



**69th LRCA Annual Board Meeting**  
 Lakehead Region Conservation Authority  
 130 Conservation Road  
 Jan 26, 2023 4:30 PM - 6:00 PM EST

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**1. CALL TO ORDER**

Declaration: "The Lakehead Region Conservation Authority respectfully acknowledges that the lands on which we live and work are the traditional lands of the Anishinabek Nation and the traditional territory of Fort William First Nation, signatory to the Robinson-Superior Treaty of 1850. As partners in the conservation and protection of the Lakehead Watershed along with First Nations communities, the Metis 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. ELECTION OF OFFICERS.....6**

THAT : Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager, be appointed as scrutineers of the Lakehead Region Conservation Authority 2023 elections. THAT: the nominations for Chair be closed. THAT : \_\_\_\_\_ is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2023. THAT : the nomination for Vice-Chair be closed. THAT : \_\_\_\_\_ is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2023. THAT: the ballots of the 2023 Lakehead Region Conservation Authority annual election be destroyed.

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**19. NEXT MEETING**

The next meeting will be held on Wednesday, February 22, 2023, starting at 4:30 p.m.

**20. ADJOURNMENT**

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



<b>PROGRAM AREA</b>	CORPORATE	<b>REPORT NO.</b>	CORP-01-2023
<b>DATE PREPARED</b>	January 9, 2023	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Annual Election of Chair and Vice-Chair		

**RECOMMENDATION**

Suggested Resolutions

*“THAT: Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager, be appointed as scrutineers of the Lakehead Region Conservation Authority 2023 elections.”*

*“THAT: the nominations for Chair be closed.”*

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

*“THAT: the nomination for Vice-Chair be closed.”*

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

*“THAT: the ballots of the 2023 Lakehead Region Conservation Authority annual election be destroyed.”*

**LINK TO STRATEGIC PLAN (2023-2027)**

*Govern and Enhance*

- *Continue to commit to accountable and transparent organizational governance.*

**EXECUTIVE SUMMARY**

The elections for the positions of Chair and Vice-Chair will occur at the Annual General Meeting of the LRCA, per the *Conservation Authorities Act* and the LRCA Administrative By-Law.

**DISCUSSION**

As outlined in the Administrative By-Law (By-Law No. 1./2018) the election of the Chair and the Vice-Chair shall be held at the first meeting held each year in accordance with the Authority’s Procedures for Election of Officers (attached).

As outlined in the Procedures, the Chief Administrative Officer will oversee the election of the Chair and Vice-Chair. The Finance Manager and Communication Manager will act as scrutineers if necessary.

#### Duties of Chair and Vice-Chair:

As outlined in the Administrative By-Law (Section 2.2), the duties include:

##### Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority;
- Acts as the LRCA's representative to Conservation Ontario Council, attends Conservation Ontario meetings and acts as the Voting Delegate (meetings are held four times per year in Toronto (or virtually, as required)).

##### Vice-Chair

- Is a Member(s) of the Authority;
- Attends all meetings of the Authority (and Executive Committee if applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his or her duties;
- Serves as a signing officer for the Authority;
- Acts as the LRCA's alternate representative to Conservation Ontario Council, attends Conservation Ontario meetings and acts as the Voting Delegate in the absence of the Chair.

#### Maximum Term for Chair and Vice-Chair

Both the Chair and Vice-Chair shall hold office for a term of one year, and shall serve for no more than two consecutive terms. Notwithstanding these terms, the Minister may grant permission (upon application by an Authority or a Participating Municipality) for a Chair or Vice-Chair to serve for a term of more than one year or to hold office from more than two consecutive terms. Chairs once they reach their maximum term, can not be elected from the same participating Municipality. In the case of the LRCA, this will only apply to the City of Thunder Bay Members, as the City appoints four Members, where all other participating Municipalities only have one Member each.

### 2023 Election

The Minister of Natural Resources and Forestry has granted an exception that allows the current Chair to continue to hold the position during the 2023 term, if so elected by the Members of the LRCA, and therefore hold office for more than two consecutive one-year terms. It also grants the exception to allow the LRCA to re-appoint as Chair a member who has been appointed by the same participating municipality as the previous term for the 2023 term. Therefore, Donna Blunt current Chair is eligible to run for Chair; however, Grant Arnold, current Vice-Chair is not eligible to run for Vice-Chair, as no exception has been granted for that position. A copy of the letter is attached.

### 2023 Members of the LRCA

Member	Municipality	Past Appointments	2023 Chair Eligibility	2023 Vice-Chair Eligibility
Donna Blunt	Shuniah	Chair: 2016-2022 Vice-Chair: 2011-2015	Yes- Minister exception granted	Yes
Grant Arnold	Conmee	Vice Chair: 2008-2009, 2019-2022	Yes	<b>No</b>
Jim Vezina	O'Connor		Yes	Yes
Dan Calvert	Oliver Paipoonge		Yes	Yes
Rudy Buitenhuis	Gillies		Yes	Yes
Brian Kurikka	Neebing		Yes	Yes
Brent Cadeau	Dorion		Yes	Yes
Trevor Giertuga	City of Thunder Bay		Yes	Yes
Greg Johnsen	City of Thunder Bay		Yes	Yes
Sheelagh Hendrick	City of Thunder Bay		Yes	Yes
Albert Aiello	City of Thunder Bay		Yes	Yes

### **FINANCIAL IMPLICATIONS**

None.

### **CONCLUSION**

The LRCA will hold the 2023 election at their Annual General Meeting to elect a Chair and Vice-Chair for a one year term per the *Conservation Authorities Act* and Administrative By-Law. The current Chair is eligible to run for the position of Chair, per an exception granted by the Minister. The position of Vice-Chair must rotate from the Township of Conmee to another Member from a different participating Municipality.



## **BACKGROUND**

In 2020, changes were enacted in the *Conservation Authorities Act* that restricted the term of the Chair and Vice-Chair. Relevant section from the *Conservation Authorities Act* include:

### **Chair, vice-chair**

**17 (1)** At the first meeting held in each year or at such other meeting as may be specified by the authority's by-laws, the authority shall appoint a chair and one or more vice-chairs from among the members of the authority.

### **Term of chair, vice-chair**

(1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms.

### **Representation from each municipality**

(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality.

### **Exception**

(1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,

- (a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or
- (b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 2020, c. 36, Sched. 6, s. 4.

### **Vacancy**

(2) Subject to subsection (1), upon the death of the chair or a vice-chair, or upon the incapacity of the chair or a vice-chair to act, or upon the chair or a vice-chair ceasing to be a member of the authority, the remaining members may appoint a member to fill such vacancy.

### **Absence of chair and vice-chairs**

(3) In the event of the absence of the chair and the vice-chairs from any meeting of an authority, the members present shall appoint an acting chair who, for the purposes of such meeting, has all the powers and shall perform all the duties of the chair.

Minister's Exceptions to term of Chair and Vice-Chair

The LRCA received an exception from the Minister of Environment, Conservation and Parks allowing the current Chair and Vice-Chair to be re-appointed in 2022, if so elected by the Members of the Authority, and therefore hold office for more than two consecutive terms. The exception also allowed the LRCA to re-appoint as Chair and Vice-Chair Members from the same participating municipality.

The LRCA received an exception from the Minister of Natural Resources and Forestry allowing the current Chair to be re-appointed in 2023, if so elected by the Members of the Authority, and therefore hold office for more than two consecutive terms. The exception also allowed the LRCA to re-appoint as Chair from the same participating municipality.

**REFERENCE MATERIAL ATTACHED**

Attachment #1 - Procedure for Election of Officers

Attachment #2 – MNRF letter granting exception for term of Chair for 2023 election, dated December 1, 2022

**PREPARED BY:**

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer	DATE: January 10, 2023
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### 1. *Voting*

Voting shall be by secret ballot and no Members may vote by proxy.

### 2. *Acting Chair*

The Chief Administrative Officer, or his or her designate, shall assume the position of Chair for the purpose of the election of Officers. No Member may act as such.

### 3. *Scrutineer(s)*

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards when authorized by Resolution. The Acting Chair shall call a motion for the appointment of one or more persons to act as scrutineers. A Member not standing for election may be appointed as an additional scrutineer, if requested.

### 4. *Election Procedures*

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted separately in the following order:
  - i. Election of the Chair, who shall be a Member of the Authority;
  - ii. Election of one or more Vice-Chairs, who shall be Members of the Authority.
- b) The Acting Chair shall ask for nominations to the position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall indicate if he or she accepts the nomination. The Member must be present to accept the nomination unless the Member has advised the Chief Administrative Officer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee has accepted:

- g) If only one nominee accepts the nomination, he or she shall be declared elected to the position by acclamation.

If more than one Nominee have accepted:

- h) each nominee shall be permitted not more than three (3) minutes to speak in support of his or her candidacy, in the order of the alphabetical listing by surnames.
- i) ballots shall be distributed to the Members by the scrutineers for the purpose of the election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair as to who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote, no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

**Ministry of Natural Resources  
and Forestry**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel: 416-314-2301

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



93-2022-777

December 1, 2022

Donna Blunt, Chair  
Lakehead Region Conservation Authority  
[info@lakeheadca.com](mailto:info@lakeheadca.com)

Tammy Cook, CAO  
Lakehead Region Conservation Authority  
[tammy@lakeheadca.com](mailto:tammy@lakeheadca.com)

Dear Chair Blunt and Ms. Cook:

Thank you for your application submitted on September 13, 2022, on behalf of the Lakehead Region Conservation Authority (LRCA) seeking a Minister's exception under subsection 17(1.3) of the *Conservation Authorities Act* (CAA) relating to chair appointments.

After carefully considering your application regarding the appointment of the chair, I am granting the LRCA an exception to subsections 17 (1.1) and (1.2) of the CAA pursuant to my authority under clauses 17(1.3) (a) and (b) for the chair position in 2023. Continuity of the chair position will help ensure stability as the LRCA transitions to the new CAA framework.

This exception allows the current chair to serve during the 2023 term, if so elected by the members of the LRCA, and therefore to hold office for more than two consecutive one-year terms. I am also granting an exception to allow the LRCA to re-appoint as chair a member who has been appointed by the same participating municipality as the previous term for the 2023 term. This would mean there would be no rotation of the chair position amongst participating municipalities for the re-appointment in 2023. If there are questions about this exception, please reach out to the Conservation Authority Office at [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

I note that the intent of the changes made through Bill 229, the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*, to section 17 of the CAA was generally to provide for varying perspectives in a conservation authority's leadership roles, including by encouraging fuller representation from participating municipalities in a conservation authority. I appreciate that the LRCA intends to appoint a new vice-chair for the 2023 term to be in compliance with the CAA provisions for term limits and rotational requirements.

I appreciate the dedication of the LRCA for your continued work and contributions to enhancing the natural habitats and ecosystems, protection and management of wetlands and natural heritage features, and contributed efforts in supporting the health of Lake Superior. I look forward to continuing to work with you.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Graydon Smith', written in a cursive style.

The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: Craig Brown, Assistant Deputy Minister, Policy Division  
Jennifer Keyes, Director, Resources Planning and Development Policy Branch  
Conservation Authority Office [ca.office@ontario.ca](mailto:ca.office@ontario.ca)



November LRCA Board Meeting Minutes  
November 23, 2022 at 4:30 PM  
130 Conservation Road/Microsoft Teams

**Members Present:**

Grant Arnold, Donna Blunt, Joel Brown, Rudy Buitenhuis, Erwin Butikofer, Umed Panu, Jim Vezina

**Members Present (Remote):**

Dan Calvert

**Also Present:**

Tammy Cook, Chief Administrative Officer

Mark Ambrose, Finance Manager

Gail Willis, Watershed Manager

Ryne Gilliam, Lands Manager

Ryan Mackett, Communications Manager

Melanie O'Riley, Administrative Clerk/Receptionist, recorder of Minutes

**Members Absent:**

Andrew Foulds, Trevor Giertuga, Andrea Goold

**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: #122/22**

Motion moved by Grant Arnold 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 Nineth Regular Meeting held on October 26, 2022 be adopted as published.*

**Motion: #123/22**

Motion moved by Rudy Buitenhuis and motion seconded by Erwin Butikofer. **CARRIED.**

#### 5. IN-CAMERA AGENDA

No In-Camera Meeting was held.

#### 6. BUSINESS ARISING FROM PREVIOUS MINUTES

##### 6.1. OMERS By-Law

Members reviewed and discussed Staff Report Policy – By-Law No. 3/22: OMERS.

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

**Motion: #124/22**

Motion moved by Umed Panu and motion seconded by Jim Vezina. **CARRIED.**

*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.*

**Motion: #125/22**

Motion moved by Jim Vezina and motion seconded by Grant Arnold. **CARRIED.**

##### 6.2. Staff Report STRAT-03-2022 Final Version Lakehead Region Conservation Authority Five Year Strategic Plan 2023-2027

Members reviewed and discussed Staff Report STRAT-03-2022 related to the Lakehead Region Conservation Authority's Five Year Strategic Plan 2023-2027.

*THAT: Staff Report STRAT-03-2022 be received **AND FURTHER THAT** the Lakehead Region Conservation Authority Five Year Strategic Plan 2023 – 2027 be adopted.*

**Motion: #126/22**

Motion moved by Umed Panu and motion seconded by Joel Brown. **CARRIED.**



## 7. CORRESPONDENCE

None.

## 8. STAFF REPORTS

### 8.1. Staff Report CONAREA-05-2022: Conservation Areas Payment Recommendations Subsequent Report

Members reviewed and discussed Staff Report CONAREA-05-2022 related to Conservation Areas Payment recommendations.

*THAT: Staff Report CONAREA-05-2022 be received **AND FURTHER THAT** the recommendations contained therein are endorsed.*

#### **Motion: #127/22**

Motion moved by Erwin Butikofer and motion seconded by Rudy Buitenhuis. **CARRIED.**

### 8.2. Staff Report LM-06-2022: Lands Maintenance Report

Members reviewed and discussed Staff Report LM-06-2022: Lands Maintenance Report.

*THAT: Staff Report LM-06-2022 be received for information.*

#### **Motion: #128/22**

Motion moved by Umed Panu and motion seconded by Jim Vezina. **CARRIED.**

### 8.3. Staff Report LM-07-2022: LRCA Administration Building Electrical Upgrade Contract Award

Members reviewed and discussed Staff Report LM-07-2022: LRCA Administration Building Electrical Upgrade Contract Award.

*THAT: the Contract for LRCA Administration Building Electrical Upgrade be awarded to G. Prezio Electric Ltd. at a cost of \$264,940.00 not including HST **AND FURTHER THAT** funds will be appropriated from the Administrative Facility Maintenance reserve and available funds from the projected 2022 Administration surplus.*

#### **Motion: #129/22**

Motion moved by Jim Vezina and motion seconded by Umed Panu. **CARRIED.**

#### **8.4. Staff Report STEW-01-2022: Stewardship Summary**

Members review and discussed Staff Report STEW-01-2022: Stewardship Summary.

*THAT: Staff Report STEW-01-2022 be received.*

#### **Motion: #130/22**

Motion moved by Grant Arnold and motion seconded by Joel Brown. **CARRIED.**

#### **8.5. Staff Report STEW-02-2022: Invasive Phragmites Summary**

Members reviewed and discussed Staff Report STEW-02-2022: Invasive Phragmites Summary.

*THAT: Staff Report STEW-02-2022 be received.*

#### **Motion: #131/22**

Motion moved by Rudy Buitenhuis and motion seconded by Erwin Butikofer. **CARRIED.**

#### **8.6. Staff Report POLICY-GEN-22-2022 Communications Strategy**

Members reviewed and discussed Staff Report POLICY-GEN-22-2022 related to the Communications Strategy.

*THAT: Staff Report POLICY-GEN-22-2022 be received AND FURTHER THAT the Communications Strategy be adopted.*

#### **Motion: #132/22**

Motion moved by Grant Arnold and motion seconded by Jim Vezina. **CARRIED.**

#### **8.7. Staff Report POLICY-FIN-01-2022: Tangible Capital Assets**

Members reviewed and discussed Staff Report Policy Fin-01-2022: Tangible Capital Assets

*THAT: Finance Policy FIN-01-2022: Tangible Capital Assets, Version 3.0 be adopted.*

#### **Motion: #133/22**

Motion moved by Umed Panu and motion seconded by Joel Brown. **CARRIED.**

## 9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

### 9.1. Monthly Treasurers Report October

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

### 9.2. *Conservation Authorities Act - Progress Report #3*

Members reviewed and discussed Staff Report CORP-13-2022: *Conservation Authorities Act Progress Report #3*.

**THAT:** *Staff Report CORP-13-2022: Conservation Authorities Act Progress Report #3 be received AND FURTHER THAT Progress Report #3 be approved AND FURTHER THAT the report be forwarded to the Ministry of Natural Resources and Forestry.*

#### **Motion: #134/22**

Motion moved by Erwin Butikofer and motion seconded by Grant Arnold. **CARRIED.**

### 9.3. *Bill 23 - More Homes Built Faster Act, 2022*

Members reviewed and discussed Staff Report CORP-14-2022: *Bill 23, More Homes Built Faster Act.*

It was noted that depending on what is passed through the Bill, substantial changes will occur in the programs delivered by Conservation Authorities. Some of these changes include: exempting the need for permits from the Conservation Authority where *Planning Act* approvals are in place resulting in municipalities being downloaded CA core mandate work; prohibiting CA's from providing comments on planning applications related to prescribed acts that are not related to natural hazards; freezing permit and planning fees; a new tool called a Community Infrastructure and Housing Accelerator will be enabled; updates to the Ontario Wetland Evaluation System which will result in less wetlands being protected; proposing the concept of ecological offsetting; and Conservation Authorities must disclose which lands they own that may be suitable for housing which may lead to CAs being directed to sell that land.

**THAT:** *Staff Report CORP-14-2022: Bill 23, More Homes Built Faster Act be received.*

#### **Motion: #135/22**

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

**THAT:** *staff comments on the s Environmental Registry of Ontario posting related to Bill 23 as presented at the November 23, 2022 Board Meeting are endorsed AND FURTHER THAT the CAO is directed to post the comments on the Environmental Registry of Ontario.*

**Motion: #136/22**

Motion moved by Joel Brown and motion seconded by Grant Arnold. **CARRIED.**

**10. PASSING OF ACCOUNTS**

**10.1. Passing of Accounts October**

*THAT: having examined the accounts for the period October 1, 2022 to October 31, 2022 cheque #2702 to #2730 for \$75,852.22 and preauthorized payments of \$99,611.27 for a total of \$175,463.49, we approve their payment.*

**Motion: #137/22**

Motion moved by Erwin Butikofer and motion seconded by Joel Brown. **CARRIED.**

**11. REGULATORY ROLE**

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

**12. PROJECTS UPDATE**

**12.1. Communications Manager Projects Update**

It was noted that the CAO and the Communications Manager attended a conference hosted by the Heart of the Continent/Travel the Heart group.

**12.2. Lands Manager Projects Update**

It was noted that the Hazelwood Lake Picnic Shelter, located at the beach area, will be demolished, removed and site will be remediated by Serafini General Contracting by the end of the year.

**12.3. Watershed Manager Projects Update**

None.

**13. NEW BUSINESS**

None.

**14. NEXT MEETING**

By consensus of the Board, the next meeting will be held on Thursday, January 26, 2023 at 4:30 p.m.

**15. ADJOURNMENT**

*THAT: the time being 5:25 p.m. AND FURTHER THAT there being no further business we adjourn.*

**Motion: #138/22**

Motion moved by Jim Vezina and motion seconded by Grant Arnold. **CARRIED.**

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Chair

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Chief Administrative Officer



<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-01-2023
<b>DATE PREPARED</b>	December 20, 2022	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Appointment of Auditors		

## RECOMMENDATION

*“THAT: the audit firm of Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2023.”*

## LINK TO STRATEGIC PLAN (2023-2027)

*Govern and Enhance:*

- *Continue to commit to accountable and transparent organizational governance.*
- *Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.*

## EXECUTIVE SUMMARY

It is the opinion of the CAO that Grant Thornton Thunder Bay LLP provided adequate service in 2022 and are therefore recommended to continue to provide audit services in 2023.

## DISCUSSION

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

In 2022, Grant Thornton Thunder Bay LLP provided audit services. Annually a senior representative of the firm attends the Authority Meeting when the respective year Audited Financial Statements are presented to the Board.

All services provided in 2022 were considered to have been provided in a very competent professional manner.

Total fees paid to the firm in 2022 included (exclusive of HST):

Fees Paid	2022	2021	2020
Audit Fees	\$13,665.10	\$12,575.01	\$12,618.24
<b>Total</b>	<b>\$13,655.10</b>	<b>\$12,575.01</b>	<b>\$12,618.24</b>

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

**FINANCIAL IMPLICATIONS**

Anticipated audit fees for 2023 have been included in the draft 2023 Budget.

**CONCLUSION**

Grant Thornton Thunder Bay LLP provided adequate service in 2022 and are recommended by the CAO to provide continuing service in 2023.

**BACKGROUND**

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

The auditor portion of the Policy reads as follows:

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

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

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


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

**REFERENCE MATERIAL ATTACHED**

None

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

**REVIEWED BY:** Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 6, 2023
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<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-02-2023
<b>DATE PREPARED</b>	December 20, 2022	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Appointment of Solicitors		

## RECOMMENDATION

*“THAT: the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2023.”*

## LINK TO STRATEGIC PLAN (2023-2027)

*Govern and Enhance:*

- *Continue to commit to accountable and transparent organizational governance.*

## EXECUTIVE SUMMARY

It is the opinion of the CAO that McKitricks provided excellent legal service in 2022 and are therefore recommended to continue to provide legal services in 2023.

## DISCUSSION

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

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

Legal services provided in 2022 included:

- Ward Case – Tax Sale
- DeMichele Writ Renewal
- OMERS By-law
- Beaver Avenue Land Donation
- *Conservation Authorities Act* advice regarding term of Members



Total fees paid to the firm in 2022 included:

	2022	2021	2020
Fees and Disbursements	\$3,930.07	\$11,353.72	\$4,968.74

\*\*exclusive of HST

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

### **FINANCIAL IMPLICATIONS**

Anticipated legal fees have been incorporated in the draft 2023 budget.

### **CONCLUSION**

McKitricks provided excellent legal service in 2022 and are recommended by the CAO to provide continuing service in 2023.

### **BACKGROUND**

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

The solicitor portion of the policy reads as follows:

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

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

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

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

### **REFERENCE MATERIAL ATTACHED**

None

**PREPARED BY:** Tammy Cook, CAO

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

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 6, 2023</p>
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<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-03-2023
<b>DATE PREPARED</b>	January 9, 2023	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Appointment of Authority Bank		

## RECOMMENDATION

*“THAT: the Royal Bank of Canada, Business Centre is appointed as the bank with which the Lakehead Region Conservation Authority will conduct its financial business during 2023.”*

## LINK TO STRATEGIC PLAN (2023-2027)

*Govern and Enhance:*

- *Continue to commit to accountable and transparent organizational governance.*
- *Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.*

## EXECUTIVE SUMMARY

It is the opinion of the CAO that the Royal Bank of Canada provided adequate service during 2022 and are therefore recommended to continue to provide banking services in 2023.

## DISCUSSION

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

The Royal Bank of Canada (RBC) provided banking services to the Lakehead Region Conservation Authority in 2022 including:

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

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

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

Fees and interest earned in 2022 included:

	2022	2021	2020
Banking and Visa Fees	\$6,547.70	\$3,6453.00	\$3,189.89
Interest Earned	\$34,119.19	\$30,920.21	\$18,189.70

In 2022, the LRCA has all operating funds deposited in the RBC operating account. The general interest from the operation account has varying interest rates each month. Total interest from the operating account amounted to \$34,119.19.

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

**FINANCIAL IMPLICATIONS**

All banking fees and anticipated interest earnings are incorporated into the draft 2023 budget.

**CONCLUSION**

The Royal Bank of Canada provided adequate service in 2022 and are recommended by the CAO to provide continuing service in 2023.

**BACKGROUND**

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

The bank portion of the policy reads as follows:

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

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

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

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

**REFERENCE MATERIAL ATTACHED**

None

**PREPARED BY:** Tammy Cook, CAO

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

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 9, 2023</p>
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## Tammy Cook

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**To:** General LRCA Email  
**Subject:** RE: Lakehead Conservation Foundation Letter of Intent

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**From:** Ashley Agombar <[ashcagombar@gmail.com](mailto:ashcagombar@gmail.com)>  
**Sent:** November 6, 2022 9:09 PM  
**To:** General LRCA Email <[info@lakeheadca.com](mailto:info@lakeheadca.com)>  
**Cc:** Ryan Mackett <[ryanm@lakeheadca.com](mailto:ryanm@lakeheadca.com)>  
**Subject:** Lakehead Conservation Foundation Letter of Intent

Attention: Tammy Cook, CAO

My name is Ashley Agombar and I am interested in being appointed to the Lakehead Conservation Foundation.

I am currently enrolled part-time in my second year of courses in the Forestry Technician: Ecosystem Management program at Confederation College. I love being outdoors (especially at the LRCA's sites) and have a deep passion for connecting with and protecting the land. I have lived in Thunder Bay my entire life and am strongly rooted with many great connections in our community.

Seasoned with experience as a former Registered Social Worker, I understand how a healthy community equates with a healthy environment. I worked full-time in the mental health and addictions field for several years, building a repertoire of interpersonal skills and an understanding of what contributes to human wellbeing. My passion for fostering a respectful, reciprocal, and sustainable relationship with the land during this time of growing climatic concern brought me into this new field of study at the College.

While embarking on this new career, I seek to contribute to conservation, remediation, regeneration, and long-term environmental sustainability efforts. I hold a deep reverence and respect for Indigenous peoples and culture and consider their ecological knowledge as fundamental to sustainable relationships with the land. I believe it is my responsibility to make ethical, meaningful, conscious decisions when it comes to natural resources and human impact on the planet. I am also very passionate about environmental activism and using creativity to establish innovative solutions for our community. I see connecting with and protecting the land as a major purpose in my life.

During my social work career I co-founded a non-profit harm reduction organization, BaySafe, to offer free services to youth at locations where recreational substance use was taking place. I represented BaySafe in four different sub-committees of the Thunder Bay Drug Strategy, meeting regularly at City Hall and the Thunder Bay District Health Unit. In 2017 BaySafe won the Thunder Bay Mayor's Community Safety Award and the Superior Northerner award from Patty Hadju. BaySafe also successfully achieved a grant through the United Way to provide harm reduction education programming to youth at City-run community centres.

Through this experience I gained skills with public speaking and presentation facilitation, writing grant applications, conducting myself in a professional manner, responding to questions from the public and participating in media releases, and responding to emergent needs of patrons accessing services in an appropriate manner. I believe that this previous experience in grassroots activism will be transferable to undertaking solutions for current environmental concerns and fundraising efforts for the LCF.

I am a highly energized, motivated, creative and productive person. I look forward to this opportunity to become involved with the LCF and provide support to the LRCA to fulfill their important mission in our community.

Thank you for your consideration. Warm regards,

*Ashley Agombar*

**MEMORANDUM**

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**TO:** Lakehead Region Conservation Authority (LRCA)  
**FROM:** Norm Gale, City Manager  
**DATE:** January 18, 2023  
**SUBJECT:** 2023 Budget

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On January 17, 2023 upon tabling of our proposed budget to Thunder Bay City Council, Council resolved to reduce the levy increase to 4% after growth. They also directed me to reach out to all boards to see if further reductions may be found in their budgets.

Accordingly, I request the LRCA to review their budget for additional operating savings.

I'd be pleased to discuss this matter.

I am aware that the LRCA levies the City of Thunder Bay, and City Council has no authority to direct or compel in this regard. I am simply reaching out, as per Council's direction, in an effort to decrease the levy.

Attachment



## Resolution

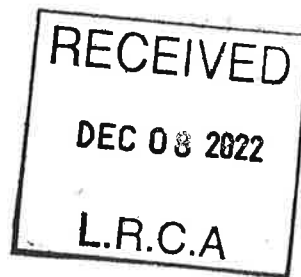
WITH RESPECT to Report 1/2023 - 2023 Proposed Operating and Capital Budget (Corporate Services & Long-Term Care – Financial Services) we recommend that Administration report back with options that may include reduction or removal of both programs and services and staffing and where practical and appropriate utilizing existing reserve funds to achieve an overall levy of 4% including projected growth on or before January 31, 2023;

AND THAT Administration connect with local boards and agencies funded by the City of Thunder Bay to determine what further reductions may be found within their respective budgets to reach this target;

AND THAT all capital out of revenue be increased by \$1,327,000 dollars;

AND THAT Administration report back on the capital projects that would be funded by the increase to the Capital budget on January 31, 2023;

AND THAT any necessary by-laws be presented to City Council for ratification.



Tammy Cook  
130 Conservation Rd PO Box 10427  
Thunder Bay, ON P7B 6T8

Dear Tammy,

I am pleased to provide you with your personalized Lakehead University endowment report for 2021-2022.

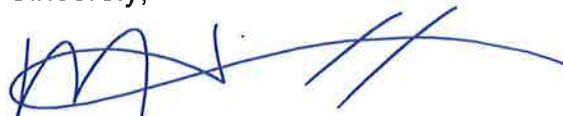
As someone who has committed to such important financial support, you understand the impact, over the long-term, of providing a source of support for Lakehead University students and programs. This is incredibly important to Lakehead University students in particular.

I hope you take pride in knowing that you are transforming the lives of our young people who will, in turn, make a meaningful impact on their communities as educated, informed and engaged citizens. Your generosity provides financial support, experiences and opportunities that enrich their post-secondary career.

Should you have any questions or would like to update your contact information, please do not hesitate to reach out to Tara Monteith, Stewardship and Student Aid Associate. She can be reached at [tara.monteith@lakeheadu.ca](mailto:tara.monteith@lakeheadu.ca) or alternatively, her phone contact is 807-343-8010 Ext. 8198.

We are deeply grateful for your contributions and ongoing support. Your gift is a powerful and exemplary demonstration of your commitment to our students' bright futures and Lakehead University.

Sincerely,



Michael den Haan  
Vice President, External Relations

## FINANCIAL REPORT ON ENDOWMENTS

For the Fiscal Year Ended April 30, 2022

### Arthur Shewchuk Memorial Bursary

#### **ENDOWMENT CAPITAL ACCOUNT**

Opening Balance (May 1, 2021):	\$8,711.81
New Contributions:	\$0.00
Capital Preservation (CPI):	\$0.00
Transfer from Stabilization Account:	\$0.00
Closing Balance (April 30, 2022):	\$8,711.81

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#### **STABILIZATION ACCOUNT**

Balance at April 30, 2022:	\$328.00
Disbursement to Student(s):	\$288.00

Your student recipient(s):

Jordon Bevis

Honours Bachelor of Outdoor Recreation and  
Bachelor of Arts (Geography Major)



<b>PROGRAM AREA</b>	Neebing-McIntyre Floodway Flood Control	<b>REPORT NO.</b>	NMFC-01-2023
<b>DATE PREPARED</b>	December 20, 2022	<b>FILE NO.</b>	2-13-4
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	2022 Neebing-McIntyre Floodway Summary		

**RECOMMENDATION**

Suggested Resolution:

“THAT: Staff Report NMFC-01-2023 be received.”

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023-2027):

*Protect and Support:*

- *Continue maintaining and enhancing flood control infrastructure in an effort to minimize the impacts of riverine flooding, erosion, and sedimentation.*

**EXECUTIVE SUMMARY**

In 2022, the Neebing River diverted water into the Floodway Diversion Channel for a total of 17 days. Routine monitoring included the following: annual sediment survey of the Floodway channel, sediment traps, and the Diversion Channel lip; annual inspection of the Diversion Structure; annual inspection of the Floodway with the City of Thunder Bay; and the Floodway water level monitoring program. Major maintenance included dredging of the CPR sediment trap and removing sediment deposited at the diversion channel lip. Minor maintenance completed by LRCA staff included routine grass cutting, and the removal of invasive plant species. Stewardship projects included the Floodway Corridor Habitat Rehabilitation at three sites along the floodway. An additional site at the Balmoral Street bridge is targeted for rehabilitation in 2023. The Floodway Agreement between the City and LRCA has been extended for a five year term, expiring on December 31, 2027.

The attached Operation, Maintenance and Surveillance Plan has been updated to include work completed in 2022. Key deliverables noted for 2023 include:

- Neebing-McIntyre Floodway Integrity Evaluation Study – 10-year Update,
- Annual sediment accumulation survey from the ice,
- Sediment accumulation topographic survey of the Diversion Channel,
- Annual Diversion Structure Inspection by a Professional Engineer,

- Annual inspection with staff from the City of Thunder Bay,
- Water level monitoring from the bridges along the Floodway,
- Wildlife Habitat Rehabilitation at Balmoral Street Bridge site,
- Removal of invasive plant species, and
- On-going minor maintenance as required.

## DISCUSSION

The Neebing River diverted water into the Floodway Diversion Channel for a total of 17 days in 2022. A chart displaying the number of days of diversion during each year of operation of the Floodway is attached.

The Floodway Operation, Maintenance and Surveillance Plan for 2023 has been updated with maintenance and monitoring work that was completed in 2022. The Plan outlines completed and anticipated required minor and major maintenance and the on-going monitoring planned.

### Sediment Accumulation Monitoring Program – Floodway Channel

A routine monitoring program was initiated in 2011 to track on-going sediment accumulation within the Floodway channel. The monitoring program is conducted on an annual basis during the winter period from the ice. The surveys are tied into previous benchmarks and control points that were used during previous surveys by staff. Cross sections are completed at approximately 25-metre intervals and are then plotted and compared with design and other recent cross sections in the same areas. Data is input to a created database/spreadsheet to record the information for comparison with past and future surveys. Hatch Ltd. conducted the annual sediment survey in January and February 2022 from the ice to monitor the on-going sediment accumulation within the sediment traps and Floodway channel.

In 2022, cross sections were monitored from the Balmoral Sediment Trap northerly towards the confluence of the Floodway and McIntyre River at William Street. This area was surveyed for the first time in 2019 as sediment accumulation was visibly apparent. A few extra cross sections were taken in the area of Memorial Avenue and Carrick Street due to possible back up of sediment in the vicinity of the CN railway bridge.

Based on the 2022 surveys, the sediment accumulation in the Floodway from the Diversion Channel to the Lake has increased overall. A significant increase has occurred in the reach from the CPR to Island Drive and a slight increase in the reach from Island Drive to the mouth of Lake Superior.

A significant increase in sediment deposition was noted in the Balmoral and CPR Traps. It is noted that minor increases and decreases have fluctuated between years in the Balmoral and CPR traps; however, approximately 2,266 cubic metres has accumulated in the Balmoral Trap since the sediment was removed in 2019 (i.e., 4,500 cu.m removed). The CPR Trap had accumulated to 5,761 cubic metres (cu.m) of sediment between 2012 to 2022, of which, a total volume of 4,404 cu.m. was dredged and removed in July 2022.

### Sediment Accumulation Monitoring Program – Floodway Diversion Channel

The Diversion Channel is surveyed to assess the depth of deposited sediment from the Neebing River Diversion Channel lip to Redwood Avenue and from Redwood Avenue to the Floodway. The Diversion Channel survey was completed in 2018 by Hatch Ltd. and the next survey is planned for 2023. The lip survey is conducted annually, and the full channel survey is completed every five years.

In 2022, approximately 6,500 cubic metres of sediment had accumulated at the Diversion Channel Lip at depths of over 0.70 metres. The accumulation was due to the flow diversion that occurred for 16 consecutive days during the May 2022 storm event and high-water levels on the Neebing River. This extent of accumulation presented a significant flow impediment to the operation of the Neebing-McIntyre Floodway, and as such, the LRCA hired Bruno's Contracting Limited to remove the sediment from the Diversion Channel Lip. The dredging operations began in November and took approximately 5 weeks to complete with some minor grading and clean-up to occur in the spring of 2023.

### Major and Minor Maintenance

In 2022, major maintenance included the dredging of the CPR Trap and at the Diversion Channel Lip (as discussed above). The CPR Trap was dredged by LTL Contracting (with contract administration provided by Hatch Ltd.). The dredging was completed in June and July of 2022. The dredging contractor constructed five temporary rock groins into the floodway channel from south bank to gain access and, using a long-arm excavator, dredged the CPR Trap sediment. The decanting area was on LRCA owned property where the dredged material was stockpiled and dewatered, regraded and remained on-site.

Minor maintenance completed by LRCA staff included routine grass cutting and removal of invasive plant species that were identified on the banks of the floodway. Brush and tree growth on the channel invert should be kept in control and is reviewed annually or biannually. Trees that were being targeted by beavers along the floodway were protected with wire mesh.

### Inspection of the Floodway Diversion Structure

The annual structural inspection of the Floodway Diversion Structure was completed by KGS Group in July 2022. The Diversion Structure was noted to be in good condition with no major concerns identified regarding the integrity of the structural, functionality and safety components. Recommendations at the time of inspection for this structure were minor, which included reapplying waterproof coating to the concrete walkway slab. The waterproofing was recommended to be completed within one year.

### Inspection of the Floodway

LRCA and City of Thunder Bay staff completed the annual inspection of the Floodway on July 26, 2022 from the Neebing River weir to the outlet at Lake Superior. The inspection typically consists of a general discussion of the Floodway, roles and responsibilities, and a visual inspection of the main components of the Floodway as seen from the pedestrian trails and Floodway banks.

Overall, the Floodway is considered to be in good condition. No major issues were noted at the time of the inspection with the exception of the culvert located on the south side of Shoppers Drug Mart at the McIntyre Centre (to be repaired by mall owners).

The current Floodway Agreement between the City of Thunder Bay and the LRCA has been extended to a five year term up to December 31, 2027. The Agreement outlines each party's responsibilities in regard to the Floodway and reinforces that maintaining the Floodway integrity is first and foremost.

#### Floodway Water Level Monitoring Program

LRCA staff continued to record water level measurements from various bridges that cross the Floodway. Monitoring is completed on a monthly basis during open water conditions, including during high water events and spring freshet. This data will be used for calibration of future Floodway models.

#### Operation, Maintenance and Surveillance Plan

The attached Operation, Maintenance and Surveillance Plan has been updated to include work completed in 2022. The following are the key deliverables noted for 2023:

- Neebing-McIntyre Floodway Integrity Evaluation Study – 10-year Update,
- Annual sediment accumulation survey from the ice,
- Sediment accumulation topographic survey of the Diversion Channel,
- Annual Diversion Structure Inspection by a Professional Engineer,
- Annual inspection with staff from the City of Thunder Bay,
- Water level monitoring from the bridges along the Floodway,
- Wildlife Habitat Rehabilitation at Balmoral Street Bridge site,
- Removal of invasive plant species, and
- On-going minor maintenance as required.

#### **FINANCIAL IMPLICATIONS**

The Neebing McIntyre Floodway Program, including surveillance and annual minor maintenance, is included in the 2023 Annual Budget. The Floodway is sole benefitting to the City of Thunder Bay and therefore all maintenance is included as part of their sole benefitting levy.

#### **CONCLUSION**

In 2022, there were no major issues noted with the operation of the Floodway. The CPR Sediment Trap and the Diversion Channel Lip was dredged of accumulated sediment. Minor maintenance included grass cutting, and removal invasive plant species by LRCA staff. Annual routine maintenance will continue in 2023.

## BACKGROUND

The Neebing-McIntyre Floodway consists of three main components: the Diversion Structure; the Diversion Channel; and the widened and deepened Floodway Channel that outlets into Lake Superior. Construction of the Floodway was completed in 1984 and was constructed to provide riverine flood protection to the lower Neebing River and Intercity area.

The main features of the Floodway include:

- Diversion Structure at Ford Street
- Diversion Channel
- Sediment Trap at Balmoral Street
- Sediment Trap at CPR Bridge
- McIntyre River channel from William Street to Fort William Road
- New channel alignment from Fort William Road to Lake Superior
- Outlet into Lake Superior

The design capacity of the Floodway is to provide protection up to and including the Regional Storm. The construction of the Floodway has resulted in significant development in the Intercity Area. During high water events, the Floodway provides protection by limiting flow volumes in the lower Neebing River to 29 cubic metres per second. The flow in the lower Neebing River is controlled by the Diversion Structure that controls flows through the use of a 2.5 x 3.0 metre opening in the structure. Excess flows are diverted down the 1.5 km Diversion Channel to the widened deepened Neebing-McIntyre Floodway Channel to Lake Superior.


As part of the Floodway's Operation and Maintenance and Surveillance plan (attached), dredging needs to occur every 20 years or so, depending on sediment buildup. Two sediment traps are also required to be emptied approximately every 7-10 years, and the removal of sediment at the lip of Diversion Channel occurs every 4 years. This maintenance ensures that the Floodway remains operational and capable of handling rainfall up to and including the Regional Storm. The LRCA also hires two seasonal staff annually to undertake routine Floodway maintenance such as grass cutting, brushing, etc.

## REFERENCE MATERIAL ATTACHED

Neebing-McIntyre Floodway: Operation, Maintenance and Surveillance Plan – 2023

Neebing-McIntyre Floodway: Diversion Chart

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

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 3, 2023
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## **Neebing-McIntyre Floodway**

### **Operation, Maintenance and Surveillance Plan – 2023**

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Construction of the Neebing-McIntyre Floodway was completed in 1984 by the Lakehead Region Conservation Authority with a final cost of \$15-million dollars. The Floodway was constructed to address flooding in the Intercity Area of the City of Thunder Bay.

The main features of the Floodway include:

- Diversion Structure at Ford Street
- Diversion Channel
- Sediment Trap at Balmoral Street
- Sediment Trap at CPR Bridge
- McIntyre River channel from William Street to Fort William Road
- New channel alignment from Fort William Road to Lake Superior
- Outlet into Lake Superior

The design capacity of the Floodway is to provide protection up to and including the Regional Storm. The construction of the Floodway has resulted in significant development in the Intercity Area.

The Floodway provides protection by limiting flow volumes in the lower Neebing River to 29 cubic metres per second. The flow in the lower Neebing River is controlled by the Diversion Structure which controls flows by a 2.5 x 3.0 metre opening in the structure. Excess flows are diverted down the Diversion Channel to the widened deepened Neebing-McIntyre Floodway Channel.

Since the opening size is fixed, some diversion of flow will occur with upstream flows as little as 10 cubic metres per second.

#### **Operation**

During flood events the Floodway operates without any required actions. The Diversion Structure limits flows down the Neebing River and diverts excess flows into the 1.5 kilometre Diversion Channel which directs excess flows to the widened, deepened Neebing-McIntyre Floodway to Lake Superior.

#### **Maintenance**

Since the construction of the Floodway, major maintenance has occurred on the Floodway. The sediment traps, which were installed within the Floodway were part of the original design and were anticipated to require periodic dredging and were classified as major maintenance.

The Diversion Structure has three potential openings, however only one is left open. If the two other openings are required to be opened (i.e., to permit repair work, debris removal, etc.) refer to the document *Neebing-McIntyre Floodway Diversion Structure, Maintenance and Operation Manual*, dated January 1984.

## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2023

### Site Restoration

During maintenance operations dredging spoils are removed from the floodway with heavy equipment and placed on the shore near the dredged area to dry out before being loaded into trucks for removal.

In 2022, site improvements were made to the LRCA’s Triangle Property and the Floodway Mouth area that feature permanent vegetation and ecological enhancements. These are unpaved open areas that will require seeding and restoration after dredging activities are completed.

The following tasks should be completed to restore the sites at the conclusion of dredging activities each time they are completed in these areas:

1. Remove habitat structures and signage prior to operations and salvage.
2. Scrape off all debris and dredge material and remove from site.
3. Import topsoil to fill any equipment ruts greater than 100mm depth.
4. Till remaining topsoil to a depth of 300mm.
5. Seed tilled areas with a native seed mix approved by the LRCA, including a fast-growing cover crop of oats or annual rye.
6. Cover seeded area with sprayed bonded fiber matrix or net-free erosion control blanket to ensure soil and seed are maintained on site during the establishment period.
7. Replace habitat structures and signage.

The following table provides a summary of anticipated and completed maintenance. Refer to the Neebing-McIntyre Floodway Maintenance Plan Summary Map 2023 for reference.

<b>Table 1 – Maintenance Plan Summary</b>					
<b>Map Ref. No.</b>	<b>Floodway Feature</b>	<b>Description of Activity</b>	<b>Completion Date</b>	<b>*Provincial Funds Provided</b>	<b>Estimated Required Recurrence</b>
Varies, as shown on map	Entire Floodway	Remove invasive plant species - purple loosestrife ( <i>Lythrum salicaria</i> ) Reed canary grass ( <i>Phalaris arundinacea subsp. Arundinacea</i> )	2021 (purple loosestrife) 2022 (Reed canary grass)	no	As required, or on a yearly basis (2024)
1	Balmoral Sediment Trap	Dredge sediment trap 4,500 m <sup>3</sup> sediment removed	1993	yes	Approx. every 10 years or as determined by annual sediment surveys (2028)
		Dredge sediment trap 1999 - 2,240 m <sup>3</sup> sediment removed 2000 – 4,565 m <sup>3</sup> sediment removed	1999/2000	yes	

## Neebing-McIntyre Floodway

### Operation, Maintenance and Surveillance Plan – 2023

Table 1 – Maintenance Plan Summary					
Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
		Dredge sediment trap 7,600 m <sup>3</sup> sediment removed	2008	yes R.08.007	
		Dredge sediment trap 4526 m <sup>3</sup> sediment removed from north side, including area of McIntyre River confluence	2019	no R.19.029	
	CPR Bridge Sediment Trap	Dredge sediment trap 5,500 m <sup>3</sup> sediment removed	1993	yes	Approx. every 10 years or as determined by annual sediment surveys (2032)
		Dredge sediment trap 5,560 m <sup>3</sup> sediment removed	1999	yes	
		Dredge sediment trap 5,500 m <sup>3</sup> sediment removed	2008	yes R.08.007	
		Dredge sediment trap 4,500 m <sup>3</sup> sediment removed	2022	Yes R.22.033	
	2	Diversion Channel	Diversion Channel dredging between Neebing River and Redwood Avenue Bridge 2006-10,880 m <sup>3</sup> sediment removed	2006	yes R.06.146
3		Close-cut clearing from Redwood Bridge to Floodway channel	2001	no	As required
			2016 removed >2" dia. trees (60 m from Chapples Ped. bridge)	no	As required
		2018 removed shrubs and >2" dia. trees from the bottom & edges at the Chapples Park location.	no	As required, or on a yearly to 2 year basis (2024)	
		Slumped/erosion area in Chapples Golf Course and replacement of rock apron	2014	yes R.14.072	

## Neebing-McIntyre Floodway

### Operation, Maintenance and Surveillance Plan – 2023

Table 1 – Maintenance Plan Summary					
Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
		Close-cut clearing from Neebing River to Redwood Bridge	2020 removed shrubs and cattails from bottom & edges of channel	no	As needed
4	Diversion Channel Lip	Removal of sediment at lip of beginning of channel (Ford Street) 2008 - 1,730 m <sup>3</sup> sediment removed	2007 2008	yes R.08.007	Every 4 years, or as needed after major events (2026)
		2012- 3,300 m <sup>3</sup> sediment removed and debris	2012	no	
		2017 – 2,811 m <sup>3</sup> sediment removed	2017	yes R.17.009	
		2022 – 6,500 m <sup>3</sup> sediment removed	2022	Yes R.22.033	
5	Diversion Structure	Removal of ice or debris at inlet of structure	2007 2013 (x2) 2016 2018	no	As needed after high water events (2-3 years)
		Replace concrete structure, vertical braces, gate columns	1984		Every 81 years 2067**
		Guard rails	1984		50 years life 2032**
		Chain link fence	1984		2026**
		Structural steel (steel frame)	1984		Every 81 years 2063**
		Lifting Lugs	1984		Every 81 years 2063**
		Gate timbers	1984		Every 40 years 2023**
		Concrete was cleaned and painted to cover existing graffiti	2017 2020		As needed
Concrete wall graffiti mural by local artists and students	TBD		N/A		

## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2023

Table 1 – Maintenance Plan Summary					
Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
6	Floodway Channel – Fort William Road to CPR Bridge	All trees along the shoreline of the LRCA owned Triangle Property had their limbs removed to a height of 1.5 metres	2017	no	As needed
7	Floodway Channel – CPR Bridge to Island Avenue	Dredge Floodway Channel Actual – 27,868 m <sup>3</sup>	2011	yes R.11.009	Every 15 years (2025)
		Sod area between pathway and PCP fence to cover exposed glass which surfaced after dredging in spring of 2012	2012	yes R.12.017	N/A
		Small erosion repair, culvert outlet from Port Authority land, Floodway south bank, between McIntosh Street and Slovak Legion land	2015	no	N/A
8	Floodway Channel – Island Avenue to Lake Superior	Dredge Floodway Channel Actual – 12,529 m <sup>3</sup>	2012	yes R.12.017	Every 15 years (2031)
		Trees on pathway side of floodway channel had their limbs removed to a height of 1.5 metres	2017	no	As needed
9	Floodway Channel – Confluence with Lake Superior	Dredge Floodway Outlet into Lake Superior Actual – 17,627 m <sup>3</sup>	2015	Application submitted in 2013 R.13.005 Resubmitted in 2014 R.14.010 Resubmitted in 2015 R.15.007	Every 20 years 2035
10		Repair to eroded confluence bank	2009	yes R.09.018	>20 years 2029 or as needed
		Repairs to eroded bank and trail	2020	no	As needed

\*Pre-1995 funds were from transfer payment and post 1995 were WECl funds.

\*\* Replacement date as indicated in 2021 Asset Management Plan Update – Condition Assessment of Diversion Structure and Weir, KGS Group.

## Neebing-McIntyre Floodway

### Operation, Maintenance and Surveillance Plan – 2023

#### Surveillance Plan

The following table summarizes the completed and planned Surveillance for the Neebing-McIntyre Floodway.

Table 2 – Surveillance Plan Summary				
Area of Study	Description of Study	Date	*Provincial Funds Provided	Estimated Recurrence
Entire Floodway	Neebing-McIntyre River Sedimentation Study, Dillon	1988	yes	-
	Neebing-McIntyre Floodway Integrity Evaluation Study, Engineering Northwest Limited	1998	yes	Every 10 years (2023)
	Neebing-McIntyre Floodway Integrity Evaluation Study, Hatch Mott MacDonald	2013/2014	yes S.13.018	
	Annual Inspection of Floodway – LRCA/City Staff	Annual	no	yearly
	Invasive Plant Species Management Plan, and annual inspection of invasive plant species – LRCA	Initiated in 2022, Annual	no	yearly
Floodway Channel - CPR Bridge to Lake Superior	Neebing McIntyre Floodway Confluence Study, Engineering Northwest Limited	2008	yes S.08.003	
Floodway Channel	Survey of bed of channel to determine sediment accumulation, Hatch	Re-initiated in 2011	no	Yearly from ice
	Hydrological survey from boat, Riggs Engineering.	2013	yes, included in R.13.005	To be determined
Diversion Channel	Neebing-McIntyre Floodway Diversion Channel Drainage Investigation, AMEC	2003	yes	
	Survey of Diversion Channel to determine sediment accumulation	2013 2018	no	Every 5 years (2023)
	Annual Diversion Channel Lip Survey	Initiated in 2014	no	Yearly after spring freshet

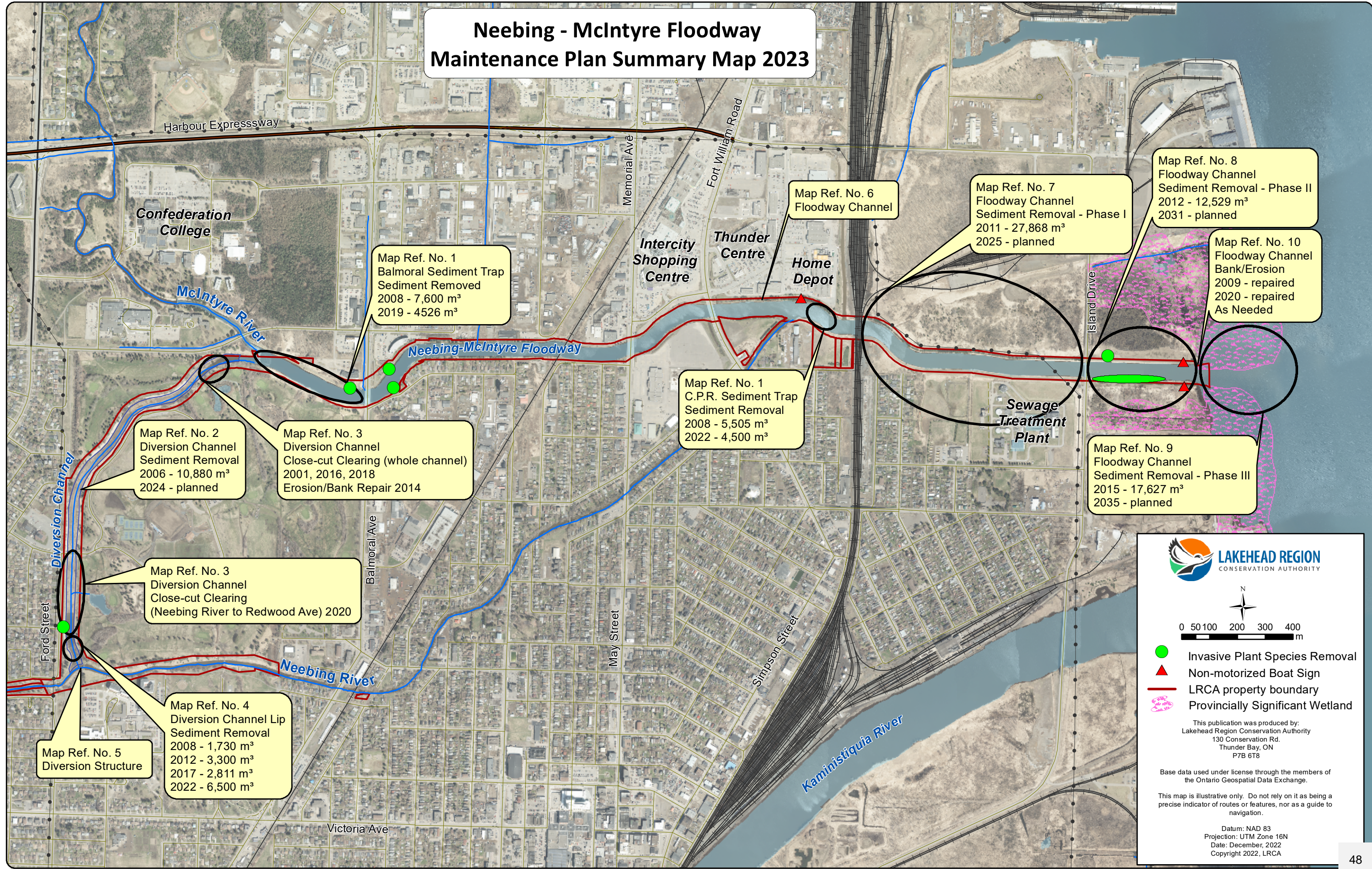
## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2023

Table 2 – Surveillance Plan Summary				
Area of Study	Description of Study	Date	*Provincial Funds Provided	Estimated Recurrence
	CCTV inspection of weeping tile and storm sewer along west bank between Neebing River and Redwood Avenue bridge	2020	no	As needed
Diversion Structure	Inspection by Professional Engineer	On-going	no	Yearly
Bridge crossings (various locations)	Water level measurements from various Bridges during events for future model calibration purposes	On-going (Initiated in 2016)	no	Annually during rainfall and /or diversion events

\*Pre-1995 funds were from transfer payment and post 1995 were WECl funds.

Attachments: *Neebing-McIntyre Floodway – Maintenance Plan Summary Map 2023*

# Neebing - McIntyre Floodway Maintenance Plan Summary Map 2023



**Map Ref. No. 1**  
Balmoral Sediment Trap  
Sediment Removed  
2008 - 7,600 m<sup>3</sup>  
2019 - 4526 m<sup>3</sup>

**Map Ref. No. 2**  
Diversion Channel  
Sediment Removal  
2006 - 10,880 m<sup>3</sup>  
2024 - planned

**Map Ref. No. 3**  
Diversion Channel  
Close-cut Clearing (whole channel)  
2001, 2016, 2018  
Erosion/Bank Repair 2014

**Map Ref. No. 3**  
Diversion Channel  
Close-cut Clearing  
(Neebing River to Redwood Ave) 2020

**Map Ref. No. 5**  
Diversion Structure

**Map Ref. No. 4**  
Diversion Channel Lip  
Sediment Removal  
2008 - 1,730 m<sup>3</sup>  
2012 - 3,300 m<sup>3</sup>  
2017 - 2,811 m<sup>3</sup>  
2022 - 6,500 m<sup>3</sup>

**Map Ref. No. 1**  
C.P.R. Sediment Trap  
Sediment Removal  
2008 - 5,505 m<sup>3</sup>  
2022 - 4,500 m<sup>3</sup>

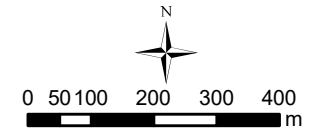
**Map Ref. No. 6**  
Floodway Channel

**Map Ref. No. 7**  
Floodway Channel  
Sediment Removal - Phase I  
2011 - 27,868 m<sup>3</sup>  
2025 - planned

**Map Ref. No. 8**  
Floodway Channel  
Sediment Removal - Phase II  
2012 - 12,529 m<sup>3</sup>  
2031 - planned

**Map Ref. No. 10**  
Floodway Channel  
Bank/Erosion  
2009 - repaired  
2020 - repaired  
As Needed

**Map Ref. No. 9**  
Floodway Channel  
Sediment Removal - Phase III  
2015 - 17,627 m<sup>3</sup>  
2035 - planned



- Invasive Plant Species Removal
- ▲ Non-motorized Boat Sign
- LRCA property boundary
- Provincially Significant Wetland

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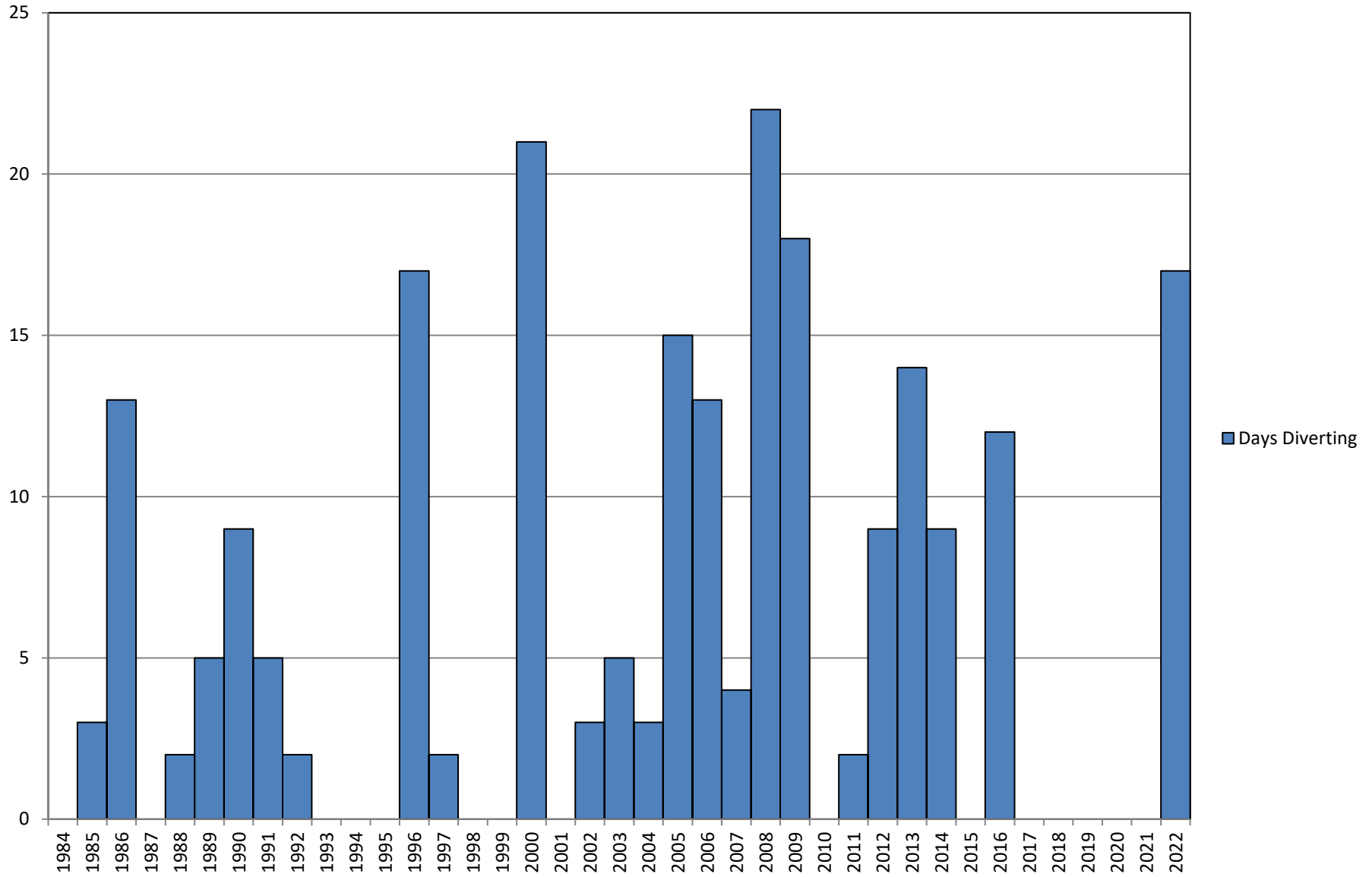
Base data used under license through the members of the Ontario Geospatial Data Exchange.

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: December, 2022  
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## Neebing-McIntyre Floodway Number of Days Diverting 1984 - 2022





<b>PROGRAM AREA</b>	Flood Forecasting	<b>REPORT NO.</b>	FLFOR-01-2023
<b>DATE PREPARED</b>	January 6, 2023	<b>FILE NO.</b>	20-10-4
<b>MEETING DATE</b>	January 25, 2023		
<b>SUBJECT</b>	2022 Flood Forecasting and Warning Program Summary		

**RECOMMENDATION**

*“THAT: the Staff Report FLFOR-01-2023 be received.”*

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023 – 2027):

*Conserve & Sustain:*

- *Increase the availability of data and knowledge to our partners and the public.*

*Protect and Support:*

- *Increase capacity to issue relevant and timely flood messaging by utilizing technology and best practices to enhance the flood-readiness of our partners.*
- *Continue maintaining and enhancing flood control infrastructure in an effort to minimize the impacts of riverine flooding, erosion, and sedimentation.*
- *Align watershed decision-making with stakeholders both within and outside of the jurisdiction.*

**EXECUTIVE SUMMARY**

In 2022, the Flood Forecasting and Warning Program included updating both the internal and external Flood Warning System, operating precipitation gauges, conducting snow surveys and participating in OPG’s Kam River Dam Safety Program. The annual Spring Melt Meeting was held virtually due to COVID-19, and the presentation was provided through email to flood forecasting partners and Member Municipalities.

During the year, the LRCA issued 12 local flood messages/message updates including: two Water Safety Watershed Condition Statements, two Flood Outlook Watershed Condition Statements, three Flood Watch Statements and five Flood Warning Statements. A significant flood event occurred in May 2022, during which flows from the Neebing River diverted via the Floodway Diversion Channel for a total of 16 consecutive days. Consequently, approximately 6,500 cubic metres of sediment was removed at diversion channel lip in November 2022 due to the upstream sediment transport and deposition during the flood event.

## DISCUSSION

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

### Flood Warning System Binder

In 2022, the Flood Warning System binder annual update was completed. Internal and External copy holders were provided with updates to the following sections:

#### Internal Copy Holders:

- Flood Warning System Report – Version 5.0
- Appendix A – Plan Holders
- Appendix C – Contact Booklet
- Appendix D – LRCA Duty Roster
- Appendix F – Flood Warning Call Out
- Appendix H – Return Period Summary Table
- Appendix P – Spring Thaw Records
- Appendix Q – Distribution Instructions for Issuing a Flood Message
- Appendix T – Answering Service Protocol
- Appendix U – OPG Dam Safety Emergency Preparedness and Response Plans
- Appendix Y – Updating Flood Forecasting Contacts – Canon copier and Outlook email

#### External Copy Holders:

- Flood Warning System Report – Version 5.0
- Appendix A – Plan Holders
- Appendix C – Contact Booklet
- Appendix D – LRCA Duty Roster
- Appendix F – Flood Warning Call Out

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

### OPG Kam River Dam Safety Program

No Kaministiquia River OPG Dam Safety Emergencies were declared in 2022. As part of OPG's high flow notification protocol, staff were notified on May 5, 2022 that high flows of 262 cubic metres was observed at the Kakabeka generating station. Staff participated in the annual call test

on May 6, 2022. The annual Dam Safety and Emergency Preparedness and Response Plan Meeting was held virtually in March 2022.

### Spring Melt Meeting

Due to the COVID-19 pandemic, the Authority hosted the 33<sup>rd</sup> Annual Spring Melt Meeting on April 7, 2022, via a virtual presentation. Thirty-three people attended the meeting which included representation from City of Thunder Bay, Municipality of Oliver Paipooonge, Township of Gillies, Ontario Power Generation, Ministry of Natural Resources and Forestry, Fort William Historical Park, Ministry of Transportation, and staff and a board member from the LRCA.

The 2022 Flood Warning Contact Booklet and Flood Forecasting Binder updates were mailed to the partners and all Member Municipality Clerks.

### Issued Flood Messages

In 2022, a total of four Watershed Conditions Statements were issued by the Provincial Surface Water Monitoring Centre (SWMC) for the LRCA jurisdiction, and four local Watershed Conditions Statement messages were issued by the LRCA. Two province-wide, ten Northwestern Ontario, three Thunder Bay District, and one Great Lakes Shoreline Flood Watch messages were issued by the SWMC for the LRCA jurisdiction. Three Flood Watch, and five Flood Warning local messages were issued by the LRCA.

### Significant Flood Event in 2022

On April 22 and 29, a local Flood Watch was issued due to the expected heavy rainfall and potential thunderstorm activity and the above average snowpack that was received over the 2021-2022 winter. By May 3, the LRCA issued a local Water Safety Watershed Condition Statement due to the high water levels in area watercourses in response to the recent rainfall and snowmelt, which warranted additional monitoring of weather conditions. On May 11, a local Flood Outlook was issued by LRCA staff due to significant rainfall that was expected overnight.

A local Flood Warning was issued by LRCA on May 12. Roads were reported to be overtopped within the Whitefish River watershed, and the Village of Hymers experienced flooding. Water levels within area watercourses increased over the day. The Kaministiquia River, Current River, and McIntyre River were extremely high. By the end of the day, area watercourses began to peak, and many flooded roads were reported throughout the area of jurisdiction. The Flood Warning message was terminated by the LRCA on May 16.

Additionally, Flood Warning messages for the Thunder Bay District were issued by the Ministry of Natural Resources and Forestry for residents in the Kaministiquia River, Whitefish River, Dog Lake, Shebandowan, Kashabowie, and Lac des Mille Lacs watersheds on May 13, 20, and 30.

Due to the May flood event in the City of Thunder Bay, LRCA staff participated in the City of Thunder Bay's Infrastructure & Operations Department's emergency response plan meetings, as well as a meeting with the Municipal Emergency Control Group, to provide updates on the current and predicted watershed conditions.

Further, the Neebing River diverted flow to the Floodway Diversion Channel for one day on April 25, which was the first time flows had diverted in five years. It diverted again on April 30 and continued for 16 days until May 16. Approximately 6,500 cubic metres of sediment was deposited at the diversion channel lip due to sediment transport of the Neebing River and length of time that flow was diverted during the flood event. Consequently, the sediment was removed in November 2022.

The following table summarizes the Flood Messages received and distributed in 2022.

<b>Flood Message Type</b>	<b>Provincial Messages received from the Provincial Surface Water Monitoring Centre within the LRCA Area of Jurisdiction</b>	<b>Local Flood Messages released by the LRCA within the LRCA Area of Jurisdiction</b>
<b>Watershed Conditions Statement</b>	March 15, 2022 – Province wide April 11, 2022 – Province wide April 15, 2022 – Province wide April 19, 2022 – Province wide	April 12, 2022 – Flood Outlook May 3, 2022 – Water Safety May 6, 2022 – Water Safety update May 11, 2022 – Flood Outlook
<b>Shoreline Conditions Statement</b>		
<b>Flood Watch</b>	April 12, 2022 – Province wide April 22, 2022 – Province wide April 29, 2022 – Northwestern Ontario May 3, 2022 – Northwestern Ontario May 6, 2022 – Northwestern Ontario May 9, 2022 – Northwestern Ontario May 13, 2022 – Northwestern Ontario May 13, 2022 – MNRF TBay District May 16, 2022 – Northwestern Ontario May 20, 2022 – MNRF TBay District May 24, 2022 – Northwestern Ontario May 30, 2022 – MNRF TBay District May 31, 2022 – Northwestern Ontario June 4, 2022 – Northwestern Ontario June 9, 2022 – Northwestern Ontario Dec. 21, 2022 – Great Lakes Shoreline	April 22, 2022 April 23, 2022 – update April 29, 2022
<b>Flood Warning</b>		May 12, 2022 May 12, 2022 – update May 13, 2022 – update May 13, 2022 – update May 16, 2022 – termination

## **FINANCIAL IMPLICATIONS**

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

## **CONCLUSION**

In 2022, staff continued to administer the Flood Warning System including hosting a virtual annual spring melt presentation and meeting, participating in the OPG Kaministiquia River Dam Safety Program, and issuing flood messaging. Flood messages issued by the LRCA in 2022 included:

- Two – Watershed Conditions Statements: Water Safety,
- Two – Watershed Condition Statements: Flood Outlook,
- Three – Flood Watch messages, and
- Five – Flood Warnings.

## **BACKGROUND**

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

Annual measures include:

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

In 2017, the LRCA obtained new software called Waters Information System by Kisters (WISKI) that is utilized to collect real-time streamflow and precipitation data. This system is essential for

the LRCA when administering our Flood Forecasting and Warning program as it provided access to streamflow data during flood events from wherever there is an internet connection. The WISKI software package also includes an Alarm Manager, which notifies the LRCA when stream levels at a gauge station reaches a warning level.

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

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

#### **REFERENCE MATERIAL ATTACHED**

None.

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

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 6, 2023</p>
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<b>PROGRAM AREA</b>	Community Relations	<b>REPORT NO.</b>	COMREL-01-2023
<b>DATE PREPARED</b>	January 5, 2023	<b>FILE NO.</b>	8-5-4
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Digital Engagement- Website and Social Media Update		

## RECOMMENDATION

### Suggested Resolution:

**“THAT:** Staff Report No. COMREL-01-2023 be received for information.”

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

#### *Conserve & Sustain:*

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

#### *Protect & Support:*

- *Increase awareness of the impacts of floods and hazards and the importance of mitigation.*

#### *Connect & Explore:*

- *Emphasize a sense of place through positive and equitable interactive experiences.*
- *Develop a communications strategy to engage diverse stakeholders.*

## EXECUTIVE SUMMARY

During 2022, the LRCA website continued to experience increased usage and was visited over 58,565 times (59,268 times in 2021) by over 46,450 people (44,200 people in 2021). As of January 5, 2023, the LRCA Facebook page has 3,168 followers (up from 2,799 followers this time in 2021), the LRCA Instagram account has 1,564 followers (up from 1,424 followers this time in 2021) and the LRCA Twitter account has 380 followers (down from 388 followers this time in 2021). The LRCA’s promotional video has been viewed over 37,000 times. The LRCA’s animated floodway video has been viewed over 1,500 times.

During 2021, Shout Media designed and created an LRCA webstore (store.lakeheadca.com) which went live on May 11, 2021. The LRCA webstore processed 1,595 orders during 2022 for a total of \$75,964.96 in sales consisting of primarily Explore Cards as well as parking fees, event registrations, t-shirts, and other LRCA merchandise.

## DISCUSSION

The following summarizes the usage of the LRCA website.

### *Lifetime Summary (November 2015 – January 2023)*

- Over 265,649 visits from over 198,637 users
- Over 518,958 pageviews (visitors average 1.95 pageviews per session, and approximately 1:29 minutes per visit on average)
- The most visited pages on the LRCA website (lifetime) are as follows:
  1. Home
  2. Cascades
  3. Hazelwood Lake
  4. Conservation Areas
  5. Contact
  6. Mills Block
  7. Little Trout Bay
  8. Mission Island Marsh
  9. Silver Harbour
  10. Cedar Falls

### *2022 Summary (January 1, 2022 – December 31, 2022)*

- Over 58,565 visits from over 46,450 users
- Over 94,793 pageviews; visitors average 1.62 pageviews per session, and approximately 1:08 minutes per visit on average
- The most visited pages on the LRCA website (2022) are as follows:
  1. Home
  2. Glacial Lakes History
  3. Meteorite Impact
  4. Cascades
  5. Contact
  6. Lake Superior Watershed
  7. Conservation Areas
  8. Mission Island Marsh
  9. Silver Harbour
  10. Land Acknowledgement

### *2022 Website Acquisition*

Website acquisition refers to how website visitors actually got to the LRCA website. The acquisition breakdown of the over 58,565 website visits during 2022 is as follows:

- 53.88% - Organic Search (i.e., a visitor “Googled” the LRCA, Cascades, etc.)
- 36.08% - Direct (i.e., a visitor was directed to the LRCA website by clicking on an LRCA-generated link in a newsletter, etc.)

- 6.82% - Social (i.e., a visitor was directed to the LRCA website via Facebook, etc.)
- 3.22% - Referral (i.e., a visitor was directed to the LRCA website via a link from another non-LRCA website.) Visitors were acquired through referrals from the following entities:
  - Conservation Ontario
  - Northern Ontario Travel Magazine
  - tbNewswatch
  - City of Thunder Bay
  - New Canadian Life – Pros and Cons of Living in Thunder Bay – Ontario, Canada
  - Planetware.com - “11 Top-Rated Things to Do in Thunder Bay, Ontario”
  - Visit Northwestern Ontario

*Social Media Followers to Date*

- Facebook: 3,168 followers
- Instagram: 1,564 followers
- Twitter: 380 followers

*Paid Facebook Advertising Summary*

During 2022, the LRCA spent \$502.44 on boosted Facebook marketing initiatives:

- 2022 Wine Tasting Ad
  - \$25.00 ad ran for 4 days
  - The ad reached 3,813 users
  - The ad resulted in 237 post engagements
  - The ad resulted in 223 link clicks
- Watershed Stewardship Technician Job Ad
  - \$30.00 ad ran for 4 days
  - The ad reached 4,408 users
  - The ad resulted in 148 post engagements
  - The ad resulted in 132 link clicks
- 2022 Explore Card Parking Pass “Spring Promotion”
  - \$100.00 ad ran for 41 days
  - The ad reached 13,780 users
  - The ad resulted in 519 post engagements
  - The ad resulted in 379 link clicks
- Hazelwood Lake Family Fun Day event promotion
  - \$50.00 ad ran for 19 days
  - The ad reached 10,992 users
  - The ad resulted in 512 post engagements
  - The ad resulted in 311 link clicks
- Little Trout Day by the Bay event promotion
  - \$50.00 ad ran for 24 days
  - The ad reached 8,008 users
  - The ad resulted in 370 post engagements

- The ad resulted in 197 link clicks
- 2023 Explore Card Parking Pass “Stocking Stuffer” ad
  - \$200.00 ad ran for 52 days
  - The ad reached 11,884 users
  - The ad resulted in 976 post engagements
  - The ad resulted in 135 link clicks

#### *LRCA Promotional Video*

- Currently has over 37,000 views

#### *LRCA Animated Floodway Video*

- Currently has over 1,500 views

#### *LRCA Webstore*

- 1,595 Orders during 2022
  - \$75,964.96 Total Sales
  - \$68,337.83 Net Sales
  - 2,474 products sold
    - 1,310 Explore Cards
    - 456 Tree Seedling bundles
    - 289 Watershed Explorer event registrations
    - 81 LRCA stickers
    - 81 Wine Tasting & Dinner at Whitewater tickets
    - 63 Parking Fees
    - 63 Dorion Birding Festival tickets
    - 31 Buttons
    - 25 T-shirts
    - 16 Neebing Birding Day registrations
    - 15 Enamel Pins
    - 12 Donations
    - 12 Sasquatch stickers
    - 11 Tote Bags
    - 3 Nature Journals
    - 3 Nalgene Bottles
    - 2 Packable Totes
    - 1 Conservation Dinner & Auction ticket

### **FINANCIAL IMPLICATIONS**

Robust digital engagement leads to increased traffic to the website, which in turn leads to an increase in generated revenue, primarily in the sale of Explore Cards. The addition of the webstore in 2021, has made the purchase of LRCA merchandise much easier.

## CONCLUSION

A strong online presence is vitally important, including communicating via social media, as acquiring information online is the preferred method of communication for an increasingly large demographic. It is recommended that the LRCA continue to prioritize maintaining a strong relevant web and social media presence.

## BACKGROUND

The LRCA website was completely redesigned, rebuilt and relaunched in November of 2015 by Korkola Design. Alongside the new website, Korkola Design also refreshed the LRCA's visual identity in the form of a new logo, official colours, official font and other graphical design elements, along with a Visual Identity Guide.

The LRCA launched three official social media accounts in January 2017 (Facebook, Twitter, Instagram). The LRCA's Social Media Policy (GEN-03) was approved and adopted at the August 31, 2016 Board Meeting, Resolution #103/16.

In February of 2020, the LRCA transitioned all website hosting and maintenance from Korkola Design to Shout Media. Korkola Design was sold to a Toronto-based firm that no longer provided the same level of back-end website maintenance previously provided and was subsequently shut down by the agency that purchased them.


During 2021, Shout Media designed and created an LRCA webstore (store.lakeheadca.com) which went live on May 11, 2021. The webstore allows visitors to purchase Explore Cards and pay for parking, as well as purchase t-shirts and other LRCA merchandise.

## REFERENCE MATERIAL ATTACHED

None.

## PREPARED BY:

Ryan Mackett, Communications Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook, Chief Administrative Officer	DATE: January 5, 2023
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<b>PROGRAM AREA</b>	Strategic Plan	<b>REPORT NO.</b>	STRAT-01-2023
<b>DATE PREPARED</b>	January 6, 2023	<b>FILE NO.</b>	49-4-2
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Strategic Plan Annual Report, January 2022 - December 2022		

## RECOMMENDATION

*“THAT: Staff Report STRAT-01-2023 be received.”*

## LINK TO STRATEGIC PLAN

All sections.

## EXECUTIVE SUMMARY

The Lakehead Region Conservation Authority adopted its first ever Strategic Plan for the period of 2018-2022. This report and attached summary table summarizes completed actions for the period of January 2018 to December 2022. This is the final summary report for the LRCA Five-Year Strategic Plan 2018-2022. Future summary reports will be completed each January summarizing progress of the 2023-2027 Five-Year Strategic Plan.

The Strategic Plan for the next five years (2023-2027) was completed internally and adopted by the Board of Directors on November 23, 2022 (Resolution #126/22).

## DISCUSSION

This report summarizes the key action items that have been completed by the Authority during 2018-2022; the adoption of the Lakehead Region Conservation Authority Five Year Strategic Plan 2018-2022 occurred in January 2018.

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

2022 was the final year of the 2018-2022 Strategic Plan. The next five-year Strategic Plan was completed internally and approved by the Board of Directors on November 23, 2022 (Resolution #126/22) and will cover the five-year period from 2023-2027.

The 2018-2022 Strategic Plan was valuable as a guidance document for staff over the five-year period. Staff were successful in completing many initiatives and action items that emerged from the strategic planning process, as outlined in the attached summary document.

Overall, the Strategic Plan helped staff achieve the primary goal of increasing public awareness

of the Authority, in the creation of relevant and meaningful policies, and in the development, enhancement, and delivery of relevant programs in the areas of land management, flood forecasting, natural hazards, etc.

While the creation of the 2023-2027 Strategic Plan includes many new initiatives, there is some carry-over from the completed 2018-2022 Strategic Plan. Some of the initiatives from the completed Strategic Plan still have relevance for the next five years and will continue to serve as guideposts for staff to follow. The completed Strategic Plan also served as an excellent starting point and template for the 2023-2027 Strategic Plan.

Overall, staff consider the 2018-2022 Strategic Plan to have been extremely successful, and a worthwhile endeavour.

Some outstanding action items that will carry over into the 2023-2027 Strategic Plan include:

- **Conserve & Sustain**
  - Create Conservation Areas strategy
  - Create Land Acquisition strategy
  - Explore KBA status at Hurkett Cove and Mission Island Marsh
- **Protect & Support**
  - Lake Superior Shoreline flood hazard assessment and management plan (subject to funding)
  - Develop a predictive flood model (subject to funding)
  - Create a flood access and egress policy
  - Create protocol for issuing Lake Superior shoreline high water level messaging
  - Create a wetland policy
  - Meet with MNRF regarding flooding issues within shared watersheds
- **Connect & Explore**
  - New Hazelwood Lake trailhead signage
  - New trail development at Cedar Falls and Cascades
  - New outhouses at Hazelwood Lake
  - Stairs and railings at Hazelwood Lake dock area
- **Govern & Enhance**
  - Create land acquisition policy

## **FINANCIAL IMPLICATIONS**

None.

## **CONCLUSION**

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

relevance of the Authority’s public perception. In this regard the 2018-2022 Strategic Plan is considered successful.

The LRCA Five-Year Strategic Plan 2023-2027 was completed by staff in consultation with the Board of Directors during 2022.

**BACKGROUND**

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

**REFERENCE MATERIAL ATTACHED**

- Strategic Plan Action Item Tracking Table January 2018 to December 2022

**PREPARED BY:**

Ryan Mackett, Communications Manager

**REVIEWED BY:**

THIS REPORT SIGNED AND VERIFIED BY: <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer	DATE: January 9, 2023
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2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2022

CONSERVE & SUSTAIN	PROTECT & SUPPORT	CONNECT & EXPLORE	GOVERN & ENHANCE
<i>Enhance the management and sustainability of natural habitats and ecosystems through an integrated approach.</i>	<i>Safeguard people, property and communities through robust watershed management.</i>	<i>Maximize intergenerational educational, engagement, and recreational opportunities through strong collaborations.</i>	<i>Distinguish the organization as a leader in environmentally-sustainable practices and responsible stewardship.</i>
<b>INITIATIVES</b> → Action Items	<b>INITIATIVES</b> → Action Items	<b>INITIATIVES</b> → Action Items	<b>INITIATIVES</b> → Action Items
<i>Support, strengthen and encourage environmental stewardship and sustainability.</i>	<i>Increase awareness of the impacts of floods and hazards and the importance of mitigation.</i>	<i>Emphasize a sense of place through positive and equitable interactive experiences.</i>	<i>Optimize organizational performance through policy and measurable actions to improve accountability and transparency.</i>
<b>Completed</b>	<b>Completed</b>	<b>Completed</b>	<b>Completed</b>
<p><b>2018</b></p> <ul style="list-style-type: none"> <li>Installed a water bottle filling station at the Administrative Office, which is available to visitors and staff of the LRCA.</li> <li>Installed a pollinator garden at the Administrative Office.</li> <li>Initiated a composting program at Administrative Office.</li> <li>Permitted the City of Thunder Bay to install a Low Impact Development Site on LRCA owned property and at the corner of Parkway and Edward Street</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>Creation of LRCA “Green Team”</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>Hired Stewardship Intern position</li> <li>Removed invasive species from LRCA lands</li> <li>Carried out Riparian Nearshore Wildlife Habitat Assessment study within Thunder Bay’s Area of Concern</li> <li>Developed Stewardship page on website</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Implemented the Superior Stewards program</li> <li>Shoreline restoration at Mission Island Marsh Conservation Area and Fisherman’s Park West</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Completed wetland classification training</li> <li>Implement shoreline/riparian restoration projects at Mountdale Boat Launch and Floodway Corridor</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>Neebing River Floodplain Mapping Update, including mail out and open house</li> <li>Presentation to the Municipal Engineers Association regarding Neebing-McIntyre Floodway</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>McVicar Creek Floodplain Mapping Update, including mail out and open house</li> <li>Kaministiquia River Erosion Sites Inventory Report, including mail out and open house</li> <li>Presentation to the Climate Adaptation Working Group regarding Neebing-McIntyre Floodway</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>Kaministiquia River Floodplain Mapping Update, including mail out and public open house</li> <li>Pennock Creek Floodplain Mapping Update, including mail out</li> <li>Mosquito Creek Floodplain Mapping Update, including mail out</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Victor/Broadway Bank Stabilization Assessment Study</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Create on-line mapping platform for the public to access and review regulated area</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>Lake Superior Watershed Conservancy/Lake Superior Water Trail signage installed at Silver harbour and Little Trout Bay Conservation Areas</li> <li>Added 250 meters of trail to the Dam Trail at Hazelwood</li> <li>Replaced dock at Hazelwood</li> <li>Developed an outdoor classroom at Hazelwood</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>LRCA took over and administered the Dorion Birding Festival</li> <li>Nature Conservancy of Canada/LRCA linked trail developed at Little Trout Bay</li> <li>Scuba Diving approved as an authorized activity at Silver Harbour and Little Trout Bay</li> <li>Formal partnership with Wally Peterson regarding a dive park at Silver Harbour</li> <li>Development of 60 metre spur trail leading from existing trail to new lookout point on Cranberry Bay at Hurkett Cove</li> <li>Developed 120 metres of boardwalk along lookout trail at Little Trout Bay</li> <li>Developed 40 metres of boardwalk along trail system at Mills Block</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Hosted virtual Birding Festival</li> <li>Led stewardship project tours for Confederation College and Lakehead University</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Hosted modified Dorion Birding Festival</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>Administrative By-Law</li> <li>Remuneration of Board Members Policy</li> <li>Christmas Closure Policy</li> <li>Bereavement Leave Policy</li> <li>Finance Manager completed CA University</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>Board Member Training</li> <li>Board Member Reference Manual</li> <li>Media Relations Policy</li> <li>Purchasing Policy update</li> <li>Section 28 – Compliance and Enforcement</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>Updated Administrative By-Law to allow for electronic meetings</li> <li>Updated Hearing Guidelines to allow for electronic Hearings</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Created Indemnification By-Law</li> <li>Updated Hearing Guidelines and Rules of Procedure</li> <li>Created Fee Policy</li> <li>Created Traditional Land Acknowledgement policy</li> <li>Updated Hours of Operation policy</li> <li>Updated Statutory Holiday policy</li> <li>Asset Management Plan updated</li> <li>Review Tangible Capital Assets threshold and amortization (3-year term items)</li> </ul>

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

<ul style="list-style-type: none"> <li>Built a pollinator pathway along the Floodway Corridor</li> <li>Hired an Engineering Planner intern</li> <li>Continued expanding Superior Stewards program</li> <li>Completed invasive phragmites mapping with community partners within City of Thunder Bay</li> <li>Started a Cyanobacteria Monitoring Program to complement the Bathing Beach initiatives.</li> </ul>		<ul style="list-style-type: none"> <li>Partnered with Lakehead University NRM to host educational events at Silver Harbour and Cascades</li> <li>Youth engagement through educational partnership with Sailing into STEM.</li> <li>Organized the City Nature Challenge with TBFN</li> </ul>	<ul style="list-style-type: none"> <li>Review Tangible Capital Assets threshold and amortization (5-year term items)</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Updated Reserve policy</li> <li>Created Fixed Asset policy</li> <li>Updated Petty Cash policy</li> <li>Updated 5-year Strategic Plan 2023-2027</li> <li>Created OMERS By-Law</li> <li>Updated Fee Policy</li> <li>Created Snow Plow Policy</li> <li>Updated Tangible Capital Asset policy</li> </ul>
<p><b>Manage future growth through a systematic evaluation of assets and landholdings.</b></p>	<p><b>Demonstrate effective land use planning and emergency flood management through a collaborative approach.</b></p>	<p><b>Develop a communications strategy to engage diverse stakeholders.</b></p>	<p><b>Build a resilient financial model based on capacity, capabilities and public expectations.</b></p>
<p><b>Completed</b></p>	<p><b>Completed</b></p>	<p><b>Completed</b></p>	<p><b>Completed</b></p>
<p><b>2018</b></p> <ul style="list-style-type: none"> <li>Risk Management inspection completed with insurance provider</li> <li>Selective harvesting at Wishart Forest as part of Forest Management Plan</li> <li>Tree planting at Wishart Forest and McVicar Creek properties</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>Tree planting at Wishart Forest</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>Staff-led Bio-inventory of Wakefield Common</li> <li>Ocean Bridge-led bio-inventory of Hurkett Cove</li> <li>Selective harvesting at Williams Forest as part of Forest Management Plan</li> <li>Implement recommendations from Marsh inspection</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Asset Management Plan Update</li> <li>Update property inspection forms</li> <li>Hired Environmental Planner intern</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Completed Natural Heritage Assessments on LRCA owned land</li> <li>Began updating Conservation Area Master Plans</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>Provided a presentation to City Engineering regarding LRCA programs</li> <li>Hosted Spring Melt Meeting</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>Hosted Spring Melt Meeting</li> <li>Watershed Manager appointed as LRCA Provincial Offences Officer</li> <li>Presentation to Oliver Paipoonge Council regarding LRCA role</li> <li>Update partner Flood Warnings System Binders with updated floodplain mapping information for various return periods</li> <li>Hosted Whitefish River post-event meeting</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>Provided Spring Melt presentation</li> <li>CAO appointed as LRCA Provincial Offences Officer</li> <li>Presentation to Ontario Flood Forecasting and Warning Workshop regarding Whitefish River flood event</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Provided Spring Melt presentation</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Hosted Spring Melt Meeting</li> <li>Held annual meeting with City of Thunder Bay regarding erosion and flood hazard risks</li> </ul>	<p><b>2019</b></p> <ul style="list-style-type: none"> <li>Created two additional fact sheets (Source Water Protection and Conservation Areas)</li> <li>Media Relations Policy</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>Created five additional fact sheets (DFO, Beavers, and Kaministiquia River, Pennock Creek and Mosquito Creek Watersheds)</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Created Areas Payment messaging to coincide with installation of pay and display units at Cascades and Mission</li> <li>Created fact sheets and other resources for the Superior Stewards program</li> <li>Added Superior Stewards sections to the website including additional resources and information</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Created Communications Strategy</li> <li>Added Governance section to website</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>Updated Reserve Policy</li> <li>Funding Application Internal Procedure</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>Pay Equity/Salary Grid Review</li> <li>Revised budget format to correlate with CA Act amendments</li> <li>Update Purchasing Policy</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>Execute MOUs with Member Municipalities and LRPB to initiate a Fee for Service for Plan Review commenting services.</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Create Areas Payment messaging to coincide with installation of pay and display units at Cascades and Mission</li> <li>In order to reduce reliance on municipal levy increase parking fee and Explore Card pass to generate more revenue to operate areas</li> <li>Create RFP guidance document</li> <li>Begin collecting a Fee for Service for Plan Review comments in order to reduce required municipal levy for delegated Plan Review responsibility</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Updated Reserve policy</li> <li>Updated Fee policy to adhere to changes to the CA Act</li> <li>Revised budget to adhere to CA Act amendments</li> </ul>

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

			<ul style="list-style-type: none"> <li>Updated Tangible Capital Asset policy</li> </ul>
<p><b>Collaborate with member municipalities and community partners to foster an integrated watershed management approach.</b></p>	<p><b>Maintain and enhance flood control infrastructure to minimize the impacts of flooding, erosion, and sedimentation.</b></p>	<p><b>Strengthen a shared interest in conservation through collaboration with existing and new partners.</b></p>	<p><b>Create a dynamic culture of learning, safety, and positivity.</b></p>
<p><b>Completed</b></p>	<p><b>Completed</b></p>	<p><b>Completed</b></p>	<p><b>Completed</b></p>
<p><b>2018</b></p> <ul style="list-style-type: none"> <li>1<sup>st</sup> Annual Partners gathering with EcoSuperior and City of Thunder Bay promoting a common understanding of each partners' mandate and promoting working together.</li> <li>Member of EarthCare Water Working Group</li> <li>Member of EarthCare Climate Change Adaptation Working Group</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>Hosted and Participated in Stewardship Council Non-Profit Conservation Group Meeting</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Partnered with City of Thunder Bay to coordinate multiple stewardship projects</li> <li>Collaborated with Remedial Action Plan team to prioritize areas for habitat restoration</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Partnered with City of Thunder Bay to study Mosquito Creek Watershed</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>City of Thunder Bay and LRCA Floodway Agreement extended</li> <li>Full survey of the Diversion Channel</li> <li>Annual sediment survey</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>Annual Floodway sediment survey</li> <li>Maintenance dredging of Floodway channel between William Street and Balmoral Street</li> <li>City of Thunder Bay and LRCA Floodway Agreement extended</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>Extended Floodway Agreement with City of Thunder Bay until 2022</li> <li>Completed vegetation removal of Diversion Channel</li> <li>Annual Floodway sediment survey</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Complete repairs on Hazelwood Lake Dam</li> <li>Annual Floodway sediment survey</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Maintenance dredging of Floodway CPR Trap</li> <li>Annual sediment survey</li> <li>Extended Floodway Agreement with City of Thunder Bay until 2027</li> <li>Maintenance dredging of Diversion Channel lip</li> <li>Development of a dredging rehabilitative seed mix</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>1<sup>st</sup> Annual Partners gathering with EcoSuperior and City of Thunder Bay</li> <li>Partnered with 69 community partners at various events, workshops, programs, etc.</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>Hosted and participated in Stewardship Council Non-Profit Conservation Group Meeting</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>Conducted several presentations for Lakehead University and Confederation College students</li> <li>Created a major project in collaboration with Lakehead University for Resource Management students</li> <li>Hosted Ocean Bridge at Hurkett Cove Conservation Area in continuation of that partnership</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>Added LRCA action items to the 2020-2024 Lake Superior Lakewide Action and Management Plan (LAMP)</li> <li>Created a Watershed Monitoring Program and GIS Story Map in partnership with RBC Foundation, Lakehead University, and University of Toronto</li> <li>Collaborated with City of Thunder Bay, TBCDSB, Confederation College, Lakehead University, RAP team, ECC, MNRF, FWFN, and other community groups on various stewardship projects</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>Partner with Lakehead and University of Minnesota to support PhD research on McVicar Creek and green infrastructure</li> <li>Meeting held with City of Thunder Bay and Thunder Bay Field Naturalists to discuss wetland management in Area of Jurisdiction</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>Joined Northern Chapter Safety Group</li> <li>Installed an AED in Administrative Office</li> <li>Employee Assistance Program added to provided staff benefits</li> <li>Health and Safety Policy Statement updated</li> </ul> <p>Created Policies:</p> <ul style="list-style-type: none"> <li>Written Roles and Responsibilities updated</li> <li>Return to Work</li> <li>Inspection Procedures updated</li> <li>Slips, Trips and Falls</li> <li>Supervisor Competency Standard</li> <li>Near Miss</li> </ul> <p>Completed Training:</p> <ul style="list-style-type: none"> <li>Competent Supervisor Training</li> <li>Safe Needle handling training</li> <li>Needle handling kits placed in all vehicles</li> <li>Safe Driving for Work training</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>Member of Northern Chapter Safety Group</li> </ul> <p>Created Policies:</p> <ul style="list-style-type: none"> <li>Sharps Procedure</li> <li>Personal Protective Equipment update</li> <li>Supervisory Competency Standard update</li> <li>Health and Safety Orientation</li> <li>Incident Investigations</li> <li>Return to Work Self-Assessment</li> </ul> <p>Completed Training:</p> <ul style="list-style-type: none"> <li>WHMIS refresher training</li> <li>Occupational Health and Safety Awareness Training for Supervisors in Ontario</li> <li>Sharps Training</li> <li>First Aid Refresher</li> <li>Personal Protective Equipment Training</li> <li>Due Diligence Implementing and Managing Occupational Health and Safety</li> </ul>

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

		<ul style="list-style-type: none"> <li>• Added LRCA action items to the 2020-2024 Lake Superior Lakewide Action and Management Plan (LAMP)</li> <li>• Partnered with Superior Country</li> <li>• Attended Heart of the Continent partner event at Fort William Historical Park</li> </ul>	<ul style="list-style-type: none"> <li>• Guide to Workplace Incident Investigations</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>• Register and participate in the Health and Safety Excellence Program</li> </ul> <p>Created Policies:</p> <ul style="list-style-type: none"> <li>• Working Alone</li> <li>• Workplace Health Promotion</li> <li>• Risk Assessment</li> <li>• Wildlife Encounter</li> <li>• Contractor Management</li> <li>• COVID-19 Return to Work</li> <li>• COVID-19 Site Visits</li> </ul> <p>Completed Training:</p> <ul style="list-style-type: none"> <li>• COVID-19, Health and Safety Training</li> <li>• Infection, Prevention and Control</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>• Registered and participated in the Health and Safety Excellence Program</li> </ul> <p>Created Policies:</p> <ul style="list-style-type: none"> <li>• COVID-19 Vaccine Policy</li> </ul> <p>Received final approval from WSIB for the following policies:</p> <ul style="list-style-type: none"> <li>• Working Alone</li> <li>• Workplace Health Promotion</li> <li>• Risk Assessment</li> <li>• Wildlife Encounter</li> <li>• Contractor Management</li> </ul> <p>Completed Training:</p> <ul style="list-style-type: none"> <li>• WHMIS 2015 refresher</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>• Participated in the Health and Safety Excellence Program</li> </ul> <p>Received final approval from WSIB for the following policies:</p> <ul style="list-style-type: none"> <li>• Emergency Response</li> <li>• Lock Out/Tag Out</li> <li>• Ticks and Insects</li> <li>• Extreme Weather</li> <li>• Working Near Water</li> </ul> <p>Completed Training:</p> <ul style="list-style-type: none"> <li>• First Aid and CPR retraining</li> </ul>
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**2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2022**

<i>Optimize decision-making by sharing data and knowledge.</i>	<i>Evaluate the priorities for the protection and management of wetlands and natural heritage features.</i>	<i>Manage recreational areas for current and future generations.</i>	<i>Increase awareness of Indigenous knowledge and practices for integration into organizational decision-making.</i>
<b>Completed</b>	<b>Completed</b>	<b>Completed</b>	<b>Completed</b>
<p><b>2018</b></p> <ul style="list-style-type: none"> <li>• Provided completed McIntyre Wetland study to MNRF, City of Thunder Bay and Lakehead Rural Planning Board</li> <li>• Provided completed Neebing River Floodplain study to the City of Thunder Bay and Municipality of Oliver Paipoonge</li> <li>• Joint meeting with MNRF and DFO to discuss programs and partnership enhancement strategies</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>• Provided completed McVicar Creek Floodplain study to the City of Thunder Bay</li> <li>• Provided completed Neebing River Watershed wetland study to the City of Thunder Bay, Municipality of Oliver Paipoonge and MNRF</li> <li>• Provided completed Mosquito Creek Watershed wetland study to the City of Thunder Bay and MNRF</li> <li>• Provided City of Thunder Bay Committee of Adjustment Training</li> <li>• Provided Municipality of Oliver Paipoonge Committee of Adjustment Training</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>• Provided completed floodplain mapping studies with applicable member municipalities</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>• Create on-line mapping platform for the public to access and review regulated area</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>• McIntyre watershed Wetland Evaluation</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>• Neebing River Watershed Wetland Evaluation</li> <li>• Mosquito Creek Watershed Wetland Evaluation</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>• Shoreline Restoration planning project for Fisherman’s Park West</li> <li>• Riparian/Wildlife Habitat in Thunder Bay Area of Concern project</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>• Delineated wetland boundaries in remainder of LRCA Area of Jurisdiction</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>• Completed wetland classification training</li> <li>• Met with Thunder Bay Field Naturalists and City of Thunder Bay regarding wetland management in the LRCA Area of Jurisdiction</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>• Risk Management inspection completed with insurance provider</li> <li>• New entrance sign at Mission Island Marsh Conservation Area</li> <li>• Picnic table installed at Cedar Falls Conservation Area and Mills Block Forest</li> <li>• Removable dock installed at Hazelwood Lake Conservation Area with funding and support from Union Gas</li> <li>• Rock installed at Hazelwood Drive causeway</li> <li>• Rock installed at Mission Island Marsh to mitigate erosion</li> <li>• Boardwalk railings reinforced at Mission Island Marsh</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>• Hazelwood Lake Conservation Area Trail Extension</li> <li>• Wakefield Common donated to LRCA</li> <li>• Coin boxes in areas painted bright colours to increase visibility</li> <li>• Picnic area cleared at end of Hazelwood Dam Trail</li> <li>• Joint NCC/LRCA signage in Little Trout Bay CA pavilion</li> <li>• Installation of boardwalks at Little Trout Bay CA and Mills Block Forest</li> <li>• Coin box at Mission Island Marsh CA replaced via donation from Alloy Technical Welding</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>• Purchase and installation of floating dock at Hurkett Cove from funding through Parks Canada</li> <li>• Installed two new concrete picnic table, one at Cedar Falls and the other at Cascades.</li> <li>• New hand railing installed along trail at Cascades</li> <li>• New entrance sign installed at Cedar Falls</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>• Purchased and installed floating dock at Silver Harbour Conservation Area; re-decking of existing docks</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>• Indigenous Awareness Session</li> <li>• Indigenous Engagement Workshop</li> <li>• Meeting with Indigenous Friendship Centre</li> </ul> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>• Joined the “Wake the Giant” movement</li> <li>• Communications Manager attended Indigenous Engagement Training, Feb. 2019</li> <li>• Medicine Walk Event in July 2019</li> <li>• Formed new partnership with Thunder Bay Indigenous Friendship Centre</li> <li>• Attend Maadaadizi event to welcome new indigenous students to area</li> <li>• Partnered with EcoSuperior to deliver a Medicine Walk at Mission Island Marsh CA as part of the Northern Ontario First Nations Environment Conference</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>• Established partnership with Seventh Fire First Nations Secondary School</li> <li>• Select staff attended series of three Indigenous Relations training sessions via webinar</li> <li>• Medicine Walks held in August as part of a partnership with Ocean Bridge and in October as part of Living Classroom programs</li> </ul> <p><b>2021</b></p> <ul style="list-style-type: none"> <li>• Developed Land Acknowledgement Statement for use at meetings, workshops, speaking engagements and events</li> <li>• Recognized September 30 (National Day for Truth and Reconciliation) as a statutory holiday</li> <li>• Continued conversations and partnership ideas with Seventh Fire First Nations Secondary School</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>• Continued to work with Indigenous partners at public events, education, and stewardship programming</li> </ul>

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

		<ul style="list-style-type: none"> <li>• Installed pay and display units at Mission and Cascades</li> <li>• Updated area signage as required to reflect new messages RE: payment requirements, COVID-19, etc.</li> <li>• Completed sign inventory</li> <li>• Pavilion refurbishment at Mission Island Marsh</li> <li>• Shoreline rehabilitation/planting at Mission Island Marsh</li> <li>• Dam and garage repairs at Hazelwood Lake</li> <li>• Little Trout Bay dock refurbishment</li> <li>• Entrance sign refurbishments at Cascades, Hurkett Cove, Little Trout Bay, and Silver Harbour</li> <li>• Boardwalk refurbishment at Mission Island Marsh</li> <li>• Coin boxes relocated to Mills Block, Wishart and Little Trout Bay</li> <li>• Memorial benches installed at Silver Harbour and Mission Island Marsh</li> <li>• Parking line painting at Mission Island Marsh and Cascades</li> <li>• Lands Manager and Field Operations Lead Hand designated as Provincial Offences Officers to enforce Section 29 of CA Act</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>• Outhouse refurbishment at Mission Island Marsh</li> <li>• New concrete outhouse at Little Trout Bay</li> <li>• Emergency turn-around created at Cedar Falls</li> <li>• Extended floating dock at Silver Harbour</li> <li>• Picnic table installed at end of Hazelwood Dam Trail</li> <li>• AODA picnic table installed at Hurkett Cove in partnership with Superior Country</li> </ul>	
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	<p><b><i>Integrate the impacts of climate change into future actions.</i></b></p> <p><b><i>Completed</i></b></p> <p><b>2018</b></p> <ul style="list-style-type: none"> <li>• Member of EarthCare Climate Change Adaptation Working Group</li> </ul> <p><b>2020</b></p> <ul style="list-style-type: none"> <li>• Joined Climate Change Thunder Bay fact sheet creation team</li> </ul> <p><b>2021</b></p>		
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**2018 - 2022 LRCA STRATEGIC PLAN: Action Item Tracking – 2018 - 2022**

	<ul style="list-style-type: none"> <li>• Participation in EarthCare Climate Change Working Group</li> <li>• Participated in the Climate Vulnerability Roadmap hosted by EarthCare Thunder Bay</li> <li>• Creation of Fisherman’s Park West Climate Change Awareness Park with various partners</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>• Participate in EarthCare Climate Change Working Group</li> <li>• Participate in Extreme Weather Emergency Response exercises hosted by EarthCare Thunder Bay</li> <li>• Applied to the Natural Infrastructure Fund to attain funding for “Healing Lands Through Natural Infrastructure” project.</li> </ul> <p><b>Align watershed decision-making with stakeholders outside of the jurisdiction.</b></p> <p><b>Completed</b></p> <p><b>2019</b></p> <ul style="list-style-type: none"> <li>• LRCA accepts role of River Manager for the Eastern Section of the Boundary Waters Voyageur Waterway if Lake Superior to Lake of the Woods is added to route</li> <li>• Hosted June 4, 2019 Whitefish River Post Flood Event meeting with all partners, including those responsible outside LRCA jurisdiction</li> </ul>		
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<b>PROGRAM AREA</b>	Environmental Education	<b>REPORT NO.</b>	ENVEDU-01-2023
<b>DATE PREPARED</b>	January 9, 2023	<b>FILE NO.</b>	32-18-4
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	LRCA Environmental Education Program 2022 Summary		

## RECOMMENDATION

### Suggested Resolution:

**“THAT:** Staff Report ENVEDU-01-2023 be received for information.”

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

#### *Conserve & Sustain*

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

#### *Protect & Support*

- *Increase awareness of the impacts of floods and hazards and the importance of mitigation.*

#### *Connect & Explore:*

- *Emphasize a sense of place through positive and equitable interactive experiences.*
- *Strengthen a shared interest in conservation through collaboration with existing and new partners.*

## EXECUTIVE SUMMARY

The Lakehead Region Conservation Authority (LRCA)’s environmental education program has demonstrated substantial growth since its inception in 2011. To date, the education program has reached approximately 25,305 participants through 713 programs over the last decade, while earning \$49,371.99 in revenue for paid programming during that time. Over the last 11 years, the education program has also generated an additional \$446,945.10 in self-generated revenue through grants, charitable donations and sponsorships.

During 2022, a total of 90 education programs were delivered, reaching approximately 2,860 participants. A total of \$4,010.00 in revenue was generated through paid programs during 2022.

The LRCA plans to continue to provide the education program and employ an Education Coordinator position into the future, provided adequate funding is available.



## DISCUSSION

The LRCA employs a recurring contract Education Coordinator position, responsible for the development, planning and delivery of environmental education programming, under the management and direction of the Communications Manager. The position is active for 39 weeks of the year, with breaks in the contract during the months of July, August and December.

The Environmental Education Program is a Category 3: Non-Mandatory Program, as outlined in the LRCA's Inventory of Programs (based on O. Reg. 686/21: Mandatory Programs). The Program is divided into two sub-programs being:

- Environmental Education – Curriculum based program development and delivery within local School Boards. Also includes the annual Water Festival.
- Nature Interpretive Programming – Event programming development and execution on LRCA owned lands.

The LRCA's education program continued to make progress during 2022. Staff transitioned back to regular field trips and in-class programming, having utilized pre-recorded videos, live virtual field trips and live virtual programs via Zoom, Teams, and Google Meets during the pandemic.

During 2022, staff conducted a total of 90 environmental education programs (paid and unpaid) from 42 schools, reaching approximately 2,860 participants. The education program brought in \$4,010.00 in revenue during 2022, which goes directly toward paying for the program itself, including the Education Coordinator position wages.

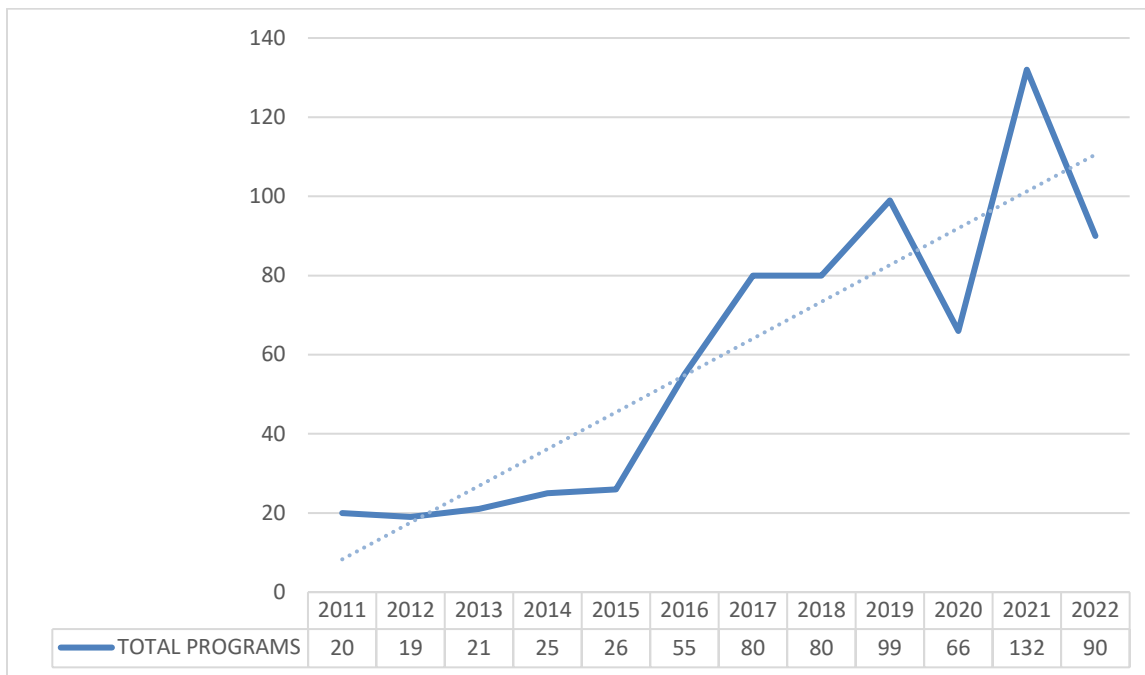
The type of programming provided by the LRCA includes:

- School programs
  - in-class
  - guided hike
  - outdoors at schools
  - virtual live
  - virtual pre-recorded
- Complimentary core programming
  - Lakehead Children's Water Festival
  - Watershed Connections
  - Arbor Week
- Complementary natural hazard programs
  - Spring Water Awareness Program
  - Floodway Hikes
- Living Classroom/Watershed Explorer programs (formerly Living Classroom/Engaging Seniors; funded by TD Friends of the Environment Fund)
- Miscellaneous workshops, presentations, seminars, and discussions, either hosted by the LRCA or hosted by other organizations but at which the LRCA has presented

Note that the increased number of participants and programs during 2021 were the result of mass participation in virtual programming, which afforded staff the ability to reach many more participants and classes via virtual and pre-recorded programming. In-person activities and field trips are typically limited to smaller groups, however the virtual programming allowed for presentations to larger groups of participants.

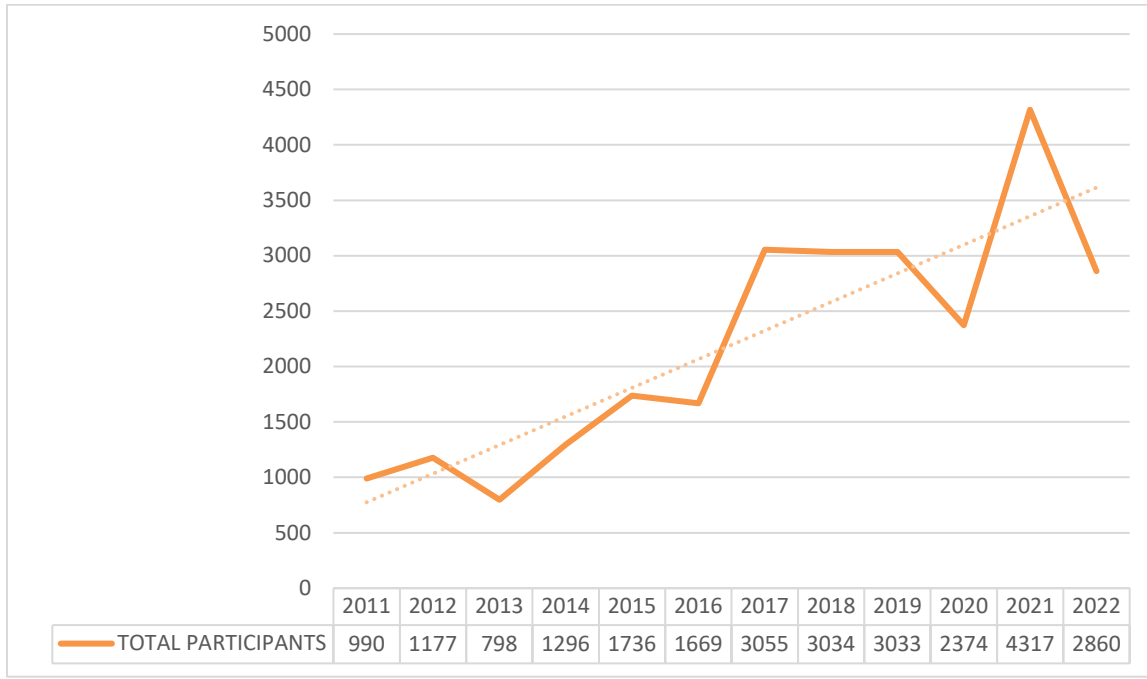
Also note that the decline observed in 2022 can be attributed to a combination of internal human resources considerations (i.e., a new Education Coordinator was hired and trained during 2021, however they left the position shortly thereafter which necessitated the hiring and training of another new Education Coordinator in a very short amount of time) as well as teachers transitioning from remote learning back to in-classroom lessons.

Total Education Programs:



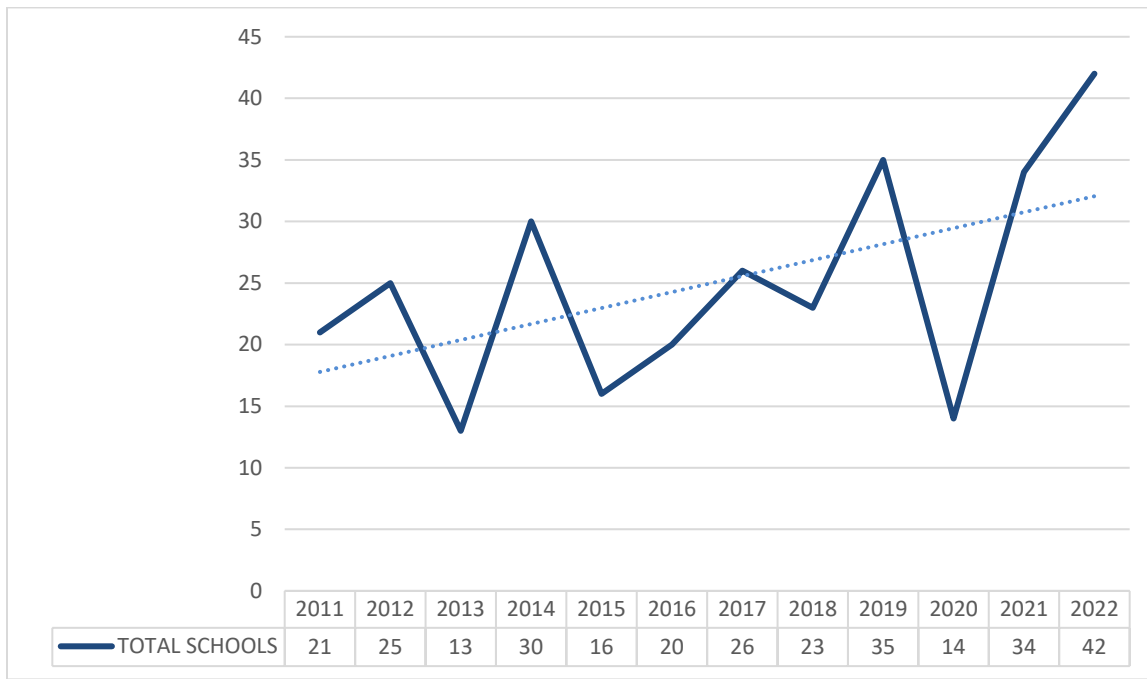
*Total education programs to-date: 713*

**Total Education Participants:**



*Total education participants to-date: 25,305*

**Total Number of Booking Schools:**



*Note that single schools typically book multiple programs; additionally, some programs (like the Water Festival) involve multiple schools.*

### Notable Trends:

- The number of education programs delivered each year is trending upwards
- The number of participants reached each year is trending upwards
- The number of schools within the Lakehead Watershed that are booking programs continues to grow
- Revenue generated by the education program is trending upwards
- The decrease in programs and revenue in 2020 was caused by the COVID-19 pandemic
- During 2021, many more programs were booked during the months of March and April than is usual; typically, the weather and wet/icy trail conditions would limit outdoor education programming during those months, however many teachers were utilizing the LRCA's virtual program offerings
- The use of virtual programming (live and pre-recorded) enabled the LRCA to reach many more students during 2021 than would normally be possible through traditional education programming
- The number of programs delivered during 2022 was affected due to hiring and training a new Education Coordinator

### **FINANCIAL IMPLICATIONS**

In 2022, the education program component of the LRCA's Education Coordinator position was fully funded through charitable donation, grants and self-generated revenue via programming fees. No municipal levy or provincial transfer payment went towards the LRCA's education program. Funding sources include corporate contributions from Ontario Power Generation, Enbridge, and TC Energy; another regular funding body for the LRCA's education program is the TD Friends of the Environment Fund. In 2022, some wages were funded by self-generated Forest Management funds in relation to programming surrounding trees and Arbor Week.

Due to COVID-19 the Lakehead Conservation Foundation (LCF) in 2020 to 2022 were not able to hold their full complement of annual fundraising events (i.e., Conservation Dinner and Auction and Wine Tasting Event) and were unable to commit their annual donation to the Environmental Education Program in 2021 or 2022, which historically provided up to \$25,000.00 annually.

As a Non-Mandatory Program, beginning in 2024, municipal levy funds can not be allocated to the program unless a Memorandum of Understanding (MOU) is executed with each Member Municipality. Historically the environmental education program has been funded utilizing external funding only; therefore, this legislated change is not anticipated to significantly impact the future of this program and the execution of MOUs is not planned. In the 2023 budget, some wages will be funded through the LRCA's Natural Hazards program in relation to programming surrounding the Spring Water Awareness Program and Watershed Connections program, which fall under the Risk of Natural Hazards, Communication and Outreach Mandatory Program, which is eligible to utilize municipal levy funds.

The LRCA's education deferred fund (i.e., accumulated restricted surplus funds allocated to the education program) is at \$107,483.00, as of December 31, 2021 (to be updated after the

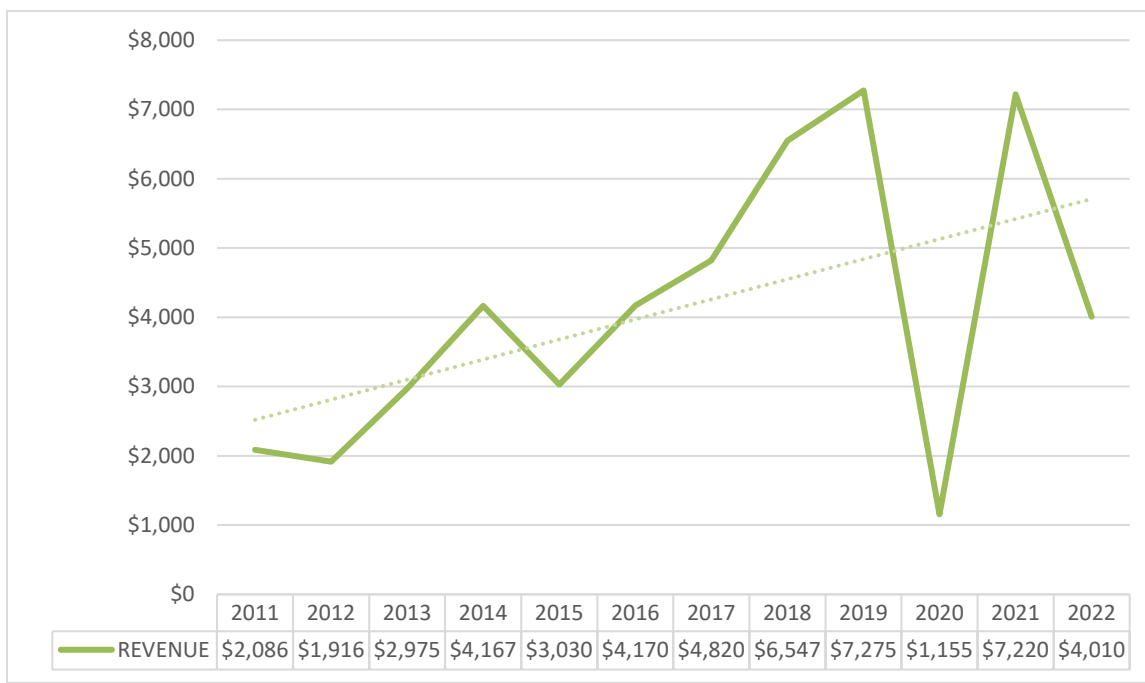
completion of the 2022 year-end). The fund (non-levy funds) provides available funds in the event of a shortage of funds in a given year, or unforeseen expenses.

**Generated Revenue Summary:**

The education program generates revenue through the charging of fees for programming, through grants, corporate donations, and individual donations.

In 2022, the education program generated \$4,010.00 in revenue through the charging of fees, collected \$38,712.19 in grants, \$8,700.00 in corporate donations and \$8,471.25 in individual donations.

**Education Paid Program Revenue:**



*Paid program revenue total to-date: \$49,371*

Self-Generated Revenue, Charitable Donations and Sponsorships:

<b>REVENUE SOURCE</b>	<b>REVENUE GENERATED TO-DATE (2011-Present)</b>
Lakehead Conservation Foundation (LCF)	\$213,500.00
Ontario Power Generation (OPG)	\$66,600.00
TD Friends of the Environment Fund (TD FEF)	\$97,549.92
Enbridge	\$3,400.00
RBC Blue Water Program	\$13,000.00
Seniors Community Grant Program (Provincial)	\$9,474.72
Living Classroom Fund donations	\$29,220.46
Union Gas	\$7,000.00
Ministry of the Environment, Conservation and Parks	\$3,500.00
City of Thunder Bay	\$2,000.00
CP Rail	\$500.00
Lakehead University	\$500.00
Bean Foundation Grant	\$700.00
<b>TOTAL TO-DATE:</b>	<b>\$446,945.10</b>

## **CONCLUSION**

The LRCA has become known for delivering high-quality environmental education programming and continues to grow the program each year. Teachers and other educators are more frequently looking to the Authority for education programming, and staff continue to grow the various partnerships, relationships, and rapport with these individuals each year. Education is a vital part of the outreach and community relations initiatives of the Authority and should remain a continued priority.

The LRCA plans to continue to provide the education program and employ an Education Coordinator position into the future, provided adequate funding is available.

## **BACKGROUND**

The hiring of the LRCA's first Education Coordinator position and subsequent implementation of paid education program delivery via field trips, guided hikes and in-person, in-class programming began in 2011. The Communications Manager oversees the high-level administration of the LRCA's education and outreach programming and is the direct supervisor of the Education Coordinator position. The Education Coordinator carries out the day-to-day program development, delivery and communications with schools, teachers, and principals.

The LRCA has traditionally conducted several "complimentary" education programs, such as the Spring Water Awareness Program (SWAP), Lakehead Children's Water Festival, Watershed

Connections and Arbor Week. These programs were historically planned and conducted by the Community Stewardship/Public Relations Officer (now Communications Manager), however as that position evolved to carry out different duties, and the desire for more dedicated education programming increased, the hiring of a dedicated education position became a necessity.

The current Education Coordinator position is a recurring contract that has the incumbent working 39 weeks out of the year, with a break in the contract during the months of July and August, as well as in December.

Ideally the Education Coordinator position will eventually become a permanent position at the Authority, which will help with staff retention as well as to maintain the momentum and progress made each school year, and to help continue the upward trends of bookings, participants and revenue.

The LRCA's programming for schools strives to meet the Ontario Ministry of Education curriculum. The *Education Act* explicitly lists Conservation Authorities as potential education partners and Authority-owned lands as locations at which education can occur:

**Agreements with conservation authorities, etc.**

(7) A board may enter into an agreement with a conservation or other appropriate authority under which the board may, with the approval of the Minister, construct and maintain on lands owned by the authority the necessary facilities for the purpose of conducting a natural science program or other out-of-classroom program. R.S.O. 1990, c. E.2, s. 197 (7).

**Idem**

(8) A board that conducts a natural science, conservation or other out-of-classroom program may enter into an agreement with a conservation or other appropriate authority for the use of the facilities and personnel of such authority for the purpose of conducting such a program as directed by the board. R.S.O. 1990, c. E.2, s. 197 (8).

**Idem**

(9) One or more boards may enter into an agreement with a conservation or other appropriate authority to provide for the construction, furnishing and equipping by the authority on lands owned by the authority of facilities for the purposes of conducting a natural science, conservation or other out-of-classroom program as directed by the board or one or more of the boards and, where under the agreement a board is required to pay all or part of the cost of the facilities, the construction of the facilities shall be first approved by the Minister, and the amount paid therefor by the board shall be deemed to be an expenditure made by the board for a permanent improvement. R.S.O. 1990, c. E.2, s. 197 (9).

The LRCA will continue to work with local school boards within the Watershed to continue to provide education programming in addition to the programming conducted for the general public.

**REFERENCE MATERIAL ATTACHED**

None.

**PREPARED BY:**

Ryan Mackett, Communications Manager

THIS REPORT SIGNED AND VERIFIED BY:  <i>Tammy Cook</i> Tammy Cook, Chief Administrative Officer	DATE: January 9, 2023
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<b>PROGRAM AREA</b>	Development Regulations	<b>REPORT NO.</b>	DEVREG-01-2023
<b>DATE PREPARED</b>	January 11, 2023	<b>FILE NO.</b>	11-6-3
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	2022 Development Regulations Summary		

**RECOMMENDATION**

*“THAT: Staff Report DEVREG-01-2023 be received.”*

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023 – 2027):

*Protect and Support:*

- *Create and update policies, guidance documents and technical data to streamline the LRCA approvals process that provides transparency of process and rules of service.*
- *Prioritize and promote the protection and management of natural hazards, wetlands and natural heritage features within the LRCA Area of Jurisdiction.*

**EXECUTIVE SUMMARY**

In 2022, LRCA staff processed 64 permits under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O. Reg. 180/06). A total of seven violations were identified where development had commenced without a LRCA permit, two of which are ongoing and five are resolved. There is one violation that is ongoing from 2021.

In 2022, an average of 5.25 days was required to process a permit once a complete application was received by the LRCA. The minimum processing time for a decision was one day and the maximum was 19 days, which meets the LRCA’s Rules of Procedure guidelines. The total revenue for permit applications in 2022 was \$17,600.00.

In addition to processing permits, a total of 427 general inquiries were received by the LRCA in 2022, in which staff consulted with the public related to property inquiries, map requests and/or general information.

**DISCUSSION**

In 2022, LRCA staff processed 64 permits under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O.Reg. 180/06). A total of seven violations were identified where development had commenced without a LRCA permit. Five violations were resolved in 2022, and two are still ongoing. There is one violation that is ongoing

from 2021. Attached is the 2022 Permit Summary Report, which summarizes the Permit Administration for the last 10 years. The number of permits processed in 2022 is higher than the 10-year average (64 compared 10-year average of 63) and is higher than last year's number of 62 permits processed.

An average of 5.25 days was required to process a permit once a complete application was received by the LRCA. The minimum processing time for a decision was one day and the maximum was 19 days. LRCA's decision timelines meet guidelines outlined in the LRCA's Rules of Procedure for Permit Application Review and Approval (version 4.0) of 14 days for a Routine application, 21 days for a Minor application, and 28 days for a Major application.

A total of 427 general inquiries were received in 2022 by the LRCA regarding development regulations. The number of general inquiries has steadily increased over the past 10 years and increased by 38% in 2022 compared to 10-year average of 310. Attached is the General Inquiries Summary Table, which summarizes the total general inquiries, regulated area inquiries and pre-consultation for permits over the last ten years. This number does not reflect all inquiries, as verbal responses are not tracked.

In October 2022, an on-line map viewer that displays the regulated area was launched. The map viewer provides a method for the public to determine whether their land is regulated and may be subject to requiring permits from the LRCA. Additionally, an inquiry form was added to the website to allow the user to request information directly from the LRCA. This new feature may reduce the number of miscellaneous inquiries in the future processed by staff.

## **FINANCIAL IMPLICATIONS**

Fees charged to process permits range from \$150 for a small works project to \$1,000 for a review and approval of major works. A total revenue of \$17,600.00 was generated from permits in 2022. The self-generated revenue and municipal levy are used to fund the Development Regulations Program.

In December 28, 2022 a "Minister's Direction to not Change Fees" was issued to Conservation Authorities, that prohibits the changing of Development Permit fees for the period of January 1, 2023 to December 31, 2023.

## **CONCLUSION**

A total of 64 permits were issued in 2022. LRCA staff received 427 general inquiries. There were seven violations investigated, with two ongoing and five resolved.

## **BACKGROUND**

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

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

Regulated Areas within the LRCA Area of Jurisdiction include:


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

**REFERENCE MATERIAL ATTACHED**

2022 Permit Summary Report

2022 General Inquiries Summary

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

THIS REPORT SIGNED AND VERIFIED BY:    Tammy Cook Chief Administrative Officer	DATE: January 11, 2023
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## 2022 Permit Summary Report

The following summarizes Permit Administration for 2022, compared to the past 10 years.

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
General Inquiries ( <i>includes general inquiries related to property inquiries, map requests, general information, etc.</i> )	212	170	175	260	359	395	370	340	384	430	427
Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Permits)	64	58	84	60	51	43	59	70	75	62	64
Permit Extensions/Revisions	1	0	0	3	2	1	1	0	1	0	1
Pending Permits ( <i>Application submitted, staff awaiting additional requested information</i> )	0	0	2	0	0	0	0	0	0	1	0
<b>Total</b>	<b>312</b>	<b>251</b>	<b>261</b>	<b>323</b>	<b>412</b>	<b>439</b>	<b>430</b>	<b>410</b>	<b>460</b>	<b>493</b>	<b>492</b>
<b>10 Year Average Permits Issued</b>	<b>63</b>										

Year	City of Thunder Bay	Neebing	Oliver Paipoonge	Shuniah	Dorion	Gillies	O'Connor	Conmee	Total	Average Number of Days to Issue Permit
2022	43	6	5	9	0	1	0	0	64	5.25

## 2022 General Inquiries Summary

In 2022, Authority staff continued to receive general inquiries regarding Development Regulations. The following summarizes the inquiries by Municipality in 2022, compared to the past 10 years.

Year	City of Thunder Bay	Municipality of Neebing	Municipality of Shuniah	Municipality of Oliver Paiponge	Township of O'Connor	Township of Conmee	Township of Gillies	Township of Dorion	Outside Jurisdiction	Total per Year
2012	100	40	28	26	4	6	0	2	6	212
2013	83	37	27	11	2	0	1	0	9	170
2014	103	20	25	16	1	1	0	3	6	175
2015	149	37	25	26	2	4	7	2	8	260
2016	182	33	39	79	3	6	3	3	11	359
2017	235	48	45	38	3	2	8	5	11	395
2018	227	41	49	37	4	2	2	2	11	370
2019	182	33	68	31	1	5	5	1	14	340
2020	198	39	73	40	5	5	4	8	12	384
2021	224	46	74	48	2	7	10	3	14	430
10 Year Average	168	37	45	35	3	4	4	3	10	310
2022	217	42	66	75	1	6	9	7	4	427



<b>PROGRAM AREA</b>	Plan Input and Review	<b>REPORT NO.</b>	PIR-01-2023
<b>DATE PREPARED</b>	January 13, 2023	<b>FILE NO.</b>	11-6-3
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	2022 Plan Input and Review Summary		

**RECOMMENDATION**

*“THAT: Staff Report PIR-01-2023 be received.”*

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023 – 2027):

*Protect and Support:*

- *Create and update policies, guidance documents and technical data to streamline the LRCA approvals process that provides transparency of process and rules of service.*
- *Prioritize and promote the protection and management of natural hazards, wetlands and natural heritage features within the LRCA Area of Jurisdiction.*

**EXECUTIVE SUMMARY**

In 2022, a total of 155 Plan Input and Review comments were provided by LRCA staff, which is lower than the 10-year average. Comments were provided on the following planning applications: 23 Official Plan/Zoning By-Law Amendments, 1 Comprehensive Official Plan Review, 2 Comprehensive Zoning By-Law Reviews, 55 Consents and 16 Minor Variances, 2 Plan of Subdivision/Campground, 1 clearance letter, 14 Realty Services requests, 30 Lawyer requests and 11 Letters of Opinion.

The 30 lawyer requests in 2022 generated a revenue of \$3,000.00 and one clearance letter generated \$100.00 (\$100.00 per review). Effective January 1, 2021, proponents applying for *Planning Act* applications were charged a fee for LRCA’s comments on the application based on the type of application. LRCA fees for service collected by Member Municipalities/Townships and Lakehead Rural Planning Board generated \$24,795.00. Official Plan Comprehensive Review is partially funded by the MNRF Section 39 Transfer Payment, when applicable. The \$24,795.00 in self-generated revenue will be used to fund the mandatory Plan Review program to offset required municipal levy.

## DISCUSSION

In 2020, the Ontario government updated the Provincial Policy Statement (PPS) to support goals related to increasing housing, supporting jobs, and reducing red tape. LRCA has the delegated responsibility to review planning documents and applications on behalf of the Province to ensure that adherence to Section 3.1 (natural hazards) of the PPS is met.

The following tables outlines a summary of Plan Input and Review in 2022.

<b>Plan Input and Review Summary</b>	<b>2022</b>
Comprehensive Official Plan Reviews	1
Comprehensive Zoning By-Law Reviews	2
Official Plan/Zoning By-Law Amendments	23
Consents	55
Minor Variance	16
Plans of Subdivisions/Campgrounds	2
Clearances	1
Realty Services	14
Lawyer Inquiries	30
Letters of Opinion	11
<b>Total</b>	<b>155</b>

Attached (Attachment #1) is the 2022 Plan Input and Review Administration Summary, which summarizes the Plan Input Administration for the last 10 years. In the City of Thunder Bay, Authority staff now only comment on applications that have LRCA regulated area on the subject site and as such, the number of comments provided are approximately 47% lower than the 10-year average of 293 (i.e., 155 compared to 293).

Also attached (Attachment #2) is the 2022 Plan Input and Review Summary summarized by Municipality. Similar to previous years, the City of Thunder Bay and Municipality of Oliver Paipooonge received the most Plan Input and Review comments with a total of 62 and 43, respectively. Municipality of Shuniah received 21 Plan Input and Review comments, and comparatively Municipality of Neebing received 15 in 2022.

Effective January 1, 2021, proponents applying for *Planning Act* applications were charged a fee for service for LRCA's comments based on the type of application. All Member Municipalities, Townships, and the Lakehead Rural Planning Board (LRPB) remitted the collected fees to the LRCA at the time of application submission. The LRCA's Plan Review *Planning Act* fees for service recover, and partially fund the costs associated with administering and delivering the Plan Review program. The program is partially funded by municipal levy. See Attachment #3 – 2021 Plan Review Program Revenue Summary. It is noted that *Planning Act* application resubmissions are not charged a second fee for updated/resubmitted comments.

## **FINANCIAL IMPLICATIONS**

A fee of \$100 plus HST is charged for a lawyer request or a clearance letter (for private landowners only). In 2022, the 30 lawyer requests generated an income of \$3,000.00 and one clearance letter generated \$100.00.

Fees for LRCA comments relating to *Planning Act* applications were collected by Member Municipalities/Townships and LRPB generated \$24,795.00 in revenue. Official Plan Comprehensive Review is partially funded by the MNRF Section 39 Transfer Payment, when applicable. The \$24,795.00 in self-generated revenue will be used to fund the mandatory Plan Review program to offset required municipal levy.

On December 28, 2022 a “Minister’s Direction to not Change Fees” was issued to Conservation Authorities, that prohibits the changing of Plan Review fees for the period of January 1, 2023 to December 31, 2023. No fee changes were planned in 2023 prior to this directive.

## **CONCLUSION**

In 2022, there were no major issues noted with the operation of the Plan Input and Review Program. A total of 155 comments were issued by LRCA staff in 2022, including 23 Official Plan/Zoning By-Law Amendments, 1 Comprehensive Official Plan Review, 2 Comprehensive Zoning By-Law Reviews, 55 Consents and 16 Minor Variances, 2 Plan of Subdivision/Campground, 1 clearance letter, 14 Realty Services requests, 30 Lawyer requests and 11 Letters of Opinion. Total number of planning comments provided were less than the 10-year average due to staff only commenting on applications with LRCA regulated area on the subject site.

## **BACKGROUND**

Through a Memorandum of Understanding between Conservation Ontario, Ministry of Natural Resources and Forestry and Municipal Affairs and Housing, Conservation Authorities are delegated the responsibility to represent the provincial interest in regard to natural hazards encompassed by Section 3.1 of the Provincial Policy Statement.

Effective January 1, 2021, the Plan Review program transitioned to a fee for service in an effort to reduce municipal levy. All *Planning Act* applications are charged a fee for LRCA comments based on the type of application, which is collected at the time of submission and remitted to the LRCA to fund the Plan Review Program. In February 2022, the Plan Review Fee Schedule was amended to provide a discounted fee when Official Plan and Zoning By-Law Amendment applications were submitted at the same time.

Conservation Authorities review and provide comments on municipal planning documents and applications (i.e., minor variances, consents, amendments to the zoning by-law, etc.) submitted pursuant to the *Planning Act* as part of the Provincial One-Window Plan Review service. Comments are also provided on comprehensive zoning by-law and Official Plan updates undertaken by a Township or Municipality. Comments are to ensure that planning decisions take



into consideration and are consistent with the natural hazard policies contained within Section 3.1 of the Provincial Policy Statement.

Comments are provided by the LRCA, as a commenting agency, on all planning documents and applications submitted to the planning authorities within the Area of Jurisdiction of the LRCA. Comments are provided which advise whether the application meets the intent of Section 3.1 of the Provincial Policy Statement.

The applicable delegated approval authority (i.e., Municipality, Committee of Adjustment or Municipal Affairs and Housing) considers comments provided by all commenting agencies and makes their decision and imposes conditions based on a review of all sections of the Provincial Policy Statement and other applicable Provincial Plans.

The LRCA provides a service to Realtors and Solicitors when they are representing their clients during Real Estate transactions. Realtors or Solicitors may request information regarding whether subject properties are regulated under Ontario Regulation 180/06.

The LRCA will also provide written clearance letters that indicate that a proposed development is outside of the Regulated Area and a permit is not required, when necessary.


**REFERENCE MATERIAL ATTACHED**

Attachment #1 - 2022 Plan Input and Review Administration Summary

Attachment #2 - 2022 Plan Input and Review Summary

Attachment #3 – 2022 Plan Input and Review Revenue Summary

**PREPARED BY:** Scott Drebit, GIS/Water Resources Technologist

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 17, 2023</p>
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## 2022 Plan Input and Review Administration Summary

In 2022, Authority staff continued to provide Plan Input and Review to the member Municipalities. The following summarizes the Plan Input and Review Administration by Municipality in 2022.

Municipality	Minor Variance (A)	Consent (B)	Official Plan		Zoning By-Law (Z)		Subdivisions	Clearances	Reality Service	Lawyer Inquires	Letter of Opinion (Other)	Total
			Comprehensive Review	Amendment	Comprehensive Review	Amendment						
City of Thunder Bay	3	14	0	3	1	3	1	1	14	18	4	62
Oliver Paipooonge	2	20	0	3	0	9	1	0	0	5	3	43
O'Connor	0	0	0	0	1	0	0	0	0	0	0	1
Neebing	1	7	1	0	0	1	0	0	0	4	1	15
Shuniah	10	3	0	0	0	4	0	0	0	2	2	21
Conmee	0	0	0	0	0	0	0	0	0	0	0	0
Gillies	0	0	0	0	0	0	0	0	0	1	0	1
Dorion	0	1	0	0	0	0	0	0	0	0	1	2
Rural Planning Board	0	10	0	0	0	0	0	0	0	0	0	10
<b>Total</b>	<b>16</b>	<b>55</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>17</b>	<b>2</b>	<b>1</b>	<b>14</b>	<b>30</b>	<b>11</b>	<b>155</b>



## 2022 Plan Input and Review Summary

In 2022, Authority staff continued to provide Plan Input and Review to the member Municipalities. The following summarizes Plan Input for 2022, compared to the past 10 years.

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Clearances	22	13	5	4	8	1	5	4	3	7	1
Consents and Minor Variances	123	171	208	166	181	131	114	132	119	79	71
Official Plan/Zoning By-Law Amendments Total	41	32	48	43	46	35	30	22	32	29	20
Comprehensive Official Plan Review						2	0	2	1	2	1
Comprehensive Zoning By-Law Review						0	2	0	0	2	2
Plans of Subdivision/Campgrounds	2	4	7	6	7	3	5	2	3	1	2
Letter of Opinion	23	25	27	14	20	18	25	16	26	14	11
Realty Services	23	32	20	42	20	38	27	17	29	20	14
Lawyer Inquiries	52	40	85	67	88	60	55	42	29	30	30
<b>Total</b>	<b>286</b>	<b>317</b>	<b>400</b>	<b>342</b>	<b>370</b>	<b>288</b>	<b>263</b>	<b>237</b>	<b>242</b>	<b>184</b>	<b>155</b>
<b>10 Year Average</b>	<b>293</b>										

\*As of 2021 LRCA no longer comments on unregulated City of Thunder Bay Planning Applications.

\*As of January 1<sup>st</sup>, 2021 Applicants are charged a fee per applications.

### 2022 - Plan Review Program Revenue Summary

	Consent	Minor Variance	Official Plan	Zoning Bylaw	Total
City of Thunder Bay	3,300.00	755.00	990.00	1,035.00	6,080.00
Municipality of Shuniah	3,025.00	825.00		1,035.00	4,885.00
Township of Dorion	275.00				275.00
Municipality of Neebing	1,790.00				1,790.00
Lakehead Rural Planning Board	1,925.00				1,925.00
Municipality of Oliver Paipaoonge	4,675.00	1,375.00	690.00		6,740.00
Lawyer Inquiry					3,000.00
Clearance Letter					100.00
	14,990.00	2,955.00	1,680.00	2,070.00	24,795.00

Lakehead Rural Planning Board Detail:

O'Connor	1,375.00
Gillies	<u>550.00</u>
	<u><u>1,925.00</u></u>



<b>PROGRAM AREA</b>	Watershed Monitoring	<b>REPORT NO.</b>	WM-01-2023
<b>DATE PREPARED</b>	January 6, 2023	<b>FILE NO.</b>	23-13-2
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Mosquito Creek Watershed Assessment Report		

**RECOMMENDATION**

Suggested Resolution:

**“THAT: the Mosquito Creek Watershed Assessment Report be received AND FURTHER THAT the recommendations contained therein are endorsed.”**

- Staff and funding permitting it is recommended that an update to the 2022 Mosquito Creek Watershed Assessment be completed in the next five to ten years.
- Benthic analysis indicates water quality over an extended period and should be considered for future watershed assessments.
- Additional sampling should be conducted in the spring to observe the water quality differences between high and low flow seasons.
- If the Provincial Water Quality Monitoring Network program was ever expanded, a monitoring location within the Mosquito Creek watershed should be considered.
- A copy of this report should be provided to the City of Thunder Bay, Municipality of Neebing and the Municipality of Oliver Paipoonge for reference purposes. The Report should be kept on file at the LRCA Administration Office for review by interested parties.

**LINK TO STRATEGIC PLAN (2023 – 2027)**

*Conserve & Sustain:*

- *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.*

**EXECUTIVE SUMMARY**

During the summer of 2022, LRCA staff completed a watershed assessment of the Mosquito Creek Watershed, which is located within the City of Thunder Bay, Municipality of Oliver Paipoonge, Municipality of Neebing and the Fort William First Nation. The main objective of the watershed assessment was to summarize the physical, biological and socio-economic attributes, collect surface water quality data, inventory the forest ecosystem, fauna, soils, streambed substrate and stream bank cover, document active erosion sites, and document the physical condition of existing water crossings.

The Mosquito Creek Watershed Assessment Report provides baseline data to track progress and water quality over time, and provides the LRCA with a better understanding of the local environment to focus future actions where needed. The results from the collected data were analyzed, and the watershed is given an overall grade rating; thereby, determining the health status of the watershed.

At the time of sampling in 2022, the Mosquito Creek Watershed received an overall grade of 'B' for surface water quality, a grade of 'B' for forest conditions, and a grade of 'C' for wetland conditions. As such, it was determined that the Mosquito Creek Watershed is in good health.

## **DISCUSSION**

During the 2022 study, ten sample sites were selected throughout the Mosquito Creek Watershed. At each site, surface water samples and field measurements were collected during two rounds of sampling (i.e., June and July). The overall surface water quality at the time of the study was good, with the exceedances of the Provincial Water Quality Objectives being mostly attributed to natural sources.

Exceedances of the Provincial Water Quality Objectives were found for the following parameters: phosphorus at sites 4, 5, and 7 in June and at Sites 3, 4, 5, 7, and 9 in July, total coliforms at every site in June and July, aluminum at sites 1, 2, 3, 4, 7, 8, and 10 in June, sites 1, 3, 7, 9, and 10 in July, cobalt at site 7 in July, copper at site 9 in July, iron at sites 2 and 3 in June and at sites 1, 2, and 3 in July, vanadium at site 9 in July, and zinc at site 9 in July. There were no exceedances for *E. coli* at the sampled sites.

The stream banks were stable and showed little signs of erosions. Culvert and bridge crossings were in stable and good condition, except the culverts at Site 3 (C7) and at Site 6 (C5). These should be monitored in the future as they appear to be deteriorating. Plant species composition seems characteristic of the boreal forest, with diversity at each site. No invasive plant species were observed at the sample sites.

The overall health of the watershed is determined using the ratings from surface water quality, forest conditions, and wetland conditions, which are combined to give a grade rating. Using the Guide to Developing Conservation Authority Watershed Report Cards, the Mosquito Creek Watershed surface water quality received an overall grade of 'B', forest conditions received a grade of 'B', and wetland conditions received a grade of 'C'.

Therefore, based on the Watershed Report Card guidelines, the Mosquito Creek watershed has been determined to be in good health.

## **FINANCIAL IMPLICATIONS**

The 2022 Mosquito Creek Watershed Assessment utilized funding from Canada Summer Jobs, City of Thunder Bay and municipal levy to undertake the work.

Watershed Assessments after 2024 that assess more than natural hazards have been deemed a Non-Mandatory program by the Province, and therefore will require a Memorandum of

Understanding with the council of the municipality in which the study occurs if municipal levy is required to fund the work. Watershed Assessments have not been included in the current Inventory of Programs, and there are no plans to negotiate this Non-Mandatory program with any Member Municipality at this time.

## **CONCLUSION**

At the time of sampling in 2022, the Mosquito Creek watershed was determined to be in good health.

Future Watershed Assessments are not planned to be completed by the Authority at this time due to recent changes to the Mandatory Programs of Conservation Authorities.

## **BACKGROUND**

In the past, the LRCA undertook a Watershed Assessment of an area stream annually. In 2022, Mosquito Creek watershed was studied. Previous assessments completed to date include: North Current River (City of Thunder Bay , Shuniah, Gorham), Little Pine River (Neebing), Jarvis River (Neebing), Coldwater Creek (Shuniah, Dorion, Glen), Oliver Creek (Oliver Paipoonge and Neebing), Mosquito Creek (Oliver Paipoonge, Neebing, City of Thunder Bay, Fort William First Nation), Cloud River (Neebing), Mackenzie River (Shuniah), Whitefish River (O'Connor, Oliver Paipoonge, Gillies), Pine River (Neebing), Slate River (Neebing, Oliver Paipoonge), Brule Creek (Conmee), Welch Creek (Shuniah), Pennock Creek (Oliver Paipoonge), Corbett Creek (Oliver Paipoonge), Cedar Creek (O'Connor, Conmee), Lake Superior Sub-Catchments (Shuniah) and Blend River (Shuniah).

Generally, the physical attributes of area watersheds have not been documented. Watershed Assessments are completed to collect data related to plant and animals in the area, water and railway crossings, water quality, etc. Field-testing is conducted with LRCA sampling equipment. In addition, surface water samples are collected and analyzed by a laboratory for various water quality parameters. All equipment and sampling costs are borne by the Authority.

The goal is to document the conditions at the time of the study and use the information to form a baseline in which future studies could be compared. The information will also be used to develop programs to sustain healthy ecosystems consistent with the Natural Hazards and Natural Heritage Policies of the Province. Municipalities in the vicinity of the study are provided with a copy of the completed report. The data from the Watershed Assessments will also be used in the LRCA's Watershed Report Card, which was launched in 2013, updated in 2018. An update is planned for 2023, with updates anticipated to be completed every five years (subject to funding and available data).

## **REFERENCE MATERIAL ATTACHED**

Mosquito Creek Watershed Assessment Report, Executive Summary.

Full Report will circulate at the Meeting.

**PREPARED BY:** Scott Drebit, GIS/Water Resources Technologist

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 11, 2023</p>
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## Executive Summary

The Mosquito Creek Watershed Assessment Report provides baseline data to track progress and water quality over time and provides the LRCA with a better understanding of the local environment to focus future actions where needed. The results from the collected data were analyzed, and the Mosquito Creek Watershed was given an overall watershed grade rating; thereby, determining the health status of the watershed.

### Background

The Mosquito Creek watershed is located within the City of Thunder Bay, Municipality of Oliver Paipoonge, Municipality of Neebing and the Fort William First Nation. The watershed covers a drainage area of approximately 31.1 square kilometres. Mosquito Creek is approximately 15.6 kilometres in length and is a meandering creek which confluences with the Kaministiquia River into Lake Superior. The gradient of the watershed forms an area of low slope within a 2.5 kilometre valley. The valley is contained between mountains to the southeast (Logan Diabase Sills) and smaller outcrops of diabase, or glacial ground Moraine, to the west. The general slope of the watershed is 1.66 percent.

Most of the Mosquito Creek watershed is privately owned land (82 percent), with the remainder being the Fort William First Nation reserved land (18 percent). Land uses in the watershed include private residences, Loch Lomond Ski Area, Thunder Bay Correctional Centre, the Tournament Centre, Nor'Wester View Public School, and the South Neebing Community Centre. The area in the City of Thunder Bay is serviced by municipal water.

### Physical and Biological Attributes

The surficial geology of the Mosquito Creek watershed is mainly low relief glaciolacustrine lake plains (53 percent) although alluvial, slope/talus pile, bedrock and moraine plains are also present. The bedrock formation is mostly composed of sedimentary rocks (62 percent), but there are also Mafic and related intrusive rocks (38 percent). The Mosquito Creek watershed is composed of eight different soil types. The most abundant soil type is silt loam, which covers almost half of the watershed (47 percent). Rock is the second most abundant, covering approximately 34 percent of the watershed. The remaining soil is made up of clay, clay loam, fine sandy loam, gravel, medium to moderately fine loam, and moderately coarse sandy loam, which together covers approximately 19 percent.

The Mosquito Creek watershed is located within the boundaries of the Great Lakes and Boreal Forest regions. The most common tree species in the watershed are white spruce, jack pine, black spruce, balsam poplar and trembling aspen. There are a variety of other plants present in the watershed including ferns, shrubs, herbs, mosses, and lichens.

### Watershed Site Assessment

For this study, ten sample sites located within the Mosquito Creek watershed were chosen based on a variety of attributes including accessibility, physical features, land use designation, and proximity to man-made features that may alter water quality, as well as headwaters used as a base reference. Site 1 was located near the confluence of the Mosquito Creek and Kaministiquia River. Site 3 was the midpoint on the main channel before it branched off into different tributaries, of which Sites 2, 4, 5, 6 and 7 were located on. Sites 8 and 9 were the closest locations to the head waters of the watershed, with Site 9 being upstream of the Thunder Bay Correctional Centre settling ponds. Lastly, Site 10 was located downstream of most urban development, and north of the confluences of the Site 2 and 3 tributaries.

### Surface Water Quality – PWQO Comparison

At each of the ten sample locations, surface water samples and field measurements were collected on June 14<sup>th</sup> and July 13<sup>th</sup>, 2022. Surface water samples were analyzed by ALS Laboratory Group for conductivity, total dissolved solids, turbidity, total ammonia, nitrate, nitrite, total phosphorus, *Escherichia coli* (*E. coli*), total coliforms and a full metal scan. Field measurements taken with an YSI Multi-Parameter Probe included water temperature, pH, conductivity, oxidation-reduction potential and dissolved oxygen. Field and laboratory results were compared to the Ministry of Environment's *Provincial Water Quality Objectives* (PWQO), 1994. Parameters that exceeded the PWQOs included phosphorous, total coliform, aluminum, iron, copper, cobalt, zinc, and vanadium as described below:

#### a) Phosphorous Exceedance

Phosphorus exceeded the PWQO criterion (0.03 mg/L) at Sites 4, 5, and 7 during the June sampling period, and at Sites 3, 4, 5, 7, and 9 during the July sampling period. Phosphorus concentrations for all sites ranged from 0.0055 mg/L to 0.54 mg/L.

#### b) Bacteriological Exceedance – Total Coliform

As there is no current PWQO for total coliform, results were compared to the pre-1994 PWQO criterion (1,000 MPN/100 mL). Every site exceeded the criterion during both the June and July sampling periods. Total coliform concentrations ranged from 1410 MPN/100mL to >2,420 MPN/100 mL for the watershed.

Coliform bacteria are living organisms and can multiply quickly when conditions are favorable for growth or die in large numbers when conditions are not. Bacterial concentrations are dependent on specific conditions such as precipitation, temperature, and stream substrate. The 2022 average temperature during the sampling period was 0.3 degree Celsius higher than the Thunder Bay historical average. The total precipitation

during the sampling period in 2022 was 20.8 millimetres below the Thunder Bay historical average. Higher temperatures and lower precipitation can affect bacteriological counts in watersheds.

c) Metals Exceedance – Aluminum, Iron, Copper, Cobalt, Zinc, and Vanadium

The PWQO criterion for aluminum is 0.075 mg/L. During the June sampling period all sites exceeded the criterion except for Sites 5, 6, and 9. During the July sampling period exceedances occurred at Sites 1, 3, 7, 9, and 10. Aluminum concentrations for all sampling sites ranged from 0.016 mg/L to 4.50 mg/L. These values are typically associated with fine sediments.

The PWQO criterion for iron is 0.30 mg/L. During the June sampling period all sites were above the criterion except for Site 6. During the July sampling period all sites were above the criterion except for Sites 1, and 6. Iron concentrations ranged from 0.146 mg/L to 24.200 mg/L for the watershed. Iron exceedances are common in the region due to natural sources.

The PWQO criterion for copper is 0.005 mg/L. All sites were below the criterion during the June sampling period. Site 9 was the only exceedance during the July sampling period. Copper concentrations ranged from 0.00068 mg/L to 0.00805 mg/L for the watershed.

The PWQO criterion for cobalt is 0.0009 mg/L. All sites were below the criterion during the June sampling period. Site 7 was the only exceedance during the July sampling period. Cobalt concentration ranged 0.00017 mg/L to 0.00822 mg/L for the watershed.

The PWQO criterion for zinc is 0.02 mg/L. All sites were below the criterion during the June sampling period. Site 9 was the only exceedance during the July sampling period. Zinc concentrations range from <0.0030 mg/L to 0.0225 mg/L for the watershed.

The PWQO criterion for vanadium is 0.006 mg/L. All sites were below the criterion during the June sampling period. Site 9 was the only exceedance during the July sampling period. Vanadium concentrations ranged from 0.00072 mg/L to 0.00945 mg/L for the watershed.

Site Observations

The flora and fauna inventory indicated that the Mosquito Creek watershed supports a healthy population of diverse plants and animals. The stream banks were stable and showed little signs of erosion. One bridge exists within the watershed, and it was in good and stable condition. Most culverts were also in good condition, except the culverts at Site 3 (C7) and at Site 6 (C5). These should be monitored in the future as they appear to be deteriorating. All culverts at Site 9 (C8) have debris and sediment blocking water flow, resulting in a large pool forming upstream.

### Watershed Report Card Rating

The Mosquito Creek watershed was also assessed using the *Guide to Developing Conservation Authority Watershed Report Cards, 2017*. Using this guideline, surface water quality and forest conditions for the Mosquito Creek watershed were used to determine a grade for the watershed. Surface water quality maintained a good rating with exceedances of phosphorus present within the Mosquito Creek watershed. Forest condition scored a good rating with high forest coverage and a low percentage of riparian forest cover. Overall, the quality of the Mosquito Creek watershed in 2022 was determined to be in good health and graded a B based on the surface water quality and a B based on the forest condition.

Overall, the Mosquito Creek watershed is in good health.

### Recommendations

Upon completion of the 2022 Mosquito Creek Watershed Assessment, the following recommendations have been made for consideration:

- Staff and funding permitting it is recommended that an update to the 2022 Mosquito Creek Watershed Assessment be completed in the next five to ten years.
- Benthic analysis indicates water quality over an extended period and should be considered for future watershed assessments.
- Additional sampling should be conducted in the spring to observe the water quality differences between high and low flow seasons.
- If the Provincial Water Quality Monitoring Network program was ever expanded, a monitoring location within the Mosquito Creek watershed should be considered.
- A copy of this report should be provided to the City of Thunder Bay, Municipality of Neebing and the Municipality of Oliver Paipoonge for reference purposes. The Report should be kept on file at the LRCA Administration Office for review by interested parties.

**2022 TREASURER'S REPORT  
MONTHLY EXPENSES**

	2022 BUDGET	November	TOTAL TO DATE	BALANCE REMAINING
<b>REVENUE</b>				
Provincial Grants	843,613	32,800	471,549	372,064
Municipal Levy	1,733,332	-	1,733,332	-
Self Generated	233,788	21,126	398,050	164,262
Other Revenue	585,429		155,157	430,272
<b>TOTAL REVENUE</b>	<b>3,396,162</b>	<b>53,926</b>	<b>2,758,087</b>	<b>638,075</b>
<b>EXPENSES</b>				
<b>Core Mandate Operating</b>				
Administration	530,632	35,900	465,728	64,904
Community Relations	125,005	10,722	104,756	20,249
Natural Hazard and Protection Management	659,676	55,536	543,895	115,781
Conservation and Management of Cons. Auth. Lands	284,006	15,665	222,125	61,881
Drinking Water Source Protection	56,343	3,924	52,801	3,542
<b>Total Core Mandate Operating</b>	<b>1,655,662</b>	<b>121,747</b>	<b>1,389,306</b>	<b>266,356</b>
<b>Non Core Mandate Operating</b>				
Other Programming	248,099	19,447	264,335	16,236
<b>Total None Core Mandate</b>	<b>248,099</b>	<b>19,447</b>	<b>264,335</b>	<b>16,236</b>
<b>Total Core and Non Core Mandate Operating</b>	<b>1,903,761</b>	<b>141,194</b>	<b>1,653,641</b>	<b>250,120</b>
<b>Core Mandate Capital</b>				
Natural Hazard and Protection Management	1,049,401	6,722	340,671	708,730
Authority Office	195,500	-	28,737	166,763
Conservation and Management of Cons. Auth. Lands	247,500	706	59,041	188,459
<b>Total Core Mandate Capital</b>	<b>1,492,401</b>	<b>7,429</b>	<b>428,449</b>	<b>1,063,952</b>
<b>Total Operating and Capital</b>	<b>3,396,162</b>	<b>148,623</b>	<b>2,082,090</b>	<b>1,314,072</b>

**2022 TREASURER'S REPORT  
MONTHLY EXPENSES**

	2022 BUDGET	December	TOTAL TO DATE	BALANCE REMAINING
<b>REVENUE</b>				
Provincial Grants	843,613		471,549	372,064
Municipal Levy	1,733,332		1,733,332	-
Self Generated	233,788	35,149	430,998	197,210
Other Revenue	585,429	53,863	209,020	376,409
<b>TOTAL REVENUE</b>	<b>3,396,162</b>	<b>89,012</b>	<b>2,844,899</b>	<b>551,263</b>
<b>EXPENSES</b>				
<b>Core Mandate Operating</b>				
Administration	530,632	43,699	509,428	21,204
Community Relations	125,005	7,296	112,054	12,951
Natural Hazard and Protection Management	659,676	25,569	569,534	90,142
Conservation and Management of Cons. Auth. Lands	284,006	43,196	265,321	18,685
Drinking Water Source Protection	56,343	3,468	56,269	74
<b>Total Core Mandate Operating</b>	<b>1,655,662</b>	<b>123,228</b>	<b>1,512,606</b>	<b>143,056</b>
<b>Non Core Mandate Operating</b>				
Other Programming	248,099	14,269	274,643	26,544
<b>Total None Core Mandate</b>	<b>248,099</b>	<b>14,269</b>	<b>274,643</b>	<b>26,544</b>
<b>Total Core and Non Core Mandate Operating</b>	<b>1,903,761</b>	<b>137,498</b>	<b>1,787,250</b>	<b>116,511</b>
<b>Core Mandate Capital</b>				
Natural Hazard and Protection Management	1,049,401	131,418	472,089	577,312
Authority Office	195,500	-	28,737	166,763
Conservation and Management of Cons. Auth. Lands	247,500	276	59,317	188,183
<b>Total Core Mandate Capital</b>	<b>1,492,401</b>	<b>131,694</b>	<b>560,143</b>	<b>932,258</b>
<b>Total Operating and Capital</b>	<b>3,396,162</b>	<b>269,191</b>	<b>2,347,393</b>	<b>1,048,769</b>



<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-05-2023
<b>DATE PREPARED</b>	January 6, 2023	<b>FILE NO.</b>	17-7-1
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Draft 2023 Budget, Version 2.0		

**RECOMMENDATION**

Suggested Resolution

*“THAT: the Draft 2023 Budget, Version 2.0 is received.”*

**LINK TO STRATEGIC PLAN**

Govern and Enhance:

- *Continue to commit to accountable and transparent organizational governance.*
- *Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.*

**EXECUTIVE SUMMARY**

The 2023 Draft Budget has been set at \$2,892,484 which includes a total levy of \$1,793,799 of which all Member Municipalities pay \$1,077,302 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$716,497). The 2023 budget contains a 2.35% increase to levy-all compared to 2022.

The 2023 Budget has been reformatted to adhere to the requirements in O. Reg. 402/22, which will come into effect in 2024. The 2023 Draft Budget was presented to the Board on August 31, 2022 and was approved for consultation (Res. #96/22). Due to the end of the current term of the Board in 2022, the approval of the budget has been delayed until February 2023, in order to provide the new Board the opportunity to review and approve the budget.

**DISCUSSION**

The 2023 Draft Budget document contains details for the Lakehead Region Conservation Authority’s (LRCA) 2023 planned operations and capital activity. The Budget has been set at \$2,892,484 which includes a total levy of \$1,793,799 of which all Member Municipalities pay \$1,077,302 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$716,497). It is noted that at the time of budget preparation confirmation had not been received that the long-standing provincial Section 39 Transfer Payment was forthcoming in 2023 from the province. For budget purposes, it has been assumed it will be provided. If funding does not materialize, staff will come back to the Board with a revised budget, including the use of Reserve Funds from the Operating Capital Category. Notification of this funding is consistently late.

The budget results in a 2.35% increase in levy-all in 2023 compared to 2022. The 2023 budget requires a 2.35% increase in order to maintain its current level of service, which is well below the current cost-of-living increases.

Financial pressures anticipated in 2023 include: significant increases to insurance costs (i.e., \$17,006 increase from 2021 to 2022); increase in fuel costs; and increased costs of goods and services due to inflation.

Changes to the *Conservation Authorities Act* within Bill 229, Schedule 6 and the released Phase 1 and 2 regulations have been incorporated into the budget. The 2023 budget has been reformatted to adhere to legislative changes that come into effect for the 2024 budget. Programs have been categorized into three mandated categories including:

- Category 1: Mandatory Programs and Services
- Category 2: Non-Mandatory Programs and Services at the request of a Municipality
- Category 3: Non-Mandatory Programs and Services

Highlights of the 2023 Budget expenditures include:

- Continuation of annual programming including:
  - Plan Input and Review,
  - Development Regulations,
  - Flood Forecasting and Warning,
  - Operation and maintenance of LRCA owned properties,
  - Stewardship, and
  - Education programming.
- 10-year update of the Neebing-McIntyre Floodway Integrity Study
- Capital improvements at the Conservation Areas
  - Hurkett – Pavilion: Concrete repair, roof repair
  - Hazelwood Lake – Garage: replace soffit and fascia
  - Hazelwood Lake – Install new floating dock/kayak launch
  - Little Trout Bay - Dock repair
  - Little Trout Bay – Pavilion: concrete repairs, roof repair
  - Silver Harbour – Install new Pay and Display unit

The Watershed Stewardship Technician contract will continue for a full year using MNRF Transfer Payment funding and other funding. The Environmental Planner Intern position has transitioned to a permanent full-time position, as previously approved by the Board.

Overall, the 2023 Budget reflects the short-term objectives of the Authority and considers long-term requirements to ensure the LRCA can provide sustainable benefits to the watershed residents.



The full Draft 2023 Budget, Version 2.0 is attached. Staff attended the City of Thunder Bay's Executive Management Team Operating Budget Meeting on October 6, 2022 and will be attending the City of Thunder Bay's Council Budget Review on January 17, 2023.

### **FINANCIAL IMPLICATIONS**

The 2023 Draft Budget has been set at \$2,892,484 which includes a total levy of \$1,793,799 of which all Member Municipalities pay \$1,077,302 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$716,497). The 2023 budget contains a 2.35% increase to levy-all compared to 2022.

### **CONCLUSION**

The Draft 2023 Budget, Version 2.0 is being presented for review. The 2023 Budget has been reformatted as required in O. Reg. 402/22, prior to the mandatory date of 2024. The Draft budget is being re-presented to the Board due to the change in Board membership, with approval planned for February 2023.

### **BACKGROUND**

O. Reg. 402/22: Budget and Apportionment specifies that the 2024 budget and all subsequent budgets must adhere to this regulation. It provides details on the budget process and municipal apportionment methods for levying participating municipalities and includes revocation of the previous regulations that governed municipal levies (O. Reg. 670/00 and O. Reg. 139/96).

The regulated budget process includes:

#### First Phase

Budget must include:

- All sources of revenue (other than municipal levy)
- Categorize operating expenses into Category 1, 2 and 3
- Categorize capital expenses into Category 1, 2 and 3
- Amount of levy for each Member Municipality
- Specify if the Authority considered opportunities to raise and use self-generated revenue to help finance the authority's operations, including the programs and services it provides, a description of what the authority considered

Budget must:

- Apply any relevant revenue to specific programs to offset levy
- Apply Modified Current Value Apportionment method to determine levy for each program
- Apply Benefit Based Apportionment method to sole benefitting programs (i.e., Floodway, Victor Street Erosion)

## Second Phase

### Draft Budget Process:

1. Notify all Member Municipalities of Draft Budget meeting if a Member Municipality will owe levy for Category 1 *Clean Water Act* programs and Services.
  - a. Advise of amounts owing or to be owed for Category 1 *Clean Water Act* programs and services.
2. Hold meeting to consider draft budget.
3. Hold vote on whether or not to approve the draft budget for consultation.
  - a. If there is a levy for Category 1 *Clean Water Act* programs and services, hold a separate vote of Members from applicable municipalities for that portion of the draft budget.
  - b. Vote is a one-member-one vote method.
4. Send Member Municipalities a copy of the Draft Budget and all financial information relating to the apportionment of operating and capital expenses.
5. Post a copy of the Draft Budget and financial information on Governance section of Authority's website.
6. Consult as necessary with Member Municipalities on draft budget in order to finalize final budget.

## Third Phase

### Final Budget Approval Process:

1. Notify all Member Municipalities of Budget meeting.
  - a. Notification must be at least 30 days prior to meeting.
  - b. Must include copy of most recent draft of the budget.
  - c. Must specify amount of levy for the given year.
2. Hold meeting to approve budget.
3. Hold a recorded vote to municipal levy/amounts owing.
  - a. If there are any Category 1 *Clean Water Act* apportionments, hold a vote with participating municipality representatives.
  - b. Weighted vote to approve municipal levy/amounts owing.
  - c. Authority can not send a notice of apportionment unless a vote has occurred.
4. Hold a recorded vote to approve final budget.
  - a. One -member-one vote to approve final Budget Document.
5. "Promptly" after the final budget process is approved, provide a copy of the final budget to the Minister and each Member Municipality.
6. Post final budget on the Authority's website in the Governance section.

## **REFERENCE MATERIAL ATTACHED**

2023 Draft Budget Summary, Version 2.0

2023 Draft Budget, January 2023, Version 2.0

**PREPARED BY:**

Tammy Cook, CAO

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i> Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 9, 2023</p>
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## 2023 LRCA Draft Budget Summary Version 2.0

<b>2023 Budget</b>	
2.35% Levy-All increase compared to 2022	
Total Levy	\$1,793,799
Levy-All	\$1,077,302 (37%)
City of Thunder Bay Sole-Benefitting	\$716,497(25%)
Total Provincial Grant Revenue	\$337,909(12%)
Total Other Revenue	\$213,036(7%)
Reserve Withdrawal	\$139,171 (5%)
Self-Generated	\$408,570(14%)
<b>Total Budget</b>	<b>\$2,892,485</b>

<b>2023 Levy-All Compared to 2022</b>						
Municipality	2022 CVA %	2022 Levy-All \$	2023 CVA %	2023 Levy-All \$	\$ Change	% Change
Thunder Bay	86.0622	904,876	85.8818	925,238	20,363	2.25
Conmee	0.4377	4,605	0.4387	4,726	121	2.63
Dorion	0.2864	3,097	0.2855	3,076	-21	-0.68
Gillies	0.2500	2,613	0.2497	2,690	77	2.95
Neebing	2.2040	23,509	2.2578	24,323	814	3.47
O'Connor	0.4673	4,914	0.4714	5,078	164	3.36
Oliver Paipoonge	5.3975	57,478	5.4962	59,212	1,734	3.02
Shuniah	4.8983	51,522	4.9159	52,959	1,437	2.79
	<b>100</b>	<b>1,052,613</b>	<b>100</b>	<b>1,077,302</b>	<b>24,689</b>	<b>2.35</b>

<b>2023 Sole-Benefitting Levy Compared to 2022</b>						
Municipality	2020	2021	2022	2023	2022 vs 2023 \$ Change	2022 vs 2023 % Change
Thunder Bay	636,888	636,888	680,720	716,497	35,777	5.30

- Sole-benefitting projects: Neebing-McIntyre Floodway, Victor Street Erosion, Maintaining Floodplain Mapping
- Victor Street Erosion levy increase required to have funds available to compete projects/inspections identified in the Victor/Broadway Bank Stabilization Assessment Study Report, March 2021. It is noted that work is carried out on City owned land on Victor Street.

<b>2023 Total Levy Compared to 2022</b>						
Levy-All + Sole Benefitting						
Municipality	2020	2021	2022	2023	2022 vs 2023 \$ Change	2022 vs 2023 % Change
Thunder Bay	1,527,597	1,524,635	1,585,595	1,641,736	56,141	3.50

## 2023 LRCA Draft Budget Summary Version 2.0

### 2023 Budget Notes

- Levy-all increase 2023 versus 2022 = **2.35%**
  - 2022 increase – 2.05%
  - 2020, 2021 increase – 0%
- Minimal to no increases are feasible in the short term but are not realistic for the long-term operation of the LRCA.
- Provincial funding anticipated to be provided in 2023 (included as revenue in budget)
  - Section 39 Transfer Payment = \$150,940
  - Source Water Protection Transfer Payment = \$57,716
  - If Source Water Transfer Payment cut, cost of program would be sole benefitting to City of Thunder Bay and Municipality of Oliver Paipoonge (funding confirmed for 2023)

### 2023 Budget Highlights

Highlights of the 2023 Budget expenditures include:

- Continuation of annual programming including:
  - Plan Input and Review,
  - Development Regulations,
  - Watershed monitoring,
  - Flood Forecasting and Warning,
  - Operation and maintenance of LRCA owned properties,
  - Stewardship (no levy), and
  - Education programming (no levy).
- Capital improvements including:
  - Hurkett Lake Pavilion repair
  - Hazelwood Lake Garage repair
  - Hazelwood Lake Floating Kayak Launch installation
  - Little Trout Bay Pavilion repair
  - Little Trout Bay Dock repair
  - Silver Harbour – install pay and display unit
  - Neebing-McIntyre Floodway Integrity Study (updated every 10 years)
  - Cascades parking lot/trail repaving (deferral from 2022)
- The Watershed Stewardship Technician contract will continue for a full year using MNRF Transfer Payment and other funding.

Planned Reserve withdrawals:

- Vehicle and Equipment - \$15,542
- Forest Management - \$3,629
- Administrative Facility Maintenance - \$20,000
- Conservation Area Major Maintenance Capital - \$100,000

## 2023 LRCA Draft Budget Summary Version 2.0

### Future Major Capital Work Neebing-McIntyre Floodway (Sole-Benefitting – City of Thunder Bay)

Future major maintenance on Neebing-McIntyre Floodway:

- 2023 – Integrity Study (completed every 10 years) (\$150,000)
- 2024 – Diversion Channel Dredging (\$200,000)
- 2025 – Dredging Island Drive to CPR Bridge (\$2,000,000)
- 2028 – Dredging Balmoral Sediment Trap (\$900,000)
- 2031 – Dredging Island Drive to lake (\$1,500,000)

A constant amount is levied annually, with funds not needed in the given year placed in a deferred fund for future years in order to avoid the highs and lows when major maintenance is required.

Timeline of required major maintenance maintained, which is updated based on annual sediment surveys.

\*\*Applications are made to the Water and Erosion Control Infrastructure (WECI) funding program in the year of the project, which if successful provides 50% of the funds for major maintenance. Not guaranteed year to year. Historically, \$5,000,000 per year to be shared by all 36 Conservation Authorities. Projects are ranked based on risk and a variety of factors. WECI funding is only available to Conservation Authorities.



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

# 2023 Draft Budget

January 2023  
Version 2.0

PREPARED BY:  
Tammy Cook, CAO  
Mark Ambrose, Finance Manager

<b>VERSION</b>		<b>Approval Date</b>	<b>RESOLUTION #</b>
2023 Version 1.0	Draft Budget for consultation	August 31, 2022	#96/22
2023 Version 2.0	Draft Budget for review of new Board	January 26, 2023	
2023 Version 3.0	Levy		
	Reserve Withdrawals		
	Budget Document		



## EXECUTIVE SUMMARY

The 2023 Draft Budget was presented to the Board on August 31, 2022 for consultation. Due to the end of the current term of the Board in 2022, the approval of the budget was delayed until 2023, in order to provide the new Board the opportunity to review and approve the budget, with approval planned for February 2023.

The 2023 Budget document contains details for the Lakehead Region Conservation Authority's (LRCA) planned operations and capital activity. The Budget has been set at \$2,892,484 which includes a total levy of \$1,793,799 of which all Member Municipalities pay \$1,077,302 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$716,497).

It is noted that at the time of budget preparation confirmation had not been received that the long-standing provincial Section 39 Transfer Payment was forthcoming in 2023 from the province. For budget purposes, it has been assumed it will be provided. If funding does not materialize, staff will come back to the Board with a revised budget, including the use of Reserve Funds from the Operating Capital Category. It is noted that notification of provincial funding is consistently late. In 2022 the funding was confirmed in September.

The budget results in a 2.35% increase in levy-all in 2023 compared to 2022. The 2023 budget requires a 2.35% increase in order to maintain its current level of service, which is well below the current cost-of-living increases.

Financial pressures anticipated in 2023 include: significant increases to insurance costs (i.e., \$17,006 increase from 2021 to 2022); increase in fuel costs; and increased costs of goods and services due to inflation.

Changes to the *Conservation Authorities Act* within Bill 229, Schedule 6 and the released Phase 1 and 2 regulations have been incorporated into the budget. The 2023 budget has been reformatted to adhere to legislative changes that will come into effect for the 2024 budget. Programs have been categorized into three mandated categories including:

- Category 1: Mandatory Programs and Services
- Category 2: Non-Mandatory Programs and Services at the request of a Municipality
- Category 3: Non-Mandatory Programs and Services

Highlights of the 2023 Budget expenditures include:

- Continuation of annual programming including:
  - Plan Input and Review,
  - Development Regulations,
  - Flood Forecasting and Warning,
  - Operation and maintenance of LRCA owned properties,

- Stewardship, and
- Education programming.
- 10-year update of the Neebing-McIntyre Floodway Integrity Study
- Capital improvements at the Conservation Areas
  - Hurkett – Pavilion: Concrete repair, roof repair
  - Hazelwood Lake – Garage: replace soffit and fascia
  - Hazelwood Lake – Install new floating dock/kayak launch
  - Little Trout Bay - Dock repair
  - Little Trout Bay – Pavilion: concrete repairs, roof repair
  - Silver Harbour – Install new Pay and Display unit

The Watershed Stewardship Technician contract will continue for a full year using MNRF Transfer Payment funding and other funding. The Education Coordinator position will continue using non-levy funds. The Environmental Planner Intern position has transitioned to a permanent full-time position, as previously approved by the Board.

The total Budget Levy is summarized in Appendix A including the amount applicable to each Member Municipality. Appendix B outlines the cost for each Member Municipality based on per resident, per household and \$100,000 of assessed value.

Overall, the 2023 Budget reflects the short-term objectives of the Authority and considers long-term requirements to ensure the LRCA can provide sustainable benefits to the watershed residents.

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## 1 INTRODUCTION

The Lakehead Region Conservation Authority (LRCA) budget for 2023 has been set at \$2,892,484 which includes a total levy of \$1,793,799 of which all Member Municipalities pay \$1,077,302 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$716,497).

The budget results in a 2.35% increase in levy-all in 2023 compared to 2022. The 2023 budget requires a 2.35% increase in order to maintain its current level of service, which is well below the current cost-of-living increases.

The total Budget Levy is summarized in Appendix A including the amount applicable to each Member Municipality, which includes a summary of the breakdown between Operating and Capital. Appendix B outlines the cost for each Member Municipality based on per resident, per household and \$100,000 of assessed value.

Version 1.0 of the Draft Budget was presented for initial discussion at the August 31, 2022, Board Meeting. The levy was calculated at that time utilizing the 2022 Current Value Assessment (CVA) as the 2023 CVA was not available. Version 2.0 of the Draft Budget has been updated utilizing the 2023 CVA and reflects the actual levy for each municipality. Due to the end of the current term of the Board in 2022, the approval of the budget was delayed until 2023, in order to provide the new Board the opportunity to review and approve the budget, with approval planned for February 2023.

It is noted that at the time of budget preparation confirmation had not been received that the long-standing provincial Section 39 was forthcoming for the 2023/2024 fiscal budget year from the province. For budget purposes, it has been assumed it will be provided. If funding does not materialize, staff will come back to the Board with a revised budget, including the use of Reserve Funds from the Operating Capital Category. It is noted that notification of provincial funding is consistently late. In 2022 the funding was confirmed in September.

## 2 BACKGROUND

The LRCA is a community-based environmental protection and advisory agency, established in 1954 (initially the Neebing Valley Conservation Authority) by the Province of Ontario at the request of municipalities in the Lakehead watershed. The LRCA's purpose is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in the Lakehead Watershed. Conservation Authorities undertake a broad range of programs, including: watershed management, erosion control, Flood Forecasting and Warning, recreation and land management, water level monitoring, Plan Input and Review, environmental education and stewardship. We improve quality of life by actively providing Conservation Areas for semi-passive recreation and environmental education opportunities.

Our integrated approach to resource management leads to a wide range of programs and projects, which are aimed at keeping our watersheds healthy. We improve quality of life by actively providing open space and protecting life and property from flooding and erosion, as well as restoring and conserving aquatic and natural habitats. In addition to serving our watershed residents, we also provide advice and counsel to all levels of government regarding natural hazards.

The LRCA is one of 36 Conservation Authorities across Ontario, including one of five in Northern Ontario.

Historically Conservation Authorities were administered by Ministry of Natural Resources and Forestry (MNRF); however, in 2018, Conservation Authorities were moved under the Ministry of Environment, Conservation and Parks (MECP). In September 2022, Conservation Authorities were moved back under the administration of MNRF.

### 2.1 MANDATE

Conservation Authorities, created in 1946 by an Act of the Provincial Legislature, are mandated to ensure the conservation, restoration and responsible management of Ontario's water, land and natural habitats through programs that balance human, environmental and economic needs.

In 2017, the LRCA adopted vision and mission statements and in January 2018, the LRCA adopted its first ever Five-Year Strategic Plan for the period 2018-2022. The Strategic Plan was updated in 2022 for the next five-year period (2023-2027). The Strategic Plan identifies four main priorities including: conserve and sustain; protect and support; connect and explore; and govern and enhance. LRCA's vision and mission statements are as follows:



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

*Mission:* To lead the conservation and protection of the Lakehead Watershed.

Action items will be drafted taking into consideration the identified initiatives in the Strategic Plan, which will be incorporated into future work plans and budgets, as well as the overall business of the Authority.

### 2.1.1 PURPOSE

With the passing of Bill 139 on December 12, 2017, a purpose statement was added to the *Conservation Authorities Act*, which states:

The purpose of this Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario.

### 2.1.2 FOUNDING PRINCIPLES

Conservation Authorities are based on three fundamental principles:

- Municipal and Provincial partnership
- Local initiative and involvement
- Management of natural resources on a watershed basis.

### 2.1.3 OBJECTS OF AN AUTHORITY

Per Section 20(1) of the *Conservation Authorities Act*,

The objects of an authority are to provide, in an area over which it has jurisdiction,

- a) the mandatory programs and services required under Section 21.1;
- b) any municipal programs and services that may be provided under section 21.1.1; and
- c) any other program or services that may be provided under section 21.1.2.

## 2.2 ORGANIZATION DETAILS

### 2.2.1 AREA OF JURISDICTION

The LRCA Area of Jurisdiction (2,719 square kilometres) includes:

- City of Thunder Bay
- Municipality of Neebing
- Municipality of Shuniah
- Municipality of Oliver Paipoonge

- Township of Conmee
- Township of O'Connor
- Township of Gillies
- Township of Dorion

The Ministry of Natural Resources and Forestry (MNRF) is responsible for areas outside the jurisdiction of the Authority.

The scientific boundary of the Lakehead Watershed is 11,526 square kilometres.

## 2.2.2 BOARD OF DIRECTORS/MEMBERS

Policy and budget decisions are made by a Board of Directors comprised of eleven members appointed by LRCA's Member Municipalities. The number of representatives appointed as Members of the LRCA Board of Directors is based on population as outlined in subsection 2(2) of the *Conservation Authorities Act*.

Per Bill 229, Schedule 6, as of the end of the 2022 term of the Board, at least 70% of the appointees to the Board must be municipal councillors, unless an exception has been granted by the Minister, at the request of a municipality (per Section 14(1.1), 14(1.2) of the *Conservation Authorities Act*). Therefore, unless an exception has been granted each Member Municipality must only appoint municipal councillors, with the exception being the City of Thunder Bay who has four Members. They will be required, at a minimum, to appoint three municipal councillors. Prior to this change, the City of Thunder Bay appointed two municipal councillors and two citizen appointees.

As of February 2, 2021 (per Section 17 (1.1)(1.2)(1.3) of the *Conservation Authorities Act*) the term of the Chair and Vice-Chair is limited to one year and they can serve for no more than two consecutive terms. Positions must rotate between participating municipalities; therefore, the Board cannot appoint the succeeding chair from the same municipality as the current chair. A Conservation Authority or a municipality can request permission for a longer term to the Minister.

Two exceptions have been granted by the Minister to date. For the 2022 election both the Chair and Vice-Chair were approved to continue their terms if so elected. Additionally, for the 2023 election, the Chair was approved to continue her term if so elected.

### *AGRICULTURAL REPRESENTATIVE*

Per Bill 229, Schedule 6, as of February 2, 2021, the Minister may appoint an Agricultural Representative to the Board of Directors. If appointed the Agricultural Representative

can not vote on enlarging, amalgamating or dissolving an authority or any budgetary matter. Their term can be up to four years as determined by the Minister. At the time of budget preparation, it was unknown whether or not an Agricultural Representative would be appointed to the LRCA Board. Per diems for this position would be paid by the MECF.

### 2.2.3 STAFF COMPLEMENT

In 2023, the Authority will have a full-time equivalent (FTE) staff complement of 12 who deliver the programs/services on behalf of the LRCA Board, which include:

- Chief Administrative Officer
- Finance Manager
- Watershed Manager
- Lands Manager
- Communications Manager
- Development Regulations Officer
- GIS/Water Resources Technologist
- Information Systems Coordinator
- Admin Clerk/Receptionist
- Financial Admin Assistant
- Field Operations Lead Hand
- Environmental Planner

Recurring contract employees that amount to an equivalent of 2.5 FTEs include:

- Education Co-ordinator (39 weeks)
- Floodway Labourer (39 weeks)
- Watershed Stewardship Technician (52 weeks)

Seasonal employees that amount to an equivalent of 2.0 FTEs include:

- Two Conservation Area labourers (15 weeks – summer students)
- Two River Clean-Up labourers (14 weeks – summer students)
- Assistant Water Resources Technologist (16 weeks – summer student)
- Civil Technician (16 weeks – summer student)
- Green Infrastructure Research Intern (16 weeks)

### 2.2.4 CONSERVATION AREAS

The LRCA owns and maintains ten Conservation Areas, which provide semi-passive recreational use opportunities to the public and access to Lake Superior. The areas include:

- Hurkett Cove (Township of Dorion)
- Cascades (City of Thunder Bay)

- Silver Harbour (Municipality of Shuniah)
- Cedar Falls (Township of O'Connor)
- Little Trout Bay (Municipality of Neebing)
- Hazelwood Lake (unorganized Township of Gorham)
- MacKenzie Point (Municipality of Shuniah)
- Mission Island Marsh (City of Thunder Bay)
- Mills Block (City of Thunder Bay)
- Wishart (unorganized Township of Gorham)

In 2022, Mills Block Forest and Wishart Forest were renamed as Conservation Areas. Previously, they were referred to as Managed Forests.

Boat launches at Silver Harbour and Little Trout Bay Conservation Areas provide access to Lake Superior.

As a private landowner, the LRCA pays property taxes to the Municipality/Township in which the land resides.

### 2.2.5 OTHER LAND OWNED BY THE LRCA

The LRCA also owns and maintains one Forest Management property known as Williams Forest, which is in the Municipality of Oliver Paipoonge and is not open to the public. That property, as well as other Conservation Areas have Forest Management Plans under the Managed Forest Tax Incentive program (MFTIP), which provides some tax relief as well as provides a plan for proper long-term forest management. As warranted, harvesting occurs with revenue used to maintain the forest management area and the associated Forest Management Plans.

The LRCA also owns other conservation, floodplain and erosion lands as well as the banks and bed of the Neebing-McIntyre Floodway. Property taxes are paid on all lands.

### 2.2.6 WATERSHED MONITORING

The LRCA conducts a variety of watershed monitoring throughout the year including:

- Provincial Groundwater Monitoring Program (in partnership with MECP)
- Provincial Water Quality Monitoring Program (in partnership with MECP)
- Streamflow Gauges (in partnership with Water Survey of Canada)
- Precipitation Gauges (some in partnership with Water Survey of Canada)
- Neebing River Climate Change Monitoring Station (in partnership with MECP)
- Dorion Fish Culture Station Monitoring Station (new as of 2018, in partnership with MNRF)
- Bathing Beach Sampling (Hazelwood Lake and Mission Island Marsh)

- Blue/Green Algae Monitoring (Hazelwood, Mission, Hurkett, Silver Harbour)
- Snow Surveys
- Floodway Channel water level monitoring
- Ontario Low Water Response
- Green Infrastructure Research

## 2.3 SOURCES OF FUNDING

LRCA funding comes from several sources:

- Grant Revenue
  - MNRF – Provincial Section 39 Transfer Payment
  - MNRF – Water and Erosion Control Infrastructure (WECI) (when applicable and approved, will be applied for in 2023)
  - MECP – Source Water Protection
  - MNRF – Wetland and Shoreline Protection within the Thunder Bay AOC Transfer Payment (2020-2025)
- Special Projects (programs/available funds vary from year to year)
  - TD Friends of the Environment
  - Enbridge
  - Ontario Power Generation
  - Canada Summer Jobs
- Municipal Levy
  - Levy – All
  - Levy - Sole-Benefitting
- Other Revenue
  - Interest
  - Department of Fisheries and Oceans Wolf River Weir Inspections
  - Coin Boxes/Pay and Display (new 2021) – parking fees/day use fees at Conservation Areas
  - Explore Card sales
  - Lakehead Conservation Foundation donation
  - Multi-purpose Room rentals
  - Forest Management harvesting
  - Property Rentals
  - Mapping Service
  - Donations
  - Lawyer Request Fees
  - Development Regulation Permit Fees
  - Plan Review Fees (new 2021)
  - School Programming Fees
  - Calendar advertising
  - Other

## 2.3.1 GRANT REVENUE

### 2.3.1.1 PROVINCIAL SECTION 39 TRANSFER PAYMENT

The *Conservation Authorities Act* Section 39 Provincial “Operating” Grant funds the Conservation Authority in undertaking provincially mandated activities that include:

1. Flood/Erosion Operations (flood and erosion control structures, Flood Forecasting and Warning, ice management) and
2. Hazard Prevention (Plan Input, Hazard Information).

Eligible activities include:

- Flood and Erosion Operations
  - Operation of Flood Control Structures
  - Routine/Minor Maintenance of Flood Control Structures
  - Preventative Maintenance of Flood Control Structures
  - Operation of Erosion Control Structures
  - Routine/minor Maintenance of Erosion Control Structures
  - Preventative Maintenance of Erosion Control Structures
  - Flood Forecasting and Warning-System Operation
  - Ice Management
- Hazard Management
  - Plan Input (Official Plan/Amendment review only)
  - Information (i.e., Watershed Planning/Technical Studies)
- Administration

Funds are provided by lump sum payment for work undertaken from April 1 to March 31 of any given year. Funding is contingent of having local matching levy from the Member Municipalities. Interim and Year End reports are submitted by the LRCA to the MNRF.

Between 1998 and 2019, Provincial Section 39 Transfer Payments to all 36 Conservation Authorities remained at the same level of \$7,400,000. In 2019, mid-way through the budget year, the Provincial Government announced a 48-50% funding cut to all Conservation Authority Section 39 Transfer Payments, effective for the current year. LRCA’s transfer payment was reduced from \$292,380 to \$150,940, resulting in a funding reduction of 48% (\$141,440). This resulted in an emergency mid-year amendment to the budget, which resulted in a cancelation of all planned training, advertising, and capital expenditure spending at Conservation Areas as well as delaying some planned repairs. Funds were reallocated to ensure that the provincially mandated programs were still delivered.

At the time of budget preparation, no confirmation had been received that this long-standing Transfer Payment is forthcoming for the 2023/2024 fiscal year. For budget purposes, staff have budgeted as though the funding would be provided at the reduced

level of \$150,940. If this funding is not forthcoming, it is proposed to utilize funds from the Operating Capital Reserve, which was established to provide operating funds in the event of loss of funds in a given year. Notification of the approval of this funding is consistently delayed annually.

### 2.3.1.2 SOURCE WATER PROTECTION FUNDING

The MECP provides 100% funding to administer the Source Protection program through Provincial Transfer Payment, which is a program under the *Clean Water Act* to protect municipal drinking water systems, which there are two in the LRCA Area of Jurisdiction (i.e., Bare Point Water Treatment Plant (City of Thunder Bay) and Rosslyn Drinking Water System (Municipality of Oliver Paipoonge)).

This program runs on the Provincial fiscal year of April 1 to March 31 of any given year. For the first time, the program has been approved for two years (2022-2023 and 2023-2024). The approved budget for 2022-2023 is \$57,715 and for 2023-2024 is \$58,200 with a total FTE of 0.50 (0.2 FTE Information Systems Coordinator, 0.2 FTE Watershed Manager and 0.1 FTE Admin Clerk/Receptionist).

It is noted that if the Drinking Water Source Protection Transfer Payment was ever eliminated, the cost to administer this mandatory program would be applicable to the City of Thunder Bay and the Municipality of Oliver Paipoonge as sole-benefitting municipalities.

### 2.3.1.3 WATER AND EROSION CONTROL INFRASTRUCTURE FUNDING

MNRF administers the Water and Erosion Control Infrastructure (WECI) funding program, which typically provides an annual five-million-dollar capital investment to fund major maintenance required to maintain Conservation Authority dams and other flood and erosion control structures.

The WECI program provides matching funding to Conservation Authorities for studies or major maintenance of water or erosion control structures that are either owned by, or maintained by Conservation Authorities. Local benefiting municipalities provide matching funds. A committee made up of five Conservation Authority representatives, one MNRF and one Conservation Ontario representative, oversees the program and determines the priority list of eligible projects based on need and level of risk.

Funding is not guaranteed year to year. The LRCA applies for funding when major maintenance or studies are required on the Neebing-McIntyre Floodway or if major maintenance (i.e., soil nailing) is required on City of Thunder Bay owned land on Victor Street along the banks of the Kaministiquia River.

Staff will be applying for WECI funding for the 10-year update of the Floodway Integrity Study in 2023, which if successful would fund 50% of the study. If the funding application is unsuccessful, staff will assess whether or not the project can be deferred.

## 2.3.2 MUNICIPAL LEVY

### 2.3.2.1 LEVY – ALL

Operation and Capital Project costs that benefit all Member Municipalities is levied to all Member Municipalities based on their proportion of the Modified Current Value Assessment (see Section 2.4).

### 2.3.2.2 SOLE- BENEFITTING LEVY

A sole-benefitting levy is applied to a single Municipality for work undertaken by the LRCA upon which they are sole-benefitting. The operation and maintenance of the Neebing-McIntyre Floodway and Victor Street erosion protection (City owned land) are included in the sole-benefitting levy of the City of Thunder Bay. Another example is the completion, updating or maintenance of floodplain mapping, where the municipality/municipalities upon which the watershed is located are levied for that cost of the project.

## 2.4 MODIFIED CURRENT VALUE ASSESSMENT (MCVA)

Modified Current Value Assessment (MVCA) means a method of apportioning an authority's operating and capital costs that is based on the MCVA of the properties within the authority's area of jurisdiction (as outlined in O. Reg. 402/22). Municipal Current Value Assessment values are modified for conservation authorities where only a portion of a municipality falls within an area of jurisdiction of an authority. Since the LRCA's Member Municipalities are geographically entirely within the LRCA area of jurisdiction, no modification of the CVA is required. The Modified Current Value Assessment (MCVA) data is provided by the MNRF annually, which is then used to calculate the levy-all for each Member Municipality. Each Conservation Authority has an Agreement regarding the use of Modified Property Assessment Information with MNRF. Generally, this data is received by the Conservation Authority in late August. Since adoption of the CVA method, the levy percentage for Member Municipalities fluctuates annually.

For population data, reliance on the information from Statistics Canada is used, as the information received within the MCVA is not reflective of the actual population in our Member Municipalities. Representation on the Board is determined by the population of the applicable Member Municipality as detailed in the *Conservation Authorities Act*.



## 2.5 BUDGET APPROVAL PROCESS

The *Conservation Authorities Act* and O. Reg. 402/22 outline the process of approving Conservation Authority budgets, specifically the process of approving the annual Municipal levies.

### 2.5.1 O. REG. 402/22: BUDGET AND APPORTIONMENT

O. Reg. 402/22: Budget and Apportionment specifies that the 2024 budget and all subsequent budgets must adhere to this regulation. It provides details on the budget process and municipal apportionment methods for levying participating municipalities and includes revocation of the previous regulations that governed municipal levies (O. Reg. 670/00 and O. Reg. 139/96). The 2023 budget has been prepared adhering to the upcoming legislative requirements.

The regulated budget process includes:

#### First Phase

Budget must include:

- All sources of revenue (other than municipal levy)
- Categorize operating expenses into Category 1, 2 and 3
- Categorize capital expenses into Category 1, 2 and 3
- Amount of levy for each Member Municipality
- Specify if the Authority considered opportunities to raise and use self-generated revenue to help finance the authority's operations, including the programs and services it provides, a description of what the authority considered

Budget must:

- Apply any relevant revenue to specific programs to offset levy
- Apply Modified Current Value Apportionment method to determine levy for each program
- Apply Benefit Based Apportionment method to sole benefitting programs (i.e., Floodway, Victor Street Erosion)

#### Second Phase

Draft Budget Process:

1. Notify all Member Municipalities of Draft Budget meeting if a Member Municipality will owe levy for Category 1 *Clean Water Act* programs and Services.
  - a. Advise of amounts owing or to be owed for Category 1 *Clean Water Act* programs and services.
2. Hold meeting to consider draft budget.
3. Hold vote on whether or not to approve the draft budget for consultation.

- a. If there is a levy for Category 1 *Clean Water Act* programs and services, hold a separate vote of Members from applicable municipalities for that portion of the draft budget.
- b. Vote is a one-member-one vote method.
4. Send Member Municipalities a copy of the Draft Budget and all financial information relating to the apportionment of operating and capital expenses.
5. Post a copy of the Draft Budget and financial information on Governance section of Authority's website.
6. Consult as necessary with Member Municipalities on draft budget in order to finalize final budget.

### Third Phase

#### Final Budget Approval Process:

1. Notify all Member Municipalities of Budget meeting.
  - a. Notification must be at least 30 days prior to meeting.
  - b. Must include copy of most recent draft of the budget.
  - c. Must specify amount of levy for the given year.
2. Hold meeting to approve budget.
3. Hold a recorded vote to municipal levy/amounts owing.
  - a. If there are any Category 1 *Clean Water Act* apportionments, hold a vote with participating municipality representatives.
  - b. Weighted vote to approve municipal levy/amounts owing.
  - c. Authority can not send a notice of apportionment unless a vote has occurred.
4. Hold a recorded vote to approve final budget.
  - a. One -member-one vote to approve final Budget Document.
5. "Promptly" after the final budget process is approved, provide a copy of the final budget to the Minister and each Member Municipality.
6. Post final budget on the Authority's website in the Governance section.

## 2.5.2 BUDGET APPROVAL METHODS

Quorum must be achieved to approve the budget (i.e., 6 of 11 members must be present. Voting by proxy is not permitted.

For each phase of the budget approval process, the following budget approval method shall be used:

- Draft Budget
  - Decide on whether to approve draft budget for consultation
    - one-member-one-vote method
- Final Budget
  - Municipal levy/amounts owing

- recorded weighted majority vote
- Budget document
  - recorded one-member-one-vote

***Weighted Majority Vote:***

As outlined O. Reg. 402/22 Section 19, a recorded weighted vote is to be conducted to approve the levy/amounts owing in the Final Budget.

The following rules apply:

- Each Members vote shall be weighted according to the ratio of the MCVA for applicable Member Municipality.
- Approval requires 51%, based on the weighted percentage of those present.
- In the case of a tie vote, the vote is lost.
- If a municipality appoints more than one member to the authority, each members' votes shall be equal to the municipality's weighted vote divided by the number of members the municipality appoints to the authority.
- A municipality shall not have a weighted vote of more than 50 percent of the total weighted value for all the votes to be cast unless the municipality appoints more than 50 percent of the members to the authority.
- Absent members percentage does not carry to the members present from their Municipality (only applies to the City of Thunder Bay, as they have four members).
- Must be a recorded vote.

For weighted voting, the weighting of the votes is based on the applicable year's MCVA values provided annually by the MECF. In the case of the City of Thunder Bay, where their MCVA apportionment is greater than 50%, their members are equally apportioned 50% of the total vote, as no one municipality can hold greater than 50 percent of the vote for the weighted majority vote.

**Weighted Vote Allocations:**

Municipality	# of Members	2023 CVA (%)	Vote %
City of Thunder Bay	1	85.88	12.5
	1		12.5
	1		12.5
	1		12.5
Conmee	1	0.44	1.57
Dorion	1	0.29	1.03
Gillies	1	0.25	0.89
Neebing	1	2.26	7.95
O'Connor	1	0.47	1.67
Oliver Paipoonge	1	5.50	19.48
Shuniah	1	4.91	17.41
<b>TOTAL</b>	<b>11</b>	<b>100</b>	<b>100</b>

Example: Conmee =  $(0.44 / (100 - 85.88)) \times 50$

**One-Member-One-Vote Method:**

A one-member one-vote (i.e. majority vote) is to be conducted to approve consultation of the draft budget and approval of the Budget Document. Each member present has an equal weighting of their vote.

**Majority Vote Allocations:**

Municipality	# of Members	% Vote
City of Thunder Bay	1	9.09
	1	9.09
	1	9.09
	1	9.09
Conmee	1	9.09
Dorion	1	9.09
Gillies	1	9.09
Neebing	1	9.09
O'Connor	1	9.09
Oliver Paipoonge	1	9.09
Shuniah	1	9.09
<b>TOTAL</b>	<b>11</b>	<b>100</b>

## 2.6 ASSET MANAGEMENT PLAN

TBT Engineering Consulting Group completed the LRCA Asset Management Plan (AMP) in July 2016, which was updated in 2021 by KGS Group. The AMP provided insight into the current condition of the Authority's assets and a timeline indicating recommended repairs, maintenance and replacement of assets. The goal of the AMP is to provide a

strategy to achieve and maintain the desired level of services for each asset while maintaining financial goals.

The Asset Management Plan is updated every five years. The next update will occur in 2026.

## 2.7 RESERVE POLICY

The Authority has an approved Reserve Policy (FIN-04) which outlines how the various reserves are to be managed. A summary of planned appropriations to and from Reserves is included in Section 4.

## 2.8 PURCHASING POLICY

The LRCA approved Purchasing Policy (FIN-06), which was updated in 2019, guides all purchasing.

## 2.9 LAKEHEAD CONSERVATION FOUNDATION

The Lakehead Conservation Foundation was formed in 1987 as it became evident that funding from the Province of Ontario was decreasing. Since inception, the Foundation has donated \$816,290 towards these programs. Their annual contribution has been typically \$20,000 and is allocated for environmental education and other special projects.

Due to COVID-19 in 2021 the annual Dinner and Auction and the Wine Tasting Fundraising events were cancelled, and in 2022 the Dinner Auction was cancelled resulting in a loss in revenue of approximately \$20,000.00 each year, and subsequently no donation to the LRCA. The LCF is planning on hosting both events in 2023. Future donations will be determined based on the success of the events.

## 2.10 CONSERVATION ONTARIO

Conservation Ontario (CO) is the network or umbrella organization of the 36 Conservation Authorities similar to the Association of Municipalities (AMO). Decisions made at CO Council Meetings do not bind individual Conservation Authorities unless specifically adopted by the Conservation Authority. CO advocates on behalf of the collective and has been instrumental during the transition from MNR to MECP and during the current *Conservation Authorities Act* review process. Typically, both the Chair and CAO attend the quarterly CO Council Meetings; however, due to COVID-19 the meetings have been held virtually; however, are expected to go back to in-person in 2023. The LRCA pays an annual levy to CO.

## 2.11 PROGRAMS AND SERVICES

In October 2021 the MECP released O. Reg. 686/21: Mandatory Programs and Services and O. Reg. 687/21: Transition Plans and Agreements under the *Conservation Authorities Act*. The purpose of the transition period is to provide conservation authorities and municipalities with the time to address changes to the budgeting and levy process based on the delivery of mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and to reach agreements.

As required in O. Reg. 687/21: Transition Plans and Agreements the following requirements have been completed:

- **Transition Plan** (November 24, 2021): Included a timeline/workplan to meet the requirements for the first and second phases of the transition period.
- **Inventory of Programs and Services** (February 28, 2022): List of all the programs and services that the authority was providing at that time, and those that it intends to provide as of January 1, 2024. Summarized programs into Category 1, 2 and 3 and detailed how they were funded.

The Act outlines programs areas which have been categorized into three categories:

### 2.11.1 CATEGORY 1 – MANDATORY PROGRAMS AND SERVICES

*Mandatory programs and Services (as outline in the Act)*

**21.1 (1)** *An authority shall provide the following programs or services within its area of jurisdiction:*

1. *A program or service that meets any of the following descriptions and that has been prescribed by the regulations:*
  - i. *Programs and services related to the risk of natural hazards*
  - ii. *Programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title.*
  - iii. *Programs and services related to the authority's duties, functions and responsibilities as a source protection authority under the Clean Water Act, 2006.*
  - iv. *Programs and services related to the authority's duties, functions and responsibilities under an Act prescribed by the regulations.*

3. *A program or service, other than a program or service described in paragraph 1, that has been prescribed by the regulations on or before the first anniversary of the day prescribed under clause 40 (3) (i).*

Within the budget the Mandatory Programs and Services are categorized under each of the following categories:

- Risk of Natural Hazards
  - Floodplain Mapping
  - Technical Studies
  - Communications and Outreach
  - Flood Forecasting and Warning
  - Drought and Low Water Response
  - Ice Management
  - Infrastructure: Neebing-McIntyre Floodway
  - Infrastructure: Victor Street Erosion
  - Review of Proposal Under an Act
  - Plan Review Comments
  - Administering and Enforcing the Act (Section 28 Development Regulations)
- Conservation and Management of Lands
  - Conservation Areas
  - Administer Section 29 Regulations in Conservation Areas
  - Other owned land
- Source Protection
- Other Programs and Services
  - Water Quality and Quantity Monitoring: Provincial Groundwater Monitoring Network
  - Water Quality and Quantity Monitoring: Provincial Water Quality Monitoring Network
  - Watershed-based Resource Management Strategy (new mandated requirement due December 31, 2024)

## 2.11.2 CATEGORY 2 – NON-MANDATORY PROGRAMS AND SERVICES AT THE REQUEST OF A MUNICIPALITY

*Municipal programs and services (as outlined in the Act)*

**21.1.1 (1)** *An authority may provide within its area of jurisdiction municipal programs and services that the authority agrees to provide on behalf of a municipality*

*situated in whole or in part within its area of jurisdiction under a memorandum of understanding or such other agreement as may be entered into with the municipality in respect of the programs and services.*

On November 28, 2022, the *More Homes Built Faster Act* (Bill 23) was passed and subsequently O. Reg. 596/22 (Prescribed Acts) came into affect on January 1, 2023. This legislation impacts the LRCA's Category 2 programs as outlined in the Inventory of Programs.

Within LRCA's current Inventory of Programs, the Category 2 programs included:

- Mapping Service
  - GIS mapping service provide to Municipality of Oliver Paipoonge, Township of Dorion and the Lakehead Rural Planning Board, as a fee for service.
- Natural Heritage Planning Review
  - New proposed program that would provide natural heritage commenting on all planning applications within the City of Thunder Bay. Subject to approval by City Council.

Effective January 1, 2023, the following section was added to the *Conservation Authorities Act*:

**21.1.1 (1.1)** *An authority shall not provide under subsection (1), within its area of jurisdiction, a municipal program or service related to reviewing and commenting on a proposal, application or other matter made under a prescribed Act.*

Where the prescribed Acts are outlined in O. Reg. 596/22:

The following Acts are prescribed for the purposes of subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act:

1. The *Aggregate Resources Act*.
2. The *Condominium Act, 1998*.
3. The *Drainage Act*.
4. The *Endangered Species Act, 2007*.
5. The *Environmental Assessment Act*.
6. The *Environmental Protection Act*.
7. The *Niagara Escarpment Planning and Development Act*.
8. The *Ontario Heritage Act*.
9. The *Ontario Water Resources Act*.
10. The *Planning Act*.



The new legislation prohibits the LRCA from providing the “Natural Heritage Planning Review” program as proposed to the City of Thunder Bay. Staff will be removing this program from the Inventory of Programs. The “GIS Mapping Service” program will continue to be offered to the applicable municipalities.

### 2.11.3 CATEGORY 3 – NON-MANADATORY PROGRAMS AND SERVICES

*Other programs and services (as outlined in the Act)*

**21.1.2 (1)** *In addition to programs and services described in section 21.1 ad 21.1.1, an authority may provide, within its area of jurisdiction, any other programs and services that it determines are advisable to further the purposes of this Act.*

**NEW AS OF JANUARY 1, 2023 - (1.1)** *An authority shall not provide under subsection (1), within its area of jurisdiction, a program or service related to reviewing and commenting on a proposal, application or other matter made under a prescribed Act.*

**(2)** *On and after the day prescribed by the regulations, if financing under section 25 or 27 by a participating municipality is necessary in order for the authority to provide such programs and service authorized to be provided under subsection (1), the program or service shall not be provided by the authority unless an agreement that meets the following criteria has been entered into between the authority and the participating municipality in respect of the program and service:*

1. *The agreement must provide for the participating municipality to pay to the authority,*
  - i. *An apportioned amount under section 25 in connection with a project related to the program or service, or*
  - ii. *An apportioned amount under section 27 in respect of the program or service.*
2. *The agreement must include provisions setting out on which the agreement terminates and a requirement that it be reviewed by the parties within the period specified in the regulations for the purpose of determining whether or not the agreement is to be renewed by the parties.*
3. *The agreement must meet such other requirements as may be prescribed by the regulations.*

Category 3 programs included in the budget include:

- Education
  - Environmental Education
  - Nature Interpretive Programming
- Stewardship

- Superior Stewards
- Tree Seedling
- Private Land Stewardship
- Environmental Research
  - Low Impact Development Research with PhD Student

#### 2.11.4 CORPORATE SERVICES

Corporate Services that apply to all program areas are considered an enabling service and are categorized as a separate budget category. They are considered to be applicable to all Member Municipalities and are part of the levy-all. Subservices within this category include:

- Corporate Services
  - Administration
  - Community Relations
  - Vehicle and Equipment Program
  - Information Technology Management
  - Corporate GIS

Currently the *Conservation Authorities Act* defines the following terms:

**Administration costs:** means salaries and travelling expenses of members and employees of an authority, office rent, maintenance and purchase of office equipment, expenses connected with exhibits, visual equipment and printed matter for educational purposes, all expenditures necessary for carrying out the objects of an authority other than capital expenses and maintenance costs of projects.

On July 1, 2023, the day named by proclamation of the Lieutenant Governor, the definition of administration costs is repealed, and the following definition will be added:

**Operating expenses:** include,

- a) salaries, per diems and travel expenses of employees and members of an authority,
- b) rent and other office costs,
- c) program expenses,
- d) costs that are related to the operation or maintenance of a project, but not including the project's capital costs, and
- e) such other costs as may be prescribed by regulation.

### 3 2023 BUDGET

The 2023 Budget document contains details for the Lakehead Region Conservation Authority's (LRCA) planned operations and capital activity. The Budget has been set at \$2,892,484 which includes a total levy of \$1,793,799 of which all Member Municipalities pay \$1,077,302 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$716,497). The budget has a 2.35% levy-all increase compared to the 2022 approved budget.

#### *BUDGETED REVENUE*

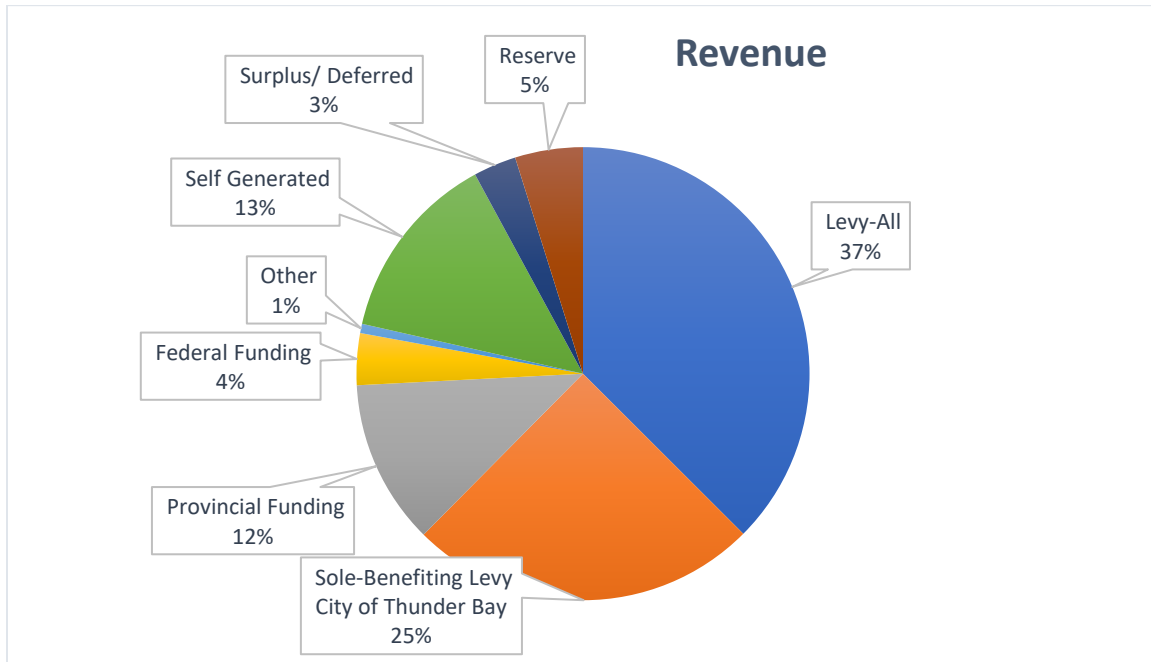
The LRCA draws revenue from a variety of sources:

- Municipal levies
- Provincial transfer payments (MNRF)
- Other Transfer Payments for specific purposes (i.e., Source Water Protection)
- User fees (i.e., parking fees, education programs, permit fees, etc.)
- Reserves and prior years deferred revenue
- Donations from the Lakehead Conservation Foundation
- Other miscellaneous sources of revenue (i.e., property rental, interest, etc.)
- Other funding sources (vary from year to year)

*\*See Section 2.3 – Sources of Funding for a detailed analysis*

Projected Revenues by category:

**FIGURE 1: 2023 PROJECTED REVENUES**



Significant revenue sources budgeted for 2023 include the following:

- \$1,077,302 – Levy-all
- \$716,497 – Levy – City of Thunder Bay (sole-benefitting)
- \$150,940 – MNRF Section 39 Provincial Transfer Payment
- \$40,000 – MNRF Shoreline Stewardship
- \$31,700– ECCC Floodway Corridor Wildlife Habitat
- \$12,955 – ECCC Mountdale Boat Launch
- \$15,500 – ECCC Waterfront Shoreline Restoration
- \$32,000 - ECCC Boulevard Lake Naturalization Project
- \$57,716 – MECP – Source Water Protection
- \$100,000 – Interest income

Other grants that the LRCA intends to apply for in 2023 include:

- TD Friends of the Environment (\$20,000)
- Canada Summer Jobs (\$10,566)

This budget has been prepared based on estimates of potential revenue from various funding sources, which will be dependent on successful funding applications. Some of the projects included in the budget will only be completed if grant funding is successfully

obtained. Additional applications for other programs may be completed as funding becomes available throughout the year.

### *CONSIDERATION OF OPPORTUNITIES TO RAISE AND USE SELF-GENERATED REVENUE*

Per O. Reg. 402/22, Section 13(2)8, the budget must provide a description of what opportunities the authority considered to raise and use self-generated revenue to help finance the authority's operations, including the programs and services it provides.

Currently the LRCA's self generated revenue is derived from fee for service and user fees from the following sources:

- Interest
- Mapping Service (Category 2 program)
- Education programming fees (Category 3 program)
- Plan Input fees
- Section 28 Permit fees
- Lawyer Inquiry fees
- Explore Card sales
- Coin boxes for parking/day use fees at:
  - Mills Block Forest
  - Little Trout Bay
  - Cedar Falls
  - Hurkett Cove
  - Wishart Forest
  - Silver Harbour
  - Hazelwood Lake
- Pay and Display Units for parking fees at (enforced under City of Thunder Bay Parking By-Law)
  - Mission Island Marsh
  - Cascades
  - Silver Harbour (new as of 2023)

Due to the increased revenue generation from the installed pay and display units at Cascades and Mission Island Marsh, in 2023 in an effort to increase revenue generation at Silver Harbour Conservation Area, a pay and display unit will be installed to collect the \$5.00 Day Use fee, which will be enforced under the *Conservation Authorities Act*.

The Fee Schedule will be reviewed annually to determine the annual fee rates, as approved by the Board. On December 28, 2022 a Minister's Direction was issued to Conservation Authorities prohibiting them from changing fees related to reviewing and commenting on planning and development related proposals or land use planning

policies, or fore permit issued by the Conservation Authority for the period of January 1, 2023 to December 31, 2023.

Increased revenue will used to offset levy and reinvest in amenities provided at Conservation Areas.

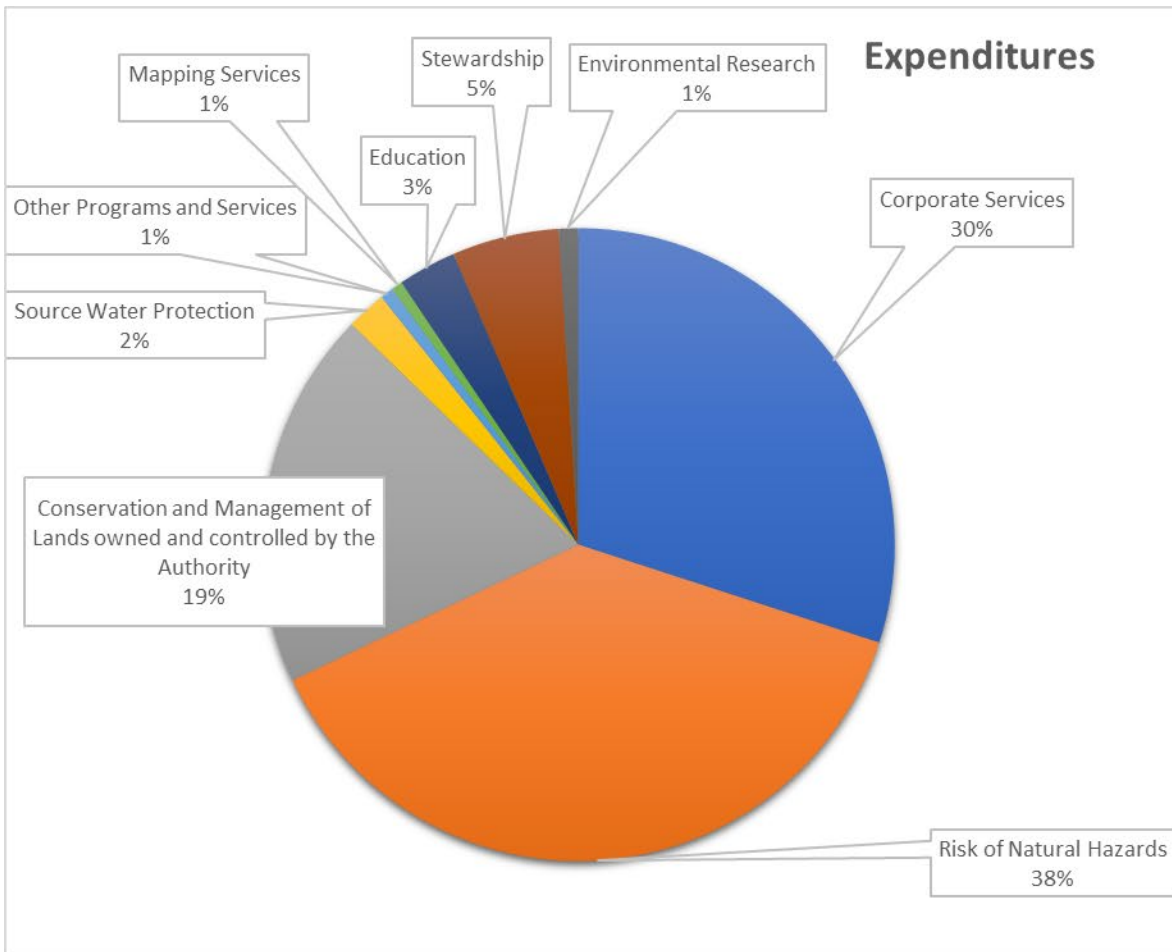
**BUDGETED EXPENDITURES**

The 2023 Budget is categorized into nine categories as listed below:

Projected Expensed by category include:

- 1) Corporate Services
- 2) Risk of Natural Hazards
- 3) Management, Operations and Maintenance of Authority Owned Lands
- 4) Drinking Water Source Protection
- 5) Other Programs and Services as described in Section 21.1(2) of the Act
- 6) Mapping Services
- 7) Education
- 8) Stewardship
- 9) Environmental Research

**FIGURE 2: 2023 PROJECTED EXPENSES BY PROGRAM**



### 3.1 CORPORATE SERVICES

Corporate Services include programs that apply to all programs and services and the general overall management of the organization.

#### *ADMINISTRATION*

<b>Expenditures</b>	<b>\$637,471</b>	
Annual	\$637,471	Travel and training (admin staff)
		Wages and benefits (admin staff)
		Insurance
		Professional fees, subscriptions, memberships
		Conservation Ontario levy
		Security monitoring
		Vehicle rental
		Board Member allowance (per diems, travel, meeting expenses)
		Audit fees
		Latonnell Conference
		Legal fees
		Bank fees
		Computer equipment and software
		Photocopying
		Postage
		Stationery and office supplies
		Utilities
		Annual Report
		Telephone
		Northern Ontario Safety Group
		Health and Safety Training
One-Time		
<b>Revenue</b>	<b>\$637,471</b>	
Grants	\$150,940	MNRF Section 39
Self-Generated	\$111,788	Interest Revenue \$100,000, DFO Inspections \$2,000, SWP Admin Fee \$8,375, Various Revenues \$1,413
Levy-All	\$333,843	
Prior Year Surplus	\$40,900	



### COMMUNITY RELATIONS

Community Relations applies to all programs and includes: promoting the Authority; media relations; website; creation of publications (i.e., fact sheets, annual report, etc.) and other materials; and watershed-wide communication and promotion of LRCA and its programs to watershed residents, municipalities, and other agencies. Annually the LRCA produces a calendar, which is fully funded by paid advertising.

<b>Expenditures</b>	<b>\$108,471</b>	
Annual	\$108,471	Staff wages
		Vehicle rental
		Advertising
		Training
		Booth rentals
		Promotional items
		Website
		Calendar Expenses (\$6,000)
One-Time		
<b>Revenue</b>	<b>\$108,471</b>	
Grants		
Other	\$6,700	Other Revenue \$700, Calendar Revenue \$6,000
Levy-All	\$101,771	
Prior Year Surplus		

### VEHICLE AND EQUIPMENT PROGRAM

The Vehicle and Equipment Program is utilized to internally charge LRCA programs vehicle related usage costs to self fund all vehicle and equipment costs, including replacement, in the form of a Reserve.

The following table illustrates the 2023 Vehicle and Equipment Program Budget for revenue and expenses, which shows the actual revenue and expenses for the previous three years. The projected surplus at the end of the financial year is to be transferred into the Replacement of Vehicle/Equipment Reserve.

#### Lakehead Region Conservation Authority 2023 Vehicle and Equipment Budget

	2023 BUDGET	2022 BUDGET	2021 BUDGET
<b>Revenue:</b>			
Vehicle rental recoveries	33,000.00	35,750.00	36,600.00
Equipment rental recoveries	3,000.00	3,000.00	3,000.00
	36,000.00	38,750.00	39,600.00
<b>Expenses:</b>			
Insurance	5,000.00	4,800.00	4,400.00
<b>Vehicles:</b>			
Repairs and maintenance	5,000.00	5,500.00	5,500.00
Annual safety check	900.00	900.00	900.00
Licenses	500.00	1,000.00	1,000.00
Fuel	9,000.00	7,800.00	7,775.00
<b>Equipment:</b>			
Fuel	2,300.00	1,500.00	1,400.00
Repairs and maintenance	3,500.00	3,000.00	2,000.00
Small Tools	500.00	500.00	500.00
	26,700.00	25,000.00	23,475.00
<b>Transfer to V/E Reserve</b>	<b>9,300.00</b>	<b>13,750.00</b>	<b>16,125.00</b>

#### Reserve for Vehicle/Equipment Replacement

Budgeted Purchases from Reserves:

Utility Trailer	3,000.00
Riding Lawn Mower	7,005.00
Walk behind Sickle Mower	5,537.00
<b>Total</b>	<b>15,542.00</b>

### *INFORMATION TECHNOLOGY MANAGEMENT*

Information Technology Management is provided to all programs and services. It includes all hardware and software and is managed by the Information Systems Coordinator.

<b>Expenditures</b>	<b>\$44,177</b>	
Annual	\$44,177	Staff wages
		Accounting Software
		Adobe upgrades
		Bitdefender upgrade
		Office 365 upgrade
		Dalto Alto Cloud Backup
		Computer purchases
		Travel and Training
One-Time		
<b>Revenue</b>	<b>\$44,177</b>	
Grants		
Other		
Self-Generated		
Levy-All	\$44,177	
Prior Year Surplus		

### *CORPORATE GIS*

Corporate GIS is provided to all programs and services. It includes the overall management of data and GIS software and is managed by the Information Systems Coordinator.

<b>Expenditures</b>	<b>\$26,298</b>	
Annual	\$25,780	Staff wages
		ESRI Software
		Hardware
One-Time		
<b>Revenue</b>	<b>\$26,298</b>	
Grants		
Other		
Self-Generated		
Levy-All	\$26,298	
Prior Year Surplus		

## 3.2 CATEGORY 1: MANDATORY PROGRAMS AND SERVICES

Two summer students will be hired in 2023 for 16 weeks including: a Water Resources Technologist Assistant and a Civil Technician.

The Water Resources Technologist Assistant will assist the GIS/Water Resources Technologist and Development Regulations Officer with the following program areas:

- PGMN
- PWQMN
- Bathing Beach Sampling
- Filing and data management.

The Civil Technician will continue with the Culvert Analysis Project that was initiated in 2021 in the Municipality of Neebing. In rural areas within the LRCA's Area of Jurisdiction, where there is no completed floodplain mapping, the civil technician using available tools such as the Ontario Flow Assessment Tool and culvert sizing estimating methods will assess existing water crossings and their capacity to provide access and egress during various return period flood events. Data for the project will be compiled from existing Asset Management data compiled by the respective Township/Municipality. This information will be compiled into a report(s) categorized by Township/Municipality, summarizing the findings including identifying features that may impact access and egress (i.e., undersized culverts, dead end roads, etc.) and the location of critical infrastructure such as schools, etc. This information will be used by the LRCA when commenting on Planning Applications and Permit Applications; will be provided to the respective Township/Municipality for use in asset management (i.e., prioritize the replacement of water crossings that do not provide access and egress) and emergency planning (i.e. emergency access routes, etc.). It is anticipated that the work within the Municipality of Neebing will continued in 2023, after which the next Township/Municipality report will be started.

### 3.2.1 RISK OF NATURAL HAZARDS

Mandatory Programs and Services related to the risk of natural hazards.

#### *FLOODPLAIN MAPPING*

The Regulatory Floodplain is the approved standard used in a particular watershed to define the limit of the flood plain for regulatory purposes. Adaptive watershed management requires a preventative and proactive approach to address the potential impacts of urbanization and climate change.

The Authority completed various floodplain mapping studies, which are currently used during the administration of the Regulations and for Plan Input and Review purposes. When the studies were completed, partial funding was provided under a variety of government funding programs. The studies were completed between 1979 and 1985, with McVicar Creek updated in 1995.

In recent years, utilizing National Disaster Mitigation Funding, updates to floodplain mapping studies were completed including:

- McIntyre River (2015),
- Neebing River (2018),
- McVicar Creek (2019),
- Kam River (2020),
- Pennock Creek, (2020),
- Mosquito Creek, (2020).

Completed studies are shared with applicable Member Municipalities for use by the engineering departments, for asset management and to be incorporated into their Official Plan and Zoning By-Law.

It is important for the recently updated Watershed hydraulic models to be updated regularly to reflect newly installed/modified infrastructure, such as culverts and bridges, and other changes that are proposed or permitted through the regulations process. Protocols for updating the hydraulic model are needed to ensure that updates are performed efficiently and on a regular schedule with clear communication between the LRCA, Municipality and the Consultant updating the models. A Consultant will be hired to complete the updates to the models. Any changes to the watersheds allowed through the regulation process, or otherwise identified, will be tracked by LRCA and sent to the Consultant. As the anticipated updates will occur within the City of Thunder Bay, the costs will be part of a sole-benefitting levy to the City of Thunder Bay.

<b>Expenditures</b>	<b>\$46,346</b>	
Annual	\$46,346	Maintenance of current models and annual updates to existing models
<b>Revenue</b>	<b>\$46,346</b>	
Grants		
Other		
Levy-Sole Benefitting City of Thunder Bay	\$46,346	
Prior Year Surplus		

### *TECHNICAL STUDIES*

Studies, mapping and data collection to understand the risks related to natural hazards including how those risks might be affected by climate change. Development of plans and policies to support the delivery of programs.

<b>Expenditures</b>	<b>\$2,216</b>	
Annual	\$2,216	Staff wages
<b>Revenue</b>		
Grants		
Levy-All	\$2,216	
Prior Year Surplus		

### *COMMUNICATIONS AND OUTREACH*

Promoting public awareness of natural hazards including flooding, drought and erosion including: public events and materials; social media services; website; and media relations.

In 2023, the Authority will purchase an augmented reality table to enhance the learning experience. The augmented reality table is an interactive teaching tool designed to show in real-time the affect of rainfall events. The table utilizes a projector, a special camera, and a computer with a high-performance graphics card. The sand in the table can be physically manipulated to simulate topographical features; the camera scans the contours of the sand and projects a corresponding digital contour map onto the surface. Shadows cast by hands over top of the sand then cause “rainfall events” which can then simulate flooding, lakes, rivers, and watersheds. Additionally, the ability to have accurate topographical plates of the Neebing-McIntyre Floodway 3D printed can be utilized to simulate the operations of the Floodway. This technology was first observed by staff at the Conservation Areas Workshop. Lakehead University, who would be hired to design and build the table for the LRCA, has brought their table to the Lakehead Children’s Water Festival. This table will be utilized as an interactive teaching tool for communicating to the public the effects of stormwater, how watersheds work, and how the LRCA helps protect people and property from the natural hazard of flooding.

<b>Expenditures</b>	<b>\$15,645</b>	
Annual	\$10,645	Staff wages
		Clothing Allowance
One-Time	\$5,000	Augmented Reality table
<b>Revenue</b>	<b>15,645</b>	
Grants		
Levy-All	\$15,645	
Prior Year Surplus		

### *FLOOD FORECASTING AND WARNING*

This includes procedures undertaken by the LRCA required to reduce this risk of loss of life and property damage due to flooding through the forecasting of flood events and the issuing of flood messaging (i.e., Watershed Conditions Statements, Flood Watch and Flood Warnings) to prepare those who must respond to the flood event. Additionally, this includes development and implementation of a comprehensive system developed to guide and implement Flood Forecasting and Warning activities, to effectively manage flood control structures and to provide guidance during the response to a flood.

Annual measures include:

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

<b>Expenditures</b>	<b>\$46,730</b>	
Annual	\$46,730	Staff wages
		Vehicle rental
		Materials and supplies
		Insurance
		Staff training (Flood Forecasting workshop, WISKI training)
		WISKI software annual maintenance fees
		Computer and office equipment, network repairs
		Boot Allowance
		Clothing Allowance
One-Time		
<b>Revenue</b>	<b>\$46,730</b>	
Grants		
Other		

Levy-All	\$46,730	
Prior Year Surplus		

### *DROUGHT AND LOW WATER RESPONSE*

In conjunction with the MNRF, the Authority administers the Ontario Low Water Response program within the LRCA area of jurisdiction, which is a response plan to minimize the effects of drought. The program includes condition monitoring and analysis and technical support to the Water Response Team representing major water users and decision makers who recommend drought response actions.

<b>Expenditures</b>	<b>\$4,023</b>	
Annual	\$4,023	Staff wages
		Materials and equipment
<b>Revenue</b>	<b>\$4,023</b>	
Grants		
Other		
Levy-All	\$4,023	
Prior Year Surplus		

### *ICE MANAGEMENT*

Ice Management is a new program area, as outlined as a mandatory program. The program will be developed in 2023. The program will involve inspecting ice issue areas, identifying risks and support for any required mitigation. Prior to December 31, 2024, an Ice Management Plan is mandated to be developed.

<b>Expenditures</b>	<b>\$8,046</b>	
Annual	\$8,046	Staff Wages
<b>Revenue</b>		
Grants		
Other		
Levy-All	\$8,046	
Prior Year Surplus		

### *INFRASTRUCTURE: NEEBING-MCINTYRE FLOODWAY*

#### *OPERATING*

This category includes costs associated with the operation and minor maintenance of flood control structures, the primary purpose of which is to provide protection to life and property. This includes all costs related to the Neebing-McIntyre Floodway. Overall, flood control services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damages and loss of life.



<b>Expenditures</b>	<b>\$175,275</b>	
Annual	\$175,275	Annual structural inspections of Neebing Weir and Diversion Structure
		Floodway water level monitoring
		Minor maintenance (tree removal, minor repairs, etc.)
		Hiring of two summer students (14 weeks) to complete Floodway maintenance
		Staff wages
		Vehicle rental
		Materials and supplies
		Insurance
		Property Taxes
One-Time		
<b>Revenue</b>	<b>\$175,275</b>	
Grants		
Other		
Self-Generated	\$500	CLE Land Rental
Levy Sole-Benefiting City of Thunder Bay	\$174,775	
Prior Year Surplus		

### *CAPITAL*

This category includes costs associated with the capital and major maintenance of flood control structures, the primary purpose of which is to provide protection to life and property. This includes all costs related to the Neebing-McIntyre Floodway. Overall, flood control services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damages and loss of life.

The Floodway has provided 39 years of continuous operation since completion in 1984. In 2023, a consultant will be hired to update the Neebing-McIntyre Floodway Integrity Study, which is updated every 10 years. The study will be a comprehensive review of the original design assumptions versus the actual observed and predicted performance. The schedule of long-range maintenance will be reviewed as part of the study and will be used to confirm future required funds to maintain the integrity of the Floodway.

<b>Expenditures</b>	<b>\$506,377</b>	
Annual	\$356,377	Annual Levy to deferred for future use
One Time	\$150,000	Floodway Integrity Study
<b>Revenue</b>	<b>\$506,377</b>	
Grants	\$75,000	WECI will be applied to for 50% of the cost of the study. If not successful, the full cost will be funded by current year levy.
Other		
Levy- Sole-Benefiting City of Thunder Bay	\$431,377	A constant amount is levied annually, with funds not needed in the given year placed in a deferred fund for future years in order to avoid the highs and lows when major maintenance is required. LRCA staff maintains a timeline for major maintenance required on the Floodway, which is used to calculate required future funds needed in order to provide a consistent and manageable annual levy to the City of Thunder Bay. As the Floodway is an essential part of mitigating the risk to life and property, the LRCA must guarantee funds are available to ensure the integrity of the Floodway is maintained.

Some of the larger (over \$100,000) major maintenance expected to be required in the next 10 years include:

- 2023 – Integrity Study (completed every 10 years)
- 2024 – Diversion Channel Dredging
- 2025 - Dredging Island Drive to CPR Bridge
- 2028 – Dredging Balmoral Sediment Trap
- 2031 – Dredging Island Drive to Lake

The 2023 Integrity Study will review current estimated maintenance dates and costs that will inform future budgets.

Major maintenance projects are eligible for Provincial Transfer Payment Water and Erosion Control Infrastructure (WECI) funding which the LRCA applies for the year the work is undertaken; however, the allocation of WECI funds varies year-to-year and is not guaranteed year-to-year; therefore, total costs of major maintenance are used in determining required future funds. Any additional funding obtained through WECI will result in the levy being carried forward for future year’s projects and adjusting the long-

term projections accordingly. The future of the WECl program is unknown due to the change in Ministry oversight of Conservation Authorities, and the change in government.

***INFRASTRUCTURE: VICTOR STREET EROSION***

***OPERATING***

This category includes costs associated with the minor maintenance of erosion control structures on City of Thunder Bay owned land on Victor Street and protection of City owned infrastructure along Kam riverbank. The primary purpose of which is to provide protection to life and property. Overall, erosion control services reduce watershed resident’s exposure to the threat of property damages and loss of life. This area has historically been managed/monitored on behalf of the City of Thunder Bay.

<b>Expenditures</b>	<b>\$20,541</b>	
Annual	\$20,541	Victor Street soil nailing, slope inspection (2x/year) Staff wages
One-Time		
<b>Revenue</b>	<b>\$20,541</b>	
Grants		
Self-Generated		
Levy Sole-Benefiting City of Thunder Bay	\$20,541	
Levy-All		
Prior Year Surplus		

***CAPTIAL***

This category includes costs associated with the capital and major maintenance of erosion on City of Thunder Bay owned land on Victor Street, the primary purpose of which is to provide protection to life and property. Overall, erosion control services reduce watershed resident’s exposure to the threat of property damages and loss of life. The main erosion control structure is the soil nailing completed along Victor Street on City of Thunder Bay land to protect Victor Street and the adjacent infrastructure.

In 2019 the Kaministiquia River Erosion Sites Inventory Report was completed which delineated the 100-year erosion rate along the Kaministiquia River within the City of Thunder Bay. Within the report, it was identified that Victor Street was within the 100-year erosion hazard, based on the completed methodology. A detailed analysis of the area was recommended to look at the risk to Victor Street and adjacent infrastructure, including long-term recommendations related to access and egress to the area. This study was completed in 2020; recommendations will be incorporated into future budgets in consultation with City of Thunder Bay Engineering.

<b>Expenditures</b>	<b>\$43,458</b>	
Annual	\$43,458	Amount to be deferred for future use.
One Time		
<b>Revenue</b>	<b>\$43,458</b>	
Grants		
Levy Sole-Benefiting City of Thunder Bay	\$43,458	
Levy-All		
Prior Year Surplus		

### *REVIEW OF PROPOSALS UNDER AN ACT*

As a mandatory program, staff will provide input to the review and approval processes under other applicable law (i.e., *Aggregate Resources Act, Drainage Act, Environmental Assessment Act*, etc.) with comments related to natural hazards, wetlands, watercourses and Section 28 permit requirements.

<b>Expenditures</b>	<b>\$2,842</b>	
Annual	\$2,842	Staff wages
<b>Revenue</b>		
Grants		
Other		
Levy-All	\$2,842	
Prior Year Surplus		

### *PLAN REVIEW COMMENTS*

Conservation Authorities are delegated the responsibility from MNRF to comment on all *Planning Act* applications processed by their Member Municipalities as to the applications adherence to Section 3.1 of the Provincial Policy Statement (i.e., natural hazards).

This category includes reviewing comprehensive updates to Member Municipality Official Plans and Zoning By-laws; site specific amendments to Official Plans and Zoning By-laws; subdivision applications; site plan control; consent applications; minor variances, etc. It is noted that the LRCA does not have any additional agreements with any of its Member Municipalities for the review of natural heritage. Comprehensive Official Plan and Zoning By-Law reviews are eligible for Section 39 Transfer Payment; however, due to the province under funding core mandate programming, no transfer payment is allocated for this mandated review.

Effective January 1, 2021, the LRCA began charging a Fee for Service for all Plan Review comments. The generated revenue will be used to reduce levy required to administer this delegated program. A few years of revenue will be required to fully predict future years generated revenue, which will fluctuate annually depending on the volume of *Planning Act* applications received by our Member Municipalities.

Effective January 1, 2023 a Minister’s Direction as part of the *More Homes Built Faster Act* 2022 (Bill 23) was issued to Conservation Authorities to not change fees related to reviewing and commenting on planning applications for the period of January 1, 2023 to December 23, 2023; therefore, fees charged to applicants for planning comments will not be changed through the legislated period.

<b>Expenditures</b>	<b>\$88,093</b>	
Annual	\$88,093	Staff wages Training Legal Fees
One time		
<b>Revenue</b>	<b>\$88,093</b>	
Other	\$40,783	Canada Summer Jobs \$5,283, Planning Fees Revenue \$35,500,
Levy-All	\$47,310	
Prior Year Surplus		

***ADMINISTERING AND ENFORCING THE ACT (SECTION 28 DEVELOPMENT REGULATIONS)***

The Development Regulations category includes the costs and revenues associated with administering Ontario Regulation 180/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation under the *Conservation Authorities Act*, which includes: permit application review, inspections, permit issuance, enforcement and follow-up. Also, which may include defending appeals and conducting Hearings.

Effective January 1, 2023 a Minister’s Direction as part of the *More Homes Built Faster Act* 2022 (Bill 23) was issued to Conservation Authorities to not change fees related to permits issued by Conservation Authorities for the period of January 1, 2023 to December 23, 2023; therefore, fees charged to applicants for development permits will not be changed through the legislated period.

<b>Expenditures</b>	<b>\$137,950</b>	
Annual	\$137,950	Staff wages Training and travel Legal Fees Engineering Support Provincial Offences Officer supplies Professional Fees
One-Time		
<b>Revenue</b>	<b>\$137,950</b>	
Self-Generated	\$ 30,283	Lawyer property inquiries \$4,000, Development Regulation Permit fees \$21,000, Canada Summer Jobs \$5,283
Levy-All	\$107,667	
Other		
Prior Year Surplus		

### 3.2.2 CONSERVATION AND MANAGEMENT OF LANDS OWNED AND CONTROLLED BY THE LRCA

Programs and services related to the conservation and management of lands owned or controlled by the authority.

#### *CONSERVATION AREAS*

##### *OPERATING*

This includes all expenses and revenue associated operation and minor maintenance of land owned and/or managed by the Authority. In total, the LRCA owns 2,600 hectares of land, including Conservation Areas, administrative office lands, flood and erosion prone land and conservation lands.

The Conservation Areas provide an opportunity for the watershed residents for semi-passive activities such as hiking, nature appreciation, photography, fishing, etc. Of the eight Conservation Areas, five provide access to Lake Superior with three being adjacent to Provincially Significant wetlands. Comments on planning applications near Conservation Areas will be provided by the LRCA.

The Bathing Beach monitoring program will continue at Hazelwood Lake and Mission Island Marsh Conservation Areas, which monitors *E. coli* levels in conjunction with the Thunder Bay District Health Unit. Additionally, cyanobacteria (blue-green algae) monitoring will continue in 2023. The confirmed presence of cyanobacteria (Microcystins) within the conservation areas in 2022, specifically Mission Island Marsh

and Hazelwood Lake, has warranted a second year of data collection. Continued testing will solidify LRCA’s understanding of cyanobacteria within selected Conservation Areas, while protecting visitors and their pets from Harmful Algal Blooms (HABS). Further, the study will contribute to a greater understanding of how cyanobacteria are influencing the Lakehead Watershed. Continued testing will involve the use of Eurofin’s Algal Toxin (Microcystins) Test Strip Kit for Recreational Water and continued Microscopy Work provided by Blue-Green Labs.

In 2023, staff will continue working on the mandatory Conservation Area Strategy (due December 31, 2024).

In 2021, pay stations were added to Mission Marsh and Cascades Conservation Areas in order to increase generated revenue. The first full year of having pay stations at Mission Marsh and Cascades Conservation Areas has resulted in a significant increase in revenue at the respective Conservation Areas. This increase in revenue is anticipated to continue in the years ahead. This has prompted the Authority to add a pay station at Silver Harbour Conservation Area in the 2023 budget in order to increase revenue generation at the Conservation Area.

<b>Expenditures</b>	<b>\$290,828</b>	
Annual	\$270,828	Staff wages
		Clothing allowance
		On-going maintenance
		Garbage removal
		Sanding/salting of parking areas
		Outhouse rentals
		Property Taxes
		Credit Card usage fees
One-Time	\$20,000	Pay Station installation at Silver Harbour Conservation Area
Transfer to Reserve		
<b>Revenue</b>	<b>\$290,828</b>	
Deferred	\$42,112	
Other		
Levy-All	\$170,876	
Self-Generated	\$77,840	Explorer Cards, Pay-Station, Coin Box Revenue
Prior Year Surplus		

**CAPITAL**

This fund is used for major maintenance and capital investment at the Conservation Areas. In 2021, KGS Group updated the LRCA’s Asset Management Plan (AMP), which assessed the current condition, annual maintenance and major repairs required to the Authority’s assets. LRCA staff have analyzed the AMP and prepared a long-term schedule of capital repairs, which has been used to provide a consistent and manageable annual levy. It was identified in the AMP that there are some major repairs required to ensure the integrity and safety at our Conservation Areas. In addition, other major capital requirements were identified to be completed in the near future to avoid conditions deteriorating.

Minor repairs as outlined in the AMP will occur in 2023, along with the installation of a new floating dock with kayak launch at Hazelwood Lake Conservation Area at the causeway lake access point. This new amenity will make it easier for the public to launch their boats. Additional funds have been allocated to the deferred Cascades parking lot/trail repaving project which was deferred in 2022 due to only one overpriced bid being received for the project. An application to NOHFC is also being prepared to seek additional funding for the project to potentially offset the project costs in 2023.

<b>Expenditures</b>	<b>\$161,800</b>	
Annual		
One-Time	\$141,800	Hurkett Pavilion Roof Repair (\$6,200) Hazelwood Garage Replace Soffit and Fascia (\$2,000) Little Trout Bay Pavilion repairs (\$2,500) Little Trout Bay Dock repairs (\$12,450) Hazelwood Lake Dock/Kayak Launch installation at causeway (\$10,700) Repairs (\$7,950) Cascades parking lot/trail (\$70,000)
Transfer to Reserve	\$20,000	Hazelwood Lake Dam Reserve (\$20,000)
<b>Revenue</b>	<b>\$161,800</b>	
Grants		
Other		
Levy-All	\$61,800	
Transfer from Reserve	\$100,000	



**ADMINISTER SECTION 29 REGULATIONS IN CONSERVATION AREAS**

Enforcement and compliance in Conservation Areas, related to Conservation Areas Regulations and Parking by-law enforcement in the City of Thunder Bay and Conservation Area Regulation enforcement in Conservation Areas.

<b>Expenditures</b>	<b>\$9,827</b>	
Annual	\$9,622	Staff wages
		Enforcement Supplies
One-Time		
<b>Revenue</b>	<b>\$9,827</b>	
Grants		
Other		
Levy-All	\$9,827	
Self-Generated		
Prior Year Surplus		

**OTHER OWNED LAND**

Operation and minor maintenance in other Conservation Authority owned land (i.e. forest management property, floodplain lands, etc.). In 2023, staff will work on completing the mandatory Land Inventory (due December 31, 2024).

The Authority owns and maintains one Forest Management property (William’s Forest) and has Forest Management Plans on 10 property holdings, which guide the management of the areas as well as reduce property taxes through the Managed Forest Tax Incentive Program (MFTIP) administered by MNRF.

The Forest Management Reserve is used for activities related to the forest management properties, including maintaining Forest Management Plans and for promoting greening activities. The Reserve is maintained from previous year’s revenue for future purchases of forest management properties and forest management related expenditures.

In 2023, some harvesting may be undertaken in William’s Forest subject to contractor availability and market conditions. Harvesting is planned in Wishart Conservation Area early in 2023.

<b>Expenditures</b>	<b>\$45,956</b>	
Annual	\$40,956	Wages (\$9,484)
		Property taxes (Williams, Wishart, Mills Block Forests), Office Building, other lands
		Routine Maintenance (\$6,000)

One-Time	\$5,000	Registered Professional Forester, Tree Seedlings for Wishart
<b>Revenue</b>	<b>\$45,956</b>	
Grants		
Other	\$1,000	
Levy-All	\$39,956	
Self-Generated	\$5,000	Wishart Harvesting Revenue
Prior Year Surplus		

#### OFFICE CAPITAL AND OPERATING

This fund is used for long-term capital repairs of the LRCA Administration Facility. In 2021, the Authority updated the Asset Management Plan (AMP) that provides guidance on the long-term maintenance and major capital repairs to maintain the integrity and safety of the building. The AMP was used to plan upgrades and repairs over the next five years. As a result, LRCA staff have completed a long-term plan for the timing of significant repairs, which is used to provide a consistent and manageable annual levy. This levy does not include any additional capital plans; it is only to maintain the building in its current condition.

<b>Expenditures</b>	<b>\$55,000</b>	
Annual	\$ 15,000	Maintenance of grounds, buildings, and equipment Emergency repairs as needed
One Time	\$40,000	Replace man door garage (\$2,500), Repoint and parging building (\$12,500), update domestic water pipes (\$12,500), exterior stairs/handrails/ramp, LED sign (\$2,000), backflow valve connection (\$10,500)
<b>Revenue</b>	<b>\$55,000</b>	
Grants		
Other		
Levy-All	\$35,000	
Transfer from Reserve	\$20,000	

Per the 2021 AMP, some of outstanding larger projects that are expected to be completed include:

- Short-Term (1-5 years):
  - Replace heating pumps
  - Air Conditioner units for Board and Multipurpose room
  - Exhaust Fans replaced
  - Plumbing – insulate piping throughout building
  - Repointing brick siding for damaged areas

- Replace foundation on front signage
  - Plumbing fixtures
- Mid-Term (5-10 years):
  - Replace windows and parging
  - Hot water heater
  - Radiators and unit heater replacement
  - A/C and thermostat control replacement
  - Replace unit ventilators at end of life
  - Replace A/C heads and outdoor condensing units
  - Flooring
  - Major heating repairs (piping and boiler)
- Long-term (10-20 years):
  - Exterior doors and handrails
  - Eaves trough and downspouts
  - Parking lot replacement
  - Patio stone area
  - Shingles and roof repairs
  - Detached Garage Replacement
  - Refrigerant Piping for Cooling Units

### 3.2.3 SOURCE WATER PROTECTION

This category refers to programs and services related to the Authority's duties, functions and responsibilities as a Source Protection Authority under the *Clean Water Act, 2006*.

The Source Water Protection program commenced in 2005 with 100% funding provided from the MECP with the goal of completion of Source Protection Plans for municipal drinking water systems. Within the Lakehead Watershed, there are only two municipal drinking water systems: City of Thunder Bay Bare Point Water Treatment Plant and the Municipality of Oliver Paipoonge Rosslyn Village Drinking Water System.

The Lakehead Source Protection Plan was approved on January 16, 2013, with an effective date of October 1, 2013. The Source Protection Plan contains a series of policies developed by the Source Protection Committee in consultation with the local community to protect municipal drinking water sources from existing and future drinking water threats. The Plan describes the actions that must be taken by various implementing bodies to protect surface water and groundwater sources that supply municipal drinking water.

The affected municipalities are responsible to implement the Source Protection Plans and must adhere to the policies including providing annual reports to the Source Protection Authority (i.e. LRCA Board). The Source Protection Authority is then required to assess the municipal annual reports and report annually to the MECP.

The current Agreement, which provided funding for two years between the LRCA and MECP will expire on March 31, 2024. It provides funding for administration and 0.5 FTE salary and benefits. The Source Protection Authority (i.e. LRCA Board) is responsible for maintenance of the Source Protection Committee, submission of Annual Reports to MECP, maintenance and retention of data and files (i.e. 15-year retention requirement) related to this program, which began in 2005. There is an expectation by MECP that each Source Protection Authority maintain qualified staff to ensure that the Plan remains current.

<b>Expenditures</b>	<b>\$58,974</b>	
Annual	\$58,974	Staff wages (0.2 FTE Watershed Manager, 0.2 FTE Information Systems Coordinator, 0.1 FTE Administrative Assistant) Travel and per diem expenses to attend Chair's meetings Source Protection Committee (member per diems, room rental, agenda costs) Administration Fee
One-Time		
<b>Revenue</b>	<b>\$58,974</b>	
Grants	\$58,974	MECP Transfer Payment
Other		
Levy-All		
Prior Year Surplus		

### 3.2.4 OTHER PROGRAMS AND SERVICES

#### *PROVINCIAL GROUNDWATER MONITORING NETWORK (PGMN)*

The Authority in partnership with the MECP participates in the Provincial Groundwater Monitoring Program (PGMN) in which LRCA monitors eight groundwater monitoring wells. LRCA staff collect samples and submit them to the MECP laboratory for analysis. Laboratory costs and sample shipping costs are paid by the MECP. The data not only provides data for the LRCA area of jurisdiction, but it is also the only sampling completed in northern Ontario.

<b>Expenditures</b>	<b>\$8,262</b>	
Annual	\$8,262	Vehicle rental Wages Materials and equipment
One-Time		

<b>Revenue</b>	<b>\$8,262</b>	
Grants		
Other		
Levy-All	\$8,262	
Prior Year Surplus		

***PROVINCIAL WATER QUALITY MONITORING NETWORK (PWQMN)***

The Authority in partnership with the MECP participates in the Provincial Water Quality Monitoring Network (PWQMN) program, in which LRCA monitors six surface water locations. LRCA staff collect samples and submit them to the MECP laboratory for analysis. Laboratory costs and sample shipping costs are paid by the MECP. The data not only provides data for the LRCA area of jurisdiction, but it is also the only sampling completed in northern Ontario.

<b>Expenditures</b>	<b>\$8,097</b>	
Annual	\$8,097	Vehicle rental
		Wages
		Materials and equipment
One-Time		
<b>Revenue</b>	<b>\$8,097</b>	
Grants		
Other		
Levy-All	\$8,097	
Prior Year Surplus		

***WATERSHED BASED RESOURCE MANAGEMENT STRATEGY***

Prior to December 31, 2024, Conservation Authorities are mandated to develop a Watershed Based Resource Management Strategy. The Strategy will develop guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide; collate/compile existing resource management plans, watershed plans, studies and data; strategy development, implementation; and annual reporting. A review of programs and services provide for the purposes of compliance with the regulations and Section 21.1 of the *Conservation Authorities Act*. Also, it will develop a process for periodic review including procedures to engage/consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component and be made available to the public.

Developing guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide. Collate/compile existing resource management plans, watershed plans, studies and data. Strategy development, implementation and annual reporting. A review of programs and services provide for the purposes of compliance with the regulations

and Section 21.1 of the CA Act. Develop process for periodic review including procedures to engage/consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component. Make available to the public.

<b>Expenditures</b>	<b>\$3,266</b>	
Annual	\$3,266	Wages (Environmental Planner)
One-Time		
<b>Revenue</b>	<b>3,266</b>	
Grants		
Other		
Levy-All	\$3,266	
Prior Year Surplus		

### 3.3 CATEGORY 2: NON-MANDATORY PROGRAMS AT THE REQUEST OF A MUNICIPALITY

#### *MAPPING SERVICE*

The LRCA offers for a fee, a mapping service to our Member Municipalities who choose to participate. LRCA staff maintain the hardware and software required to provide a web-based mapping service that provides mapping capabilities to its users. Additionally, maps are created are updated, by request for a Member Municipality (i.e. Official Plan/Zoning By-Law Comprehensive Updates, etc.). Revenue from this service is used to maintain equipment and supplies related to GIS.

<b>Expenditures</b>	<b>\$16,311</b>	
Annual	\$16,311	Staff Wages
		Portion of ESRI License
		Plotter and computer expense
One-Time		
<b>Revenue</b>	<b>\$16,311</b>	
Grants		
Other	\$16,311	Oliver Paipoonge \$12,350, Dorion \$650, Lakehead Rural Planning Board \$3,000, other \$311
Levy-All		

### 3.4 CATEGORY 3: NON-MANDATORY PROGRAMS

#### 3.4.1 EDUCATION

##### *ENVIRONMENTAL EDUCATION*

The Environmental Education program provides curriculum-based educational presentations and field trips to Conservation Areas and within school classrooms. The non-mandatory (i.e., not related to the risk of natural hazards) education program is operated with 100% other funding (no levy). The program covers a wide array of topics including watersheds, various natural heritage, and natural science topics such as birds, trees, aquatics invertebrates, and other topics, many of which are tied directly to Ontario Ministry of Education curriculum expectations. As a private landowner, the LRCA is uniquely positioned to provide meaningful, impactful outdoor education programming utilizing Conservation Areas as “living classrooms”. Watershed stewardship best practices and fostering a sense of wonder and appreciation for the natural world is the goal of the education program, as the best way to inspire people to care about the natural world and the environment is to give them meaningful educational and recreational experiences.

It is anticipated that normal fundraising efforts will be fully implemented in 2023 after having to cancel many fundraising events due to COVID-19. Staff will also continue to seek out other streams of revenue for this program.

<b>Expenditures</b>	<b>\$38,831</b>	
Annual	\$38,831	Education Coordinator position (39 weeks) Vehicle rental Educational expenses (guest speakers, supplies, safety items, etc.)
One-Time		
<b>Revenue</b>	<b>\$38,831</b>	
Grants	\$6,700	OPG Donation (\$6,700)
Self-Generated	\$32,131	Various fundraising (\$25,000), School Program Fees (\$5,131), Living Classroom Donations (\$2,000)
Levy-All		
Prior Year Surplus		

##### *NATURE INTERPRETIVE PROGRAMMING*

Event programming development and execution on LRCA owned. Programs/events within Conservation Areas vary year to year; however, the Dorion Bird Festival is held annually at Hurkett Cove Conservation Area.

<b>Expenditures</b>	<b>\$61,607</b>	
Annual	\$61,607	Staff Wages Hazelwood Lake Family Fun Day Fall Water Viewing Day Silver Harbour Day TD Programming Dorion Bird Festival
One-Time		
<b>Revenue</b>	<b>\$61,607</b>	
Grants	\$57,000	TD Friends of the Environment, (\$20,000), OPG (\$1,000), TC Energy (\$13,000) Enbridge (\$5,000), Dorion Bird Festival Ticket Sales (\$18,000)
Self-Generated		
Levy-All		
Prior Year Surplus	\$4,607	

### 3.4.2 STEWARDSHIP

The objective of the stewardship program is to promote and encourage landowners to become stewards of their own land. Programs enable private landowners to restore their riparian and shoreline lands; plant trees on private land; and facilitate stewardship projects on LRCA/municipally owned lands to implement restoration and naturalization of on-the-ground projects. Projects vary year to year depending on funding and need in the watershed. Stewardship projects are funded from various provincial and federal funding sources. No levy is used for the Stewardship Program.

#### *SUPERIOR STEWARDS PROGRAM*

In 2023, the Watershed Stewardship Technician will continue to implement the LRCA's Shoreline Protection Program (Superior Stewards), which focuses on rehabilitating shoreline and riparian zones on private property within the Thunder Bay Area of Concern. The program provides landowners with a shoreline assessment, educational materials, individualized planting plans, up to 100 plants, and planting implementation support. Planting native vegetation enhances shoreline and riparian zones, rehabilitates, and maintains healthy shoreline habitat, provides erosion protection, and improves water quality. The objective of the Superior Stewards program is to raise landowner awareness of riparian and shoreline stewardship principles and implement restoration and naturalization of on-the-ground projects. The restoration projects range from



terrestrial/aquatic plantings, invasive plant species removal, green infrastructure techniques, species-at-risk habitat enhancement/protection, general habitat enhancement, and/or pollinator habitat creation.

<b>Expenditures</b>	<b>\$40,000</b>	
Annual	\$40,000	Staff Wages \$18,042 Materials \$21,958
One-Time		
<b>Revenue</b>	<b>\$ 40,000</b>	
Grants	\$40,000	MNRF Transfer Payment – Wetland and Shoreline Protection within the Thunder Bay AOC
Other		
Levy-All		
Prior Year Surplus		

### *TREE SEEDLING PROGRAM*

In partnership with Hill’s Greenhouse, the LRCA administers a Tree Seedling Program, which provides the opportunity for the public to purchase locally grown tree seedlings to plant in the watershed. As of 2021, over 151,000 trees have been accessed through the program. Wages for this program are funded by past generated revenue from harvesting on LRCA owned land. This program’s goal is to achieve a no net loss of trees in the overall watershed by providing trees to plant to the public to offset any harvesting on LRCA owned land.

<b>Expenditures</b>	<b>\$9,629</b>	
Annual	\$9,629	Staff wages Purchase Tree Seedlings (\$6,000)
<b>Revenue</b>	<b>\$9,629</b>	
Grants		
Self-Generated	\$6,000	Tree Seedling Sales
Levy-All		
Reserve	\$3,629	Forest Management Reserve

### *PRIVATE LAND STEWARDSHIP*

In order to promote stewardship on LRCA/municipally owned lands, staff apply for funding for a variety of projects annually. The following restoration projects are planned in 2023:

- In partnership with the City of Thunder Bay, the Coastal Wetland Rehabilitation Project at Fisherman’s Park West involves the development and implementation of a new coastal wetland in the southern area of the park along the shoreline of Lake Superior. The goal of the project is to enhance aquatic habitat within the existing coastal wetland.
- In partnership with the City of Thunder Bay, the Riparian Habitat Restoration Project at the Mountdale Boat Launch will be continued in 2023. The project aims to restore the riparian habitat along the Kaministiquia River by eradicating invasive and planting native species and implementing green infrastructure to reduce impacts from stormwater runoff and bank erosion.
- The Floodway Corridor Wildlife Habitat Restoration Project will be continued in 2023 and involves the remediation of three sites on LRCA owned lands along the Neebing-McIntyre Floodway corridor. The project aims to enhance riparian habitat by planting native vegetation and managing invasive species through volunteer clean-up and planting events.
- In partnership with the City of Thunder Bay, the Boulevard Lake Naturalization Project is a three-year project that involves introducing an expanded vegetated buffer zone along the Boulevard Lake shoreline at the new playground, as well as incorporating low impact development techniques. The project will include youth and community education opportunities related to the importance of fresh water.

<b>Expenditures</b>	<b>\$108,595</b>	
Annual	\$108,595	Staff Wages \$31,505 Materials \$77,090
One-Time		
<b>Revenue</b>	<b>\$108,595</b>	
Grants	\$31,900	Coastal Wetland Rehabilitation at Fisherman’s Park West
	\$12,995	ECCC Great Lakes Protection Initiative – Riparian Habitat Restoration at Mountdale Boat Launch
	\$31,700	ECCC Great Lakes Protection Initiative – Floodway Corridor Wildlife Habitat Restoration
	\$32,000	Boulevard Lake Naturalization Project
Levy-All		
Prior Year Surplus		

### 3.4.3 GREEN INFRASTRUCTURE RESEARCH PROJECT

As part of a multi-year research project, the LRCA is partnering with Lakehead University and the University of Minnesota to support Brant Muir, a prospective PhD student, with a paid internship partly funded through the Mitac’s Accelerate Program and funding from the RBC Foundation. His research proposal and PhD study focuses on green infrastructure facilities and practices (GI) that captures, filters, and reduces stormwater runoff within the McVicar Creek watershed. Brant will work terms in the summers of 2022 to 2025 and completed the initial research work of collecting water quality baseline data prior to the GI installations that are planned by the City of Thunder Bay (i.e., nine GI facilities are planned in 2022-23). Brant’s research internship project for his PhD will be expanded with an overarching goal to determine how green infrastructure reduces peak runoff and improves water quality by comparing pre and post GI construction facility water quality sampling results and water quantity data with stormwater management modeling simulated results (PC SWMM).

<b>Expenditures</b>	<b>\$10,000</b>	
Annual	\$10,000	Mitac contribution
One-Time		
<b>Revenue</b>	<b>\$10,000</b>	
Grants		
Other	\$10,000	RBC Foundation
Levy-All		
Prior Year Surplus		

## 4 RESERVE APPROPRIATIONS

The Authority’s Reserve Policy sets goals for the Board Designated Reserves and the terms and conditions for their use. As outlined in the Policy, planned appropriations to and from reserves will be outlined in the Budget Document annually, and will be approved through the budget approval process.

Unplanned appropriations to and from reserves throughout the year will require Board approval, unless they meet the terms outlined in the Reserve Policy.

Reserve shortfalls from the determined “Target Reserve Level” as outlined in the Policy will be outlined in the Budget Document, and if warranted, appropriations to a reserve will be proposed to achieve the Target Reserve Level.

#### 4.1 PERCENTAGE OF TARGET RESERVE LIMIT REACHED

The Reserve Policy indicates that 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 to its targeted reserve level.

Reserve	Reserve Level as of December 31, 2022	Reserve Limit	Target Reserve Level	% of Target Reserve Level
Operating Capital	\$1,213,249	\$1,100,000	\$1,100,000	110
Administrative Facility - Maintenance	\$546,671		Adequate funds available to complete annual regular maintenance, emergency repairs and major maintenance per the AMP	
Administrative Facility - New Facility	\$32,310		Adequate funds available to construct a new Administration Facility	
Vehicle and Equipment	\$39,844	\$125,000	Adequate funds available to purchase required vehicles and equipment	
Insurance Deductible	\$30,000		\$30,000	100
Legal Fees	\$120,839		\$100,000	121
Conservation Area Major Maintenance Capital	\$491,819		As forecasted in Asset Management Plan	
Hazelwood Lake Dam	\$20,000		\$250,000	8
Forest Management	\$140,672			
Land Acquisition	\$251,296			

## 4.2 2023 PLANNED APPROPRIATIONS TO AND FROM RESERVES

<b>Reserve</b>	<b>Appropriations to Reserve</b>	<b>Appropriations from Reserves</b>
Operating Capital		
Administrative Facility - Maintenance		\$20,000
Administrative Facility - New Facility		
Vehicle and Equipment	\$9,300	\$15,542
Insurance Deductible		
Legal Fees		
Conservation Area Major Maintenance Capital		\$100,000
Hazelwood Lake Dam	\$20,000	
Forest Management		\$3,629
Land Acquisition		

## 5 CONCLUSION

The 2023 Budget document details the LRCA's capital and operating plans for the upcoming year. It is the opinion of staff that the current budget is reflective of the Authority's short-term goals and the long-term requirements.

## 6 RECOMMENDATIONS

The Draft Budget is presented for review of the newly appointed Board in January 2023, with the Final Budget planned to be presented in February 2023 for approval.



# APPENDIX A: 2023 BUDGET

**Figure 3: 2023 Budget Summary**

Lakehead Region Conservation Authority 2023 Draft Budget Version 2.0									
Program	Annual Cost		Source of Funding						Total Cost 2023
	Levy-All	Sole-Benefiting Levy City of Thunder Bay	Provincial Funding	Federal Funding	Other	Self Generated	Surplus/ Deferred	Reserve	
<b>Category 1 Mandatory Programs and Services</b>									
<b>Corporate Services</b>									
Administration	333,493	-	150,940	-	-	111,788	41,250	-	637,471
Community Relations	101,771	-	-	-	700	6,000	-	-	108,471
Vehicle and Equipment Program	-	-	-	-	-	36,000	-	15,542	51,542
IT	44,177	-	-	-	-	-	-	-	44,177
Corporate GIS	26,298	-	-	-	-	-	-	-	26,298
	<b>505,739</b>	<b>-</b>	<b>150,940</b>	<b>-</b>	<b>700</b>	<b>153,788</b>	<b>41,250</b>	<b>15,542</b>	<b>867,959</b>
<b>Risk of Natural Hazards</b>									
Flood Plain Mapping	-	46,346	-	-	-	-	-	-	46,346
Technical Studies	2,216	-	-	-	-	-	-	-	2,216
Communications and Outreach	15,645	-	-	-	-	-	-	-	15,645
Flood Forecasting and Warning	46,730	-	-	-	-	-	-	-	46,730
Drought and Low Water Response	4,023	-	-	-	-	-	-	-	4,023
Ice Management	4,023	-	-	-	-	-	-	-	4,023
Ice Management Plan	4,023	-	-	-	-	-	-	-	4,023
Infrastructure: Neebing-McIntyre Floodway	-	606,152	75,000	-	500	-	-	-	681,652
Infrastructure: Victor Street Erosion	-	63,999	-	-	-	-	-	-	63,999
Review of Proposals under Act	2,842	-	-	-	-	-	-	-	2,842
Plan Review Comments	47,310	-	-	5,283	-	35,500	-	-	88,093
Administering and Enforcing the Act (Section 28)	107,667	-	-	5,283	-	25,000	-	-	137,950
<b>Risk of Natural Hazards</b>	<b>234,479</b>	<b>716,497</b>	<b>75,000</b>	<b>10,567</b>	<b>500</b>	<b>60,500</b>	<b>-</b>	<b>-</b>	<b>1,097,542</b>
<b>Conservation and Management of Lands owned and controlled by the Authority</b>									
Conservation Areas	170,876	-	-	-	-	77,840	42,112	-	290,828
Conservation Areas Capital	61,800	-	-	-	-	-	-	100,000	161,800
Administer Section 29 Regulations	9,827	-	-	-	-	-	-	-	9,827
Other Owned Land	74,956	-	-	-	1,000.00	5,000.00	-	20,000	100,956
	<b>317,459</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>82,840</b>	<b>42,112</b>	<b>120,000</b>	<b>563,411</b>
<b>Source Water Protection</b>									
Source Water Protection	-	-	58,974	-	-	-	-	-	58,974
	<b>-</b>	<b>-</b>	<b>58,974</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>58,974</b>
<b>Other Programs and Services</b>									
Watershed Resource Management Strategy	3,266	-	-	-	-	-	-	-	3,266
Provincial Groundwater Monitoring Network (PGMN)	8,262	-	-	-	-	-	-	-	8,262
Provincial Water Quality Monitoring Network (PWQMN)	8,097	-	-	-	-	-	-	-	8,097
	<b>19,625</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,625</b>
<b>Total Category 1</b>	<b>1,077,302</b>	<b>716,497</b>	<b>284,914</b>	<b>10,567</b>	<b>2,200</b>	<b>297,128</b>	<b>83,362</b>	<b>135,542</b>	<b>2,607,511</b>
<b>Category 2 Non-Mandatory Programs and Services at the request of a Municipality</b>									
Mapping Services	-	-	-	-	-	16,311	-	-	16,311
Natural Heritage Planning Services	-	-	-	-	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,311</b>	<b>-</b>	<b>-</b>	<b>16,311</b>
<b>Total Category 2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,311</b>	<b>-</b>	<b>-</b>	<b>16,311</b>
<b>Category 3 Non-Mandatory Programs and Services</b>									
<b>Education</b>									
Environmental Education	-	-	-	-	6,700	32,131	-	-	38,831
Nature Interpretive Programming	-	-	-	-	-	57,000	4,607	-	61,607
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,700</b>	<b>89,131</b>	<b>4,607</b>	<b>-</b>	<b>100,438</b>
<b>Stewardship</b>									
Superior Stewards Program	-	-	40,000	-	-	-	-	-	40,000
Tree Seedling Program	-	-	-	-	-	6,000	-	3,629	9,629
Mountdale Boat Launch	-	-	12,995	-	-	-	-	-	12,995
Floodway Corridor Wildlife Habitat	-	-	-	31,700	-	-	-	-	31,700
Waterfront Shoreline Restoration (potential ECCC funding)	-	-	-	15,500	-	-	-	-	15,500
Fisherman's Phase II (potential ECCC funding)	-	-	-	16,400	-	-	-	-	16,400
Boulevard Lake Naturalization	-	-	-	32,000	-	-	-	-	32,000
	<b>-</b>	<b>-</b>	<b>52,995</b>	<b>95,600</b>	<b>-</b>	<b>6,000</b>	<b>-</b>	<b>3,629</b>	<b>158,224</b>
<b>Environmental Research</b>									
Environmental Research	-	-	-	-	10,000	-	-	-	10,000
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>Total Category 3</b>	<b>-</b>	<b>-</b>	<b>52,995</b>	<b>95,600</b>	<b>16,700</b>	<b>95,131</b>	<b>4,607</b>	<b>3,629</b>	<b>268,662</b>
<b>Total</b>	<b>1,077,302</b>	<b>716,497</b>	<b>337,909</b>	<b>106,167</b>	<b>18,900</b>	<b>408,570</b>	<b>87,969</b>	<b>139,171</b>	<b>2,892,484</b>

**FIGURE 4: LEVY ALL COMPARISON FOR THE PERIOD OF 2018-2023**

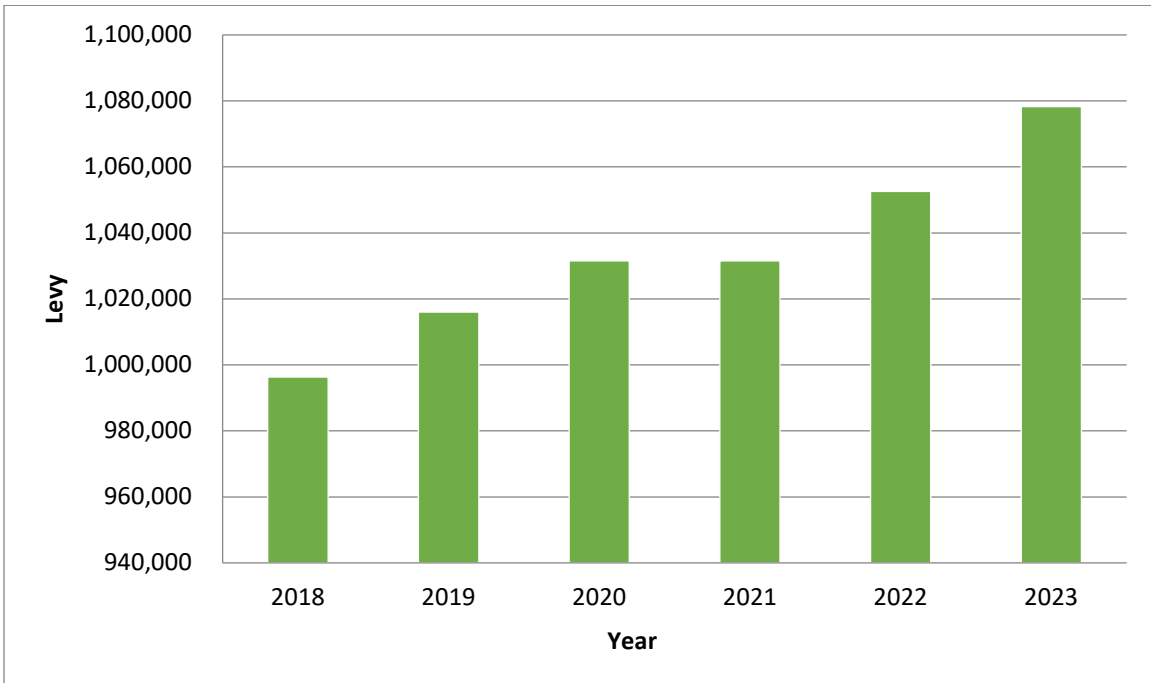


Figure 4 compares the levy-all fluctuations for the period of 2018-2023. In 2019, the long-standing Section 39 transfer payment was reduced from \$292,380 to \$150,940, which required a mid-year adjustment to the budget and also affected all future budgets. As a result of financial pressures on our Member Municipalities and the effects of COVID-19, 0% levy-all increases were implemented in 2020 and 2021.

Minimal to no increases are feasible in the short term but are not realistic for the long-term operation of the Authority. The 2023 budget requires a 2.35% increase in order to maintain its current level of service, which is consistent with cost-of-living increases.

# APPENDIX B: LEVY COST COMPARISON

**FIGURE 5: 2023 COMPARED TO 2022 BUDGET LEVY- ALL COMPARISON**

MUNICIPALITY	2023 CVA %	TOTAL LEVY 2023	LEVY 2022	Change	% Change
Thunder Bay	85.88%	925,238	904,875	20,363	2.25%
Conmee	0.439%	4,726	4,605	121	2.63%
Dorion	0.286%	3,076	3,097	-21	-0.68%
Gillies	0.250%	2,690	2,613	77	2.95%
Neebing	2.258%	24,323	23,509	814	3.46%
O'Connor	0.471%	5,078	4,914	164	3.34%
Oliver Paipooonge	5.496%	59,212	57,478	1,734	3.02%
Shuniah	4.916%	52,959	51,522	1,437	2.79%
<b>TOTAL</b>	<b>100.00%</b>	<b>1,077,302</b>	<b>1,052,613</b>	<b>24,689</b>	<b>2.35%</b>

The City of Thunder Bay total levy payable will also include their sole-benefitting levy.

The following table summarizes the annual levy cost per household, per resident and cost per \$100,000 of assessed value of property. It is noted that the resident numbers represent permanent residents and does not factor in seasonal residents.

**Figure 6: Levy Cost**

Municipality	Levy All 2023	Number of Households (2016)	Cost Per Household	Number of Resident	Cost per Resident	Current Value Assessment \$ (2023)	Cost per \$100,000
***Thunder Bay	\$1,641,736	57,146	\$28.73	121,621	\$13.50	14,148,855,269	\$11.60
Conmee	\$4,726	327	\$14.45	816	\$5.79	72,279,070	\$6.54
Dorion	\$3,076	128	\$24.03	316	\$9.73	47,524,000	\$6.47
Gillies	\$2,690	201	\$13.38	474	\$5.68	41,138,785	\$6.54
Neebing	\$24,323	1,166	\$20.86	2,055	\$11.84	371,959,871	\$6.54
O'Connor	\$5,078	272	\$18.67	663	\$7.66	77,667,095	\$6.54
Oliver Paipooonge	\$59,211	2,289	\$25.87	5,922	\$10.00	905,494,420	\$6.54
Shuniah	\$52,959	2,130	\$24.86	2,798	\$18.93	809,877,315	\$6.54

\*\*\*City of Thunder Bay Includes Sole Benefitting Levy

16,474,795,825

# APPENDIX C: PASSED RESOLUTIONS



<b>PROGRAM AREA</b>	Administrative By-Law	<b>REPORT NO.</b>	CORP-02-2023
<b>DATE PREPARED</b>	January 10, 2023	<b>FILE NO.</b>	3-5-3
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Amendment to Administrative By-Law, Version 5.0		

## RECOMMENDATION

### Suggested Resolution:

**“THAT: Staff Report CORP-02-2023 is received AND FURTHER THAT Administrative By-Law No. 1/2018 Version 5.0 be adopted.”**

## LINK TO STRATEGIC PLAN

### *Govern and Enhance*

- *Continue to commit to accountable and transparent organizational governance.*

## EXECUTIVE SUMMARY

The Administrative By-Law has been amended to incorporate various updates as recommended by Conservation Ontario in order to improve and keep the document current.

Staff recommend adopting Version 5.0 of the Administrative By-Law.

## DISCUSSION

The Administrative By-Law has been updated to incorporate recommended amendments outlined by Conservation Ontario in December 2022 in response to incorporating the *Ontario Non-for-Profit Corporation Act*; clarify terms related to the Province enabling the provincial appointment of an Agricultural representative to Conservation Authority Boards; update reference to Ontario Regulation 400/22: Information Requirements; additional edits from a recent legal review of the Conservation Ontario template; addition of the requirement of filing a written statement if a Member declares a Conflict of Interest and the requirement for the Authority to maintain a record of all filed statements available for public inspection.

It is noted that in regards to electronic participation, the *Ontario Not-for-Profit Corporation Act* default is that members can participate electronically if all directors of the corporation consent, with any restrictions specified. As approved in previous versions, electronic participation in meetings is approved+ with the restriction that the meeting to elect officers can only occur in person. Previously, electronic participation in any meeting was only allowed during declared

states of emergency. The wording in the document has been clarified that elections can occur electronically during declared states of emergency.

All changes in the draft version 5.0 document have been highlighted in red font for ease of review.

**FINANCIAL IMPLICATIONS**

None.

**CONCLUSION**

The Administrative By-Law is recommended by staff to be amended as outlined in the attached Version 5.0.

**BACKGROUND**


As required in the *Conservation Authorities Act*, Section 19.1, Conservation Authorities were required before December 12, 2018 to enact by-laws related to their proper administration. As required the LRCA enacted their Administrative By-Law on September 26, 2018.

The Administrative By-Law was amended on April 26, 2020 (Version 2.0) to allow for electronic participation during an emergency declaration under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* (EMPCA). The Administrative By-Law was amended on August 26, 2020 (Version 3.0) to permit electronic open and closed Board of Director, Source Protection Authority and Section 28 Hearings meeting participation if warranted, provided quorum and public participation in open meetings when required can be met. The By-Law was amended on November 24, 2021 (Version 4.0) to incorporate proclaimed clauses in the *Conservation Authorities Act* related to Bill 226, Schedule 6.

**REFERENCE MATERIAL ATTACHED**

Lakehead Region Conservation Authority Administrative By-Law (By-Law No.1/2018), version 5.0 (as amended)

**PREPARED BY:** Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:   Tammy Cook Chief Administrative Officer	DATE: January 10, 2023
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**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

# Administrative By-Law

By-Law No. 1/2018

**January 26, 2023**

2

<b>VERSION</b>	<b>DATE</b>	<b>Resolution No.</b>
First Reading	June 27, 2018	
Second Reading	August 29, 2018	
Third Reading and Approval	September 26, 2018	#108/18
2.0	April 29, 2020	#35/20
3.0	August 26, 2020	#74/20
4.0	November 24, 2021	#119/21
5.0	January 26, 2023	##/23

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## LIST OF APPENDICES

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## 1 INTRODUCTION

Lakehead Region Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed **for the purpose of furthering to further** the conservation, restoration, development and management of natural resources **in watershed(s)** other than gas, oil, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. ~~The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members~~ **of the Authority are** appointed as representatives by the Participating Municipalities **and are effectively directors also of the Authority. Participating municipalities** include: City of Thunder Bay, Municipalities of Oliver Paipooonge, Shuniah and Neebing and Townships of O'Connor, Conmee, Dorion and Gillies. **An additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.**

The Lakehead Region Conservation Authority has adopted the following Vision and Mission Statements:

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

*Mission: To lead the conservation and protection of the Lakehead Watershed.*

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1) thereof.

### **1.1 Powers of Authorities**

The powers of Authorities are provided in Section 21 of the *Conservation Authorities Act*.

## 1.2 Definitions and Interpretations

In this By-Law,

**“Authority”** means The Lakehead Region Conservation Authority.

**“Act”** means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

**“Chair”** means the Chair as referenced in the Act as elected by the Members of the Authority.

**“Chief Administrative Officer”** means the Chief Administrative Officer and includes the position of Secretary-Treasurer of the Authority.

**“Fiscal Year”** means the period from and including January 1 through December 31.

**“General Membership”** means all of the Members, collectively and includes a quorum of the Members in reference to a Meeting **and effectively acting as directors as specified in the *Ontario Not-for-Profit Corporations Act (ONCA)*.**

**“Levy”** means the amount of costs apportioned to Participating Municipalities in accordance with the Act and the Regulations thereunder.

**“Majority”** means half of the votes plus one.

**“Members”** shall mean the Members appointed to the Authority by the Participating Municipalities in the Authority’s area of jurisdiction **and act as directors as specified in the *Ontario Not-for-Profit Corporations Act (ONCA)*.**

**“Minister”** means the Minister responsible for administration of the Act.

**“Non-matching Levy”** means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

**“Officer”** means the Chair, Vice-Chair and the Chief Administrative Officer.

**“Participating Municipality”** means a municipality that is designated by or under the Act as a Participating Municipality in the Authority.

**“Secretary-Treasurer”** means the Secretary-Treasurer of the Authority with the roles specified in the Act and which office is included in the title and roles of the Chief Administrative Officer.

**“Staff”** means employees of the Authority as provided for under Section 18(1) of the Act.

**“Vice-Chair”** means the Vice-Chair as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

**“Weighted Majority”** means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

### ***1.3 References to Acts or Regulations***

A reference in this By-law to a provision of an Act or Regulation is a reference to the provision as amended, re-enacted, changed or remade.

### ***1.4 Conflict with other By-laws***

In the case of any conflict between any By-law or Regulation heretofore enacted by the Authority and this By-law, this By-law shall govern.



## 2 Governance

### 2.1 Members

#### 2.1.1 Appointments

Participating Municipalities may appoint Members in accordance with Section 14 of the Act.

~~Appointed~~ Members must reside in a Participating Municipality within the Authority's area of jurisdiction. Participating municipalities must ensure that at least 70 percent of its appointees are selected from among the members of the municipal council or apply to the Minister for permission to appoint less than this percent. Additional appointees may include citizens as well as an additional member who may be appointed by the Minister as a representative of the agricultural sector.

Collectively, the appointed Members are for the purposes of this by-law referred to as the General Membership.

#### 2.1.2 Term of Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing participating municipality; such term beginning at the first meeting of the Authority following his or her appointment and ending at the expiry of four years or immediately before the first meeting of the Authority following the appointment of his or her replacement, whichever first occurs. The Chief Administrative Officer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member may be replaced by a Participating Municipality at the municipality's discretion prior to the end of his or her term. **The Minister will define the term for the Member they appoint as a representative of the agricultural sector.**

#### 2.1.3 Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers conferred on the Authority under the Act. In addition to the powers of an authority under Section 21 of the Act, for the purposes of accomplishing its objects is in this Act, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for such Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer;
- iii. Terminating the services of the Chief Administrative Officer;
- iv. Approving, establishing and implementing regulations, policies and programs;

- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy.
- vi. Appointing an Executive Committee and delegating to the Committee any of its powers except:
  - i. The termination of the services of the Chief Administrative Officer;
  - ii. The power to raise money; and
  - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed acquisition of land or the disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any Regulations made under Section 28 of the Act including the delegation of this responsibility consistent with Ontario Regulation 180/06;
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of the applicant's right to appeal the decision to the Minister through the Ontario Lands Tribunal.

#### **2.1.4 Member Accountability**

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the ~~administration~~ **Chief Administrative Officer and other staff of the Authority are** responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

**Every member and officer in exercising his or her powers and discharging his or her duties to the Authority shall act honestly and in good faith with a view to the best interests of the Authority and exercise care, diligence and skill that a reasonably prudent persons would exercise in comparable circumstances.**

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix A) and Conflict of Interest Policy (Appendix B), as adopted by the Authority.

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

Members are responsible for:

- i. attending meetings of the General Membership and Executive Committee, if applicable;
- ii. understanding the purpose, function and responsibilities of the Authority;
- iii. being familiar with the Authority's statutory and other legal obligations;
- iv. with the administration, setting strategic direction for the Authority.

### **2.1.5 Applicable Legislation**

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act;*
- *Municipal Freedom of Information and Protection of Privacy Act; and,*
- *Not-for-Profit Corporations Act, 2010.*

If any part of this by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails. *The same applies to conflicts between these by-laws and the Not-for-Profit Corporations Act where dictated by the Conservation Authorities Act in which case the Act prevails.*

### **2.1.6 Relationship Between Members and Staff**

The General Membership ~~relies on the~~ Chief Administrative Officer to **shall** manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority **Members**.

The General Membership shall ensure that a process exists for regular performance evaluations of the Chief Administrative Officer.

## **2.2 Officers**

The Officers of the Authority, and their respective roles and responsibilities, shall be:

Chair

- Is a Member of the Authority;

- Presides at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.

#### Vice-Chair(s)

- Is/are a Member(s) of the Authority;
- Attends all meetings of the Authority (and Executive Committee if applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his or her duties;
- Serves as a signing officer for the Authority.

#### Chief Administrative Officer (CAO)

Roles and responsibilities of the CAO as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership and Executive Committee or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and Implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholder and community groups and associations;
- Holds the office of the Secretary-Treasurer and undertakes the duties of the Secretary-Treasurer, including:
  - Fulfills the requirements of the Secretary-Treasurer as defined in the Act;

- Is the custodian of the Corporate Seal;
- Serves as a signing officer for the Authority.

### **2.3 Absence of Chair and Vice-Chair(s)**

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the Members present shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

### **2.4 Maximum Term for Chair and Vice-Chair(s)**

Both the Chair and Vice-Chair shall hold office for a term of one year, and shall serve for no more than two consecutive terms. Notwithstanding these terms, the Minister may grant permission (upon application by an Authority or a Participating Municipality) for a Chair or Vice-Chair to serve for a term of more than one year or to hold office from more than two consecutive terms.

### **2.5 Representatives to Conservation Ontario Council**

The representatives to Conservation Ontario Council “Council” are the Chair (Voting Delegate), Vice-Chair (Alternate) and Chief Administrative Officer (alternate). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

### **2.6 Election of Chair and Vice-Chairs**

The election of the Chair and one or more Vice-Chairs shall be held at the first meeting held each year in accordance with the Authority’s Procedures for Election of Officers (Appendix C). Successors to the positions of Chair and Vice-Chair shall be a Member from a different participating municipality from the incumbent. Upon application by an Authority or a participating Municipality, the Minister may grant permission for a member who was appointed to the Authority by the same participating municipality that appointed the outgoing Chair or Vice-Chair to serve as Chairs or Vice-Chairs.

### **2.7 Appointment of Auditor**

The General Membership shall appoint an auditor at the Annual Meeting by Resolution and in accordance with Section 38 of the Act.

### **2.8 Appointment of Financial Institution**

The General Membership shall appoint a financial institution to act as the Authority’s banker by Resolution annually at the Annual Meeting.

### **2.9 Appointment of Solicitor**

The General Membership shall appoint a solicitor(s) to act as the Authority’s legal counsel by Resolution annually at the Annual Meeting.

## **2.10 Financial Statements and Report of the Auditor**

The Authority's accounts and transactions will be audited by a person licensed under the *Public Accounting Act, 2004* and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

The General Membership shall receive, consider and if appropriate approve the Audited Financial Statements and Report of the Auditor annually for the previous year at the April Board Meeting.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and shall make the Audited Financial Statements available to the public on the Authority's website within sixty (60) days of receiving the Auditor's Report.

## **2.11 Borrowing Resolution**

If required, the Authority shall establish a borrowing resolution at the Annual Meeting each year and such resolution shall be in force until it is superseded by another borrowing resolution.

## **2.12 Levy Notice**

The levy due to the Authority from Participating Municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

## **2.13 Signing Officers**

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by any two of the signing officers of the Authority, as follows:

- Chair,
- Vice Chair, and
- Chief Administrative Officer.

Purchase Orders may be signed by the Chief Administrative Officer in accordance with the Purchasing Policy.

Signing authority that was authorized by any previous Administration Regulation or By-law is superseded by this by-law.

## **2.14 Executive Committee**

The Authority may appoint an Executive Committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 2.1.3 (xv) of this by-law.

### **2.15 Advisory Boards and Other Committees**

In accordance with Sub-Section 18(2) of the Act, the Authority shall establish such Advisory Boards as required by Regulation and may establish such other Advisory Boards or Committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such Advisory Boards and Committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all Advisory Board and Committee meetings.

Each Advisory Board or Committee shall report to the General Membership, presenting any recommendations made by the Advisory Board or Committee.

Prior notice of the dates for all Advisory Board and Committee meetings shall be made available to all Members of the Authority.

### **2.16 Remuneration of Members**

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Chief Administrative Officer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-Chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

**Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense and discretion of the Province.**

### **2.17 Records Retention**

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;

- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, and other related documents;
- v. Electronic Communications including emails;
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction;
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Authority may enact Record Retention Policies prescribed by the Authority from time to time.

### **2.18 Records Available to Public**

Records of the Authority shall be made available to the public **as required pursuant to, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA) or exemptions from disclosure as provided therein and further to O. Reg. 400/22 Information Requirements.**

The Authority shall designate a Member or a committee of Members to act as head of the Authority for the purposes of MFIPPA.

### **2.19 By-law Review**

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed. This by-law shall be reviewed not less frequently than every four years.

### **2.20 By-law Available to Public**

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's Administration Office or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.



### **2.21 Enforcement of By-laws and Policies**

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest Policy). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*.

If required the following procedure will be followed:

- an investigation will be conducted regarding the alleged breach;
- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting;
- the appointing municipality or appointing Minister shall be notified of the outcome of the investigation.

### **2.22 Indemnification of Members, Officers and Employees**

The Authority will enact By-laws to provide for indemnification of Members, Officers and Employees.

### **3 Meeting Procedures**

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable. When the Authority or Executive Committee, as the case may be, are sitting as a Hearing Board, hearings will meet the requirements of the Statutory Powers and Procedures Act, the details of which are specified in LRCA Section 28(12) *Conservation Authorities Act* Hearing Guidelines.

#### **3.1 Rules of Procedure**

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Robert's Rules of Order shall apply.

The Authority may choose to conduct its business as a committee of the whole.

#### **3.2 Notice of Meeting**

The General Membership shall approve a schedule for regular meetings in advance. The Chief Administrative Officer shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Chief Administrative Officer 14 days advance of the meeting where it is to be dealt with, if it is to be included in the published agenda, or within 4 days if it is to be introduced at the meeting.

The Chair may, at his/her pleasure, call a special meeting of the Authority as necessary on 5 calendar days notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair shall call the meeting accordingly.

The Chair or the Chief Administrative Officer may, by notice in writing or email delivered to the members so as to be received by them at least 24 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or Committee affected.

The Chair or the Chief Administrative Officer may, if it appears that a storm or like occurrence will prevent the Members from attending a meeting, postpone that meeting by advising as many Members as can be reached or, if warranted, hold the meeting electronically provided quorum and public participation can be met. Postponement shall not be for any longer than the next regularly scheduled meeting date.

### **3.3 Meetings Open to Public**

All meetings of the General Membership and Executive Committee shall be open to the public. **Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.**

Notwithstanding the foregoing, a meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda **or arises during a meeting requiring that it be closed to the public at the time that the matter is raised at a meeting,** and the subject matter meets the criteria for a closed meeting as defined in this by-law.

### **3.4 Agenda for Meetings**

Authority staff, under the supervision of the Chief Administrative Officer, shall prepare an agenda for all regular meetings of the General Membership shall include, but not necessarily be limited to, the following headings:

1. Adoption of Agenda
2. Disclosure of Interest
3. Minutes of Previous Meeting
4. In-Camera Agenda
5. Business Arising from Previous Minutes
6. Correspondence
7. Staff Reports
8. Chief Administrative Officer Report
9. Passing of Accounts
10. Regulatory Role
11. Projects Update
12. New Business
13. Next Meeting
14. Adjournment

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least 5 calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

### **3.5 Quorum**

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six such Members, in which case three such Members constitute a quorum **(per s16(2) CAA)**. At any Executive Committee, Advisory Board or Committee meeting, a quorum consists of one-

half of the Members of the Executive Committee, Advisory Board or Committee. **NOTE: the Member appointed by the Minister to represent agricultural interests is not part of quorum.**

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members, which do not constitute a quorum.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

### **3.6 Order of Business**

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

### **3.7 Debate**

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded, where required before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than three minutes without leave of the Chair;

- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time.

### **3.8 Matters of Precedence**

The following matters shall have precedence over the usual order of business:

- a) a point of order;
- b) matter of privilege;
- c) a matter of clarification;
- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

### **3.9 Members' Attendance**

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

Upon the office of a Member becoming vacant due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Chief Administrative Officer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Chief Administrative Officer without comment or explanations.

### **3.10 Electronic Meetings and Participation**

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

A Member can participate electronically in a meeting that is open or closed to the public and either case may be counted in determining whether or not a quorum of members is present at any point in time. A Member who plans on participating electronically must give

adequate notice to the CAO prior to the meeting, in order to prepare for electronic participation of member(s).

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

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

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

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

~~(See Section 3.20 State of Emergency)~~

### **3.11 Deputations**

Any person or organization who wishes to address the General Membership may make a request in writing or email to the Chief Administrative Officer. Deputations shall follow the procedures outlined in the LRCA Board of Directors Policy BOD-03: Deputation Policy.

### **3.12 Annual Meeting**

The Authority shall designate one meeting of the Board of Directors each year as the Annual Meeting and shall include the following items on the agenda, in addition to the normal course of business:

- i. Election of the Authority Chair
- ii. Election of the Authority Vice-Chair(s)
- iii. Appointment of Authority Solicitors for the upcoming year
- iv. Appointment of Authority Bank for the upcoming year
- v. Appointment of the Auditor for the upcoming year
- vi. Borrowing Resolution

### **3.13 Meetings with Closed “In Camera” Sessions**

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as required by Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Ontario Land Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege, including communications for that purpose;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or Committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority;
- l) the meeting is held for the purpose of educating or training the Members, and
- m) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Authority, the Executive Committee, Advisory Board or other Committee.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the ~~Authority is the~~ **designated** head of an institution ~~the~~ **Authority** for the purposes of MFIPPA **is present**.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will

be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Chief Administrative Officer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

### **3.14 Voting**

In accordance with Section 16 of the Act:

- a) each Member (including the Chair) is entitled to one vote, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

Where a member has been appointed by the Minister as a representative of the agricultural sector, the member shall not vote on:

- a resolution to enlarge an authority's area of jurisdiction;
- a resolution to amalgamate the Authority with another conservation authority;
- a resolution to dissolve the Authority; or
- a resolution related to any budgetary matter.

If any Member who is qualified to vote abstains from voting, he or she shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Robert's Rules of Order.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a Member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present taken in order by alphabetical surname, with the Chair announcing last (except a member who is



disqualified from voting by this By-law or any Act) shall announce his or her vote openly answering “yes” or “no” to the question, and the Chief Administrative Officer shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Sub-Section 2.6 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

### ***3.15 Notice of Motion***

Written notice of motion to be made at an General Membership, Executive Committee, Advisory Board or Committee meeting may be given to the Chief Administrative Officer by any Member of the Authority not less than 14 days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Chief Administrative Officer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of Advisory Boards or Committees that have been included in an agenda for a meeting of the General Membership or Executive Committee, shall constitute notices of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the General Membership provided that it is made clear that to delay such motion or other business for the consideration would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of the majority of the Members present.

### ***3.16 Motion to Reconsider***

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at the next meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede the previous vote.

### ***3.17 Duties of the Meeting Chair***

It shall be the duty of the Chair, with respect to any meetings over which he or she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members, adhering to Board Policies BOD-01, Conduct of Media at Board Meetings and BOD-02, Conduct of Public at Board Meetings;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

### ***3.18 Conduct of Members***

Members shall maintain a high standard of conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix A).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave his or her seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or on the Chair's interpretation of the By-laws.

### ***3.19 Minutes of Meetings***

The Chief Administrative Officer shall undertake to have a recording secretary in attendance at meetings of the General Membership, the Executive Committee and each

Advisory Board or Committee. The recording secretary shall make a record in the form of minutes of the meeting's proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Chief Administrative Officer shall act as recording secretary.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Chief Administrative Officer or designate shall provide draft minutes of the previous meeting to the General Membership at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the Chair and Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Minutes shall be made available for review on the Authority's website within 30 days of the meeting. Minutes shall be made available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

### **~~3.20 State of Emergency~~**

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

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

~~During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.~~

~~During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.~~

~~During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.~~

#### **4 Approval of By-law and Repealing of Previous By-law(s)**

The Constitution and Regulations of the Lakehead Region Conservation Authority, dated February 21, 1978, and regulations made under Section 30 of the *Conservation Authorities Act* prior to its repeal, are hereby repealed.

By-Law No. 1/2018 shall come into force on the 26<sup>th</sup> day of September 2018.

Read a first time on the 27<sup>th</sup> day of June 2018.

Read a second time on the 29<sup>th</sup> day of August 2018.

Read a third time and finally passed on the 26<sup>th</sup> day of September 2018.

Revised April 29, 2020.

Revised August 26, 2020.

Revised November 24, 2021

**Revised January 26, 2023**

Signed:

\_\_\_\_\_

Chair

\_\_\_\_\_

Chief Administrative Officer

# **APPENDIX A:**

## **Code of Conduct**

## 1. Background

The Lakehead Region Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation relies upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws, which govern the behaviour of Members.

This Code of Conduct will also assist Members in dealing in confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures. **Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.**

## 2. General

All Members, whether municipal councillors or appointed representatives of a municipality, **or whether appointed by the Minister as a representative of the agricultural sector**, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is required that Members will adhere to a Code of Conduct which:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including those of appointing municipalities;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind and with consideration for the organization as a whole;
- v. governs the exercise of the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. requires that Members conduct themselves in a manner which reflects respect and professional courtesy and does not permit offensive language in or against the Authority or against any Member or any Authority staff.

### 3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties., ~~except compensation authorized by law.~~

### 4. Confidentiality

The Members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates his or her position on the General Membership, he or she will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation and that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

### **5. Use of Authority Property**

No Member shall use for personal purposes any Authority property, equipment, supplies, or services other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

### **6. Work of a Political Nature**

No Member shall use Authority facilities, services or property for his or her other election or re-election campaign for any position or office within the Authority or otherwise.

### **7. Conduct at Authority Meetings**

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

### **8. Influence on Staff**

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, and shall be free to do so without undue influence.

### **9. Business Relations**

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent dealing with or appearing before the Authority, the Executive Committee or an Advisory Board or Committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

### **10. Encouragement of Respect for the Authority and its Regulations**

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

### **11. Harassment**

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free from discrimination and personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital



status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited conduct under the provisions of the *Ontario Human Rights Code*.

## **12. Breach of Code of Conduct**

Should a Member breach the Code of Conduct, he or she shall advise the Chair, with a copy to the Chief Administrative Officer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Chief Administrative Officer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the Chief Administrative Officer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined in the preceding paragraph.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in this By-law.

# **APPENDIX B:**

## **Conflict of Interest**

### **1. Municipal Conflict of Interest Act**

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority and Members are bound by the *Municipal Conflict of Interest Act*. This by-law is intended to assist Member in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

### **2. Disclosure of Pecuniary Interest**

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter;
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question; and,
- d) shall file a written statement of the Conflict of Interest and its general nature with the Chief Administrative Officer.

### **3. Chair's Conflict of Interest or Pecuniary Interest**

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed by Resolution to chair that portion of the meeting by Resolution.

### **4. Closed Meetings**

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

### **5. Member Absent**

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

#### **6. Disclosure Recorded in Minutes**

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

#### **7. Registry Maintained for Public Inspection**

The Authority shall maintain a registry in which shall be kept:

- a) A copy of each statement filed under Section 2d) of this policy; and,
- b) A copy of each declaration recorded in the Minutes.

The registry shall be available for public inspection.

#### **8. Breach of Conflict of Interest Policy**

Should a Member breach the Conflict of Interest Policy, he or she shall advise the Chair, if the Chair has conducted the breach he or she shall advise the Vice-Chair, in writing with a copy to the Chief Administrative Officer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the allegation shall be communicated in writing to the Chair, with a copy to the Chief Administrative Officer. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the allegation shall be communicated in writing to the Vice-Chair, with a copy to the Chief Administrative Officer.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be advised to follow the notification procedure outlined in the preceding paragraph.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in this By-law.

Nothing herein is intended to discourage or prevent a Member or any other person from exercising the right to initiate a proceeding under the *Municipal Conflict of Interest Act*.

# **APPENDIX C: Procedure for Election of Officers**

### 1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

### 2. Acting Chair

The Chief Administrative Officer, or his or her designate, shall assume the position of Chair for the purpose of the election of Officers. No Member may act as such.

### 3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards when authorized by Resolution. The Acting Chair shall call a motion for the appointment of one or more persons to act as scrutineers. A Member not standing for election may be appointed as an additional scrutineer, if requested.

### 4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act **and the Lakehead Region Conservation Authority Administrative By-Law Section 2.2 'Maximum Term for Chair and Vice Chair(s)'** as follows:

- a) The elections shall be conducted separately in the following order:
  - i. Election of the Chair, who shall be a Member **appointed by a participating Municipality of** to the Authority;
  - ii. Election of one or more Vice-Chairs, who shall be Members **appointed by a participating Municipality to** of the Authority.
- b) The Acting Chair shall ask for nominations to the position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall indicate if he or she accepts the nomination. The Member must be present to accept the nomination unless the Member has advised the Chief Administrative Officer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee has accepted:

- g) If only one nominee accepts the nomination, he or she shall be declared elected to the position by acclamation.

If more than one Nominee have accepted:

- h) each nominee shall be permitted not more than three (3) minutes to speak in support of his or her candidacy, in the order of the alphabetical listing by surnames.
- i) ballots shall be distributed to the Members by the scrutineers for the purpose of the election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair as to who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote, no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.



<b>PROGRAM AREA</b>	CORPORATE	<b>REPORT NO.</b>	CORP-03-2023
<b>DATE PREPARED</b>	January 11, 2023	<b>FILE NO.</b>	7-1-1
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Bill 23, <i>More Homes Built Faster Act</i> 2022, Update		

## RECOMMENDATION

### Suggested Resolution

*“THAT: Staff Report CORP-03-2023: Bill 23, More Homes Built Faster Act Update be received.”*

### LINK TO STRATEGIC PLAN (2023-2027)

All sections of the Strategic Plan are impacted.

## EXECUTIVE SUMMARY

On October 25, 2022 Bill 23, *More Homes Built Faster Act*, 2022 was released, and subsequently received Royal Assent on November 28, 2022. On December 28, 2022 correspondence was received from the Ministry of Natural Resources and Forestry prohibiting Conservation Authorities from providing municipalities comments on Prescribed Acts related to natural heritage and freezing Conservation Authority fees related to Section 28 permits and Plan Review services. Other changes impacting Conservation Authorities will come into effect on a day to be named by proclamation of the Lieutenant Governor.

The recent enacted changes affecting Conservation Authorities are not anticipated to have a substantial impact on the LRCA at this time. Overall, the passing of Bill 23 is anticipated to have a negative impact on the protection of natural heritage in the long term provincially and increase the risk to people and property from natural hazards.

The full impact to municipalities, specifically downloading of Conservation Authority core mandate programs is unknown until the final changes to the Section 28 program are revealed.

Staff will continue to monitor and adhere to all new legislated changes and alter operations as mandated, when required.

## DISCUSSION

On October 25, 2022 Bill 23, *More Homes Built Faster Act*, 2022 was released and subsequently received Royal Assent on November 28, 2022. As part of the consultation several Environmental Registry of Ontario posting were released, with all comments due by the end of December 2022. Comments were posted by Conservation Ontario on behalf of all 36 Conservation Authorities.



The LRCA posted comments on ERO#019-6141: Legislative and regulatory proposals affecting conservation authorities to support the Housing Supply Action Plan 3.0.

On December 28, 2022, two letters were received from MNRF in relation to Bill 23 (attached):

- Legislative and regulation changes affecting Conservation Authorities.
- Minister's direction for conservation authorities regarding fee changes associated with planning, development and permitting fees.

Additionally, O. Reg. 596/22: Prescribed Acts was filed.

The four key areas of amendments affecting Conservation Authorities by Bill 23 include:

1. Section 28 Permits
2. CA Role in Plan Review
3. Freezing of Fees
4. Conservation Authority owned Lands

The timing of when the changes come into effect will either be:

- On the day of Royal Assent of Bill 23 (i.e., November 28, 2022);
- January 1, 2023; or
- On a day to be named by proclamation of the Lieutenant Governor.

There are also related un-proclaimed sections from previous amending acts that are still be enacted (i.e., Bill 229, Protect, Support and Recover from COVID19-Act (Budget Measures) and Building Better Communities and Conserving Watersheds Act, 2017).

1. Changes to Section 28 Permits

In effect as of November 28, 2022:

- Require CAs to issue a permit for Community Infrastructure and Housing Accelerator (CIHA) Orders under the *Planning Act* Section 34.1.
- Require CAs to issue a permit for Minister's Zoning Orders (MZOs) under the *Planning Act* Section 47.

***No MZO or CIHA Orders have been issued to date in the LRCA watershed (many have been issued in Southern Ontario).***

To come into effect at a later date:

- Consolidate all 36 development regulations under one regulation under the *Conservation Authorities Act* (now each CA has their own development regulation (i.e., LRCA has O. Reg. 180/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation).
- Remove "conservation of land" and "pollution" tests when assessing development applications and replace with "unstable soil and bedrock".

- Limit conditions in the permit to conditions that mitigate:
  - Effects that the development project is likely to have on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock; and
  - Conditions or circumstances created by the development project that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.
- Update “watercourse” definition:
  - from: an identifiable depression in which water regularly or continuously flows,
  - to: a defined channel having a bed and banks or sides, in which a flow water regularly or continuously flows.
- Update “other areas” where the regulation applies from 120 metres to 30 metres of all wetlands, including provincially significant wetlands.
- Streamline approvals for low-risk activities. May exempt the need for a permit if certain requirements or conditions are met.
- Require CA to have a policy for timelines, complete application requirements, etc.
- Require CA to show maps of where permit applies; public consultation for significant changes.
- Provide flexibility for CA to issue a permit to maximum limit for 60 months (now 24 months) and issue extensions as necessary (currently there is no ability to extend permits beyond initial 24 months).
- Exempt from Section 28 permits: development approved under the *Planning Act* in certain municipalities.
- Non-decisions by a CA can be appealed within 90 days (rather than 120 days).

***Once these changes are enacted, the LRCA will have a lot of work to do to amend the Regulatory Program and update all forms, documents, Fact Sheets, mapping (Screening maps, GIS layers, on-line map viewer), etc.***

***Member Municipalities may (legislation notes “certain municipalities”) have new responsibilities in regards to reviewing/regulating development on lands where Planning Act approvals have been issued. More information is required to fully assess this new exemption.***

## 2. CA Role in Plan Review

In effect as of January 1, 2023 per new O. Reg. 596/22:

CAs are prohibited from providing a Category 2 or 3 Non-Mandatory Program to a municipality related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

1. The Aggregate Resources Act.
2. The *Condominium Act, 1998*.
3. The *Drainage Act*.
4. The *Endangered Species Act, 2007*.
5. The *Environmental Assessment Act*.

6. The *Environmental Protection Act*.
7. The *Niagara Escarpment Planning and Development Act*.
8. The *Ontario Heritage Act*.
9. The *Ontario Water Resources Act*.
10. The *Planning Act*.

**Many municipalities rely on Conservation Authorities to provide this service to them. Currently the LRCA does not provide this service; however, was proposing to provide this service to the City of Thunder Bay in 2024 as a Category 2 program, which would have been a fee-for-service through a Memorandum of Understanding. Municipalities as the approval authority are still required to continue to provide this review when reviewing planning applications.**

**As a Mandatory Program (and delegated responsibility) the LRCA will continue to review and provide comments on all Planning Act applications on behalf of its Member Municipalities and assess the applications adherence to Section 3.1: Natural Hazards and Source Water Protection (Clean Water Act).**

### 3. Freezing of Fees

Effective January 1, 2023 to December 31, 2023 the Minister has issued a Directive that CAs may not change their fees related to Plan Review or Development Permits.

**The LRCA did not plan on increasing fees in 2023, per the approved 2023 Fee Schedule.**

### 4. Conservation Authority owned Lands

Effective January 1, 2023:

- Under *Conservation Authorities Act* Section 21, there is a streamlined process for a CA to sever and dispose of land; also simplified disposition process for lands acquired through provincial grants (per section 39 of the CA Act).
- Under O. Reg. 686/21: the CA Land Inventory due December 31, 2024, the CA must identify CA-owned properties that can support housing development. Considerations: whether or not the parcel or a portion of the parcel is suitable for the purposes of housing and housing infrastructure development, including identifying:
  - Any applicable zoning by-law passed under section 34 or 38 of the *Planning Act* or any predecessor of them,
  - If the parcel or a portion of the parcel augments any natural heritage located within the authority's area of jurisdiction, and
  - If the parcel or a portion of the parcel integrates with other provincially or municipally owned lands or other publicly accessible lands and trails within the authority's are of jurisdiction.

**The Environmental Planner has been working towards completing Natural Heritage Assessments on all LRCA owned land, which will be invaluable in completing this mandated task.**

## Ontario Wetland Evaluation System (OWES)

Effective January 1, 2023, the revised Ontario Wetland Evaluation System (OWES) manuals came into effect. The proposed amended evaluation system is anticipated to impact the designation and protection of wetlands in the province in the future, including within LRCA's watershed.

### **FINANCIAL IMPLICATIONS**

The freezing of fees in 2023 is not anticipated to impact self-generated revenue in 2023 as no increases to fees were planned in 2023. If the freezing of fees is extended, it may impact future revenue generation for those program areas.

The number of permits issued may be impacted in the future depending on the legislated exemptions that are proposed to be enacted at a future date.

Additionally, the ability of the LRCA to provide the proposed Category 2 program to the City of Thunder Bay regarding Natural Heritage Planning Services, is now prohibited, which will result in a loss in potential future revenue.

### **CONCLUSION**

The recent enacted changes affecting Conservation Authorities, which include the prohibition of commenting on natural heritage and the freezing of CA fees are not anticipated to have a substantial impact on the LRCA at this time. Overall, the passing of Bill 23 is anticipated to have a negative impact on the protection of natural heritage in the long term provincially and increase the risk to people and property from natural hazards.

The full impact to municipalities, specifically downloading of Conservation Authority core mandate programs is unknown until the final changes to the Section 28 program are revealed.

Staff will continue to monitor and adhere to all new legislated changes and alter operations as mandated, when required.

### **BACKGROUND**

Over the last several years the government has been reviewing and consulting on the *Conservation Authorities Act*. On November 5, 2020 the Province introduced Bill 229, *Protect, Support and Recover from COVID 19 Act (Budget Measures), 2020*, with Schedule 6 outlining many changes to the *Conservation Authorities Act*. The Bill passed third reading and received Royal Assent on December 8, 2020. Some sections came into effect immediately, while additional sections were proclaimed on February 2, 2021. Additional sections are to be proclaimed at a later date. A Minister's Conservation Authority Working Group was formed, which included Conservation Authorities, municipalities and other stakeholders to provide input on regulations and policy.

On May 13, 2021, the Ministry of Environment, Conservation and Parks (MECP) released the *Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities*. Which was the first phase

of a two-phase process. As part of the first phase, in October 2021 MECP released three new regulations under the *Conservation Authorities Act*:

- Ontario Regulation 686/21: Mandatory Programs and Services
- Ontario Regulation 687/21: Transition Plans and Agreements
- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas

On April 22, 2022 MECP notified Conservation Authorities that the Phase II Regulations had been posted on the Environmental Registry (notice number 019-4610) including:

- O. Reg. 399/22: Amending O. Reg. 687/22 (Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act)
- O. Reg. 400/22: Information Requirements
- O. Reg. 401/22: Determination of Amounts Under Section 27.2 (2) of the Act
- O. Reg. 402/22: Budget and Apportionment
- Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee, April 11, 2022

By Order-in-Council, the MNRF was re-designated as the Ministry responsible for administering the *Conservation Authorities Act* (from MECP) on August 29, 2022.

On November 28, 2022 Bill 23, *More Homes Built Faster Act, 2022* received Royal Assent, with Schedule 2 affecting various sections of the *Conservation Authorities Act*. As part of the Act, O. Reg. 596/22: Prescribed Acts was filed.

As required in the regulations, the LRCA has prepared:

- Transition Plan (Resolution #121/21)
- Inventory of Programs and Services Version 1.0 (Resolution #27/22).
- Progress Report #1 and Inventory of Programs and Services Version 2.0 (Resolution #80/22)
- Added a Governance section on the LRCA website (as mandated).
- Progress Report #2 (Resolution #105/22)
- Updated the Fee Policy and posted it on the website (as mandated).
- Progress Report #3 (Resolution #134/22).

#### **REFERENCE MATERIAL ATTACHED**

Attachment #1 - Letter from MNRF to Conservation Authorities re: Legislative and regulation changes affecting Conservation Authorities, December 28, 2022

Attachment #2 – Letter from MNRF to Conservation Authorities re: Minister's direction for conservation authorities regarding fee changes associated with planning, development and permitting fees, December 28, 2022

Attachment#3 – Ontario Regulation 596/22: Prescribed Acts

**PREPARED BY:**

Tammy Cook, CAO

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 12, 2023</p>
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**Ministry of Natural Resources and Forestry**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles et des Forêts**

Direction des politiques de planification et d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

**To:** Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario

**From:** Jennifer Keyes, Director

**Date:** December 28, 2022

**Subject:** Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

**Legislative Amendments**

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30<sup>th</sup> on the ERO, #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario.](#)

## **New Regulatory Requirements**

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to [Ontario Regulation 686/21: Mandatory Programs and Services](#) to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- *The Aggregate Resources Act*
- *The Condominium Act, 1998*
- *The Drainage Act*
- *The Endangered Species Act, 2007*
- *The Environmental Assessment Act*
- *The Environmental Protection Act*
- *The Niagara Escarpment Planning and Development Act*
- *The Ontario Heritage Act*
- *The Ontario Water Resources Act*
- *The Planning Act*



This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

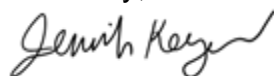
An administrative update to the "Determination of Amounts Owing Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at [ca.office@ontario.ca](mailto:ca.office@ontario.ca). I look forward to working with you in the coming year.

Sincerely,



Jennifer Keyes

Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto, ON M7A 1W3  
Tel.: 416-314-2301

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



December 28, 2022

**TO:** Conservation authorities as listed in the Attachment A “Minister’s Direction to Not Change Fees”

**SUBJECT:** Minister’s direction for conservation authorities regarding fee changes associated with planning, development and permitting fees

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In support of Ontario’s Housing Supply Action Plan: 2022-2023, the province made a series of legislative changes through the *More Homes Built Faster Act, 2022* (Bill 23) to help achieve the goal of building 1.5 million homes over the next 10 years. These changes accelerate housing development approvals while continuing to protect Ontario families, communities, and critical resources. A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

To this end, pursuant to subsection 21.3 (1) of the *Conservation Authorities Act*, which is in effect January 1, 2023, I am issuing a Minister’s Direction (“Direction”), attached to this letter as Attachment “A”. Subsection 21.3 (1) provides that the “Minister may give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction.”

The purpose of this Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. For greater certainty, the “Prescribed Acts – subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act” regulation (O. Reg. 596/22), effective January 1, 2023, prohibits a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter

made under prescribed Acts. This regulation therefore precludes the charging of a fee by a conservation authority for these specific programs or services provided under subsections 21.1.1 (1) or 21.1.2 (1.1) of the *Conservation Authorities Act*.

The conservation authorities listed in Appendix A of the Direction are encouraged to make the Direction publicly available on the Governance section of their websites.

Pursuant to subsection 21.2 (3) of the Act, I am also re-distributing the Minister's list of classes and programs and services in respect of which conservation authorities may charge a fee along with this Direction, with editorial changes to reflect the recent legislative and regulatory changes.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at [Jennifer.Keyes@ontario.ca](mailto:Jennifer.Keyes@ontario.ca) or 705-761-4831.

If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

Sincerely,



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
The Honourable David Piccini, Minister of the Environment, Conservation and Parks

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this “Direction”)**

**WHEREAS** section 21.2 of the *Conservation Authorities Act*, in effect on January 1, 2023, permits a Conservation Authority to charge a fee for a program or service 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;

**AND WHEREAS** subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a Conservation Authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

**AND WHEREAS** subsection 21.2 (10) of the *Conservation Authorities Act* provides that a Conservation Authority may 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, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

**AND WHEREAS** section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix “A” of this Direction (the “**Conservation Authorities**” or each, a “**Conservation Authority**”) are hereby directed as follows:

**Fee Changes Prohibition**

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a Conservation Authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

**Program and Service Fees Impacted**

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on

planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
  - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
  - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
  - c. Section 8: programs and services related to Conservation Authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
  - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
  - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

### **Application**

4. This Direction, applies to all Conservation Authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the Conservation Authorities listed in Appendix "A" to this Direction when such Conservation Authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

### **Effective Date and Term**

6. This Direction is effective from January 1, 2023 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2023 (the "**Term**").

**Amendments**

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the  
Minister of Natural Resources and Forestry**



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry  
December 28, 2022

**APPENDIX A**

**LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES**

**Ausable Bayfield CA**

R.R. #3  
71108 Morrison Line  
Exeter ON N0M 1S5  
Brian Horner  
bhorner@abca.on.ca

**Cataraqui Region CA**

Box 160  
1641 Perth Road  
Glenburnie ON K0H 1S0  
Katrina Furlanetto  
kfurlanetto@crca.ca

**Catfish Creek CA**

R.R. #5  
8079 Springwater Road  
Aylmer ON N5H 2R4  
Dusty Underhill  
generalmanager@catfishcreek.ca

**Central Lake Ontario CA**

100 Whiting Avenue  
Oshawa ON L1H 3T3  
Chris Darling  
cdarling@cloca.com

**Credit Valley CA**

1255 Old Derry Rd  
Mississauga ON L5N 6R4  
Quentin Hanchard  
quentin.hancard@cvc.ca

**Crowe Valley CA**

Box 416  
70 Hughes Lane  
Marmora ON K0K 2M0  
Tim Pidduck  
tim.pidduck@crowevalley.com

**Essex Region CA**

Suite 311  
360 Fairview Ave West  
Essex ON N8M 1Y6

Tim Byrne  
[tbyrne@erca.org](mailto:tbyrne@erca.org)

**Ganaraska Region CA**

Box 328  
2216 County Road 28  
Port Hope ON L1A 3V8  
Linda Laliberte  
[llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca)

**Grand River CA**

Box 729  
400 Clyde Road  
Cambridge ON N1R 5W6  
Samantha Lawson  
[slawson@grandriver.ca](mailto:slawson@grandriver.ca)

**Grey Sauble CA**

R.R. #4  
237897 Inglis Falls Road  
Owen Sound ON N4K 5N6  
Tim Lanthier  
[t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)

**Halton Region CA**

2596 Britannia Road West  
Burlington ON L7P 0G3  
Hassaan Basit  
[hbasit@hrca.on.ca](mailto:hbasit@hrca.on.ca)

**Hamilton Region CA**

P.O. Box 81067  
838 Mineral Springs Road  
Ancaster ON L9G 4X1  
Lisa Burnside  
[lisa.burnside@conservationhamilton.ca](mailto:lisa.burnside@conservationhamilton.ca)



**Kawartha Region CA**

277 Kenrei (Park) Road  
Lindsay ON K9V 4R1  
Mark Majchrowski  
mmajchrowski@kawarthaconservation.com

**Kettle Creek CA**

R.R. #8  
44015 Ferguson Line  
St. Thomas ON N5P 3T3  
Elizabeth VanHooren  
elizabeth@kettlecreekconservation.on.ca

**Lake Simcoe Region CA**

Box 282  
120 Bayview Parkway  
Newmarket ON L3Y 3W3  
Rob Baldwin  
r.baldwin@lsrca.on.ca

**Lakehead Region CA**

Box 10427  
130 Conservation Road  
Thunder Bay ON P7B 6T8  
Tammy Cook  
tammy@lakeheadca.com

**Long Point Region CA**

4 Elm Street  
Tillsonburg ON N4G 0C4  
Judy Maxwell  
jmaxwell@lprca.on.ca

**Lower Thames Valley CA**

100 Thames Street  
Chatham ON N7L 2Y8  
Mark Peacock  
mark.peacock@ltvca.ca

**Lower Trent Region CA**

R.R. #1  
714 Murray Street  
Trenton ON K8V 5P4  
Rhonda Bateman  
rhonda.bateman@ltc.on.ca

**Maitland Valley CA**

Box 127

1093 Marietta Street  
Wroxeter ON N0G 2X0  
Phil Beard  
pbeard@mvca.on.ca

**Mattagami Region CA**  
100 Lakeshore Road  
Timmins ON P4N 8R5  
David Vallier  
david.vallier@timmins.ca

**Mississippi Valley CA**  
10970 Highway 7  
Carleton Place ON K7C 3P1  
Sally McIntyre  
smcintyre@mvc.on.ca

**Niagara Peninsula CA**  
250 Thorold Road West, 3rd Floor  
Welland ON L3C 3W2  
Chandra Sharma  
csharma@npca.ca

**Nickel District CA**  
199 Larch St  
Suite 401  
Sudbury ON P3E 5P9  
Carl Jorgensen  
carl.jorgensen@conservationsudbury.ca

**North Bay-Mattawa CA**  
15 Janey Avenue  
North Bay ON P1C 1N1  
Chitra Gowda  
chitra.gowda@nbmca.ca

**Nottawasaga Valley CA**  
8195 Line 8  
Utopia ON L0M 1T0  
Doug Hevenor  
dhevenor@nvca.on.ca

**Otonabee Region CA**

250 Milroy Drive  
Peterborough ON K9H 7M9  
Janette Loveys Smith  
[jsmith@otonabeeconservation.com](mailto:jsmith@otonabeeconservation.com)

**Quinte CA**

R.R. #2  
2061 Old Highway #2  
Belleville ON K8N 4Z2  
Brad McNevin  
[bmcnevin@quinteconservation.ca](mailto:bmcnevin@quinteconservation.ca)

**Raisin Region CA**

PO Box 429  
18045 County Road 2  
Cornwall ON K6H 5T2  
Richard Pilon  
[richard.pilon@rrca.on.ca](mailto:richard.pilon@rrca.on.ca)

**Rideau Valley CA**

Box 599  
3889 Rideau Valley Dr.  
Manotick ON K4M 1A5  
Sommer Casgrain-Robertson  
[sommer.casgrain-robertson@rvca.ca](mailto:sommer.casgrain-robertson@rvca.ca)

**Saugeen Valley CA**

R.R. #1  
1078 Bruce Road #12, Box #150  
Formosa ON N0G 1W0  
Jennifer Stephens  
[j.stephens@svca.on.ca](mailto:j.stephens@svca.on.ca)

**Sault Ste. Marie Region CA**

1100 Fifth Line East  
Sault Ste. Marie ON P6A 6J8  
Corrina Barrett  
[cbarrett@ssmrca.ca](mailto:cbarrett@ssmrca.ca)

**South Nation River CA**

38 Victoria Street  
P.O. Box 29  
Finch ON K0C 1K0  
Angela Coleman  
[acoleman@nation.on.ca](mailto:acoleman@nation.on.ca)

**St. Clair Region CA**

205 Mill Pond Crescent

Strathroy ON N7G 3P9  
Ken Phillips  
[kphillips@scrca.on.ca](mailto:kphillips@scrca.on.ca)

**Toronto and Region CA**  
101 Exchange Avenue  
Vaughan ON L4K 5R6  
John MacKenzie  
[john.mackenzie@trca.ca](mailto:john.mackenzie@trca.ca)

**Upper Thames River CA**  
1424 Clarke Road  
London ON N5V 5B9  
Tracey Annett  
[annettt@thamesriver.on.ca](mailto:annettt@thamesriver.on.ca)

Français

**ONTARIO REGULATION 596/22**  
made under the  
**CONSERVATION AUTHORITIES ACT**

Made: December 22, 2022  
Filed: December 28, 2022  
Published on e-Laws: December 28, 2022  
Printed in *The Ontario Gazette*: January 14, 2023

**PRESCRIBED ACTS - SUBSECTIONS 21.1.1 (1.1) AND 21.1.2 (1.1) OF THE ACT**

**Prescribed Acts**

1. The following Acts are prescribed for the purposes of subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act:

1. The *Aggregate Resources Act*.
2. The *Condominium Act, 1998*.
3. The *Drainage Act*.
4. The *Endangered Species Act, 2007*.
5. The *Environmental Assessment Act*.
6. The *Environmental Protection Act*.
7. The *Niagara Escarpment Planning and Development Act*.
8. The *Ontario Heritage Act*.
9. The *Ontario Water Resources Act*.
10. The *Planning Act*.

**Commencement**

2. This Regulation comes into force on the later of the day section 3 of Schedule 2 to the *More Homes Built Faster Act, 2022* comes into force and the day this Regulation is filed.

Made by:  
Pris par :

*Le ministre des Richesses naturelles et des Forêts,*

GRAYDON SMITH  
*Minister of Natural Resources and Forestry*

Date made: December 22, 2022  
Pris le : 22 décembre 2022

Français



<b>PROGRAM AREA</b>	Finance	<b>REPORT NO.</b>	FIN-04-2023
<b>DATE PREPARED</b>	January 9, 2023	<b>FILE NO.</b>	Finance Office
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	2022 Investment Summary		

**RECOMMENDATION**

Suggested Resolution

*“THAT: the Staff Report FIN-04-2023 be received.”*

**LINK TO STRATEGIC PLAN (2023-2027)**

*Govern and Enhance:*

- *Continue to commit to accountable and transparent organizational governance.*
- *Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.*

**EXECUTIVE SUMMARY**

In 2022, the LRCA had invested \$5,100,000 from February to May at a rate of 1.06% in a redeemable GIC. In May of 2022, interest rates increased to 2.30% and the Authority redeemed the \$5,100,000 and invested \$5,600,000 in a GIC with the higher rate.

Throughout the year the LRCA earned \$96,242.97 of interest investing in both GIC’s. The LRCA earned \$4,837.61 in the One Investment HISA. The operating account (RBC) also generated \$34,119.19 in interest revenue in the year, with a total interest revenue in 2022 of \$135,199.77. All revenue is recorded in the Administration Fund to offset the annual administration portion of the municipal levy. The 2022 interest was \$94,699.77 higher than budgeted due to the increase in GIC interest rates from 2021 to 2022.

**DISCUSSION**

Authority funds are invested annually as outlined in Finance Policy FIN-02: Investment of Authority Funds. The Authority is in a positive cash flow position that allows for short term investments. In 2022, the positive cash flow allowed the LRCA to invest in the RBC GIC Program.

Type of Investment	Interest Rate	Date Invested	Interest to Year End	Interest Earned
GIC	1.06%/2.30%	February 11, 2022	December 31, 2022	\$96,242.97
General Interest	Variable	January 1, 2022	December 31, 2022	\$34,119.19
One Investment	Variable	January 1, 2022	February 10, 2022	\$4,837.61
<b>Total Interest Revenue</b>				<b>\$135,199.77</b>

In 2022, the LRCA has all operating funds deposited in the RBC operating account. The general interest from the operation account has varying interest rates each month.

From February to May the LRCA invested \$5,100,000 in GIC with RBC at a rate of 1.06%, From May 2022 until December 2022 the LRCA invested \$5,600,000 in GIC's at a rate of 2.30% The 2022 interest generated revenue was \$94,699.77 higher than budgeted. The increase is due to higher than anticipated rates due to inflation.

**FINANCIAL IMPLICATIONS**

In 2022, The RBC GIC's earned interest revenue of \$96,242.97 while the operating account interest revenue earned \$34,119.91 and the One Investment HISA earned \$4,837.61, with a total investment income revenue of \$135,199.77. Per the Finance Policy, interest was recorded in the Administration Fund to offset levy. The 2022 interest was \$94,699.77 higher than budgeted due to the increase in GIC interest rates from 2021 to 2022.

**CONCLUSION**

Higher than anticipated rates of return in the GIC's were realized in 2022, resulting in an increase of \$94,699.77 in interest revenue, as compared to the anticipated revenue included in the 2022 budget. Overall, \$135,199.77 in interest was earned in 2022, which was recorded in the Administration Fund to offset required municipal levy.

**BACKGROUND**

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

**REFERENCE MATERIAL ATTACHED**

None.

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

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

THIS REPORT SIGNED AND VERIFIED BY:

*Tammy Cook*

Tammy Cook

Chief Administrative Officer

DATE:

January 9, 2023





<b>PROGRAM AREA</b>	Finance	<b>REPORT NO.</b>	FIN-06-2023
<b>DATE PREPARED</b>	January 9, 2023	<b>FILE NO.</b>	Finance Office
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	2023 Donations Summary		

## RECOMMENDATION

### Suggested Resolution

***“THAT: Staff Report FIN-06-2023 be received.”***

### **LINK TO STRATEGIC PLAN (2023-2027)**

*Govern and Enhance:*

- *Continue to commit to accountable and transparent organizational governance.*
- *Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.*

## EXECUTIVE SUMMARY

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

The total value of donations in 2022 was \$26,288.43

## DISCUSSION

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

Donation Summary

<b>Program area donation applied</b>	<b>Description</b>	<b>2022 \$</b>	<b>2021 \$</b>	<b>2020 \$</b>
<b>Environmental Education</b>	General Donations	3,855.00	1,574.50	1,285.00
	Donations in Memory of	60.00	850.00	210.00
	LRCA Staff Donations	932.00	936.00	936.00
	Canada Helps	424.25	295.96	111.28
	Lakehead Conservation Foundation	-	-	17,500.00
	Westfort Foods	3,000.00		
	Enbridge	1,900.00		
	OPG	11,800.00		
	TC Energy	-	5,000.00	5,000.00
<b>Stewardship (Water Festival)</b>	OPG		12,300.00	5,000.00
	Bears Bees Honey	300.00		
<b>Events</b>	Enbridge – Bird Festival	1,075.00	-	3,500.00
	OPG – Waterfowl Viewing Day	1,000.00	1,000.00	1,000.00
<b>Misc.</b>	General Donations	150.00	35.00	
	Waste Bin Rental- Northwest Bins		275.00	
	Northern Casket	26.00		26.00
	General Donations	334.30	2,011.00	975.00
	TC Energy – Silver Harbour Dock		7,500.00	
	Sponsorship – OPG – Viewing Scopes Mission Island Marsh	1,200.00	1,200.00	1,200.00
	Canada Helps	231.88	134.52	
<b>Adopt a Bench</b>	Lori Vanlenthe		2,654.87	
	Deborah Debakker		2,654.87	
	John Fletcher		2,654.87	
<b>Total Donations</b>		<b>\$26,288.43</b>	<b>\$41,076.59</b>	<b>\$36,743.28</b>

**FINANCIAL IMPLICATIONS**

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

**CONCLUSION**

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

**BACKGROUND**

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

**REFERENCE MATERIAL ATTACHED**

None

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

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

THIS REPORT SIGNED AND VERIFIED BY:  <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer	DATE: January 9, 2023
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<b>PROGRAM AREA</b>	CONSERVATION AREAS	<b>REPORT NO.</b>	CONAREA-01-2023
<b>DATE PREPARED</b>	January 16, 2023	<b>FILE NO.</b>	18-17-4
<b>MEETING DATE</b>	January 26, 2023		
<b>SUBJECT</b>	Parking Lot and Paved Trail Project at Cascades Conservation Area, NOHFC Funding Application		

**RECOMMENDATION**

Suggested Resolution

**“THAT:** the CAO is authorized to submit an application to the Northern Ontario Heritage Fund Corporation (NOHFC) for the Cascades Conservation Area Parking Lot and Paved Trail Project **AND FURTHER THAT** the LRCA will fund any related project expenses that exceed any NOHFC provided funding.”

**LINK TO STRATEGIC PLAN (2023-2027)**

*Connect and Explore:*

- Provide spaces, opportunities and experiences that focus on physical and mental well-being through a connection to the land.
- Manage and enhance recreational areas for current and future generations through robust land management, efficient maintenance programs and reinvestment in the land.

*Govern and Enhance:*

- Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.

**EXECUTIVE SUMMARY**

In an effort to access additional funding for the Cascades Conservation Area Parking Lot and Paved Trail Project, which was deferred in 2022 to 2023, staff have initiated a funding application with the Northern Ontario Heritage Fund Corporation (NOHFC) to fund 50% of the project costs. A resolution has been presented to approve the application and commit to funding the project, which is a requirement of the application process.

**DISCUSSION**

Based on required parking lot and trail repairs identified as being necessary at Cascades Conservation Area within the 2021 Asset Management Plan (AMP), Hatch was hired to design and act as the Contract Administrator for the project in 2022. Subsequently, engineered

drawings and a tender package were developed to regrade and repave the parking lot and trail, addressing drainage issues and making the trail AODA compliant. On September 14, 2022, the Contract Administrator invited five contracting firms to provide quotations, to which only one overpriced bid was received. As a result, it was decided to defer the project until 2023.

In an ongoing effort to access available outside funding for projects, staff have initiated a funding application with the NOHFC under the Community Enhancement Program – Enhance Your Community stream. The project has been deemed to be potentially eligible and has moved onto the Stage 2 Application. The project will include repaving the existing deteriorated paved trail making it AODA compliant and repaving the parking lot to address existing drainage issues. Additionally, as part of the funding application, the addition of an accessible washroom was added to the project, to provide a fully accessible destination. As part of the application, NOHFC has requested that the LRCA provide a resolution acknowledging the application and a commitment to fund all project costs that exceed any NOHFC provided funding. The Board has already approved the project in the 2022 budget, with additional funding committed in the 2023 budget to fund anticipated costs exceeding the original budget from the Conservation Area Major Maintenance Capital Reserve.

### **FINANCIAL IMPLICATIONS**

Staff have applied to NOHFC to fund 50% (\$130,000.00) of the estimated Cascades parking lot and trail project. The project was approved in the 2022 budget, with additional funds committed in the 2023 budget from the Conservation Area Major Maintenance Capital Reserve. Total project committed funds are \$249,000.00 from the reserve. If the application is successful, it is estimated that the reserve withdrawal will reduce to approximately \$130,000, depending on the final costs of the project.

### **CONCLUSION**

In an effort to access additional funding for the Cascades Conservation Area Parking Lot and Paved Trail Project, staff have initiated a funding application with NOHFC to fund 50% of the project costs. A resolution has been presented to approve the application and commit to funding the project, which is a requirement of the application process.

### **BACKGROUND**

The Parking Lot and Paved Trail Project at Cascades Conservation Area was identified within the 2021 Asset Management Plan Update conducted by KGS Group. Hatch was hired in June 2022 per Resolution #79/22 for design and contract administration of the project. Hatch will continue to provide Contract Administration per the existing contract in 2023.

In September 2022 a request for quote was issued to five contractors. Only one bid was received, which was considerably over the engineers estimate and budgeted project costs. The project was deferred (Resolution #103/22) until the spring of 2023, at which time the project will be retendered.

**REFERENCE MATERIAL ATTACHED:**

None.

**PREPARED BY:** Tammy Cook, CAO

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 17, 2023</p>
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**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

January 26, 2023

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

*“THAT: having examined the accounts for the period November 1, 2022 to November 30, 2022 cheque #2730 to #2747 for \$40,959.22 and preauthorized payments of \$97,287.84 for a total of \$138,247.06, we approve their payment.”*

2730	Englobe Corp.: 2022 Victor Street Monitoring	1,898.40
2731	Innovated Solutions: Cloud Protection	133.34
2732	L.T.L Contracting Ltd: Holdback payment sediment removal	28,319.10
2733	Lowery's: Office Supplies	692.66
2734	Michelle Willows: Travel Reimbursement	90.00
2735	Roman Augustyn: Microsoft subs charges	32.95
2736	Superior Outdoors Inc. The Walleye: 1/4 Page ad Walleye	175.15
2737	Teleco Landline: Voice Mail issues	271.20
2738	Thunder Bay Answering Service Inc.: October Answering Service	239.56
2739	Thunder Bay Chamber of Commerce: Membership Dues	226.00
2740	Central Carwash: Fuel October	1,464.75
2741	EOR Canada Inc.: Mountdale Boat Launch	5,886.17
2742	Lowery's: Photocopier Charges	217.97
2743	Mark Ambrose: Petty Cash Reimbursement	328.80
2744	Miller Precast Ltd: Delivery of Little Trout Bay	446.35
2745	Northern Turf Equipment: Equipment Repairs	216.95
2746	Superior Outdoors Inc. The Walleye: 1/4 page ads in Walleye	175.15
2747	Tammy Cook: Travel Reimbursement	144.72
		40,959.22

Chair

Res# \_\_\_\_\_/23

PA	Payroll and Per Diems	53,463.39
PA	Royal Bank Group Retirement RRSP and TFSA	8,167.28
PA	RWAM and Lifeworks Benefits	2,966.58
PA	Enbridge	312.43
PA	Synergy North	603.53
PA	Visa Routine Monthly Expenses	11,854.37
PA	Banking and Visa Fees	742.78
PA	Postage	-
PA	Receiver General of Canada November	18,890.58
PA	Photocopier Lease	286.90
		97,287.84
		138,247.06

Chair

Res# \_\_\_\_\_/23



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

January 26, 2023

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

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

*“THAT: having examined the accounts for the period December 1, 2022 to December 31, 2022 cheque #2748 to #2781 for \$180,041.79 and preauthorized payments of \$100,346.41 for a total of \$280,388.20, we approve their payment.”*

2748	2611943 Ontario Ltd.: Mission Marsh Garbage Removal	1,582.00
2749	Blue Green Labs: Algae Sampling Equipment	1,569.57
2750	Englobe Corp.: Victor Street Monitoring	2,339.10
2751	Design House Publications: Advertising in Municipal Newsletters	644.10
2752	Hatch Ltd.: 2022 Dredging CPR Trap	2,631.16
2753	Lowery's: Office Supplies	10.15
2754	McKittricks: Legal Fees Ward File and Omers By-law	2,519.90
2755	Premier Printing Ltd.: LRCA 2023 Calendar	4,797.98
2756	Rachael Z Bezanson: Travel Reimbursement	406.14
2757	Ryan Harris: Boot Allowance	200.00
2758	Ryne Gilliam: Vision Care	200.00
2759	Shout Media: Development of Brand Voice	3,390.00
2760	Superior Outdoors Inc. The Walleye: 1/4 page ad in Walleye	175.15
2762	Central Carwash: Fuel November	787.77
2763	City of Thunder Bay: Water Bill	1,254.82
2764	Conservation Ontario: Teranet Geowarehouse Subscription	32.26
2765	Creekside Nursery and Garden Centre: Sanding Mission Cascades Office	762.75
2766	EOR Canada Inc.: Mountdale Boat Launch	2,046.44
2767	Francotyp-Postalia Canada Inc.: Postage	67.63
2768	Gayle Little: Printer Ink	129.70
2769	Hatch Ltd.: CPR Trap	4,631.53
2770	Hoskin Scientific Limited: Chemicals	4,455.59
2771	Lowery's: Office Supplies	680.87
2772	Melanie O'Riley: Mileage	97.84
2773	MLS Financial Services: OMERS Research	565.00
2774	RAS Maintenance Services: October and November Janitorial	1,159.27
2775	Salt & Pepper Catering Inc.: Christmas Social	3,727.25
2776	Silvio Di Gregorio Agency: Wine for Christmas Social	642.73
2777	Thunder Bay Broom & Chemicals: Janitorial Supplies	265.89
2778	Township of Dorion: Supplemental tax bills Hurkett Cove	1,470.95
2779	WSIB: Premiums Oct - Dec 2022	5,471.91
2780	Bruno's Contracting: Diversion Channel Sediment Removal	131,193.00
2781	Innovated Solutions: Cloud Backup January	133.34
		<hr/>
		180,041.79

Chair

Res# \_\_\_\_\_/23

PA	Payroll and Per Diems	52,600.49
PA	Royal Bank Group Retirement RRSP and TFSA	7,977.26
PA	RWAM and Lifeworks Benefits	3,163.63
PA	Enbridge	645.03
PA	Synergy North	573.51
PA	Visa Routine Monthly Expenses	17,517.11
PA	Banking and Visa Fees	518.61
PA	Postage	565.00
PA	Receiver General of Canada November	16,498.87
PA	Photocopier Lease	286.90
		<hr/>
		100,346.41
		<hr/>
		280,388.20

Chair

Res# \_\_\_\_\_/23



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

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay								153 Dogwood Cres	90 Farrand St		
<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>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Oliver Paipoonge			OPA-04		ZBLA05-2022 ZBLA06-2022	Cooper Road					
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</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		B06-2022									
<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>
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										Four-laning Hwy 11/17	
<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>1</b>	<b>1</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>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>8</b>

Monthly Plan Input/Review and Fill Regulations Administration  
December 1 to 31, 2022

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay									319 Fort William Road		
<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>0</b>	<b>1</b>
Oliver Paipooonge					ZBLA07-2022 ZBLA08-2022						
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</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		B3/22									
<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>
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>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>

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

Monthly Plan Input/Review and Fill Regulations Administration  
January 1 to 19, 2023

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay									1300 Montreal Street		
									555 Arthur Street West		
<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>2</b>	<b>0</b>	<b>2</b>
Oliver Paipoonge									418 McCluskey Drive		
<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>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									88 Cloud River Road West		
<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>0</b>	<b>1</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		B23-22									
		B24-22									
<b>Total</b>	<b>0</b>	<b>2</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>2</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>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>6</b>



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

Year: 2022

Permit #	Category	Fee	Applicant Name	Municipality	Subject Property Address	Type of Work	Key Dates				
							Rec'd at LRCA	Permit Issued	Days to Issue Permit	Reason for Timeline	Approved by:
#1/22	Standard Works	\$300.00	Alex Hitback	City of Thunder Bay	Central Ave Vacant Lot	Garage	6/1/2022	14/1/22	8		Staff
#2/22	Major Works	\$1,000.00	Enbridge Gas Inc	City of Thunder Bay	Kam River Crossing/Victor/Riverdale	Directional Drilling For Gas Pipeline	27/01/22	28/01/22	1		Staff
#3/22	Standard Works	\$600.00	James Ward	City of Thunder Bay	1391 Arthur St W.	Fill Placement & Site Grading	24/01/22	28/01/22	4		Staff
#4/22	Small Works	\$150.00	Gerald Champagne	City of Thunder Bay	400 Lyon Blvd.	Water Park Cement Anchors	8/2/2022	14/02/22	6		Staff
#5/22	Small Works	\$150.00	Glen McLeod	Municipality of Shuniah	1369 Silver Beach Dr	Erosion Protection	28/02/22	03/03/22	3		Staff
#6/22	Major Works	\$2,000.00	Di Gregorio Developments	City of Thunder Bay	Weiler Blvd & Cougar Cres.	Fill Placement & Site Grading	22/02/22	29/02/22	5		Staff
#7/22	Standard Works	\$300.00	Andrew Potter	City of Thunder Bay	890 Gratton 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 Park	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 Road	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 Bourboulakis	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
#58/22	Major Works	\$0.00	City of Thunder Bay	City of Thunder Bay	2466 Sleeping Giant Parkway, Pool 6	Fill Placement & Site Grading	17/10/22	24/10/22	7	Staff
#59/22	Standard Works	\$600.00	Dino Menei	City of Thunder Bay	2155 Arthur St W	Temporary Bridge & Road Construction	20/10/22	03/11/2022	14	Staff

#60/22	Standard Works	\$300.00	Umberto Larizza	City of Thunder Bay	337 Pioneer Drive	Culvert & Driveway	14/11/2022	16/11/2022	3	Staff
#61/22	Large Works	\$1,200.00	Gerry Kamphof	Municipality of Oliver Paipoonge	3933 Hwy 11/17	Fill Placement	07/11/2022	16/11/2022	10	Staff
#62/22	Major Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Mission Island	Recreational Trail Construct	22/11/22	23/11/22	1	Staff
#63/22	Standard Works	\$300.00	Chris Petrick	City of Thunder Bay	1430 Riverdale rOad	Site Grading & Fill Placement - Driveway	28/11/22	29/11/22	1	Staff
#64/22	Small Works	\$300.00	Adam Schooler	City of Thunder Bay	1980 John Street Road	Fill Placement	05/12/2022	06/12/2022	1	Staff



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

Year: 2023

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
#1/23	Standard	\$300.00	Debra Reith	Municipality of Shuniah	99 West Loon Road	Cottage Re-Construction	9/1/2023	12/01/23	4		Staff
#2/23	Standard	\$300.00	Tim Van Reenen	City of Thunder Bay	1560 Riverdale Road	House, Garage & Fill Placement	12/1/2023	13/01/23	1		Staff



## ***Monthly Project Update***

<b>MEETING DATE</b>	January 26, 2023
<b>STAFF NAME</b>	Ryan Mackett
<b>POSITION</b>	Communications Manager

### 2023 Conservation Dinner & Auction

The 2023 Conservation Dinner & Auction will be held on Friday, February 10, 2023, at The Da Vinci Centre. Tickets are available for \$75.00 and are available through the LRCA webstore at [www.store.lakeheadca.com](http://www.store.lakeheadca.com), as well as in-person at our Administrative Office or over the phone. Money raised by the LCF funds the Education Coordinator position.

If you would like to donate to the event, please speak with Ryan Mackett.

### Internal Calendar

The 2023 LRCA internal calendar is now available. A copy is attached and will be included in the Board Member Reference binders.

### Strategic Plan

Physical copies of the LRCA Five-Year Strategic Plan 2023-2027 have been received. Please let staff know if you require additional copies. The digital pdf is available on the LRCA website.



2023 LRCA CALENDAR								LEGEND:		Office Closed	LRCA Meeting	C.O. Council	Tentative Event	Trails Week	LRCA Event	LCF Meeting	Other	*Return to work on Tuesday, January 2, 2024													
J A N U A R Y	S	M	T	W	T	F	S	F E B R U A R Y	S	M	T	W	T	F	S	M A R C H	S	M	T	W	T	F	S	A P R I L	S	M	T	W	T	F	S
	1 New Years Day	2	3 EC First Day	4	5	6	7		5	6	7	8	9	10 LCF Dinner	11		5	6	7	8	9	10	11		2	3 CO AGM	4	5	6	7 Good Friday	8
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		12	13 M B	14 A R	15 R E	16 C A	17 H K	18		9	10 Easter Monday	11	12	13 WE Owls	14	15
	15	16	17	18	19	20	21		19	20 Family Day	21	22 LRCA	23	24	25		19	20 SWAP	21 SWAP	22 SWAP	23 SWAP	24 SWAP	25		16	17 Water Shed	18 Water Shed	19 Water Shed	20 Water Shed	21 Water Shed	22
	22	23 LCF	24	25	26 LRCA AGM	27	28		26	27 LCF AGM	28						26	27	28	29 LRCA	30	31			23	24 LCF	25	26 LRCA	27	28	29
	29	30	31																						30						
M A Y	S	M	T	W	T	F	S	J U N E	S	M	T	W	T	F	S	J U L Y	S	M	T	W	T	F	S	A U G U S T	S	M	T	W	T	F	S
		1	2	3	4	5	6						1	2	3								1 Canada Day				1	2	3	4	5
	7	8 Arbor Week	9 Arbor Week	10 Arbor Week	11 Wine Tasting	12 Arbor Week	13		4	5	6 CWF	7 CWF	8 CWF	9	10		2	3 STAT	4	5	6	7	8		6	7 Civic Holiday	8	9	10	11	12
	14	15	16	17 Tree Seed Pickup	18	19	20		11	12	13	14	15 Photo Shop	16	17		9	10 FWHP Event	11	12	13	14	15		13	14	15	16	17	18	19
	21	22 Vic. Day	23	24	25 Birds	26	27 Bird Fest		18	19	20	21 LRCA	22 WE Flowers	23	24		16	17 Lake S. Day	18	19	20 WE	21	21		20	21	22	23	24 WE	25	26 Silver Harbour Day
	28 Bird Fest	29	30	31 LRCA					25	26 CO Council	27	28	29 EC Last Day	30			23 HW	24	25	26	27	28	29		27	28 EC First Day	29	30 LRCA	31		
S E P T E M B E R	S	M	T	W	T	F	S	O C T O B E R	S	M	T	W	T	F	S	N O V E M B E R	S	M	T	W	T	F	S	D E C E M B E R	S	M	T	W	T	F	S
						1	2		1	2	3	4	5 WE	6	7 Water Fowl					1	2	3	4							1	2
	3	4 Labour Day	5	6	7	8	9		8	9 Thanks Giving	10	11	12	13	14		5	6 LCF	7	8	9	10	11 Rem. Day		3	4	5	6	7 XMAS Social	8	9
	10 Mush. Hike	11	12	13 Neebiing Bird	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18		10	11 CO Council	12	13	14	15	16
	17	18	19	20	21 WE Trees	22	23		22	23	24	25 LRCA	26	27	28		19	20	21	22	23	24 EC Last Day	25		17	18	19	20	21	22	23
24	25 CO Council	26	27 LRCA	28 Photo Shop	29	30 Truth & Rec.	29	30	31					26	27	28	29 LRCA	30			24	25 XMAS	26 Boxing Day	27	28	29	30				
																					31 NYE						265				



### ***Monthly Project Update***

<b>MEETING DATE</b>	January 26, 2023
<b>STAFF NAME</b>	Ryne Gilliam
<b>POSITION</b>	Lands Manager

#### Wishart Conservation Area Forest Harvesting

Block 9 within Wishart Conservation Area is currently being harvested by Eco Logging. Block 9 is a 15.29-acre area that bisects the main trail and was identified within the Managed Forest Plan developed by KBM Resources Group to be harvested. This block was identified as an over mature block with a high number of danger trees. Cutting is being done in a Selective Harvesting approach thus limiting the overall impact and aesthetic of the forest. All harvesting is being overseen by a Registered Professional Forester. The Conservation Area will remain closed to the public until the harvesting is completed.





***Monthly Project Update***

<b>MEETING DATE</b>	January 26, 2023
<b>STAFF NAME</b>	Vacant
<b>POSITION</b>	Watershed Manager

Watershed Manager Position

Gail Willis has resigned her position as Watershed Manager, effective December 23, 2022. A job advertisement has been posted, with a closing date of January 23, 2023. Staff will proceed with the interview process in February.

Source Water Protection – Annual Report

The Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit, which are the two implementing bodies of the Lakehead Source Protection Plan, are required to submit their Annual Report to the Source Protection Authority by February 1, 2023 to report on their progress in Source Protection Plan Implementation. The Reports will be provided to the Source Protection Authority after the next Source Protection Committee Meeting, which will be held in March. Staff are beginning to work on the eighth annual report from the Source Protection Authority due to the Ministry of Environment Conservation and Parks by May 1, 2023. A draft report will be provided to the Board in April during a Source Protection Authority Meeting.

Snow Surveys

Staff conduct snow surveys on a bimonthly basis on the 1<sup>st</sup> and 15<sup>th</sup> of the month between November and May of each year. Staff started the snow sampling season as of November 15, 2022. There are three historical snow survey locations which are located at Hazelwood Lake Conservation Area (Current River), Madeline Street (McVicar Creek), and Vibert Road (Pennock Creek). Snow depth and weight (water content) are collected and forwarded to the MNRF's Surface Water Monitoring Centre as part of the Flood Forecasting Program.

The January 16, 2023, snow surveys indicate that the snow survey locations are above average for snow depth and water content, when compared to the historical averages for January 15. The snow depth results were: McVicar Creek – 35.4.0 centimetres (cm) (16% above average), Pennock Creek – 41.8 cm (24% above average), and Current River – 48 cm (10% above average). The water content results were also above average for all three snow courses, with an equivalent water content ranging from 121 mm at McVicar Creek, 103.9 millimetres (mm) at Pennock Creek and 115.6 mm at Hazelwood (Current River). The next snow survey measurements will be taken on February 1, 2023.