	\$150
Plans of Subdivision – Each Subsequent Stage	\$150
Plans of Subdivision – Clearance of Conditions at Registration	\$150

**Notes:**

- 1 LRCA Fee for delegated review to assess *Planning Act* conformity to Section 3.1 (Natural Hazards) of the Provincial Policy Statement (PPS).
- 2 LRCA Fees will be collected by the approval authority (i.e. Municipality/Township/Lakehead Rural Planning Board) at the time of application and remitted to the LRCA.

**Effective Date of Fee Schedule:** January 1, 2021

Version: 2.0

Version	Approval Date	Resolution #
Version 1.0	September 30, 2020	#82/20
Version 2.0	February 23, 2022	#34/22



Category	Details		Fee
	Length of Program	Location	
In-person	2-hour	Conservation Area or other site	<del>\$5.00 per student,</del> minimum charge of <b>\$100</b> <b>\$165.00 flat rate</b> <b>+\$5.00 per additional participant for groups over 30 participants</b>
	1.5-hour	In-class/At School	\$165.00 flat rate
Virtual Programming	30-minutes	Pre-recorded	\$50.00 flat rate, per class (1-4 classes same school, booked at the same time)
			\$30.00 flat rate, per class (5 -25 classes, same school, booked at the same time)
			\$750.00 flat rate, per school (+25 classes, same school, booked at the same time)
	60-minutes	Live	\$70.00 flat rate
	30-minutes	Live or Pre-recorded, with program materials delivered to classroom prior to program	Flat rate plus cost of materials, if applicable

Notes:

- 1 Programming for children under the age of 14 is HST exempt.
- 2 Cost of materials will be determined at time of program offering/booking.
- 3 Cancellation within one week of the scheduled program are subject of the 50% of the program fee, unless substituted with another class. Cancellation due to implement weather are at the discretion of the teacher and will be rescheduled as availability permits.
- 4 **In-person flat rate fee applies to groups of 30 participants or less; an additional \$5.00 per participant applies for groups with over 30 participants.**



**Effective Date of Fee Schedule:** March 31, 2021

Version: 2.0

<b>Version</b>	<b>Approval Date</b>	<b>Resolution #</b>
Version 1.0	February 24, 2021	#36/21
Version 2.0	March 31, 2021	#48/21
Version 3.0	October 26, 2022	



<b>PROGRAM AREA</b>	Policy	<b>REPORT NO.</b>	Policy-FIN-11-2022
<b>DATE PREPARED</b>	October 4, 2022	<b>FILE NO.</b>	Finance Office
<b>MEETING DATE</b>	October 26, 2022		
<b>SUBJECT</b>	Fixed Asset Policy		

## RECOMMENDATION

### Suggested Resolution

***“THAT: Finance Policy FIN-11 2022: Fixed Asset Policy be approved.”***

### **LINK TO STRATEGIC PLAN (2018-2022)**

#### *Govern and Enhance:*

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

## EXECUTIVE SUMMARY

The Authority currently does not have a formal Fixed Asset Policy in place. The proposed Fixed Asset Policy will allow for the proper recording of assets for accounting purposes, ensure assets are being recorded for insurance purposes, and safeguard the assets from theft. The procedures that are stated in the policy will guide employees in implementing and maintaining an effective property control program.

## DISCUSSION

The Fixed Asset Policy is required to set forth procedures governing the reporting and control of all fixed assets. It is intended to assist staff of the Authority in implementing and maintaining an effective property control program. The implementation of an effective and accurate process for tracking fixed assets is necessary for several reasons:

- Follow Generally Accepted Accounting Principles that state that we are required to track asset’s cost, and depreciation. Assets that will be depreciated have been give a depreciation life.
- Fixed Assets are tracked for insurance purposes.
- Accountability: Proper tacking and management of organization’s assets.

Fixed Asset Master File

**PREPARED BY:** Mark Ambrose, Finance Manager

**REVIEWED BY:** Tammy Cook, Chief Administrative Officer

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE:</p> <p>October 7, 2022</p>
--	-------------------------------------





<b>Section:</b>	FINANCE		
<b>Title:</b>	FIN-11: Fixed Asset Policy		
<b>Resolution</b>		<b>Approval Date:</b>	

## 1.0 Purpose

The purpose of this policy is to set forth procedures governing the control and reporting of capital and controlled assets. It is intended to assist personnel in implementing and maintaining an effective property control program. The implementation of an effective and accurate process for tracking fixed assets is necessary for several reasons:

- **Generally Accepted Accounting Principles (GAAP):** Requirement for the tracking of the asset’s cost, depreciation, and disposal of the asset. Assets that will be depreciated must be categorized and assigned a depreciation life.
- **Insurance purposes:** In the event of a loss, accurate asset records are required for claims.
- **Accountability:** Proper tracking and management of the organization’s assets.

## 2.0 Definitions

For the purpose of these policies and procedures, the following definitions apply.

*Assets:* Refers to both “capital” and “controlled assets” when used without specifically indicating either.

*Capital Assets:* Refers to real or tangible personal property having:

- A value greater than or equal to the capitalization threshold for the particular classification of the capital asset; and
- Having an estimated useful life of greater than one year from the time of acquisition.

*Controlled Assets:* Refers to those items with a historical cost of less than \$500, but which are particularly at risk or vulnerable to loss or theft.

## 3.0 Responsibility

### 3.1 Asset Management Sponsor (Finance Manager)

The Asset Management Sponsor shall be responsible for administering the policy and related policies and procedures. The Finance Manager will be in control of all LRCA branded tags.

### 3.2 Asset Administrator (Various)

The Asset Administrator is responsible for custody and control of assets assigned to the applicable department/facility. The Administrator will be responsible for the inventory and disposal of assets under their control.

- Land Manager
  - Field equipment used in the maintenance and operation of LRCA owned lands
  - Tools
  - Assets related to Administrative Facility
  - Vehicle Fleet
  - Equipment used within programs under their control
- Watershed Manager
  - Sampling and monitoring equipment and devices
  - Equipment used within programs under their control
- Communications Manager
  - Equipment and assets used within programs under their control
- Information Systems Coordinator
  - IT hardware and equipment
  - Computer equipment
  - Telephone system

### 3.3 Asset Management Coordinator (Finance Assistant)

The Asset Management Coordinator is responsible for coordinating asset audits and physical inventories with the asset management administrators as well as recording capital asset acquisitions and disposals.

## 4.0 Tagging and Identifying Inventorial Assets

### 4.1 Reason to Tag

To identify inventorial assets as belonging to the organization.

### 4.2 What to Tag

All assets with a replacement value above \$ 500 and a life greater than one year and all controlled assets are to be tagged.

### 4.3 When to Tag

All items that meet the criteria shall be tagged upon receipt.

### 4.4 When Not to Tag

When impractical or impossible. Reasons not to tag are, but are not limited to, when the item:

- Has a unique, permanent serial number usable for identification, security, and inventory control (such as vehicles);
- Would lose significant historical or resale value if marked; and,
- Would have its warranty negatively impacted if permanently marked.

#### 4.5 Method for Tagging

Items shall be marked or tagged with a LRCA branded property tag which will be available from the Finance Manager. Engraving may also be undertaken if warranted.

### 5.0 Additions of Fixed Assets to Inventory

In order to maintain accurate asset records, when receiving a new asset into the organization the Administrator of the asset will:

1. Determine if the asset should be tagged and/or engraved. Items to be tagged include:
  - Assets with a value greater than \$500 and has a life greater than one year.
  - Controlled assets (i.e. printer, television, computer, monitor, laptop, tablet, cell phones, or any item, which may be easily stolen).
2. Record Asset on the Inventory Matrix (LRCA Organization/Inventory/Inventory Matrix).

Information to be recorded:

- Administrator of asset
- Program Area
- Description of Asset
- Acquisition Date: Date of purchase
- Barcode Number from LRCA branded tag
- Serial #: manufacture's serial number
- Make/Model: Manufacturer's name and model number.
- Cost: Purchase price of the asset.
- Account and Fund: List the account and fund that the asset was purchased from.
- Location: Location that asset is primarily located.
- Date of Disposal: Date asset removed from inventory (only to be completed by Finance Staff)
- Method of Disposal: Method of disposal per Disposal Policy (only to be completed by Finance Staff)

### 6.0 Disposal of Fixed Assets

Disposal of Fixed Assets will follow Finance Policy FIN-10: Disposal of Authority Assets.

### 7.0 Annual Physical Inventory

A physical inventory will be conducted annually for all assets by the Asset Management Sponsor and Asset Management Coordinator.

A Memo is to be provided to the CAO annually outlining date of inventory, staff who completed the inventory, summary of any missing assets, listing of disposed assets since the last inventory and an on-going list of all LRCA branded tags (i.e. placed on assets/unused and voided).





<b>PROGRAM AREA</b>	POLICY	<b>REPORT NO.</b>	POLICY-By-Law No. 3: OMERS - 2022
<b>DATE PREPARED</b>	October 14, 2022	<b>FILE NO.</b>	Finance Office
<b>MEETING DATE</b>	October 26, 2022		
<b>SUBJECT</b>	OMERS Pension Plan By-Law		

**RECOMMENDATION**

Suggested Resolution

**“THAT:** the Members of the Lakehead Region Conservation Authority authorize the passing of By-Law No. 3/2022: OMERS By-Law.”

**“THAT:** the CAO and Finance Manager are authorized to take all action and execute all such documents, certificates and agreements, as they may consider necessary to give effect to the provisions of By-Law No. 3: OMERS By-Law.”

**LINK TO STRATEGIC PLAN (2018-2022)**

*Govern and Enhance:*

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

**EXECUTIVE SUMMARY**

Staff recommend joining the OMERS Pension Plan as a proactive measure to retain existing employees and be attractive to future employees. In order to ensure that LRCA’s reputation as a desirable employer remains valid in the current competitive employee focused job market, an adequate compensation package is required.

It has been confirmed that the LRCA is eligible to join OMERS as a traditional employer. The LRCA participated in OMERS historically but was moved out of the plan by previous management. Many other Conservation Authorities participate in OMERS. Currently, the Authority is enrolled in a group RRSP plan with RBC that requires full time permanent employees to contribute 6.5% of their gross salary to the plan, with contributions matched by the Authority. OMERS contributions from the employee and employer are 9% up to the CPP maximum pensionable earnings contribution limit (\$67,500), then 14.6% over the limit. The approximate additional annual cost to move to the OMERS plan is \$45,000, with approximately \$6,000 funded from non-levy sources.

A draft By-Law is being presented for approval to initiate enrollment in OMERS.

## **DISCUSSION**

As a Conservation Authority, it has been confirmed that the LRCA is eligible to participate in the OMERS Pension Plan as a traditional employer. Currently, the LRCA as part of the compensation package to full-time employees, provides a group RRSP plan through RBC, where full time permanent employees contribute 6.5% of their gross salary to the plan with a matching 6.5% from the Authority. The Authority was historically enrolled in the OMERS pension plan, but previous management decided to remove the Authority from the plan (actual dates unknown at this time). OMERS would provide a defined pension, as opposed to an RRSP, which is subject to market conditions and mis-management, resulting in potential in-adequate retirement funds for employees. Currently contract employees are not offered the RRSP plan; however, would have the option to join OMERS if they meet the criteria.

Staff began researching OMERS as part of the overall objective to retain existing employees and be attractive to future employees. In order to ensure that LRCA's reputation as a desirable employer remains valid in the current competitive employee focused job market an adequate compensation package is required.

To begin participating in OMERS, the Board of Directors is required to pass a by-law or resolution to set an effective date and enrolment coverage. As required a Draft By-Law is attached, which has been reviewed by the Authority's Solicitor. Details included in the By-Law include:

- Effective date
- Mandatory enrollment for future employees
- Existing employees can choose
  - Join OMERS and purchase previous years eligible years of service (i.e., move RRSP, other pension funds, etc. into plan). OMERS would review options individually with each employee.
  - Join OMERS and not purchase previous years of service but join on effective date.
  - Waive enrolment in OMERS and continue with RRSP program (may be desirable for existing employees nearing retirement).
- Contract employees who during each of the two immediately preceding calendar years worked in excess of 700 hours in a year and/or earned, including overtime and vacation pay at least 35% of the Year's Maximum Pensionable Earnings, as calculated under the Canada Pension Plan, with any participating employer can choose to join OMERS.

## **FINANCIAL IMPLICATIONS**

The financial impact of moving from the RRSP group plan to OMERS would be approximately \$45,000 per year in excess of the current employer contribution in the RRSP group plan, assuming all eligible employees join OMERS. It is noted that approximately \$6,000 will be funded by non-levy funds from other funding sources (i.e., Stewardship and Education programs). The increase is due to the OMERS plan contribution of 9% compared to 6.5% in our current RRSP group plan up to the CPP maximum insurable earnings (\$67,500) and then a 14.6% contribution for

employee earnings above the CPP maximum pensionable earnings as well as the plan being offered to contract staff, that were previously not offered the current RRSP.

The additional cost associated with the move to OMERS has been incorporated into the 2023 Draft Budget, which will accommodate the January 1, 2023, enrollment date, maintaining the 2.35% previously presented levy-all increase. Future budgets will account for the OMERS increase each year. Staff contend that to retain and hire competent employees, a pension plan such as OMERS would increase the chances of hiring and retaining employees. Current full time permanent employees will have the option of enrolling in the OMERS pension plan or staying with the current RRSP group plan. All future full time permanent employees will be required to join OMERS and all contract staff meeting the minimum requirements will be offered the option to join.

**CONCLUSION**

Staff recommend joining the OMERS Pension Plan as a proactive measure to ensure that the Authority remains a competitive attractive employer.

**BACKGROUND**

The Authority is currently enrolled in a group RRSP plan with RBC that requires full time permanent employees to contribute 6.5% of their gross salary to the plan with a matching 6.5% from the Authority. Contract staff were previously not offered enrollment in the RRSP plan. The Authority was once enrolled in the OMERS pension plan, but previous management decided to remove the Authority from the plan.

**REFERENCE MATERIAL ATTACHED**

Draft By-Law No. 3: OMERS By-Law

**PREPARED BY:**

Mark Ambrose, Finance Manager

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY: <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer	DATE: October 14, 2022
--	---------------------------



<b>Section:</b>	By-Laws		
<b>Title:</b>	By-Law No. 3/2022: OMERS By-law		
<b>Resolution</b>	##/22	<b>Approval Date:</b>	October 26, 2022
<b>Revisions</b>			

A By-Law to authorize participation in the OMERS Primary Pension Plan (“Primary Plan”), and the Retirement Compensation Arrangement for the OMERS Primary Pension Plan (“RCA”), each as amended from time to time, by the employees of the Lakehead Region Conservation Authority (“Employer”) identified herein.

**WHEREAS**, the Employer is eligible to participate in the Primary Plan and the RCA in accordance with subsection 5(1) of the *Ontario Municipal Employees Retirement System Act, 2006*, as amended from time to time (“OMERS Act, 2006”) in respect of its eligible employees and wishes to do so in accordance with the applicable Primary Plan and RCA documents and applicable legislation;

**AND WHEREAS** pursuant to subsection 6(1) of the Primary Plan, an employer who is eligible under the *OMERS Act, 2006* to participate in the Primary Plan and the RCA may, by by-law or resolution, participate in the Primary Plan and the RCA and pay to the funds for the Primary Plan and the RCA the total of the employer and member contributions required by the Primary Plan, and has all of the powers necessary and incidental thereto;

**THEREFORE**, the Board of Directors enacts as follows:

## **INTERPRETATION**

### **1. Definitions**

In this By-law:

“AC” means the OMERS Administration Corporation;

“Effective Date” means January 1, 2023.



## **PARTICIPATION IN PLAN**

### **2. Eligible Employees**

The Employer, to the extent and upon the terms and conditions hereinafter provided, shall participate in the Primary Plan and the RCA in respect of each person who is employed by the Employer and who is eligible to be a member of the Primary Plan and the RCA under subsection 5(3) of the *OMERS Act, 2006* ("Employee") as of the Effective Date in accordance with the terms of the Primary Plan, RCA, and applicable legislation, each as amended from time to time.

### **3. Current Continuous Full Time Employees**

An Employee who is employed on a continuous full-time basis ("CFT Employee"), as defined in subsection 9(1) of the Primary Plan, as amended from time to time, and who commenced employment with the Employer before the Effective Date is entitled to become a member of the Primary Plan and the RCA on the first day of the month following the month in which the CFT Employee's application is received by the AC, provided that the AC may, at the request of the Employer, fix an earlier date on which the CFT Employee becomes a member but not before the date on which the CFT Employee became entitled to be a member or the first day of January in the year in which the application is received by the AC, whichever is the later date.

### **4. Future Continuous Full Time Employees**

Every person who becomes a CFT Employee on or after the Effective Date shall, as a condition of employment, become a member of the Primary Plan and the RCA, or if such person is already a member, resume contributions to the Primary Plan and the RCA on the date so employed.

### **5. Membership – Other Than Continuous Full Time Employees**

An Employee who is employed on other than a continuous full-time basis ("OTCFT Employee") and meets the eligibility criteria in subsection 9(6) of the Primary Plan, as amended from time to time, is entitled to become a member of the Primary Plan and the RCA in accordance with the terms of the Primary Plan, as amended from time to time.

## GENERAL

### **6. Administration of By-law**

The Employer shall, by Resolution from time to time, designate and authorize one or more officers or employees of the Employer who are considered senior management officials to take all action and execute all such documents, certificates, and agreements, as they may consider necessary to give effect to the provisions of this By-Law and to fulfill the Employer's duties and obligations with respect to the Primary Plan and the RCA. The Employer further authorizes the Chief Administrative Officer to submit forthwith a certified copy of this By-Law to the AC.

### **7. Short Title**

This By-law shall be known as the "OMERS By-law".

### **8. Date of Passage**

This By-law is finally passed and comes into force on the 26<sup>th</sup> day of October 2022.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS 26<sup>TH</sup> Day of October, 2022.

---

Donna Blunt, Chair

---

Tammy Cook, Chief Administrative Officer



<b>PROGRAM AREA</b>	Strategic Plan	<b>REPORT NO.</b>	STRAT-02-2022
<b>DATE PREPARED</b>	October 7, 2022	<b>FILE NO.</b>	50-4-2
<b>MEETING DATE</b>	October 26, 2022		
<b>SUBJECT</b>	Draft Version Lakehead Region Conservation Authority Five Year Strategic Plan 2023-2027		

**RECOMMENDATION**

*“THAT: Staff Report STRAT-02-2022 be received for discussion.”*

**LINK TO STRATEGIC PLAN**

All sections.

**EXECUTIVE SUMMARY**

The Lakehead Region Conservation Authority Five Year Strategic Plan 2023-2027 has been completed. Staff completed the plan internally utilizing the framework and existing pillars of the original 2018-2022 Strategic Plan, which had previously been prepared by Arbora Consulting. Staff do not consider that a full public process is required for the next five-year Strategic Plan, as the existing framework of the first plan remains relevant; therefore, internally updating the initiatives is considered adequate.

The draft 2023-2027 Plan is being presented to the Board for comment. The final version will be presented to the Board at the November 30, 2022 Board Meeting for approval and adoption.

Upon adoption by the Board, approximately 500 copies of the document will be professionally printed for distribution to applicable stakeholders as well as at public events. Additionally, it will be released online in digital PDF format via the LRCA website, social media channels, E-newsletter and via press release. Staff will then prepare a new action item tracking list for internal use based on the four priorities established in the Strategic Plan. Staff reports to the Board, as well as the Annual Report and budget documents, will be modified to reflect the Strategic Plan priorities so that the Board and staff can use the Plan to guide priorities and decisions, while gauging the LRCA’s progress and adherence to the Strategic Plan.

**DISCUSSION**

The draft version of the LRCA Five-Year Strategic Plan 2023 – 2027 has been completed and provided to the Board for discussion and comment.

The LRCA made great progress under the 2018-2022 Plan; however, there are still some action items that remain outstanding. The four pillars of the previous Plan are still relevant and have

remained the same for the 2023-2027 Plan. Staff have developed the 2023-2027 Plan internally, which includes new initiatives under the existing pillars along with some from the first Plan that are carried over. Staff do not consider that a full public process is required for the next five-year Strategic Plan, as the existing framework of the first plan remains relevant; therefore, internally updating the initiatives is considered adequate.

The 2023-2027 Plan will be distributed digitally (website, e-newsletter, social media), as well as via a press release; additionally, approximately 500 physical copies will be professionally printed for distribution to relevant stakeholders, for office/staff use, and for distribution at relevant public events.

### **FINANCIAL IMPLICATIONS**

The cost to print 500 copies of the document will be dependent on the availability and cost of paper in January 2023; currently there is a worldwide paper shortage and costs for professional printing have doubled. As such, an accurate estimate is not feasible at this time.

### **CONCLUSION**

The Lakehead Region Conservation Authority Five-Year Strategic Plan 2023 – 2027 is now available for Board members to review and provide comments to staff. The final document will be provided to the Board for approval and adoption at the November 30, 2022 Board Meeting. An internal update for the next five years is considered to be appropriate as the initial plan remains relevant and continues to provide a solid framework to work under.

### **BACKGROUND**

The LRCA undertook an extensive strategic planning process led by Arbora Consulting Services throughout 2017. During this process, several stakeholder sessions, public sessions, Board sessions and staff sessions were held to determine areas in which the LRCA should focus during the next 5 years. After this process was completed, the LRCA's first ever Strategic Plan was approved and adopted by the Board on November 29, 2017 (Res #129/17). Four pillars were created as part of this process, encompassing the four main program areas of focus for the Authority for 2018-2022. Under each pillar, several initiatives were developed, which have served as the primary guideposts for the LRCA during the last five years. Under each initiative, various action items were explored and completed, constituting the majority of the work carried out by staff over the course of the last five years. The Board has received annual updates on the various action items and their completion under the Strategic Plan. The final 2018-2022 Strategic Plan Action Items update will occur in January 2023 for 2022, the final year of the current five-year Strategic Plan. The LRCA also created its Vision and Mission statements in 2017 during the strategic planning process.

### **REFERENCE MATERIAL ATTACHED**

- Draft Version of the Lakehead Region Conservation Authority Five-Year Strategic Plan 2023 – 2027.

**PREPARED BY:**

Ryan Mackett, Communications Manager

THIS REPORT SIGNED AND VERIFIED BY: <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer	DATE:  October 19, 2022
--	-------------------------------

LAKEHEAD REGION CONSERVATION AUTHORITY  
**FIVE-YEAR STRATEGIC PLAN**  
2023 – 2027



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

*Conserve Today...  
for a Better Tomorrow*



## LAKEHEAD REGION CONSERVATION AUTHORITY

The Lakehead Region Conservation Authority (LRCA) is a community-based environmental non-profit agency that provides for the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources within the Lakehead Watershed. The LRCA was formed in 1963 by the expansion of the Neebing Valley Conservation Authority, which was constituted in 1954.

As legislated, the LRCA provides mandatory programs that manage the risk of natural hazards, manage lands owned by the Authority, protect sources of municipal drinking water and monitor groundwater and surface water; administers programs at the request of a municipality; and provides programs that the LRCA considers to be beneficial to the watershed, such as stewardship and educational programming. Using the initiatives set out in the Strategic Plan, the LRCA looks forward to working with our partners and the community to achieve our Vision and Mission.

### VISION

A healthy, safe and sustainable Lakehead Watershed for future generations.

### MISSION

To lead the conservation and protection of the Lakehead Watershed.

## FOUR PRIORITIES OF THE FIVE-YEAR STRATEGIC PLAN



**CONSERVE & SUSTAIN**

Enhance the management and sustainability of natural habitats and ecosystems through an integrated approach.



**PROTECT & SUPPORT**

Safeguard people, property and communities through robust watershed management.



**CONNECT & EXPLORE**

Maximize intergenerational educational, engagement, and recreational opportunities through strong collaborations.



**GOVERN & ENHANCE**

Distinguish the organization as a leader in environmentally-sustainable practices and responsible stewardship.



## MESSAGE FROM SENIOR LEADERSHIP

As we embark on the next five-year Strategic Plan and reflect on the accomplishments under the Authority's first ever Strategic Plan, it is clear that the Authority continues to be committed to working towards our Vision and Mission. The past five years of work laid a solid foundation for the next five years. We have accomplished a lot within the first five years, but there is much more to do as we continue to face challenges to the natural environment and challenges to our political environment, with recent changes to the *Conservation Authorities Act* and related regulations.

The 2023-2027 Strategic Plan continues the initial priorities with updated initiatives that will shape the Authority's direction over the next five years. This trail map provides a focus on the continual protection of natural hazards, natural heritage and ecosystems, in partnership with the community and organizations. It also focuses on continuing to foster the public's connection to the land through opportunities to experience nature, while committing to sustainable management and reinvestment in our lands.

The Authority continues to remain committed to accountable and transparent governance, along with maintaining a stable financial model, that maximizes continually seeking additional funding, to lessen the financial burden on our member municipalities. Additionally, a strong commitment to the well being of staff, will result in the Authority positioning the organization as an employer of choice.

As we move forward over the next five years, we will strive to continue to provide programming that makes a positive impact in the watershed, both on the land and water, and on the people we serve.

**Donna Blunt**  
Chair, Board of Directors

**Tammy Cook**  
Chief Administrative Officer

*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.*





## CONSERVE & SUSTAIN

Enhance the management and sustainability of natural habitats and ecosystems through an integrated approach.

### INITIATIVES

- Engage stakeholders, the environmental community, and our watershed residents in a collective effort to protect, restore, and enhance our local environment through stewardship programs, strategies, and best management and sustainable practices.
- Manage land holdings through systemic evaluations, inventories, and strategies.
- Collaborate and partner with agencies and community organizations to take action in the protection of natural habitats and ecosystems, share decision-making, and address emerging issues that impact the health and sustainability of the Lakehead watershed.
- Increase the availability of data and knowledge to our partners and the public.

**8** Member Municipalities

---

**+2,700** km<sup>2</sup>  
Area of Jurisdiction

---

**+151,000**  
Trees planted through  
the Private Landowners  
Tree Seedling  
Assistance Program



## PROTECT & SUPPORT

Safeguard people, property and communities through robust watershed management.

### INITIATIVES

- Increase capacity to issue relevant and timely flood messaging by utilizing technology and best practices to enhance the flood-readiness of our partners.
- Create and update policies, guidance documents and technical data to streamline the LRCA approvals process that provides transparency of process and rules of service.
- Continue maintaining and enhancing flood control infrastructure in an effort to minimize the impacts of riverine flooding, erosion, and sedimentation.
- Prioritize and promote the protection and management of natural hazards, wetlands and natural heritage features within the LRCA Area of Jurisdiction.
- Promote and implement programs to alleviate the impacts of climate change, habitat degradation, and threats to biodiversity.
- Align watershed decision-making with stakeholders both within and outside of the jurisdiction.

**9** Streamflow Gauges

**11** Precipitation Gauges

**3** Snow Survey Sites

Riverine flood protection provided by Neebing-McIntyre Floodway to the lower Neebing River and Intercity Areas



## CONNECT & EXPLORE

Maximize intergenerational educational, engagement, and recreational opportunities through strong collaborations.

### INITIATIVES

- Provide spaces, opportunities and experiences that focus on physical and mental well-being through a connection to the land.
- Engage diverse stakeholders through effective communications, outreach, and education initiatives.
- Grow partnerships, collaborations and relationships with new and existing partners who share the LRCA's Vision and Mission.
- Manage and enhance recreational areas for current and future generations through robust land management, efficient maintenance programs and reinvestment in the land.

**+500,000**

visitors to our  
Conservation  
Areas annually

**10**

Conservation  
Areas in the  
Lakehead Region

**+2,500**

hectares of  
land, including  
Conservation  
Areas, Forest  
Management  
Properties,  
floodplain  
lands, nature  
reserves and  
undeveloped  
holdings



## GOVERN & ENHANCE

Distinguish the organization as a leader in environmentally-sustainable practices and responsible stewardship.

### INITIATIVES

- Continue to commit to accountable and transparent organizational governance.
- Find and implement efficiencies and streamline processes across all program areas.
- Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.
- Build upon and nurture a healthy, diverse, and positive workplace through a dynamic culture of learning, safety, inclusion, and mental well-being.
- Continue to work with Indigenous partners and community members to incorporate traditional knowledge and practices into programming and organizational decision-making.
- Build organizational capacity to provide new and developing program areas.

# 1 of 2

Conservation Authorities on the Lake Superior shoreline

---

# 1 of 5

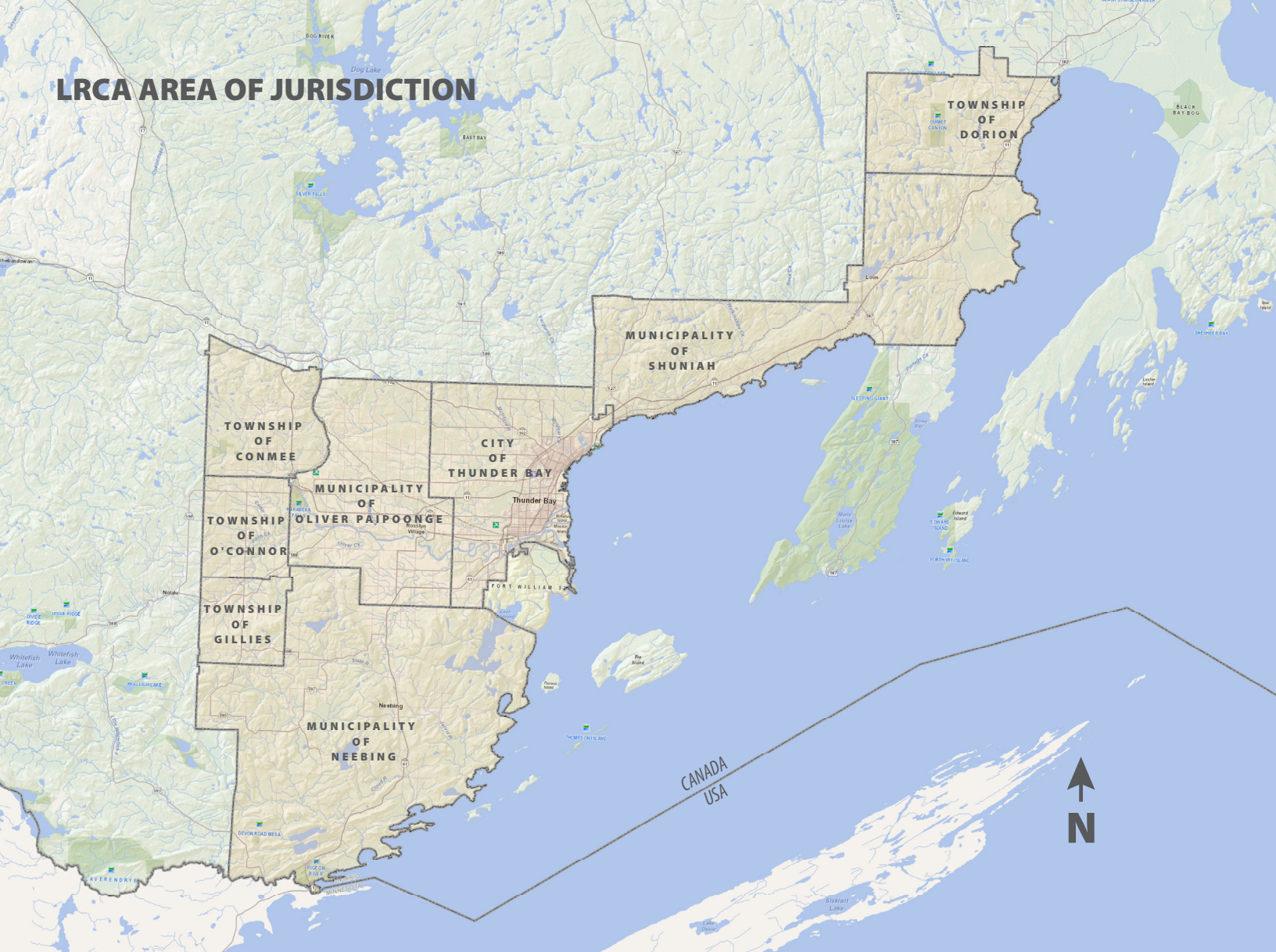
Conservation Authorities in Northern Ontario

---

# 1 of 36

Conservation Authorities in the Province of Ontario

# LRCA AREA OF JURISDICTION



## LAKEHEAD REGION CONSERVATION AUTHORITY

130 Conservation Road  
PO Box 10427  
Thunder Bay, ON P7B 6T8

Phone: (807) 344-5857  
Fax: (807) 345-9156  
Email: [info@lakeheadca.com](mailto:info@lakeheadca.com)

[www.lakeheadca.com](http://www.lakeheadca.com)



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

October 26, 2022

Moved By \_\_\_\_\_  
Seconded By \_\_\_\_\_

*“THAT: having examined the accounts for the period September 1, 2022 to September 30, 2022 cheque #2683 to #2701 for \$37,415.60 and preauthorized payments of \$152,868.79 for a total of \$190,284.39, we approve their payment.”*

2683	Central Carwash: Fuel August	1,814.64
2684	Hatch Ltd.: Contract Admin CPR Trap Dredging	23,916.37
2685	Innovated Solutions: Cloud Backup October	133.34
2686	Nor Col EZ Dock: Dock for Silver Harbour	4,525.83
2687	Northern Turf Equipment: Various Repairs	532.66
2688	Superior Outdoors Inc. The Walleye: 1/4 Page Ad in The Walleye	175.15
2689	Thunder Bay Answering Service Inc.: September Answering Service	239.56
2690	Thunderbird Urban Wildlife: Presentation at Hazelwood and Little Trout events	508.50
2691	Township of Dorion: Final Tax Bill	107.32
2692	2611943 Ontario Ltd.: Empty garbage at Cascades	452.00
2693	City of Thunder Bay: Water bill	1,285.90
2694	Francotyp-Postalia Canada Inc.: Postage Meter	67.63
2695	GFL Environmental: Porta Potty rental	665.00
2696	Iron Range Bus Lines Inc: Bussing for Mission Island event	291.97
2697	Lowery's: Office Supplies and Photocopying	783.51
2698	MacKay Meters: Rolls and Tickets for Pay Stations	386.89
2699	RAS Maintenance Services: Janitorial cleaning for Office August and September	1,159.27
2700	Thunder Bay Broom & Chemicals: Janitorial Supplies	90.06
2701	Township of Dorion: Grade right of way Hurkett Cove	280.00
		<hr/>
		37,415.60

Chair

PA	Payroll and Per Diems	85,808.69
PA	Royal Bank Group Retirement RRSP and TFSA	12,250.92
PA	RWAM and Lifeworks Benefits	2,849.22
PA	Enbridge	-
PA	Synergy North	738.35
PA	Visa Routine Monthly Expenses	15,676.30
PA	Banking and Visa Fees	338.35
PA	Postage	-
PA	Receiver General of Canada September	34,920.06
PA	Photocopier Lease	286.90
		<hr/>
		152,868.79
		<hr/>
		190,284.39

Chair

Res# \_\_\_\_\_/22

Monthly Plan Input/Review and Fill Regulations Administration  
September 1 to 30, 2022

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay					Z-05-2021				Vacant Land Opal St		
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>
Oliver Paipoonge					ZBLA 03-2022						
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
O'Connor											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Neebing											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Shuniah											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Conmee											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gillies											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dorion											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Rural Planning Board		1B/26/22									
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Monthly Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>

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

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay								875 Copper Crescent 551 10th Avenue			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Oliver Paipoonge	1A/02/22	1B/20/22							44 McGillivray Ave		
	1A/01/22										
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>
O'Connor											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Neebing				Neebing Official Plan					2925 Cloud River Road E		
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>
Shuniah									1049 Cedar Bay Road	Hwy 11/17 four-laning	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>
Conmee											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gillies											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dorion											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Rural Planning Board											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Monthly Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>10</b>



Permit #	Category	Fee	Applicant Name	Municipality	Subject Property Address	Type of Work	Key Dates			Approved by:	
							Rec'd at LRCA	Permit Issued	Days to Issue Permit		Reason for Timeline
#1/22	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 Graton Road	Dwelling Construction & Fill Placement	9/3/2022	11/03/22	3		Staff
#8/22	Standard Works	NA	City of Thunder Bay	City of Thunder Bay	971 Alloy Drive	Outfall Installation	24/03/22	08/04/22	11		Staff
#9/22	Standard Works	NA	City of Thunder Bay	City of Thunder Bay	350 Legion Track Dr.	Outfall Installation	6/4/2022	04/12/22	6		Staff
#10/22	Standard Works	\$300.00	Enbridge Gas Inc	Municipality of Oliver Paipoonge	Boundary Road, Wilderness Rd, Farm Rd	Gas Pipeline Extension	13/4/2022	22/04/22	8		Staff
#11/22	Large Works	\$600.00	Vince Talarico	City of Thunder Bay	211 Thompson Rd	Lot Development	10/5/2022	20/05/11	10		Staff
#12/22	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	324 Wellington St	Storm Sewer Outfall Install	25/5/2022	31/05/22	6		Staff
#13/22	Large Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Woodcrest Road Bridge over McIntyre	Bridge Replacement	26/5/2022	03/06/22	5		Staff
#14/22	Standard Works	\$300.00	Jodi Parhala	Municipality of Neebing	142 Island Drive	Deck Construction	26/05/22	03/06/22	5		Staff
#15/22	Standard Works	\$300.00	Sean Linklater	City of Thunder Bay	667 Dog Lake Road	Dwelling Construction	30/5/2022	07/06/22	7		Staff
#16/22	Small Works	NA	City of Thunder Bay	City of Thunder Bay	400 West Lyon Boulevard	Fill Placement & Retaining Wall Removal	3/6/2022	09/06/22	4		Staff
#17/22	Standard Works	\$300.00	Eric Paradis	Municipality of Shuniah	801 Hwy 527	Remove Bridge & Install Culvert	8/6/2022	15/06/22	5		Staff
#18/22	Small Works	\$150.00	Robert Lebrun	Municipality of Neebing	80 Island Ave	Dredging	14/6/2022	21/06/22	8		Staff
#19/22	Small Works	\$300.00	Francis Hane	Municipality of Shuniah	2973 Eldorado Beach Rd	Erosion Protection & Boathouse	17/6/2022	20/06/22	4		Staff
#20/22	Standard Works	\$300.00	Wayne Cerven	City of Thunder Bay	166 Boyko Road	Garage Construction	27/06/22	27/06/22	1		Staff
#21/22	Standard Works	\$600.00	Heather Logan	Municipality of Shuniah	Vacant Lot Southeast of 128 hwy 587	Culvert Replacement	21/07/22	22/07/22	1		Staff
#22/22	Large Works	\$600.00	Shaun Talbot	City of Thunder Bay	152 Paquette Road	Dwelling & Garage Construction	11/7/2022	12/07/22	1		Staff
#23/22	Small Works	\$150.00	John Bisby	Municipality of Shuniah	492 East Floral Beach Road	Break Wall Repair	12/7/2022	21/07/22	9		Staff
#24/22	Standard Works	\$300.00	Chris McAuley	Municipality of Oliver Paipoonge	680 Maki Road	Dwelling Construction	22/07/22	25/07/22	4		Staff
#25/22	Standard Works	\$0.00	Municipality of Shuniah	Municipality of Shuniah	171 West Loon Drive	Boat Launch Dredging	21/07/22	26/07/22	2		Staff
#26/22	Small Works	\$150.00	Charlotte Speziale	Municipality of Shuniah	546 East Loon Road	Concrete Dock Removal	22/07/22	27/07/22	6		Staff
#27/22	Standard Works	\$300.00	Ian Williams	City of Thunder Bay	2114 Granite Road	Garage Construction	29/07/22	02/08/22	5		Staff

#28/22	Standard Works	\$300.00	Lisa Hipwell	Municipality of Oliver Paipoonge	593 Monteith Road	Garage Construction	2/8/2022	03/08/22	1	Staff
#29/22	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	381 Lyon Blvd East, Blvd Lake Pai	Culvert Replacement	24/07/22	02/08/22	19	Staff
#30/22	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Between Neebing River & Wolverine Crescent	Parkdale Park Trail Reconstruction	28/07/22	08/08/22	13	Staff
#31/22	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	965 North Water Street	North Water Street Pedestrian Lookout	26/07/22	09/08/22	7	Staff
#32/22	Standard Works	\$300.00	Lakehead Baptist Church	City of Thunder Bay	1314 Oliver Road	Gazebo Construction	9/8/2022	10/08/22	1	Staff
#33/22	Standard Works	\$300.00	Chris Potec	City of Thunder Bay	1820 Granite Road	Garage Construction	13/8/2022	16/08/22	3	Staff
#34/22	Standard Works	\$300.00	Kevin Hoogsteen	City of Thunder Bay	1555 Mountain Road	Garage Construction	12/8/2022	16/08/22	5	Staff
#35/22	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Law Rd	Culvert Replacement	22/08/22	23/08/22	1	Staff
#36/22	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Ada Ave	Culvert Replacement	22/08/22	23/08/22	1	Staff
#37/22	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	1045 Community Hall Rd	Culvert Replacement	22/08/22	23/08/22	1	Staff
#38_22	Standard Works	\$150.00	George McKay	Municipality of Shuniah	2619 Birch Beach Rd	Erosion Protection	16/8/2022	23/08/22	8	Staff
#39_22	Large Works	\$600.00	Bernard Pedersen	City of Thunder Bay	237 Wappner Rd	Garage & Fill Placement	26/8/2022	29/08/22	4	Staff
#40_22	Standard Works	\$150.00	Resolute Forest Products	City of Thunder Bay	2001 Neebing Ave	Overflow Pipe Replacement	23/08/22	29/08/22	6	Staff
#41/22	Standard Works	\$150.00	Shawn Bell	Municipality of Neebing	Lot 23 Island Ave	Shed, Deck, Stairs	24/8/2022	06/09/22	13	Staff
#42/22	Standard Works	\$300.00	Emily Dias	City of Thunder Bay	234 Thompson Road	Dwelling & Fill Placement	24/08/22	06/09/22	14	Staff
#43/22	Small Works	\$150.00	Alexander Zaitzeff	Municipality of Neebing	622 Memory Road	Erosion Protection	30/08/22	07/09/22	8	Staff
#44/22	Standard Works	\$300.00	Jason Gratta	City of Thunder Bay	2540 Oliver Road	Garage Construction	12/9/2022	12/09/22	1	Staff
#45./22	Standard Works	\$300.00	Don Pearl	City of Thunder Bay	625 Dog Lake Road	Deck Construction	6/9/2022	08/09/22	3	Staff
#46/22	Small Works	\$150.00	Mary McVicar	Municipality of Neebing	502 Memory Road	Erosion Protection	1/9/2022	09/09/22	8	Staff
#47/22	Standard Works	\$300.00	Jeff Whitney	Municipality of Neebing	196 East Oliver Lake Roaad	Building Addition	9/9/2022	21/09/22	12	Staff
#48/22	Small Works	NA	City of Thunder Bay	City of Thunder Bay	River St at McVicar Creek	Bridge Replacement	12/9/2022	15/09/22	4	Staff
#49/22	Large Works	\$600.00	Al & Nancy Bourbouhakis	City of Thunder Bay	1520 Gorevale Road	Dwelling Construction	15/09/22	16/09/22	1	Staff
#50/22	Small Works	\$150.00	Lakehead University	City of Thunder Bay	955 Oliver Road	Site Grading & Fill Placement	14/09/2022	19/09/2022	6	Staff
#51/22	Standard Works	\$300.00	Alan Chernosky	City of Thunder Bay	3145 Feaver Road	Garage	22/09/2022	26/09/2022	5	Staff
#52/22	Large Works	\$600.00	Dean Proteau	City of Thunder Bay	1605 John Street Rd	Garage	22/09/2022	27/09/2022	5	Staff
#53/22	Standard Works	\$300.00	Mike Vale	Township of Gillies	20 McKechnie Rd	House Addition	27/09/2022	27/09/2022	1	Staff
#54/22	Standard Works	\$150.00	Paul Roberts	Municipality of Shuniah	2423 Scott Drive	Rock Protection & Concrete Ramp	27/09/22	28/09/22	1	Staff
#55/22	Large Works	\$600.00	AMK Aviation Inc	Municipality of Oliver Paipoonge	4583 Oliver Road	Aviation Shop Addition	29/09/22	04/10/2022	2	Staff
#56/22	Large Works	\$1,200.00	Greg Chvets	City of Thunder Bay	4255 Loch Lomond Road	Fill Placement, Site Grading, House Construction	07/10/2022	11/10/2022	6	Staff
#57/22	Standard Works	\$300.00	McKinnon Brad	City of Thunder Bay	314 Bay Street	House Construction	14/10/22	14/10/22	1	Staff



## ***Monthly Project Update***

<b>MEETING DATE</b>	October 26, 2022
<b>STAFF NAME</b>	Ryan Mackett
<b>POSITION</b>	Communications Manager

### TD FEF Funding

Staff have received notification from the TD Friends of the Environment Fund (TD FEF) that the LRCA was successful in securing \$17,000.00 in funding for the proposed “Two-Eyed Seeing Watershed Explorers Program”. This program is a continued evolution of the most recent Watershed Explorers programming, which in turn evolved from the Living Classroom and Engaging Seniors in the Outdoors programs. The Two-Eyed Seeing Watershed Explorers Program will involve LRCA staff hosting guided hikes and workshops with not only the usual local guest experts that participants have come to expect from these programs, but they will be co-hosted with members from the local Indigenous communities and Elders who will offer a traditional ecological knowledge perspective on popular topics such as birding, wildflowers, and more. These programs intend to combine Western views of science with the traditional perspectives of Indigenous peoples for a more wholistic understanding of various topics. Programs will tentatively occur between April – October 2023.

### Fundraising Calendar

For your information, the 2023 Fundraising Calendar has been ordered. The cost of printing the calendar was funded through the purchasing of advertisements, as in prior years. Unfortunately, due to a paper shortage and a doubling in the cost of production, as well as reduced ad revenue, only 3,300 copies were ordered. Staff will distribute the calendars during the month of November. Please let staff know how many copies of the calendar you would like for your municipality.

### 2023 Conservation Dinner & Auction

Staff have begun tentative planning for the 2023 Conservation Dinner & Auction, which is scheduled to occur on Friday, February 10, 2023, at The Da Vinci Centre. More information will be provided to Members at future Meetings.



## ***Monthly Project Update***

<b>MEETING DATE</b>	October 26, 2022
<b>STAFF NAME</b>	Gail Willis
<b>POSITION</b>	Watershed Manager

### Ontario Low Water Response

A Low Water Response Meeting was not held this year for members of the Water Response Team due to the lack of provincial funding for the program and the fact that we have not been in a low water condition this year. Water Response Team members will be contacted to confirm membership and update contact information. LRCA staff will continue to post monthly low water updates on the LRCA website each month.

### 2022 Structure Inspections

In 2022, a structural inspection of the Neebing-McIntyre Floodway Diversion Structure was carried out by KGS Group. The overall condition of the structure remains good. Applying a waterproof coating to the concrete walkway slab was recommended, as well as monitoring of minor cracks near a fence post and vertical crack at the north retaining wall.

KGS Group inspected the Hazelwood Lake Dam on September 6, 2022 as part of the 1 year warranty period for the repairs that took place last year. The condition of the dam is good, and no corrective actions were necessary. It is recommended that structural inspections occur biannually (next inspection in 2024).

LRCA staff undertook an inspection at the Hazelwood Lake Causeway in 2022. The overall condition of the causeway, embankment, culvert, and guiderail system is good. Vegetation removal along the embankment is recommended, as well as continued monitoring of the guiderail posts.

On July 26, 2022, the Neebing River Weir was inspected by LRCA staff and City of Thunder Bay engineer. No repairs are required.

The on-grade boardwalk is in poor condition and the elevated boardwalk is in fair condition at Mission Island Marsh. This is due to the overall weathering deck planks and the light surface corrosion of the sheet piles throughout. The boardwalk will require on-going monitoring and deck plank replacements that will likely be a constant maintenance item.

## Floodway Channel, CPR Bridge Sediment Trap Dredging – Update

All dredged sediment from the Floodway's CPR Sediment Trap was successfully removed and placed on-site on LRCA owned lands adjacent to the Floodway. LTL Contracting together with Hatch Ltd. confirmed that the amount of sediment dredged was approximately 4,404 cubic metres. Hatch Ltd. inspected the restoration of the site and the progress to date was satisfactory. Hatch established the date of total completion as September 14<sup>th</sup> with the holdback due at the end of October.