



September LRCA Board Meeting

Lakehead Region Conservation Authority
130 Conservation Road/Microsoft Teams
Sep 27, 2023 at 4:30 PM

Agenda

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 the 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. MINUTES OF PREVIOUS MEETING3

5. IN-CAMERA AGENDA

THAT: we now go into Committee of the Whole (In-Camera) at_____p.m.

THAT: we go into Open Meeting at_____p.m.

THAT: the In-Camera Minutes of the Lakehead Region Conservation Authority June 21, 2023 meeting be adopted as published.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE4

7.1. Resolution passed by Hamilton Conservation Authority related to recent changes to the Conservation Authorities Act and natural heritage.4

8. STAFF REPORTS10

8.1. POLICY-HS-25_27_28_29-2023 Various Policies

THAT: Health and Safety Policy HS-25: First Aid be adopted.

THAT: Health and Safety Policy HS-27: Health & Safety Communication be adopted.

THAT: Health and Safety Policy HS-28: Health & Safety Participation be adopted.

THAT: Health and Safety Policy HS-29: Needlesticks/Sharps Policy be adopted.

9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

9.1. Monthly Treasurer's Report36

9.2. Conservation Authorities Act - Progress Report #637

*THAT: Staff Report CORP-10-2023: Conservation Authorities Act Progress Report #6 be received
AND FURTHER THAT Progress Report #6 be approved AND FURTHER THAT the report be
forwarded to the Ministry of Natural Resources and Forestry.*

10. PASSING OF ACCOUNTS45

*THAT: having examined the accounts for the period August 1, 2023 to August 31, 2023 cheque
#2986 to #3011 for \$342,819.24 and preauthorized payments of \$156,196.80 for a total of
\$499,016.04, we approve their payment.*

11. REGULATORY ROLE

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

11.1. Plan Review Commenting Summary46

11.2. Section 28 Permit Summary48

12. PROJECTS UPDATE

12.1. Communications Manager Projects Update50

12.2. Lands Manager Project Updates53

12.3. Watershed Manager Projects Update54

13. NEW BUSINESS

14. NEXT MEETING

The next meeting will be held on October 25, 2023 at 4:30 p.m.

15. BOARD TRAINING

A date will be picked for the second Conservation Areas tour. A Board photo will be taken.

16. ADJOURNMENT

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



August LRCA Board Meeting Minutes
August 30, 2023 at 4:30 PM
130 Conservation Road

Members Present:

Grant Arnold, Donna Blunt, Robert Beatty, Dan Calvert, Sheelagh Hendrick, Greg Johnsen, Brian Kurikka, Jim Vezina

Members Present (Remote):

Jim Vezina

Absent:

Albert Aiello
Rudy Buitenhuis
Trevor Giertuga

Also Present:

Tammy Cook, Chief Administrative Officer
Ryne Gilliam, Lands Manager
Ryan Mackett, Communications Manager
Melissa Hughson, Watershed Manager
Mark Ambrose, Finance Manager
Jessie McFadden, Watershed Stewardship Technician
Melanie O'Riley, Administrative Clerk/Receptionist, recorder of Minutes

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: #79/23

Motion moved by Grant Arnold and motion seconded by Brian Kurikka. **CARRIED.**

3. DISCLOSURE OF INTEREST

None.

4. MINUTES OF PREVIOUS MEETING

***THAT:** the Minutes of the Lakehead Region Conservation Authority Sixth Regular Meeting held on June 21, 2023 be adopted as published.*

Motion: #80/23

Motion moved by Brian Kurikka and motion seconded by Grant Arnold. **CARRIED.**

5. IN-CAMERA AGENDA

No In-Camera Meeting was held.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE

7.1 Renewal of Mission Island Marsh Conservation Area Lease

Members were advised that the City of Thunder Bay has renewed the Mission Island Marsh Conservation Area Lease Agreement for an additional five (5) year term.

8. STAFF REPORTS

8.1 VE-2-2023 Purchase of 2023 Husqvarna Riding Mower

Members reviewed and discussed Staff Report VE-2-2023 related to the purchase of a 2023 Husqvarna riding lawn mower.

***THAT:** the purchase from Northern Turf Equipment for a 2023 Husqvarna riding mower at a cost of \$4,339.99 plus HST be accepted **AND FURTHER THAT** the funds will be appropriated from the Vehicle and Equipment Reserve.*

Motion: #81/23

Motion moved by Robert Beatty and motion seconded by Brian Kurikka. **CARRIED.**

9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

9.1 Monthly Treasurer's Report

Members were provided with the monthly Treasurer's Report for June and July's Administration and Capital.

9.2 Merging of Deferred Funds

Members reviewed and discussed Staff Report FIN-11-2023 related to the proposed merging of deferred funds.

THAT: *Staff Report FIN-11-2023 be received **AND FURTHER THAT** the proposed merging of deferred funds as outlined in the report be approved.*

Motion: #82/23

Motion moved by Grant Arnold and motion seconded by Robert Beatty. **CARRIED.**

9.3 2024 Draft Budget

Members reviewed and discussed the 2024 Draft LRCA Budget. It was noted that the budget had been formatted to adhere to the requirement in O. Reg. 402/22, which applies to the 2024 budget and that each Member Municipality would receive the Draft Budget for consultation purposes.

THAT: *the Lakehead Region Conservation Authority approves the 2024 Draft Budget, Version 1.0, dated August 30, 2023, for consultation purposes.*

Motion: #83/23

Motion moved by Sheelagh Hendrick and motion seconded by Greg Johnsen. **CARRIED.**

10. PASSING OF ACCOUNTS

THAT: *having examined the accounts for the period June 1, 2023 to June 30, 2023 cheque #2920 to #2962 for \$105,093.88 and preauthorized payments of \$126,795.50 for a total of \$231,889.38, we approve their payment.*

Motion: #84/23

Motion moved by Greg Johnsen and motion seconded by Sheelagh Hendrick. **CARRIED.**

THAT: *having examined the accounts for the period July 1, 2023 to July 31, 2023 cheque #2963 to #2985 for \$244,043.21 and preauthorized payments of \$121,121.52 for a total of \$365,164.73, we approve their payment.*

Motion: #85/23

Motion moved by Sheelagh Hendrick and motion seconded by Greg Johnsen. **CARRIED.**

11. REGULATORY ROLE

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

12. PROJECTS UPDATE

12.1. Communications Manager Projects Update

A verbal update of Silver Harbour Day was provided at the Meeting. The day was well attended with 260 participants and well received by the Municipality of Shuniah.

It was noted that Staff attended the Fort William Historical Park's Great Rendezvous celebration with an information booth and Staff also lead a plant and wildflower hike at the Fort.

It was noted that the Communications Manager attended a Heart of the Continent Partnership meeting at Fort William Historical Park held at the same time as the Great Rendezvous celebration.

12.2 Lands Manager Projects Update

It was noted that all the outhouse units owned by the LRCA have been painted and identifier decals placed on the doors.

Members were advised that the paving project at Cascades Conservation Area was completed one week ahead of schedule. The paved trail was repaved and is now AODA compliant and the drainage issues in the parking lot have been addressed. It was noted that \$130,000 in funding had been announced from the Northern Ontario Heritage Fund Corporation (NOHFC) for the paving project and to also install an AODA concrete vault toilet at Cascades Conservation Area which will be installed by the end of the year.

It was noted that a Memorial Bench had been installed at Hazelwood Lake Conservation Area to commemorate the passing of retired employee Dave Olson who had worked at the Authority for over 30 years.

It was noted that Silver Harbour Dive Park has been completed with an access point at the shoreline, additional signage noting the rules divers must follow and dive location indicator signs at the shoreline facing the lake to inform boaters of the dive park location.

It was also noted that a Pay and Display unit had been installed at Silver Harbour Conservation Area.

12.3 Watershed Manager Projects Update

Members were advised that a Level 1 Low Water Condition was declared to the Ministry of Natural Resources and Forestry (MNRF) by the LRCA on August 3, 2023 for our area of jurisdiction.

It was noted that the LRCA's Environmental Planner, Michelle Willows, and Watershed Stewardship Technician, Jessie McFadden have completed a training and certificate course to become wetland evaluators under the Ontario Wetland Evaluation System (OWES).

It was noted that the Ministry of Environment, Conservation and Parks had confirmed the presence of blue-green algae in a water sample collected at Hazelwood Lake on August 24, 2023. At the direction of the Thunder Bay District Health Unit, Staff have posted an advisory at Hazelwood advising users to avoid drinking the water, using it for household purposes or swimming in it and to keep pets from drinking the water. The water should be avoided for 2 weeks after the bloom has dissipated.

It was noted that, in consultation with various City organizations, the Encampment on the Floodway, due to health and safety concerns, has been relocated.

13. NEW BUSINESS

None.

14. NEXT MEETING

The next meeting will be held on September 27, 2023 at 4:30 p.m.

15. Board Training

Members were provided with the sixth session of Board of Directors training. The focus was on the Stewardship Program.

16. ADJOURNMENT

THAT: the time being 5:39 p.m. AND FURTHER THAT there being no further business we adjourn.

Motion: #86/23

Motion moved by Greg Johnsen and motion seconded by Sheelagh Hendrick. **CARRIED.**

Chair

Chief Administrative Officer

HAMILTON CONSERVATION AUTHORITY

MOTION

Board of Directors: September 7, 2023

MOVED BY: Brian McHattie

SECONDED BY:

Whereas over the past several years the Provincial Government has amended the Conservation Authorities Act to reduce the effectiveness of Conservation Authorities in protecting natural heritage (i.e., Bill 23, and;

Whereas, the Provincially Significant Wetland Evaluation System has also been changed leading Conservation Ontario to estimate that over 80% of the wetlands that currently receive protection will lose this status, and;

Whereas, legislative changes implemented January 1, 2023 to Conservation Authority roles related to Natural Heritage and review under prescribed Acts as well changes to the Ontario Wetland Evaluation System, as well as remaining legislative changes regarding Conservation authority development regulations that have not yet come into effect, if implemented, would have serious unintended consequences, and;

Whereas recent reports by the Provincial Auditor-General and the Integrity Commissioner have raised serious concerns on the bias and lack of transparency and fairness in the Greenbelt removals, drawing conclusions that the changes unfairly benefitted private landowners, and;

Whereas, the role of Conservation Authorities in protecting natural heritage and mitigating/ adapting for climate change has never been more important in light of the 6th Mass Extinction in biodiversity and the increasing possibility that Canada and the world will not meet the Paris Accord greenhouse gas target limiting temperature rise to less than 1.5 degrees Celsius, and;

Whereas the Hamilton Conservation Authority's ability to provide comments on natural heritage to the City of Hamilton is critical and must be restored.

Therefore:

That the Hamilton Conservation Authority Board of Directors respectfully request that:

- a) the Province of Ontario reverse recent changes to the Conservation Authorities Act and Provincially Significant Wetland Evaluation System that adversely affect natural heritage protection, and;

- b) the Province of Ontario's Auditor General undertake an investigation into the processes that were followed to make the above policy decisions, and whether this decision-making structure and its outcomes provide Ontarians with value for money, and;
- c) That the Hamilton Conservation Authority Board requests that City of Hamilton Council provide similar direction to the Province of Ontario and;
- d) That a copy of this Hamilton Conservation Authority Board of Director's motion be shared with local Members of Provincial Parliament, Conservation Ontario and all conservation authorities in Ontario.



PROGRAM AREA	POLICY	REPORT NO.	POLICY-HS-25/27/28/29-2023
DATE PREPARED	September 14, 2023	FILE NO.	45-5-3
MEETING DATE	September 27, 2023		
SUBJECT	Health and Safety Policies HS-25: First Aid; HS-27: Health & Safety Communication; HS-28: Health & Safety Participation; HS-29: Needlesticks/Sharps		

RECOMMENDATION

Suggested Resolutions

“THAT: Health and Safety Policy HS-25: First Aid be adopted.”

“THAT: Health and Safety Policy HS-27: Health & Safety Communication be adopted.”

“THAT: Health and Safety Policy HS-28: Health & Safety Participation be adopted.”

“THAT: Health and Safety Policy HS-29: Needlesticks/Sharps Policy be adopted.”

LINK TO STRATEGIC PLAN (2018-2022)

Govern and Enhance:

- Build upon and nurture a healthy, diverse, and positive workplace through a dynamic culture of learning, safety, inclusion, and mental well-being.

EXECUTIVE SUMMARY

As per recommendations from WSIB training, Workplace Safety North Safety Group requirements and as per the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*, the Lakehead Region Conservation Authority (LRCA) has prepared health and safety policies related to First Aid, Communication, Participation, and Needlesticks/Sharps.

DISCUSSION

Health and Safety Policy HS-25: First Aid ensures that the *Workplace Safety & Insurance Act* requirements to have first aid equipment, facilities, and trained personnel in all workplaces are met and adhered to. This policy will provide staff with information regarding first aid requirements, the process for obtaining first aid, and the reporting requirements required when first aid is administered.

The LRCA will ensure that all requirements, as outlined in *Regulation 1101 First Aid Requirements*, are met to ensure the health, safety, and well-being of everyone on-site. This policy is a requirement of the Health and Safety Excellence Program.

Health and Safety Policy HS-27: Health & Safety Communication outlines the various communication channels used by the LRCA to facilitate effective communication coming from Management and supervisors, and to provide a means for constructive two-way communication and dialogue among management and workers. This policy is a requirement of the Health and Safety Excellence Program.

Health and Safety Policy HS-28: Health & Safety Participation highlights that the LRCA encourages and expects the participation of all staff in the organization's Health and Safety Program. All employees must be informed, consulted, and given the opportunity to participate in health and safety at the workplace. This policy also outlines the LRCA's requirements regarding a Joint Health and Safety Committee. This policy is a requirement of the Health and Safety Excellence Program.

Health and Safety Policy HS-29: Needlesticks/Sharps ensures the ongoing health and safety of employees and outlines the LRCA's commitment to providing a safe and healthy working environment. This Policy is intended to provide information for the prevention of injuries and illnesses caused by skin injuries from "sharps" or "needlesticks". The LRCA will take all reasonable precautions in the prevention of workplace hazards that may cause sharps-related injuries.

FINANCIAL IMPLICATIONS

By participating in the WSIB/Workplace Safety North, Safety Excellence Program the LRCA will be eligible for up to \$1,000.00 in rebates for each completed policy. In 2022, the LRCA paid \$27,913.00 in WSIB premiums, and received a \$11,000.00 rebate under the program. The annual fee paid to be part of the WSIB Excellence program in 2023 was \$791.00.

In general, a robust Health and Safety program will reduce the number of potential injuries to our staff, thereby reducing WSIB claims and potential increases to our WSIB premiums.

CONCLUSION

The Health and Safety Policies outlined in this report are all integral parts of the LRCA's overall Health and Safety Program. The LRCA is committed to health and safety and providing its employees with a safe work environment.

BACKGROUND

2023 is the sixth year in which the LRCA has participated in the WSIB/Workplace Safety North Northern Ontario Safety Groups program. As of 2020 the program was reworked and is now called the Safety Excellence Program. Upon satisfactory completion of up to five policies during the program year, the LRCA may be entitled to a reduction in WSIB premiums. Including the

policies outlined in this report, the LRCA will have created 24 health and safety policies through the participation in the Safety Groups program.

REFERENCE MATERIAL ATTACHED

- Health and Safety Policy HS-25: First Aid
- Health and Safety Policy HS-27: Health & Safety Communication
- Health and Safety Policy HS-28: Health & Safety Participation
- Health and Safety Policy HS-29: Needlesticks/Sharps

PREPARED BY: Ryan Mackett, Communications Manager

THIS REPORT SIGNED AND VERIFIED BY: <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer	DATE: September 20, 2023
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Section:	HEALTH AND SAFETY		
Title:	HS-25: First Aid		
Resolution	Res # ##/23	Approval Date:	Date #, 2023

Employees covered by the *Workplace Safety and Insurance Act* (WSIA) are required to have first aid equipment, facilities, and trained personnel in all workplaces. This policy will provide staff with information regarding first aid requirements, the process for obtaining first aid, and the reporting requirements required when first aid is administered.

The Lakehead Region Conservation Authority (LRCA) will ensure that all requirements, as outlined in *Regulation 1101: First Aid Requirements*, are met in order to ensure the health, safety, and well-being of everyone on-site.

This policy applies to all employees.

1.0 Definitions

First Aid: Emergency treatment of illness or injury given before professional treatment or care is obtained.

First Aid Log: Log book found with each first aid kit, to be filled out when first aid is administered.

First Aid Responder: Staff who have been trained and certified in first aid from a WSIB recognized training provider every 3 years.

Incident Report: Reports to be filled out in the event of an incident, as per HS-11: Incident Investigations

Workplace: Any place in, on, or near where a worker works. It could be a building, an open field, a road, forest, vehicle, etc.

WSIA: *Workplace Safety and Insurance Act*.

WSIB: Workplace Safety and Insurance Board.

2.0 Roles & Responsibilities

Management is responsible for:

- Ensuring the requirements – in accordance with *Regulation 1101: First Aid Requirements* - of this procedure are established, implemented, monitored and maintained.
- Ensuring resources are provided to furnish and maintain first aid station(s) and/or room(s).
- Designating staff to maintain the first aid station/room quarterly, as a minimum.
- Ensuring First Aid training from a WSIB approved organization is provided for all first aid responders, and records of training are retained.

Supervisors are responsible for:

- Ensuring appropriate first aid treatment is provided, and the necessary incident reports are completed, as per HS-11: Incident Investigations.
- Participating in investigations and corrective actions, where necessary
- Working with the First Aid Responder to arrange for transportation to a medical treatment facility via ambulance (emergency) or taxi (non-emergency), if required.
- Meeting the injured worker at the hospital if travelling via ambulance; stay to meet with the emergency contact upon their arrival.
- Contacting an injured employee's emergency contact, if further medical assistance is required (CAO and Financial Assistant have access to employee emergency contacts).

First Aid Responders are responsible for:

- Ensuring appropriate first aid treatment is provided promptly.
- Upon assessment, triage the employee to the right service should further assistance be required.
- Work with the Supervisor to arrange for transportation to a medical treatment facility via ambulance (emergency) or taxi (non-emergency), if required.
- Travel with the injured worker to the medical facility, if travelling via taxi.
- Ensuring the First Aid Log is completed (located within each first aid kit).

Health and Safety Designate(s) is/are responsible for:

- Identifying first aid equipment and training requirements for the facility as defined by *Regulation 1101: First Aid Requirements* and following up on corrective actions identified in any associated reports.
- Ensuring required documentation (e.g., certificates, posters, etc.) is created and posted, and employees are made aware of the requirements of this standard.
- Inspecting the first aid kits on a quarterly basis.
- Participate in investigations, as per HS-11: Incident Investigations.
- Review this procedure, and all associated forms, annually, at minimum.

Employees are responsible for:

- Obtaining any first aid treatment necessary.
- Reporting all injuries and illnesses to their supervisor/manager.

3.0 Legislated First Aid Requirements

As per the following sections from Regulation 1101 (First Aid Requirements) of the *Workplace Safety and Insurance Act*:

Field Staff:

8. (1) Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins; and
- (c) dressings consisting of,
 - (i) 12 adhesive dressings individually wrapped,
 - (ii) 4 sterile gauze pads, 3 inches square,
 - (iii) 2 rolls of gauze bandage, 2 inches wide,
 - (iv) 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
 - (v) 1 triangular bandage.

(2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,

- (a) is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and
- (b) works in the immediate vicinity of the station.

Office Staff:

10. (1) Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first aid station with a first aid box containing as a minimum,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 24 safety pins;
- (c) 1 basin, preferably stainless steel; and
- (d) dressings consisting of,
 - (i) 48 adhesive dressings, individually wrapped,
 - (ii) 2 rolls of adhesive tape, 1 inch wide,
 - (iii) 12 rolls of 1-inch gauze bandage,
 - (iv) 48 sterile gauze pads, 3 inches square,
 - (v) 8 rolls of 2-inch gauze bandage,
 - (vi) 8 rolls of 4-inch gauze bandage,
 - (vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (viii) 12 triangular bandages,
 - (ix) splints of assorted sizes, and
 - (x) 2 rolls of splint padding.

(2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,

- (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
- (b) works in the immediate vicinity of the box.

4.0 Procedure

First Aid Station(s)/Room(s) and Supplies:

- First aid station(s)/room(s) must contain the following:
 - A first aid kit and supplies appropriate for the number of employees; this will be based off Regulation 1101: First Aid Requirements.
 - Valid certificates of all first aid responders, as well as their work location, displayed in an easily noticeable area.
 - The WISB Form 82 Poster.
 - The inspection checklist for items within the first aid kit.
 - First Aid Log for staff to complete once first aid is received.
- There will be at least one first aid responder per shift, working in close proximity at all times, to the first aid station(s)/room(s).
- First aid stations will be inspected monthly during regular Health and Safety Inspections as per Policy HS-05 Inspection Procedures and Reg. 1101, to ensure adequate supplies are available; first aid supplies must be in good condition and replenished as required. Documentation of inspections will be retained in the Workplace Inspection binder at the front office.
- Fleet vehicles will contain a first aid kit; vehicle kits will be inspected at minimum quarterly as per Reg. 1101. Documentation of inspections will be retained in the Workplace Inspection binder at the front office.
- First Aid Station Locations:
 - Staff Room
 - Garage
 - Eyewash Station is also located in the janitor's closet in the main hallway.
- First Aid Kit Locations:
 - Staff Room
 - Garage
 - All LRCA vehicles
 - Education Coordinator position kit

First Aid Responders:

- All full-time permanent staff and select recurring contract staff will receive First Aid training and First Aid Responder designation.
- All staff identified as First Aid Responders will be given Standard First Aid/CPR/AED training, and records of training will be retained and replaced as re-certification of Responders occurs.
- Responders will be notified when re-certification is required, along with information of where and when training will take place (i.e., full-course training, refresher training, and full re-certification training).

- Staff will be notified of any changes to First Aid Responders, locations of station(s)/room(s), or anything else deemed necessary; also, all Responders and station(s)/room(s) locations will be identified during new hire orientation.

Providing First Aid Treatment:

- Only authorized and trained First Aid Responders shall provide first aid treatment.
- Responders are to follow universal precautions and ensure the scene is safe for themselves and others prior to administering first aid, as per First Aid Training.
- If a Responder identifies that further medical attention is required, they will work with a manager to arrange transportation (whether this is calling 9-1-1 or arranging for a taxi):
 - If transportation is by taxi, the Responder must attend with the worker to ensure that assistance can be provided while travelling to the medical facility.
 - If by ambulance, the Manager will arrive at the hospital to stay with the injured worker until their emergency contact arrives.
- If an ambulance is called, the Responder has control of the scene until Emergency Services arrives; all staff are to follow the instructions of the Responder during this time.
- In the event further medical assistance is required, the Supervisor will notify the employee's emergency contact.
- If the injured employee declines the offer of transportation for a minor injury, make a note on the First Aid Log and have the employee sign off that they refused transportation.
- Upon completion of administering first aid, Responders will:
 - Document incidents as required (i.e., First Aid Log or Incident Report).
 - Dispose of contaminated waste and first aid supplies in the designated waste receptacle.
 - Disinfect surfaces at the first aid station(s)/room(s) and any other contaminated surface (i.e., floors, machinery, parts, etc.); dispose of cleaning supplies in designated waste receptacle.
 - Notify the Health and Safety Designate(s) that first aid supplies need to be replenished.

Providing Naloxone Treatment:

- Naloxone Kits will be stored alongside all First Aid kits.
- To be used in instances where staff may experience overdose symptoms after having come into contact with unknown narcotic substances while working in the field.
- Additionally, to be used in instances where staff may encounter an individual suffering from an apparent overdose.
- Naloxone is to be utilized and administered in accordance with First Aid Training that meets all required elements:
 - Employers who are required to provide naloxone kits in their workplaces must ensure that the worker who is responsible for the naloxone kit has received training. The employer must ensure the training meets all the required elements. This includes training that allows the worker to:
 - recognize an opioid overdose,
 - administer naloxone,
 - be acquainted with any hazards related to the administration of naloxone.

- Employers are not required to use a specific training provider to comply with the training requirements. An employer could either:
 - provide the training itself, or
 - use an external training provider.

5.0 Communication

The Policy will be communicated in the following ways:

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

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

As per Reg. 1101: First Aid, Form 82 In Case of Injury at Work posters will be provided to staff during orientation, and will be displayed in the office on the Health and Safety Board in the staff room and near the First Aid Kit in the garage.

6.0 Training

Training on the Policy will occur by:

- review during a staff meeting, or
- review of Health and Safety Binder during new employee orientation, and
- completion of third-party First Aid/CPR/AED training.

Dates of completed training will be recorded on the Policy Communication and Training Record and recorded on the Health and Safety Policy Matrix. The First Aid Training Certificates will be placed in employee's Personnel file, with the date noted on the Health and Safety Training Matrix. Certificates will also be posted on the Health and Safety Board in the staff room. First Aid Training Refresher Courses will be provided as required; full re-training will also occur as necessary.

7.0 Evaluation

The Policy will be reviewed annually by the Chief Administrative Officer and Health and Safety Representative.

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

Annual mock First Aid drills for office and field staff may also occur.

8.0 Successes and Improvements

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

Improvements will be made as necessary.

Section:	HEALTH AND SAFETY		
Title:	HS-27: Health and Safety Communication		
Resolution	Res # ##/23	Approval Date:	Date #, 2023

Effective communication is the key to a healthy, safe and productive workplace, and is needed to ensure roles, responsibilities, and directions are understood, to warn against hazards, to avoid unsafe practices, to promote critical emergency response, and to learn about and from the concerns and hazards that workers encounter.

This standard is to outline the various communication channels used by the LRCA to facilitate effective communication coming from Management and supervisors, and to provide a means for constructive two-way communication and dialogue among management and workers.

This policy applies to all employees.

1.0 Roles & Responsibilities

Senior Management, Management, Supervisors, and Employees:

Supervisors at all levels, (including Senior Management and Managers), are expected to inform employees of the hazards to which they may be exposed based on the job function or task being performed. The type and format of communication will vary based on the level of responsibility.

As a minimum, the following is expected of each of the levels of management listed below:

- **Senior Management:**
 - Senior Management must meet at least twice annually with their team (this would typically include all Managers and Supervisors).
 - This meeting is to be dedicated solely to safety-related issues and is intended to update the management team on the status of the LRCA's Health and Safety Program and to discuss areas of occupational health and safety concerns within the organizations.
 - These meetings must be documented.
 - Ensure communications are accessible and accommodating for individuals with hearing/vision impairment, language skills, literacy, etc.
 - Providing a mechanism for receiving feedback and input from employees (i.e. feedback box, survey, open-door policy, etc.).

- **Managers and Supervisors:**
 - Communicating regularly with employees to ensure expectations are clear and that controls required to reduce risk are understood and implemented. Controls include engineering modifications, administrative adjustments, training and education, personal protective equipment and safe work practices and procedures.
 - The primary purpose of communication between a supervisor (including a manager) and an employee is to ensure that the employee is familiar with the hazards, knows what controls need to be implemented to perform the job or task safely and has the necessary tools and equipment (including personal protective equipment) to do so.
 - The most common tool utilized to facilitate this communication is the hazard assessment which can be used as a basis for a discussion or “safety talk” related to precautions to be taken while performing the job or task. Safety talks should also reference past incidents related to the task being performed as well as any observations or findings from inspections or Ministry of Labour Orders that the supervisor may be aware of.
 - Health and Safety worker representatives are also encouraged to participate in safety talks where appropriate for the task.
- **Employees are responsible for:**
 - The requirement to report incidents.
 - The expectation to communicate safety issues and concerns to the supervisor in addition to their co-workers or anyone who may be affected by their undertaking, as well as the Health and Safety Representative.
 - The expectation that prior to performing a task, employees voice any concerns or suggestions, particularly when a hazard assessment is being reviewed by the supervisor or during the course of a safety talk.
 - Discussing hazards openly is the best approach that can be taken to minimize the risks associated with a particular hazard.

2.0 Procedure

The LRCA endeavours to create and is committed to a healthy and safe work environment, as outlined in the Health and Safety Policy Statement. To that effect, the LRCA believes that effective communication is the key to the LRCA’s Health and Safety Program.

All policies and procedures shall be written and incorporated into the LRCA’s Health and Safety Program, manual, and distributed to Management and Supervisors, who shall:

- a) Familiarize themselves with the contents of the Program;
- b) Verbally communicate applicable rights and responsibilities with their employees; and
- c) Make the manual available to all managers, supervisors, and staff.

The LRCA uses various methods for communicating health and safety across the organization. This communication is both formal and informal, scheduled and routine, and in response to

various emergencies and incidents that have occurred, or in direct response to a risk. Health and safety communication shall be conducted through but is not limited to the following media:

- Health and Safety Communication Board (located in the staff room)
- Safety Talks
- Safety Meetings
- Company Intranet (Server)
- Risks and Hazards Assessment Analysis
- Email Distributions
- Safety Alerts/Bulletins
- Health and Safety Policies
- HR Downloads Modules
- Training Programs

Health and Safety Communication Board

The Health and Safety Board (located in the staff room) includes information pertaining to: copies of Safety legislation, staff trained in First Aid, emergency floor plan, and other legislative requirements for the information that must be posted on the Safety Board.

Safety Talks

The purpose of safety talks is to provide information, instruction, and supervision to workers to protect their health and safety. Supervisors will conduct safety talks with all employees under their control (intended for field staff as opposed to office workers). Such meetings will be held during normal work time, typically before heading into the field, or in the field prior to carrying out work. They also act as a means for workers to participate in their personal safety. Safety talks are documented with employees' signatures, dates, and the name of the supervisor conducting the safety talk. See attached template.

Safety Meetings

At a minimum biannual basis, the Management Team and Supervisors will meet specifically to discuss health and safety-related items which have arisen or need discussion, an opportunity to bring forward any health and safety concerns or occurrences, etc. Standing agenda items include:

- Incident updates
- Near-miss updates
- Occurrence updates
- Ministry Order/Directive compliance
- Updates on recent safety initiatives

Additionally, Health and Safety is an ongoing standing agenda item at all weekly Management Meetings, annual all-staff staff meetings, and all other staff meetings.

Company Intranet (Server)

The primary source of communication for the LRCA is the Health and Safety folder on the LRCA Organization Drive, located on the server. This folder houses all LRCA Health and Safety Program Policies and Procedures.

The most current versions of Safe Work Practices, Policies, Procedures, and any associated formal hazard assessments are located on the drive.

Risks and Hazards Assessment Analysis

The Risk Assessment matrix is located on the network. It must be completed prior to the start of any new work not already present on the matrix. In addition, updated risk assessments will occur on an ongoing basis to include instances where there are changes to the process or environment, or if a new hazard is introduced/identified during the work process – or any other significant change to the original job plan. The Risk Assessment Analysis matrix will be used for ongoing assessments.

Hazard Assessments are to be completed with the involvement of all applicable workers on the job site including Supervisors. If a new hazard is identified or introduced, the Supervisor will immediately stop the work and implement control measures to eliminate or reduce the hazard. The work will not re-start until all workers have been made aware of the hazards and are instructed on the control measures.

Email Distributions

Whenever a new Health and Safety policy, procedure or safe work practice/standard operating procedure is implemented, it's creation and implementation will be communicated to all staff via email, including a digital copy of the document. Regular emails will also communicate relevant information, safety bulletins, or other pertinent health and safety-related information to staff as warranted.

Safety Alerts/Bulletins

In addition to communications as referenced above, management from time to time will issue communications to all employees on safety related matters that may be time sensitive or require immediate dissemination. Examples include updates on serious incidents or near misses, significant events which have direct impact on safety programming and structural or resource changes which may impact how employees are supported.

Health and Safety Policies

The backbone of the LRCA's Health and Safety Program consists of Health and Safety Policies (including safe work practices, standard operating procedures, etc.). The policies offer general information related to the protection of worker health and safety by offering reminders, actions, and tips for dealing with certain work situations. Policies also outline specific Health and Safety program areas such as return to work, inspection procedures, and more. Policies list (in no specific order) the responsibilities of both supervisors and workers and provide an explanation on selection and use of the various protective mechanisms that relate to that practice.

Health and Safety Policies may also offer specific step-by-step work instructions involving specific job tasks or operational activities, and may include:

- The Tools and Equipment Required
- The Material Required
- The Personal Protective Equipment (PPE) required
- Detailed job steps

Worker input in the development and review of the LRCA's Health and Safety Program is an important part of the LRCA's commitment to health and safety. Both workers and management shall participate in the development and review of health and safety policies and procedures. Workers can and should contribute their knowledge and experience in outlining safe work practices and operating procedures.

HR Downloads Modules

Where applicable and available, staff will participate in specialized HR Downloads training modules, quizzes, and refresher courses, as assigned by management. Successful completion of these modules will be documented.

Training Programs

Training is an essential component to employee, personal, and skill development. It is also instrumental in preventing incidents, injuries, illness, and property damage. When employees have the skills to perform the work tasks properly, the awareness of hazards, and the knowledge of the potential risk – they are equipped to perform the job safely.

Participation in Safety Communication

Safety communication is most effective when it is “two-way” – from management to workers and from workers to management. Participation of Senior Management in safety communications – including Safety meetings, Safety Training Sessions, Annual General Meetings, etc. is crucial to successful communication. Management participation in safety talks, safety meetings, and communicating with crews during worksite inspections is strongly encouraged.

Reporting to Provincial Authorities

If a person is killed or critically injured at the workplace, the employer must immediately notify the Ministry of Labour by telephone (1-877-202-0008), as well as notify the health and safety representative. The employer must provide a written report of the circumstances surrounding the incident to an OHSA Director within 48 hours of the incident.

If a person is unable to perform his or her regular work activities or requires medical attention because of a workplace incident (including explosion, fire and violence), the employer must provide a written report of the circumstances surrounding the incident to an OHSA Director (if required by an inspector) within four days of the incident.

If advised by or on behalf of a worker or former worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace

Safety and Insurance Board (WSIB) by or on behalf of the worker, the employer must provide a written report containing any prescribed information to an OHSa Director within four days of being advised.

Media

Communication with the media will be done so by the CAO.

3.0 Communication

The Policy will be communicated in the following ways:

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

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

4.0 Training

Training on the Policy will occur by:

- review during a staff meeting, or
- review of Health and Safety Binder during new employee orientation

Dates of completed training will be recorded on the Policy Communication and Training Record and recorded on the Health and Safety Policy Matrix.

5.0 Evaluation

The Policy will be reviewed annually by the Chief Administrative Officer and Health and Safety Representative.

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

6.0 Successes and Improvements

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

Improvements will be made as necessary.

7.0 Attachments

- Safety Talk Template
- Report of a Workplace Fatality, Injury, Illness or Incident (OHSa s. 51, 52, 53) Form



Date: _____

Location: _____

1. Workers Present	Signatures	
2. Action Items From Previous Safety Talks	Applicable Staff	Completed



3. New Items

4. Safety Shares

Conducting Supervisor Signature: _____

Date: _____

Section:	HEALTH AND SAFETY		
Title:	HS-28: Health and Safety Participation		
Resolution	Res # ##/23	Approval Date:	Date #, 2023

The LRCA encourages and expects the participation of all staff in the organization's Health and Safety Program. All employees must be informed, consulted, and given the opportunity to participate in health and safety at the workplace.

1.0 Opportunities for Participation

Joint Health and Safety Committee:

A Joint Health and Safety Committee (JHSC) of two personnel are present at the LRCA. One member is selected by workers and does not exercise managerial functions (worker representative). The other member, who exercises managerial functions, is selected by the employer (management representative). Together, these members will be responsible for carrying out their duties as outlined in Section 9 of the *Occupational Health and Safety Act*. To assist these members in their roles, they will participate in JHSC Certification Training to enhance their understanding of the roles and responsibilities.

Monthly Inspections:

As per HS-05: Inspection Procedures, JHSC inspections will take place monthly by the worker representative. All employees present in the workplace at the time of inspection are given the opportunity to conduct the inspection with the worker representative of the JHSC. The employee that conducts the inspection with the worker JHSC representative is typically a different employee each month, depending on staff availability, workplans, etc. The manager representative may also participate.

During monthly inspections, all employees present in the workplace during the inspection are asked about:

- Any near misses,
- Any incidents (fatalities, critical injuries, hazardous occurrences, lost-time injuries, occupational diseases, property damage, fires, environmental releases),
- Their knowledge of emergency procedures,
- The safety of their own workstations and work areas,
- The overall safety of the office and whether they deem it to be an adequately safe work environment,
- If their emergency contact information is up to date, and

- Any other health and safety concerns.

Hazard Identification, Risk Assessments and Determination of Controls:

When identifying hazards, conducting risk assessments, and determining applicable controls for hazards discovered, management and the JHSC consult and confer with applicable staff (i.e., the staff whose program areas are affected by the hazard, investigation, etc.).

Staff are also encouraged to regularly communicate to supervisors (and are regularly asked) about any health and safety concerns, near misses, incidents, etc. This communication will assist to inform the creation of new health and safety policies and procedures, etc.

Incident Investigations:

As per Health and Safety Policy HS-11: Incident Investigations, joint investigations are to be coordinated between the investigator, JHSC, CAO, and applicable supervisors (typically the investigator). Interviews with affected employees and witnesses will be carried out as per the procedure outlined in HS-11: Incident Investigations.

Development and Review of Policies, Procedures, Processes and Objectives:

The development and review of policies, procedures, processes, and objectives are job functions of the CAO and Communications Manager. The JHSC and applicable staff are consulted during policy development related to their work area, and all staff are encouraged to contribute their own ideas and recommendations via monthly health and safety inspections, at Management Meetings, and at regular staff meetings. Other mechanisms for acquiring staff input have been utilized, such as email questionnaires and surveys. Those mechanisms will be utilized in future, as required.

Accessibility to Relevant Reports:

All health and safety policies and procedures, records of training, risk assessment matrix, and relevant health and safety reports are available to all staff at any time on the LRCA internal server. Additionally, records of monthly workplace inspection records, first aid kit inspections, bear spray inspections, and fire extinguisher inspections are in a binder located at the front of office. Also located there is the workplace asbestos inspection binder.

Other Health and Safety Matters and Initiatives:

As other health and safety matters and initiatives arise, LRCA will continue to provide staff with opportunities to contribute and participate as warranted.

2.0 Communication

The Policy will be communicated in the following ways:

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

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

3.0 Training

Training on the Policy will occur by:

- review during a staff meeting, or
- review of Health and Safety Binder during new employee orientation

JHSC training will be provided to the JHSC members.

Dates of completed training will be recorded on the Policy Communication and Training Record and recorded on the Health and Safety Policy Matrix.

4.0 Evaluation

The Policy will be reviewed annually by the Chief Administrative Officer and Health and Safety Representative.

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

5.0 Successes and Improvements

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

Improvements will be made as necessary.

Section:	HEALTH AND SAFETY		
Title:	HS-29: Needlesticks/Sharps Policy		
Resolution	Res # ##/23	Approval Date:	Date #, 2023

The Lakehead Region Conservation Authority (LRCA) has adopted this Policy to ensure the ongoing health and safety of our employees, and to provide a safe and healthy working environment. This Policy is intended to provide information for the prevention of injuries and illnesses caused by skin injuries from “sharps” or “needlesticks”. The LRCA will take all reasonable precautions in the prevention of workplace hazards that may cause sharps-related injuries.

1.0 Definitions

Sharps are items that are potentially contaminated with blood or body fluids and are capable of causing a cut or puncture in the skin. Sharps include:

- Used syringes with needles attached
- Used needles
- Used razor blades
- Broken glass that has come into contact with blood or other body fluids
- Used crack smoking stems
- Lancets

Sharps can contain blood from other people and this blood can carry blood-borne infections like hepatitis B, hepatitis C, and HIV. HIV can live on a needle for up to several hours. Hepatitis B and C can live on a needle for up to 3 weeks. Accidental puncture wounds from a sharp can allow the entry of infection through the skin, resulting in blood-borne infections such as hepatitis B, hepatitis C and HIV.

2.0 Identified Hazards and Control Measures

Sharps and needlestick hazards can potentially affect all staff; however, field staff are the most at-risk due to working in locations where needles are prevalent and regularly found while carrying out work duties. All staff must participate in this Health and Safety Policy.

As per HS-17: Risk Assessment and Control of Hazards and the Risk Assessment Tool associated with that policy, the following tables outline the identified risks (Table 1) and Hierarchy of Controls for Sharps/Needlesticks (Table 2).

Table #1: Identified Hazards (as per HS-17: Risk Assessment and Control of Hazards)							
Affected Staff	Activities/ Tasks	Description of Hazard	Probability	Frequency	Severity	Score	Rank
Field Staff	Lands Maintenance in work areas with high likelihood of drug use and/or where needles are frequently discovered.	Accidental puncture wound/laceration, resulting in bloodborne infections.	1.5	5	5	37.5	B
Education Staff	Discovery of used paraphernalia while conducting education programs.	Accidental puncture wound/laceration, resulting in bloodborne infections.	1.5	3	5		B
Outreach Staff	Discovery of used paraphernalia at a public event.	Accidental puncture wound/laceration, resulting in bloodborne infections.	1.5	3	5		B
Stewardship Staff	Discovery of used paraphernalia at a stewardship event.	Accidental puncture wound/laceration, resulting in bloodborne infections.	1.5	3	5		B
<i>A Rank of "B" is considered a moderate risk (scoring between 10 – 49.9 on the LRCA Risk Assessment Tool as per HS-17: Risk Assessment and Control of Hazards).</i>							

As per HS-17: Risk Assessment and Control of Hazards: The hierarchy of controls principle is based on effectiveness and is used when determining control measures; these include:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal protective equipment (PPE)

Hazard controls applied within this workplace will be assessed to ensure they do not create additional hazards.

Table 2: Hierarchy of Controls – Sharps/Needlesticks	
<i>Elimination</i>	<ul style="list-style-type: none">• Safe removal of sharps from the worksite whenever possible
<i>Substitution</i>	<ul style="list-style-type: none">• n/a
<i>Engineering</i>	<ul style="list-style-type: none">• Specialized sharps containers provided in all LRCA vehicles• Garbage pickers available in LRCA vehicles• PPE provided
<i>Administrative</i>	<ul style="list-style-type: none">• Sharps policy• Third-party sharps training• Safe disposal poster• Needlestick Procedure
<i>Personal Protective Equipment</i>	<ul style="list-style-type: none">• Sharps containers• Gloves• Garbage pickers• Steel-toed boots provided to applicable permanent staff; required as a condition of employment for seasonal staff

3.0 Needlestick Procedure

Following a cut or puncture of the skin from a sharp, the exposed staff member shall:

- 1) Allow the wound to bleed freely.
- 2) Cleanse with soap and water and dry thoroughly.
- 3) Apply antiseptic and bandage/cover wound.
- 4) Report the incident to their immediate supervisor or designate co-worker immediately and assess personal immunization status.
- 5) Proceed to hospital emergency department for appropriate medical care.
- 6) Complete Incident Report and Investigation Form.
- 7) Complete WSIB Form 6 (as per HS-11: Incident Investigations).
- 8) Meet with CAO within 24 hours of the injury to complete the WSIB Form 7.

4.0 Sharps Removal Procedure

Following the discovery of sharps while working in the field, the staff member shall follow the Thunder Bay District Health Unit procedure outlined below (additionally, see attached poster):

- 1) Obtain sharps container from LRCA vehicle. If not available, utilize another sealable plastic container.
- 2) Carefully pick up the needle from the plunger end, with the needle end facing down and away from you. Be sure to wear gloves and use tongs/garbage pickers if available.
- 3) Deposit needle-end down into container; only deposit one needle at a time. Seal the container with its lid.
- 4) Safely dispose of the container at a safe disposal site or by calling Superior Points for pickup at (807) 621-7861.

DO NOT:

- Attempt to re-cap the needle or break off the tip.
- Throw needles in garbage or recycling bags.
- Flush needles down the toilet.

Safe Disposal Sites in Thunder Bay:

- Health Unit: 999 Balmoral Street.
- NorWest Community Health Centre: 525 Simpson Street.
- Elevate NWO: 106 Cumberland Street.
- Shelter House: 420 George Street.
- St. Andrew's Church: corner of Donald and Brody Street.
- Kaministiquia Park: near James Whalen Tug
- Alley @ PACE: 510 Victoria Avenue East.

5.0 Legal Requirements

Applicable legal and other requirements of the LRCA under the *Occupational Health and Safety Act* include (but are not limited to):

OHSA Sections 25, 26, 27 and 28.

6.0 Communication

The Policy will be communicated by management in the following ways:

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

Communication on Policy will be documented on Policy Communication and Training Record and recorded on the Health and Safety Policy Matrix. An infographic depicting proper sharps collection and disposal will be included as part of the policy and posted on the safety board.

7.0 Training

Training on the Policy will occur by:

- review during a staff meeting, or
- review of Health and Safety Binder during new employee orientation, and
- completion of the HR Download Module: Sharps Training, including watching the video and successfully completing the quiz.

Dates of completed training will be recorded on the Policy Communication and Training Record and recorded on the Health and Safety Policy Matrix. The HR Download Module Certificate will be placed in employee's Personnel file, with the date noted on the Health and Safety Training Matrix.

Training will be provided by management for all permanent staff; direct supervisors will provide training and reinforcement to seasonal hires.

Specialized training may be provided if applicable or warranted. Appropriate controls/Personal Protective Equipment related to purchased goods, equipment and services will be assessed and discussed.

8.0 Evaluation

The Policy will be reviewed annually by the Chief Administrative Officer and Health and Safety Representative.

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

Staff understanding of the policy will be evaluated via the successful completion of applicable HR Downloads quizzes (where available/applicable).

A mock needle stick exercise as well as a mock sharps collection/disposal exercise will occur to gauge staff understanding of the policy and procedure.

9.0 Successes and Improvements

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

Improvements will be made as necessary.

10.0 Attachments

- TBDHU Sharps Disposal poster

Found a Needle?



1



Get a Container

Bring a puncture-proof, sealable, PLASTIC container (sharps container, peanut butter container or water bottle) and place it on a flat surface.

2



Pick Up the Needle

Pick up the needle from the plunger end with the needle end facing down/away from you. Gloves and/or tongs can be used, but the risk of infection from the plunger end is low. Use whatever protective equipment that makes you feel comfortable.

3



Put Needle in Container

Pick up and get rid of one needle at a time. Put the needle-end into the container first and close the lid tightly.

4



Safe Disposal

Get rid of the container in a safe disposal bin near you or call Superior Points at 621-7861 for pickup.

DO NOT:

- Put the cap back on or break off the tip.
- Throw needles in garbage or recycling bins.
- Flush needles down the toilet.

Safe Disposal Bins in Thunder Bay:

- | | |
|--------------------------------------|---|
| • Health Unit: 999 Balmoral Street | • St. Andrews Church: |
| • NorWest Community Health Centre: | corner of Brodie and Donald Street |
| 525 Simpson Street | • Kaministiquia Park: near the James Whalen Tug |
| • Elevate NWO: 106 Cumberland Street | • Alley @ PACE: 510 Victoria Avenue E |
| • Shelter House: 420 George Street | |

For safe pick-up kits or to request a needle clean up call
Superior Points: 621-7861 or 621-7862

2023 TREASURER'S REPORT MONTHLY EXPENSES				
	2023 BUDGET	August	TOTAL TO DATE	BALANCE REMAINING
REVENUE				
Provincial Grants	337,909	25,175	381,744	- 43,835
Municipal Levy	1,793,799	-	1,793,799	-
Self Generated	408,570	70,284	406,945	1,626
Other Revenue	352,206	-	155,727	196,479
TOTAL REVENUE	2,892,484	95,459	2,738,215	154,269
EXPENSES				
Category 1 Mandatory Programs and Services				
Corporate Services	867,959	55,269	624,493	243,466
Risk of Natural Hazards	1,097,542	44,954	273,222	824,320
Conservation and Management of Lands owned and controlled by the Authority	563,411	303,800	710,032	- 146,621
Source Water Protection	58,974	4,142	34,133	24,841
Other Programs and Services	19,625	1,964	11,743	7,882
Total Category 1 Mandatory Programs and Services	2,607,511	410,129	1,653,623	953,888
Category 2 Non-Mandatory Programs and Services at the Request of a Municipality				
Mapping Services	16,311	1,023	10,213	6,098
Total Category 2 Non-Mandatory Programs and Services at the Request of a Municipality	16,311	1,023	10,213	6,098
Category 3 Non-Mandatory Programs and Services				
Education	100,438	- 1,272	39,213	61,225
Stewardship	158,224	13,355	113,295	44,929
Other	10,000	-	12,480	- 2,480
Total Category 3 Non-Mandatory Programs and Services	268,662	12,083	164,989	103,673
Total All Expenses	2,892,484	423,235	1,828,825	1,063,659



PROGRAM AREA	CORPORATE	REPORT NO.	CORP-10-2023
DATE PREPARED	September 12, 2023	FILE NO.	7-1-1
MEETING DATE	September 27, 2023		
SUBJECT	Conservation Authorities Act - Progress Report #6		

RECOMMENDATION

Suggested Resolution

“THAT: Staff Report CORP-10-2023: Conservation Authorities Act Progress Report #6 be received AND FURTHER THAT Progress Report #6 be approved AND FURTHER THAT the report be forwarded to the Ministry of Natural Resources and Forestry.”

LINK TO STRATEGIC PLAN

All sections of the Strategic Plan are impacted.

EXECUTIVE SUMMARY

As outlined in LRCA’s Transition Plan, the sixth final report is due to the MNRF on October 1, 2023. Accordingly, Progress Report #6 is presented to the Board for approval. Once approved, the report will be forwarded to the Ministry prior to the deadline.

The report advises that: no further comments have been received from our Member Municipalities related to the Inventory of Programs, no Category 3 MOUs are required and the Category 2 MOUs for Mapping Services will be sent out.

DISCUSSION

As required in LRCA’s Transition Plan, the LRCA must report to the MNRF (formerly due to MECP) six times between July 1, 2022 and October 2023. Accordingly, the sixth final Progress Report, which is due October 1, 2023, has been completed and is attached (Attachment #1).

The report must summarize any comments received from Member Municipalities; summarize changes to the Inventory of Programs and Services; update on any cost-apportioning agreements; and outline any anticipated difficulties executing the required agreements.

Staff are updating the Category 2 Memorandum of Understanding for the Mapping Service to adhere to all requirements in the regulations. This is a service that is provided to the Municipality of Oliver Paipoonge, Township of Dorion and the Lakehead Rural Planning Board, who have chosen to pay for this service. They may withdraw from the service at any time and are not obligated to use the service in the future.

Attachment #2 includes the updated *Progress Tracking of Deliverables Table*, dated September 12, 2023.

FINANCIAL IMPLICATIONS

There are no direct financial implications at this time.

CONCLUSION

As mandated, the sixth final Progress Report has been prepared, which will be submitted prior to the October 1, 2023 deadline to the MNRF.

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 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.

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)
- Governance section on the LRCA website.
- Progress Report #2 (Resolution #105/22)
- Updated the Fee Policy and posted it on the website.
- Progress Report #3 (Resolution #134/22).
- Progress Report #4 and Inventory of Programs and Services Version 3.0 (Resolution 48/23).
- Progress Report #5 (Resolution #76/23)

On October 25, 2022 Bill 23, *More Homes Built Faster Act, 2022* was released. Associated ERO postings included:

- ERO 019-6141: Legislative and regulatory proposals affecting conservation authorities to support the Housing Supply Action Plan 3.0
- ERO 019-6163: Proposed Planning Act and City of Toronto Act Changes
- ERO 019-6160: Proposed updates to the Ontario Wetland Evaluation System
- ERO 019-2927: Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario
- ERO 019-6177: Review of a Place to Grow and Provincial Policy Statement
- ERO 019-6161: Conservation Ontario's Natural Heritage

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.

On December 28, 2022, two letters were received from MNRF in relation to Bill 23:

- Legislative and regulation changes affecting Conservation Authorities.
- Minister's direction for conservation authorities regarding fee changes associated with planning, development and permitting fees.

In effect as of January 1, 2023 per O. Reg. 596/22:

Conservation Authorities 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*.

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.


REFERENCE MATERIAL ATTACHED

Attachment #1 - LRCA Progress Report #6

Attachment #2 - LRCA Progress Tracking of Deliverables – Transition Plan, Phase I and II Regulations, Revision date: September 12, 2023

PREPARED BY:

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: September 13, 2023
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LAKEHEAD REGION CONSERVATION AUTHORITY

Progress Report #6

Purpose

Per O. Reg. 687/21: *Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act* Section 7(2) the authority shall submit six progress reports on:

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

Questions required to be answered:	
a) Any comments or other feedback submitted by a municipality referred to in clause 5(1)(b) regarding the inventory.	
No comments have been received from any Member Municipality.	
b) A summary of any changes that the authority has made to the inventory to address comments or other feedback referred to in a clause (a), including the changed inventory and a clear description of the changes between the previous inventory and the changed inventory	
No changes. Version 3.0 is current.	
c) An update on the progress of negotiations of cost apportioning agreements with the participating municipalities.	
No Category 3 MOUs are required. Category 2 MOU for Mapping Services is being updated to adhere to regulations.	
d) An outline of any difficulties that the authority is experiencing that might affect the ability of the authority to conclude any cost apportioning agreements with one or more participating municipality by the transition date.	
None.	

Lakehead Region Conservation Authority**Progress Tracking of Deliverables – Transition Plan, Phase I and Phase II Regulations****Revision Date: September 12, 2023**

Deliverable	Planned Timeline	Due Date	Status
2021			
Develop Transition Plan		December 31, 2021	Complete
Obtain Board approval of the Transition Plan		November 24, 2021	Complete Resolution #121/21
Post Transition Plan to website and circulate to municipalities and MECP		December 31, 2021	Complete
2022			
Develop Programs and Services Inventory with Board approval			Complete Resolution #27/22
Circulate Programs and Services Inventory to municipalities and MECP		February 28, 2022	Complete
MECP Report #1	June 24, 2022	July 1, 2022	Complete Resolution #80/22
Update Governance Section on website and notify Minister		January 1, 2023	Complete July 18, 2022
MECP Report #2	September 29, 2022	October 1, 2022	Complete Resolution #105/22
Update Fee Policy		January 1, 2023	Complete October 26, 2022 Resolution #116/22
MECP Report #3	December 16, 2022	January 1, 2023	Complete November 28, 2022 Resolution #134/22

Lakehead Region Conservation Authority**Progress Tracking of Deliverables – Transition Plan, Phase I and Phase II Regulations****Revision Date: September 12, 2023**

2023			
Prepare 2024 Budget Adhering to Legislation	January 1, 2023 to August 2023	November 2023	Draft Report complete
MECP Report #4	March 31, 2023	April 1, 2023	Complete March 30, 2023 Resolution # 48/23
Negotiations of cost apportioning agreement with municipalities	March 2022 to May 2023		N/A-No Category 3 agreements required
LRCA Approval of MOUs/Agreements	June 2023 to August 2023		N/A -No Category 3 agreements required
MECP Report #5	June 21, 2023	July 1, 2023	Complete June 21, 2023 Resolution #76/23
Execute municipal agreements	June 2023 to October 2023	January 1, 2024	Category 2 Mapping Service MOUs will be sent out
MECP Report #6	September 27, 2022	October 1, 2023	Complete September 27, 2023 Resolution #/23
Request for extension of transition date		October 1, 2023 (if required)	Not required
2024			
Final Report to MECP	January 30, 2024	January 30, 2024	
Land Inventory Public Consultation		December 31, 2024	
Land Inventory		December 31, 2024	In progress
Conservation Area Strategy Public Consultation		December 31, 2024	
Conservation Area Strategy		December 31, 2024	In progress
Asset Management Plan Floodway		December 31, 2024	
Operational Management Plan Floodway		December 31, 2024	
Asset Management Plan Victor Street		December 31, 2024	

Lakehead Region Conservation Authority

Progress Tracking of Deliverables – Transition Plan, Phase I and Phase II Regulations

Revision Date: September 12, 2023

Operational Management Plan Victor Street		December 31, 2024	
Ice Management Plan		December 31, 2024	
Resource Based Management Strategy		December 31, 2024	

September 30, 2023

Moved By _____

Seconded By _____

“THAT: having examined the accounts for the period August 1, 2023 to August 31, 2023 cheque #2986 to #3011 for \$342,819.24 and preauthorized payments of \$156,196.80 for a total of \$499,016.04, we approve their payment.”

2986	ALS Sewage Services	Porta Unit Rental Mills Block July 2023	Pump outs - Silver Harbour	970.20
2987	Grant Thornton LLP	Cloud Accounting Subscription and Service fees for July		366.56
2988	Innovated Solutions	Firewall security, server September 2023		847.50
2989	McKittricks	Review of Scuba Diving Signs		3,164.00
2990	Michelle Willows	Mileage June, July 2023		104.11
2991	Minister of Finance	Imagery Aerial Photos		11,824.44
2992	Municipality Of Oliver Paipoonge	Property Taxes		1,745.01
2993	Northern Turf Equipment	Equipment supplies		136.76
2994	Paris Site Furnishings	Memorial Bench for Dave Olson		2,671.66
2995	SPI Health and Safety	Work gloves Jessie, Ashley		69.43
2996	Superior Outdoors Inc. The Walleye	August ad		175.15
2997	Thunder Bay Answering Service Inc.	Answering Service August 2023		239.56
2998	Township of O'Connor	#34 Cedar Falls tax installments 3, 4, 5		46.52
2999	Willis Technical Services	Boulevard Lake Shoreline Naturalization Project		1,017.00
3000	Void	Void		-
3001	ALS Sewage Services	Accessible Porta Unit Mission Island Marsh - July 19 - Aug 18, 2023		271.20
3002	Bruno's Contracting	Cascades Parking Lot and Trail Project and Hold Back Sediment Removal		307,010.83
3003	Englobe Corp.	Victor St. Monitoring July 2023		2,285.83
3004	Mark Ambrose	Petty Cash		213.90
3005	Michelle Willows	Boot Allowance		200.00
3006	Northern Turf Equipment	Equipment parts		172.60
3007	RAS Maintenance Services	Office Cleaning -July and August 2023		1,159.27
3008	SGC Inc.	Installation of Pay & Display unit, removal of coin box		6,384.50
3009	TBT Engineering Consulting Group	Office electrical upgrade		1,056.55
3010	Township of Dorion	#7 Hurkett Cove - Property Tax Installment 2		387.77
3011	ALS Sewage Services	Little Trout Bay Pumping		298.89
				<u>342,819.24</u>
PA	Payroll and Per Diems			127,796.61
PA	Royal Bank Group Retirement RRSP and TFSA			3,721.14
PA	RWAM and Lifeworks Benefits			2,487.56
PA	Enbridge			46.14
PA	Synergy North			727.03
PA	Esso			1,780.62
PA	Visa Routine Monthly Expenses			7,315.46
PA	Banking and Visa Fees			673.32
PA	Postage			-
PA	OMERS July			11,362.02
PA	GIC Purchase			-
PA	Photocopier Lease			286.90
				<u>156,196.80</u>
				<u>499,016.04</u>

Chair

Res# _____/23

Monthly Plan Input/Review and Fill Regulations Administration August 1 to 31, 2023											
Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay	A-37-2023	B-42-2023			ZBLA03-2023		3504 Government Road	419 Ryerson Cresent 2186 Lynda Avenue	651 104th Street	1800 Dawson Road	
Total	1	1	0	0	1	0	1	2	1	1	8
Oliver Paipoonge	1A/01/23		OPA-05						508 Calvert Road 15 Dehoop Drive	4 Cooper Road	
Total	1	0	1	0	0	0	0	0	2	1	5
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing		B06-2023									
Total	0	1	0	0	0	0	0	0	0	0	1
Shuniah											
Total	0	0	0	0	0	0	0	0	0	0	0
Connmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies											
Total	0	0	0	0	0	0	0	0	0	0	0
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	2	2	1	0	1	0	1	2	3	2	14

Monthly Plan Input/Review and Fill Regulations Administration September 1 to 19, 2023											
Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay	A-48-2023							712 Macdonell Street 28 Cumberland Street S		1580 Arthur Street W	
Total	1	0	0	0	0	0	0	2	0	1	4
Oliver Paipoonge		1B/13/23				Subdivision 2-2023					
Total	0	1	0	0	0	1	0	0	0	0	2
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing											
Total	0	0	0	0	0	0	0	0	0	0	0
Shuniah											
Total	0	0	0	0	0	0	0	0	0	0	0
Conmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies											
Total	0	0	0	0	0	0	0	0	0	0	0
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	1	1	0	0	0	1	0	2	0	1	6



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			
							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
#3/23	Standard	\$600.00	Skylar Hendrickson	Municipality of Oliver Paipoonge	5200 Dawson Road	Dwelling Addition	9/2/2023	10/02/23	1	Staff
#4/23	Standard	\$300.00	Alex Hitback	City of Thunder Bay	1281 Central Ave	Dwelling & Fill Placement	13/2/2023	14/02/23	1	Staff
#5/23	Standard	\$300.00	Josh Busniuk	Municipality of Oliver Paipoonge	3336 Hwy 130	Driveway Construction - Fill and Site Grading	23/2/23	06/03/23	12	Staff
#6/23	Standard	\$300.00	Craig Pylypochuk	City of Thunder Bay	2854 Dawson Road	Garage Construction	6/3/2023	10/03/23	5	Staff
#7/23	Standard	\$1,000.00	Thunder Valley Development	Municipality of Oliver Paipoonge	325-50 Hwy 130	Fill Placement for Parking Lot Expansion	13/3/2023	14/03/23	1	Staff
#8/23	Standard	NA	City of Thunder Bay	City of Thunder Bay	Youge Street at Kam River	Bank Repair	4/4/2023	06/04/23	2	Staff
#9/23	Standard	\$300.00	Derek Gascoigne	City of Thunder Bay	3028 Alice Ave	Garage Construction	6/4/2023	18/04/23	12	Staff
#10/23	Standard	\$300.00	Pierre Gagne Contracting	City of Thunder Bay	490 Maureen St	Dredging-Midcontinent Terminal	21/4/2023	24/04/23	3	Staff
#11/23	Standard	\$300.00	Enbridge Gas Inc	Municipality of Oliver Paipoonge	Veley Lane	Gas Main Extension	21/4/2023	25/04/23	4	Staff
#12/23	Small Works	\$150.00	Wally Peterson	City of Thunder Bay	Marina Park, Pool 6	Fill Placement	10/5/2023	15/05/23	5	Staff
#13/23	Standard	\$300.00	Dana Yacuk	Municipality of Oliver Paipoonge	S. of 955 Hwy 130 Lot	Fill Placement	11/5/2023	17/05/23	6	Staff
#14/23	Standard	\$300.00	Gerald Gosselin	City of Thunder Bay	111 Herrick Place	Deck Addition	17/05/23	24/05/23	8	Staff
#15/23	Large	\$600.00	Rudolf Novak	City of Thunder Bay	734 Fieldstone Place	House and Fill	19/05/23	29/05/23	10	Staff
#16/23	Standard	\$300.00	Tiffany Holmwood	Municipality of Oliver Paipoonge	339 Mud Lake Road	Garage & Fill Placement	1/6/2023	05/06/23	4	Staff
#17/23	Standard	\$300.00	Rob Frattaroli	Municipality of Shuniah	226 Bass Lake Road	Site Grading, Rock Placement & Garage	6/6/2023	06/06/23	1	Staff
#18/23	Standard	NA	City of Thunder Bay	City of Thunder Bay	2031 Loch Lomond Rd	Culvert Replacement	1/6/2023	06/06/23	5	Staff
#19/23	Small Works	\$150.00	Diane Mehagan	Municipality of Shuniah	3500 Hwy 11-17	Dock Reconstruction	31/5/2023	08/06/23	6	Staff
#20/23	Standard	\$300.00	Joe Sgambelluri	City of Thunder Bay	817 Toms Road	Garage	7/6/2023	08/06/23	1	Staff
#21/23	Standard	\$300.00	Thunder Bay Terminals	City of Thunder Bay	375 Island Dr.	Dredging	31/5/2023	09/06/23	9	Staff
#22/23	Standard	\$0.00	Municipality of Oliver Paipoonge	Municipality of Oliver Paipoonge	Vibert Road & 3405 Rosslyn Rd	Storm Pipe Outlet	13/6/2023	15/06/23	7	Staff
#23/23	Small Works	\$150.00	Steven McLeod	City of Thunder Bay	161 Kivikoski Road	Deck Construction	16/6/2023	19/06/23	4	Staff
#24/23	Standard	\$300.00	Enbridge Gas Inc	Municipality of Oliver Paipoonge	Harstone Rd, Lot 23, Con. 1	Gas Main Extension	5/6/2023	16/06/23	14	Staff
#25/23	Standard	\$150.00	Scott Taylor	Municipality of Neebing	14 Margaret St. N.	Erosion Protection	13/6/2023	26/06/23	14	Staff
#26/23	Standard	\$150.00	Statton Eade	Municipality of Shuniah	523 Fisherman's Point Rd	Erosion Protection & Retaining Wall Repair	5/6/2023	26/06/23	12	Staff



Monthly Project Update

MEETING DATE	September 27, 2023
STAFF NAME	Ryan Mackett
POSITION	Communications Manager

Fall Mushroom Hike

The popular Fall Mushroom Hike occurred on Sunday, September 10, 2023, at Hazelwood Lake Conservation Area, with 34 people participating. The hike was led by fungi expert Dr. Leonard Hutchison of Lakehead University. This event completely fills up every year it is held, and is limited only by the number of participants Dr. Hutchison is comfortable leading in a single hike.

Neebing Birding Day and Sandhill Crane Festival

The second Neebing Birding Day was held on Wednesday, September 13 at the Memory Road trailhead of the Nature Conservancy of Canada's (NCC) James Duncan Memorial Trail; the James Duncan Trail connects with the LRCA's Lookout Trail at Little Trout Bay Conservation Area. The event, which was held in partnership with the Municipality of Neebing, NCC, and Blue Sky Community Healing Centre was a success, although only 17 participants attended in spite of 30 people signing up and paying for their registration (reminder emails were sent as well).

Unfortunately, due to illness and calendar conflicts, representatives from NCC and Blue Sky were unable to attend as originally planned. Staff were able to pivot and carry out the event slightly modified from its original "Two-Eyed Seeing" intent, with the help of local birding expert (and Dorion Birding Festival Guide) Susan Craig.

The event was held as part of the larger, self-drive, self-guided Sandhill Crane Festival, which encouraged participants to follow the route map developed by LRCA staff in conjunction with local birding expert Brian Ratcliff in an effort to observe migrating Sandhill Cranes which frequent the farmers' fields in the Slate River Valley. The observation window is between September 11 – 22 but will be extended until October or whenever sightings slow down. The Sandhill Crane sightings reported thus far have been higher than those of last year. Participants are encouraged to log their observations through an online form on the LRCA website, which can be found here:

<https://lakeheadca.com/events-education/special-events/sandhill-crane-festival>.

As part of the Neebing Birding Day event, the following observations were recorded:

- 177 Sandhill Cranes
- American Crow
- American Goldfinch
- American Kestrel
- American Pipit
- American Robin
- Bald Eagle
- Blue Jay
- Broad-Winged Hawk
- Canada Goose
- Cedar Waxwing
- Common Grackle
- Common Raven
- European Starling
- Hairy Woodpecker
- Merlin
- Northern Flicker
- Northern Harrier
- Palm Warbler
- Pileated Woodpecker
- Pine Siskin
- Red-Breasted Nuthatch
- Rock Pigeon
- Savannah Sparrow
- Turkey Vulture
- White-Crowned Sparrow
- White-Throated Sparrow
- Yellow-Bellied Sapsucker
- Yellow-Rumped Warbler

At the time of this writing, approximately 1,560 Sandhill Cranes have been observed as per reporting through the online form. It is recommended that staff continue with this event in the future, as it does not require much staff time to accommodate, the reception from participants is extremely positive, there is excellent community stakeholder involvement, and the event could grow in popularity and size.

2024 Fundraising Calendar

For your information, work is proceeding on the 2024 annual fundraising calendar. Typically, 10,000 copies of this extremely popular calendar are produced and distributed each November, with the cost of printing covered by calendar advertising sales. As with last year, the cost of printing has increased substantially and ad revenue is down, which will necessitate ordering fewer than 10,000 copies for the 2024 calendar. The number of copies produced will correlate with the amount of ad revenue generated through the program.



Monthly Project Update

MEETING DATE	September 27, 2023
STAFF NAME	Ryne Gilliam
POSITION	Lands Manager

Blue-Green Algae – Hazelwood Lake

Cyanobacteria (blue-green algae) was identified at Hazelwood Lake Conservation Area on August 24, 2023. The sighting was reported to the Spills Action Centre, the Ministry of the Environment, Conservation and Parks (MECP), and the Thunder Bay District Health Unit. A sample was taken by LRCA staff for testing; MECP testing confirmed the sample was indicative of a blue green algae bloom, specifically *Dolichospermum*. The LRCA posted an advisory at Hazelwood Lake Conservation Area as well as on our website, with a link to the TBDHU's posted notice. The notice explained the presence of blue-green algae at Hazelwood Lake's Public Beach Area, and advised people that water should be avoided whenever a blue-green algae bloom is present, and for about 2 weeks after it has dissipated. All associated signage was removed September 15, 2023.

Monthly Project Update

MEETING DATE	September 27, 2023
STAFF NAME	Melissa Hughson
POSITION	Watershed Manager

Flood Forecasting Workshop

LRCA's Flood Forecasting Team (CAO, Watershed Manager, Development Regulations Officer and GIS/Water Resources Technologist) attended the Flood Forecasting Workshop organized by the Provincial Flood Forecasting and Warning Committee and hosted by Conservation Ontario and the Ministry of Natural Resources and Forestry (MNRF) in Toronto on September 18 and 19, 2023. The workshop takes place annually with the goal of providing links between agencies responsible for flood forecasting and warning, emergency management and data collection. The workshop is designed to address policy and implementation needs and issues and to facilitate training.

Professionals in flood forecasting from across the industry were in attendance including Conservation Authorities across Ontario, the MNRF, Environment and Climate Change Canada (ECCC), Ontario Power Generation, Lake of the Woods Secretariat, emergency management professionals, Kisters, etc. The workshop provided an important opportunity to network and learn from others across Ontario in their experiences relating to forecasting and managing flood events, as well as innovations in data collection and analysis with respect to flood forecasting.

Watershed Conditions – Lake Superior Water Levels

Water supply conditions were generally drier than average for the Lake Superior basin for the month of August. There was a 2 centimetre decline of Lake Superior's water level from beginning of August to beginning of September; however, the water level is still 13 centimetres above average compared to the monthly average (1918 – 2022), and remains at a similar level to 2022 conditions.

The Great Lakes Water Level Update was held on September 13, 2023; the Watershed Manager attended the virtual call organized by the MNRFs Surface Water Monitoring Centre for all Conservation Authorities and MNRF districts with Great Lakes jurisdictions. The purpose of the teleconference was to continue to share information related to current and future static water levels on the Great Lakes. Information for Lake Superior was summarized and explained as above.

Ontario Low Water Response (OLWR)

LRCA's area of jurisdiction remains in a Level 1 Low Water advisory. Calculations based on precipitation received in August indicated that rainfall received was 72% of the monthly average for August. When the monthly average rainfall received is less than 80%, a Level 1 advisory is

issued. MRNFs Surface Water Monitoring Centre (SWMC) was notified of our area of jurisdiction Level 1 advisory on August 3, 2023; Ontario's Flood Conditions Map was updated by the SWMC, and LRCA's website was updated with the information as well. Level 1 advisories are an early indication of potential drought conditions. The LRCA will continue to monitor water levels and will update the advisory when warranted.