



**November LRCA Board Meeting**

Lakehead Region Conservation Authority  
November 29, 2023 at 4:30 PM  
130 Conservation Road/Microsoft Teams

**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 MEETING .....5**

*THAT: the Minutes of the Lakehead Region Conservation Authority Ninth Regular Meeting held on October 25, 2023 be adopted as published.*

**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 September 26, 2023 meeting be adopted as published.*

## 6. BUSINESS ARISING FROM PREVIOUS MINUTES

### 6.1. Request to Minister for an exception to the *Conservation Authorities Act* related to the term of the Chair

Per Resolution #108/23, a letter was sent from the CAO to the Minister of MNRF on October 27, 2023 to request an exception under Section 17(1.3)(a) and (b) of the *Conservation Authorities Act*, to permit the current Chair, if elected during the annual election to be held in January 2024, to hold the position of Chair for more than two consecutive terms and to be from the same municipality. No response has been received to date.

## 7. CORRESPONDENCE

### 7.1. Request to Join Lakehead Conservation Foundation .....11

*THAT: Misty Miller be appointed to the Lakehead Conservation Foundation.*

### 7.2. Arthur Shewchuk Memorial Bursary .....12

The 2022 - 2023 recipient of the Arthur Shewchuk Memorial Bursary was Dilip Thakur who is enrolled in the Bachelor of Engineering Program with Diploma in Mechanical Engineering.

## 8. STAFF REPORTS

### 8.1. LRCA Brand Voice Guide .....17

*THAT: Staff Report CORP-11-2023 Brand Voice is received AND FURTHER THAT the LRCA Brand Voice Guide is adopted.*

### 8.2. 2023 Stewardship Program Project Summary .....18

*THAT: Staff Report STEW-02-2023 be received.*

### 8.3. 2023 Lands Maintenance Report .....46

*THAT: Staff Report LM-03-2023 be received for information.*

## 9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

### 9.1. Monthly Treasurer's Report .....60

### 9.2. Hope and Memory Garden .....61

*THAT: Staff Report LM-02-2023 regarding the Hope and Memory Garden be received.*

**9.3. 2024 Final Budget .....65**

Recorded Weighted Vote

**THAT:** the 2024 Budget levy apportionment as outlined in Version 3.0 of the Lakehead Region Conservation Authority Final Budget be approved **AND FURTHER THAT** a copy of the final budget will be provided to the Minister of Natural Resources and Forestry and all Member Municipalities.

Majority Vote:

**THAT:** in 2024 the following will be appropriated from the following reserves: Operating Capital Reserve \$75,000; Vehicle and Equipment Reserve \$9,150; Conservation Area Major Maintenance Capital Reserve \$20,000; and Forest Management Reserve \$3,974.

**THAT:** the Lakehead Region Conservation Authority adopts the 2024 Budget Document, Version 3.0 for a total budget of \$2,958,656.

**9.4. 2024 LRCA Board Meeting Schedule .....146**

**THAT:** the 2024 Board Meeting Schedule be approved.

**10. PASSING OF ACCOUNTS .....147**

**THAT:** having examined the accounts for the period October 1, 2023 to October 31,2023 cheque #3039 to #3063 for \$71,382.77 and preauthorized payments of \$125,750.50 for a total of \$197,133.27, we approve their payment.

**11. REGULATORY ROLE**

**11.1. Plan Review Commenting Summary .....148**

**11.2. Section 28 Permit Summary .....150**

**12. PROJECTS UPDATE**

**12.1. Communication Manager Projects Update .....152**

**12.2. Lands Manager Projects Update .....155**

**12.3. Watershed Manager Projects Update .....157**

**13. NEW BUSINESS**

#### **14. NEXT MEETING**

The next meeting will be held on January 31, 2024 at 4:30 p.m., which will be the Annual General Meeting and elections.

#### **15. BOARD TRAINING**

The second LRCA Conservation Area Board tour is being deferred until spring 2024.

#### **16. ADJOURNMENT**

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



LRCA Board Meeting Minutes  
October 25, 2023 at 4:30 PM  
130 Conservation Road/Microsoft Teams

**Members Present:**

Albert Aiello, Grant Arnold, Donna Blunt, Robert Beatty, Rudy Buitenhuis, Dan Calvert, Sheelagh Hendrick, Greg Johnsen, Jim Vezina

**Members Present (Remote):**

Trevor Giertuga, Brian Kurikka

**Also Present:**

Tammy Cook, Chief Administrative Officer  
Ryne Gilliam, Lands Manager  
Melissa Hughson, Watershed Manager  
Mark Ambrose, Finance Manager  
Roman Augustyn, Information Systems Coordinator  
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: #102/23**

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

**3. DISCLOSURE OF INTEREST**

None.

#### 4. MINUTES OF PREVIOUS MEETING

*THAT: the Minutes of the Lakehead Region Conservation Authority Eighth Regular Meeting held on September 27, 2023 be adopted as published.*

**Motion: #103/23**

Motion moved by Grant Arnold and motion seconded by Dan Calvert. **CARRIED.**

#### 5. IN-CAMERA AGENDA

No In-Camera was held.

#### 6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

#### 7. CORRESPONDENCE

None.

#### 8. STAFF REPORTS

##### 8.1 Conservation Areas Water Quality Monitoring Report 2023

Members reviewed and discussed Staff Report WM-02-2023 related to the 2023 Conservation Areas Water Quality Monitoring Report.

*THAT: the Staff Report WM-02-2023 be received **AND FURTHER THAT** the recommendations contained therein are endorsed.*

- *Funds and personnel permitting, bacteriological water quality and cyanobacteria monitoring in Conservation Areas should be continued in the summer of 2024.*
- *Further testing of field parameters should be continued in succeeding years to determine normal ranges and trends for monitored Conservation Areas.*
- *Amalgamate the E. coli and cyanobacteria Field Data Sheets and transition into using iPads and Survey 123 as a more efficient way of data collection.*
- *The cyanobacteria sampling season should be extended to the same time frame as the E. coli Program (June 1 to August 31, 2024) to capture bloom events that are occurring outside of the established sampling timeline.*

**Motion: #104/23**

Motion moved by Grant Arnold and motion seconded by Dan Calvert. **CARRIED.**

### 8.1.1 Traffic Counter Report 2022

Members reviewed and discussed Staff Report CONAREA-03-2023 related to the 2022 Traffic Counter Report.

**THAT:** the Staff Report CONAREA-03-2023 be received **AND FURTHER THAT** the recommendations contained therein be endorsed.

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

#### Motion: #105/23

Motion moved by Dan Calvert and motion seconded by Grant Arnold. **CARRIED.**

## 9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

### 9.1 Monthly Treasurer's Report

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

### 9.2 Pay Date Adjustment

Members reviewed and discussed Staff Report FIN-13-2023 related to the proposed pay date adjustment.

**THAT:** staff are permitted to be paid out up to five days of banked overtime or vacation as a special pay on November 10, 2023 **AND FURTHER THAT** the LRCA pay date will be moved forward one-week to incorporate a one-week hold back for all staff.

#### Motion: #106/23

Motion moved by Jim Vezina and motion seconded by Sheelagh Hendrick. **CARRIED.**

## **10. PASSING OF ACCOUNTS**

*THAT: having examined the accounts for the period September 1, 2023 to September 30, 2023 cheque #3012 to #3038 for \$148,563.79 and preauthorized payments of \$118,235.38 for a total of \$266,799.17, we approve their payment.*

### **Motion: #107/23**

Motion moved by Jim Vezina and motion seconded by Robert Beatty. **CARRIED.**

## **11. REGULATORY ROLE**

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

## **12. PROJECTS UPDATE**

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

It was noted that the Communications Manager, Field Operations Lead Hand and the Environmental Planner attended the annual Conservation Areas Workshop held in Orillia, Ontario.

It was noted that the 2024 Conservation Dinner & Auction is scheduled on Friday, February 9, 2024.

### **12.2 Lands Manager Project Updates**

It was noted that the 2023 Structure Inspections for Neebing-McIntyre Floodway Diversion Structure, Hazelwood Lake Dam, Hazelwood Lake Causeway, Neebing River Weir and the Mission Island Marsh Boardwalk were completed by KGS Group, and that Staff had completed the Hazelwood Lake Causeway Inspection.

It was noted that Infographic Signs have been installed in all Conservation Areas, that depict graphics related to permitted and prohibited activities specific to each area.

It was noted that Staff assisted Greenworks Canada employees when they created a video promoting Greenworks trolling motors. It was noted that as a thanks for the assistance, the Authority received a battery operated trolling motor, chainsaw, earth auger, grass trimmer, batteries and charging units.

It was noted that additional grounding work is required before the 400 Amp electrical upgrade to the Administrative Building can be completed.



### 12.3 Watershed Manager Projects Update

It was noted that the LRCA received additional funding from the Ministry of Environment, Conservation and Parks, Drinking Water Source Protection program to complete an education and outreach project aimed at non-municipal drinking water users in the Lakehead Region.

It was noted that the LRCA's area of jurisdiction remained in a Level 1 Low Water condition.

### 13. NEW BUSINESS

It was noted that Staff will be sending to Member Municipalities the mandated 30-day notice of the meeting to approve the 2024 final budget.

It was noted that Competent Supervisor training will be held at the LRCA Administrative Building on November 2<sup>nd</sup> and 3<sup>rd</sup> and that Member Municipalities were invited to send staff.

The Board directed the CAO to submit a request to the Minister to approve an exception to allow the current Chair to continue as Chair in 2024, if so elected.

***THAT:** the CAO be directed to request to the Minister to approve an exception to allow the current Chair to continue as Chair in 2024 if so elected.*

#### **Motion: #108/23**

Motion moved by Albert Aiello and motion seconded by Rudy Buitenhuis. **CARRIED.**

<b>Municipality</b>	<b>Member</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>
Conmee	Grant Arnold	Yes		
Dorion	Robert Beatty	Yes		
Gillies	Rudy Buitenhuis	Yes		
Neebing	Brian Kurikka	Yes		
O'Connor	Jim Vezina	Yes		
Oliver Paipoonge	Dan Calvert	Yes		
Shuniah	Donna Blunt	Yes		
Thunder Bay	Sheelagh Hendrick	Yes		
Thunder Bay	Trevor Giertuga	Yes		
Thunder Bay	Albert Aiello	Yes		
Thunder Bay	Greg Johnsen	Yes		

### 14. NEXT MEETING

The next meeting will be held on November 29, 2023 at 4:30 p.m.

**15. BOARD TRAINING**

A second Board tour will be scheduled in the fall to tour the remaining Conservation Areas not visited in the first tour.

**16. ADJOURNMENT**

*THAT: the time being 5:05 p.m. AND FURTHER THAT there being no further business we adjourn.*

**Motion: #109/23**

Motion moved by Sheelagh Hendrick and motion seconded by Jim Vezina. **CARRIED.**

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Chair

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Chief Administrative Officer

Misty Miller  
276 Fairbank Pl.  
Thunder Bay, ON  
P7B 5M2

Tammy Cook  
Lakehead Region Conservation Authority CAO  
130 Conservation Rd.  
PO Box 10147  
Thunder Bay, ON  
P7B 6T6

November 9, 2023

Dear Tammy:

My name is Misty Miller and I am an Admin Clerk at Ontario Power Generation. I am interested in becoming a member of the Lakehead Conservation Foundation.

I was born and raised in Thunder Bay and have always thoroughly enjoyed the nature that surrounds us here. I am an avid walker and thoroughly enjoy spending time outdoors.

My co-worker was kind enough to give me a summary of what LRCA and LCF have to offer. I would like to explore the opportunities that would arise from being a member. I am an honest, trustworthy and hardworking individual who would add value to the foundation.

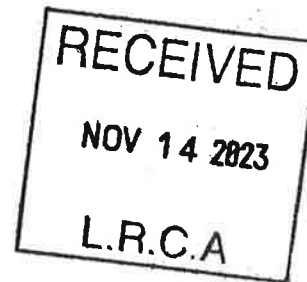
I appreciate your time in this matter and look forward to hearing from you.

Sincerely,

Misty Miller

November 10, 2023

Tammy Cook  
Lakehead Region Conservation Authority  
130 Conservation Rd  
PO Box 10427  
Thunder Bay ON P7B 6T8



Dear Tammy,

**Thank you for the life-changing gift of a more affordable post-secondary education.**

Your investment in student financial aid at Lakehead University has provided transformational support. You have enabled us to celebrate academic excellence through scholarships, provide financial assistance through bursaries, develop and profile innovative research, and improve and support many essential university programs.

Enclosed you will find your personalized *2022-2023 Endowment Financial Statement*. **Thank you** for your trust in Lakehead University, your belief in our students and all that we can continue to achieve together.

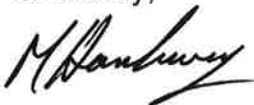


We are also excited to offer you our new digital format of the general *2022-2023 Endowment Report* found by visiting [lakeheadu.ca/endowment-report](https://lakeheadu.ca/endowment-report) or by scanning this QR code.

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, by phone at 807-343-8010 Ext. 8198.

I offer you my **deep appreciation and gratitude for your commitment** to our university.

Sincerely,



Meghan Hanbury  
Associate Director, Annual Giving and Student Aid



Lakehead  
UNIVERSITY

2022-2023

# Our Sincere Gratitude

**Arthur Shewchuk Memorial Bursary**

Check out the **Lakehead University 2022-2023  
Endowment Report** by scanning the QR code or  
visiting [lakeheadu.ca/endowment-report](https://lakeheadu.ca/endowment-report)





# Your Impact on Students' Lives



"Receiving this award is an immense honour, and I am truly grateful for your generosity and support. This award will enable me to attend conferences, workshops and other experiential learning opportunities that will help me develop my skills and broaden my understanding of the field. Your generosity has significantly impacted my life, and I will always be grateful for your support."

**Sana Sharif**, MA Engineering (Electrical and Computer)

*Recipient of the 22-23 Paul Rependa Experiential Learning Award*



"I have always wanted to use my gifts to help people, and that's why I have been doing everything I can to succeed in my program, and hopefully, one day make it into medical school. I know that my path will be a long and hard one, but it is worth it to do something good with my life, and when I receive awards like this, it encourages me to work even harder. Thank you so much for supporting me with this award!"

**Corbin Hauth**, HBSc (Applied Life Sciences & Biotechnology) –  
Lakehead Georgian Campus

*Recipient of the 22-23 Annie Werbicka Childs Faculty of Science & Environmental Studies Award*



"Thank you so much for supporting this award! It means so much to me to receive it and provides me the opportunity to not worry about how I will continue schooling, allowing me to focus on being the best student I can be. This award also recognizes my hard work and dedication to being a student and innovative researcher. Your generous support has allowed me to continue pursuing my goals and begin the first phase of my thesis research. Thank you so much for your kindness."

**Kelsey Barnes**, MA Education (Indigenous Education and Social Justice in Education)

*Recipient of the 22-23 Ian A. MacKenzie Bursary in Education*

## Thank You for Supporting Access to Education



of domestic undergraduate learners at Lakehead face barriers to accessing university



of domestic undergraduate learners originate from rural and remote communities



of domestic undergraduate learners are the first in their family to attend university



of domestic undergraduate learners at Lakehead Thunder Bay self-identify as Indigenous

## Arthur Shewchuk Memorial Bursary

Awarded on the basis of need to a deserving student, entering Lakehead University, who permanently resides in one of the participating municipalities of the Conservation Authority, namely: Thunder Bay, Oliver, O'Connor, Neebing, Shuniah, Paipoonge, Conmee, Gillies or Dorion. The student will be entering the field of Biology, Geography, Forestry or Engineering.

Established by Lakehead Region Conservation Authority.

### Endowment Capital Account

Opening Balance (May 1, 2022):	\$8,711.81
New Contributions:	\$0.00
Inflation Adjustment:	\$461.00
Stabilization Adjustment:	\$0.00
<b>Closing Balance (April 30, 2023):</b>	<b>\$9,172.81</b>

### Stabilization Account

<b>Balance at April 30, 2023:</b>	<b>\$328.00</b>
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### Spend Account

Opening Balance (May 1, 2022):	\$0.00
Annual Spending Allocation	\$304.00
Award Top Up Contributions:	\$0.00
Disbursement to 2022-23 Recipient(s)	\$305.00
<b>Closing Balance (April 30, 2023)</b>	<b>\$- 1.00</b>

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<b>Total Endowed Funds (April 30, 2023)</b>	<b>\$9,499.81</b>
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### Your 2022-23 Student Recipient(s)

<b>Dilip Thakur</b>	Bachelor of Engineering with Diploma (Mechanical Engineering)
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# Report Definitions

## Endowment Capital Account

The total of all capital contributions made to an endowment, including charitable donations, government matching contributions plus annual inflation adjustments.

## Inflation Adjustment

An addition to the capital account of an endowment calculated based on the annual rate of increase of the Consumer Price Index (CPI) for Ontario.

## Stabilization Account

A reserve for the surplus net investment return to assist in maintaining the stability of the annual spending allocations. The stabilization account will not exceed 15% of the value of the endowment capital account.

## Stabilization Adjustment

The stabilization account will not exceed 15% of the endowment capital account. Annually any excess amount not required to maintain the stabilization account limit is then capitalized to the endowment capital account.

## Spend Account

The amount that is available to be spent in support of the purpose of the endowment fund. The account includes the annual spending allocation, cash contributions intended for expenditure and any unspent annual spending allocations from previous years.

## Spending Allocation

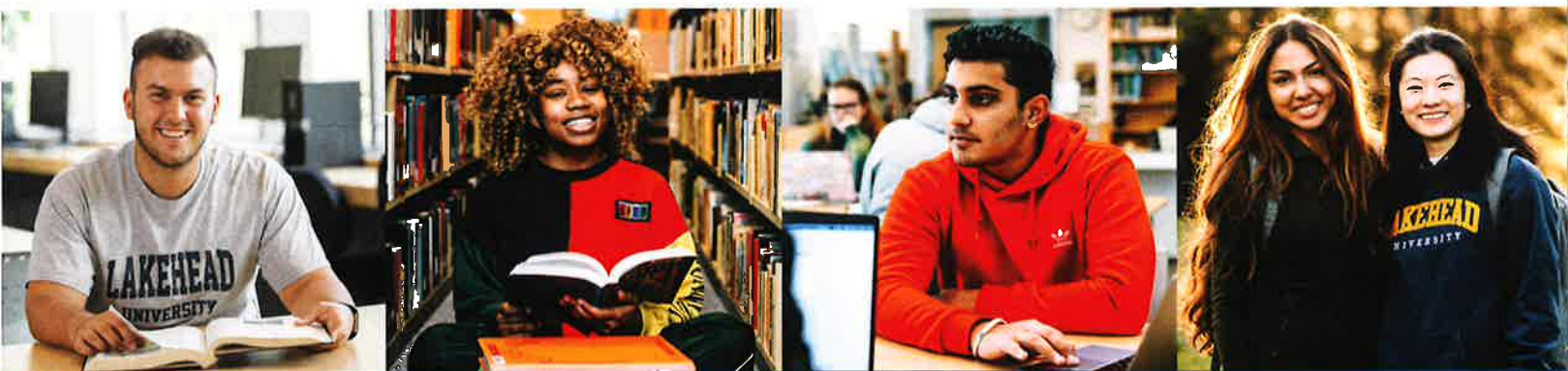
The actual amount allocated to the spending account on an annual basis, as determined by the spending rate established by the Board of Governors and any specific direction from the donor.

## Award Top-Up Contribution

The amount a donor voluntarily provides in advance of the start of the academic year to ensure that there will be sufficient funds to meet the spending allocation for their specific award.

## Disbursement to Recipient

The amount disbursed to the successful eligible student(s).



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500 University Ave. | Orillia, Ontario | L3V 0B9 | (705) 330-4008  
[lakeheadu.ca](http://lakeheadu.ca)

For more information, please contact:

Tara Monteith

Stewardship & Student Aid  
Associate

(807) 343-8010 Ext 8198  
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Meghan Hanbury

Annual Giving Manager

(807) 343-8010 Ext. 8910  
[mhanbury@lakeheadu.ca](mailto:mhanbury@lakeheadu.ca)





<b>PROGRAM AREA</b>	CORPORATE	<b>REPORT NO.</b>	CORP-11-2023
<b>DATE PREPARED</b>	November 17, 2023	<b>FILE NO.</b>	10A-5-4
<b>MEETING DATE</b>	November 29, 2023		
<b>SUBJECT</b>	LRCA Brand Voice		

**RECOMMENDATION**

Suggested Resolution

*“THAT: Staff Report CORP-11-2023 Brand Voice is received **AND FURTHER THAT** the LRCA Brand Voice Guide is adopted.”*

**LINK TO STRATEGIC PLAN**

*Connect & Explore:*

- *Engage diverse stakeholders through effective communications, outreach, and education initiatives.*

**EXECUTIVE SUMMARY**

The Lakehead Region Conservation Authority (LRCA) Brand Voice Guide was created by Shout Media as per Resolution #132/22. The document outlines the LRCA’s brand messaging and associated communications elements and will be used by staff to help direct branding and communications.

**DISCUSSION**

The services of Shout Media were engaged in November 2022 after the Board passed Resolution #132/22. The majority of the work, including extensive in-person exercises led by Shout Media staff, occurred during early 2023. Shout Media then analyzed and synthesized the responses and feedback garnered from their exercises to develop the final Brand Voice Guide. The final version of the Brand Voice Guide was received by staff in late 2023.

The development of the Brand Voice Guide comes from a recommendation out of the LRCA’s Communications Strategy; the development of said strategy is a direct result of the stakeholder engagement sessions conducted during the LRCA’s Strategic Planning Process in 2017 as a top deliverable so as to better clearly define who the LRCA is and what the LRCA does.

**FINANCIAL IMPLICATIONS**

The cost of the Brand Voice Guide project was \$3,000.00 +HST.

**CONCLUSION**

The LRCA Brand Voice Guide will be utilized as a valuable tool by staff, in conjunction with the LRCA Visual Identity Guide, to inform and efficiently direct communications and marketing initiatives.

**BACKGROUND**

At the November 23, 2022 Board Meeting, Resolution #132/22 was passed, receiving Staff Report #POLICY-GEN-22-2022 and adopting the Communications Strategy (identified as an action item deliverable out of the LRCA Five-Year Strategic Plan 2018-2022). As per the recommendation out of the Staff Report, staff engaged the services of Shout Media to complete a Brand Voice Guide in order to develop and outline the LRCA’s brand messaging, associated communications elements, and a brand voice “do’s and don’ts”, which will serve as a companion to the LRCA’s Visual Identity Guide.


**REFERENCE MATERIAL ATTACHED**

- LRCA Brand Voice Guide

**PREPARED BY:**

- Ryan Mackett, Communications Manager

**REVIEWED BY:**

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: November 20, 2023
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**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

# BRAND VOICE GUIDE



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

## OVERVIEW

Your brand voice is the unique persona your organization consistently uses throughout their communications.

It expresses a brand's human qualities, giving the audience an understanding of who and what the organization is all about which makes it recognizable and relatable.

## PURPOSE

This brand voice guide is your compass and your strategic plan is your trail map.

Together, they enclose valuable information to help further develop both your internal and external communication strategy.



# BRAND MESSAGING

**Brand messaging is the way your brand communicates its unique value proposition and personality through its verbal and nonverbal messaging. Your messaging can inspire and motivate people, making them want to reach out to your organization. It's how your audience can have a relationship with your brand.**

## **LRCA's Company Vision:**

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

At LRCA, we aim to promote long-term sustainability of the Lakehead Watershed, actively protect people and property against flooding and erosion, and lead by example as stewards of our owned lands. We aim to achieve our goals through management, education, and distribution of helpful resources and services. We aim to be an approachable entity in the community and a guide for how to maintain a healthy watershed for current and future generations.

## **LRCA's Company Mission:**

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

Regulating development in flood and erosion prone areas throughout our area of jurisdiction allows us to protect our community from natural hazards. LRCA believes that through decisions and actions that favor the protection of the environment, accordingly there is a promotion of long-term benefits for all of the community. As stewards of conservation, LRCA aims to foster like-minded respect for the environment. This is done primarily through a focus on being an accessible, reliable resource - both online and in-person.





## Organizational Goals

- Encourage respect, appreciation, and enjoyment of both the Watershed and the environment as a whole.
- Protect people and property from the natural hazards of flooding and land erosion through effective hazard prevention techniques.
- Be approachable and fair.
- Enforce regulations in an informative but firm manner to protect the LRCA's area of jurisdiction.
- Act as responsible stewards to protect and conserve our owned lands.
- Guide the community through use of methods that conserve and protect the Watershed and its natural resources.
- Provide recreational spaces for the community to gather, connect, and appreciate nature.
- Attract donor and partnership interest to help financially support LRCA's vision long-term.

## Taglines

- Protect our community. Protect our land.
- Taking conservation to the next level.
- **Forming** our environment through **informing** our community.
  - All-around care for all-around benefits.
- Because everything is connected 🌍



# Company Value Proposition (CVP)

At LRCA, we want to reconstruct our role and image in the community - we strive to be a place people can turn to for help and guidance when it comes to navigating the environment around us. We care deeply about our area of jurisdiction, and we hope to increase awareness as to why our work is necessary through our outreach initiatives. We believe wholly in the value of our efforts, and strive to go even beyond governmental mandates to ensure the prosperity and survival of the Watershed's ecosystems.

## Values

- Go above and beyond governmental regulations to protect and conserve the land.
- Care about the good of the local area and its residents.
- Protect the Watershed's residents while also empowering them through access to easy-to-understand resources and information.
- Grow a community of knowledgeable leaders to continue on LRCA's mission.





## LRCA's "Elevator Pitch"

**At LRCA, we oversee and manage the conservation and protection of over 2,700 square kilometres of the Lakehead Watershed.**

Through our services, we provide useful information for watershed residents which promotes stewardship of the land and protection for our local communities against natural hazards. LRCA grants permits for development within our area of jurisdiction. We focus especially on flood protection, clean water preservation, erosion control, conservation of our own lands, recreational and educational opportunities, and how all these factors together can directly impact the quality of all our lives. Our knowledgeable, passionate team aims to share their expertise with the community in order to garner a collective, informed effort towards long-term sustainability while remaining transparent and accountable.







## Conserve & Sustain “Elevator Pitch”

By employing sustainable practices and acting as exemplary stewards of the environment, we hope to conserve the precious resources of the Watershed and educate others to do the same. Through our efforts, we strive to maintain a space that is functional, thriving, and beneficial for our greater community.



## Protect & Support “Elevator Pitch”

We exist to protect our community and the properties under our jurisdiction against natural hazards. Through our services, expertise, and resources, we help community members create plans and find sustainable solutions to mitigate and avoid potentially dangerous and permanent damage from erosion and flooding. These goals help us educate the larger community of the delicate connections between human actions (or inactions) and the natural systems we neighbor, use, and depend upon.



## Connect & Explore “Elevator Pitch”

With our properties and opportunities for recreation, LRCA hopes to foster increased relationships and appreciation between society and the environment. With our trails, conservation areas, events, and diverse opportunities to learn about nature, we aspire to strengthen our bonds with the community.

We want to offer a space for everyone to come together to appreciate the land as much as we do.



## Govern & Enhance “Elevator Pitch”

As a non-profit organization committed to protecting and conserving the Lakehead Watershed, we act as an educated voice that pushes for the maintenance of sustainable practices both in our jurisdiction and the province on a larger scale. We stay responsible to our community by being flexible, adaptable, transparent, and open to change when necessary.

# BRAND PERSONALITY

**Brand personality is the set of human characteristics you attribute with your brand. Made simple - it is how you'd describe your brand if it were a person.**

## LRCA's Top Personality Traits

- Passionate, dedicated, informative, approachable.
- A dependable resource - and if we don't know the answer, we'll find out for you.
- Consistent - We care about community satisfaction and enjoyment, but we won't bend the rules and risk harm to the environment, people, or property for short-term gain.
- Go above and beyond - our passion really shines through our commitment to our mission as a non-profit organization.

### LRCA has a strong internal culture

When we all genuinely care, it is an infectious energy, and can influence others to care too.

### LRCA is a "one-stop shop"

We have experts in an array of different areas; we are a single place to reach out to on a diverse range of inquiries around the management and protection of the Watershed.

### LRCA is a leader

As land stewards, we hope to lead by example.

# BRAND TONE

**The LRCA tone is approachable, knowledgeable, confident and firm. We want to be a resource our community can turn to for answers about the Watershed.**

Through our passion, we hope to inspire others to care about the environment too, but stand firmly with our science-backed procedures so as to always act in the best interest of the Watershed. Through this, we hope to achieve better outcomes for all residents of the Lakehead Watershed long-term.

DO	DON'T
<ul style="list-style-type: none"><li>✓ Do approach written communication (emails, memos, releases) with a professional tone.</li><li>✓ Do believe and write as though your audience is intelligent and interested.</li><li>✓ Do always expand internal abbreviations when communicating with those outside the firm.</li><li>✓ Do exercise caution when using jargon or technical terms.</li><li>✓ Do be willing to explain things and provide further information.</li></ul>	<ul style="list-style-type: none"><li>✗ Don't oversimplify concepts or write in a condescending manner.</li><li>✗ Don't write or speak with excessive jargon.</li><li>✗ Don't assume the comfort level or knowledge of your audience – attempt to clarify beforehand.</li><li>✗ Don't mistake your individual expertise with expertise in the general sciences, or in matters that the LRCA is not primarily engaged in. Speak only to what you know. This is the best way to establish credibility and trust.</li></ul>



# BRAND TEMPO

**Tempo in writing is simply the way you control the pace at which your story unfolds.**

## LRCA's Tempo Guide

When providing messaging regarding important, urgent environmental matters, the language used is easily digestible, straight-forward, and succinct. There will be no room for messaging to be interpreted as “opinion”; our tone sounds informed and factual in order to relay feelings of urgency and compliance in the public.

LRCA aims to sound sure, confident, and strong on all topics that we cover. When responding to inquiries, we look to respond to them as quickly as possible, while maintaining a friendly, confident style.

# BRAND EMOJIS

Brand emojis are another way to humanize your brand! They also work extremely well to captivate attention and convey a message on social media as well as in emailers.

## LRCA Brand's Go-To Emojis



# BRAND #HASHTAGS

Hashtags are a helpful tool to reach your intended audience.

## LRCA Brand's #Hashtags

#LakeheadRegion

#ConservationEfforts

#NatureConservation

#HikingAdventures

#ExploreLakehead

#PreserveOurEnvironment

#ProtectOurShores

#FirstTimeVisitor

#WildlifePreservation

#StepIntoNature

#OutdoorAdventures

#HealthyHikes

#NatureLovers

#LRCATrails

#EcoFriendly

#StepIntoNature

#GreenSpaces

#HealthyHikes

#SustainableLiving

#LRCATrails

#DiscoverNature



# Examples of How to Use

# THE BRAND VOICE

## FACEBOOK POST #1

BEFORE

 **Lakehead Region Conservation Authority** ...  
1d · 🌐

Litter is an eyesore and bad for wildlife and our environment. With many people spending time in Conservation Areas, bins can become full fast, so pack extra bags to dispose of your garbage and leave no trace.


#StepIntoNature  
#HealthyHikes  
#ConservationAreas  
#RecreateResponsibly  
#leavenotrace

<https://ontarioconservationareas.ca/.../first-time-visitors/>



👍 5 1 Share

AFTER

 **Lakehead Region Conservation Authority** ...  
1d · 🌐


Let's Keep Our Conservation Areas Clean and Pristine! 🌿🌍

Litter is not just an eyesore; it poses a threat to wildlife and our environment. As more people enjoy our Conservation Areas, bins can fill up quickly.

Help us maintain the beauty of these spaces by packing extra bags to dispose of your garbage responsibly and leave no trace behind. Together, we can make a positive impact! 🌍💚

First-time visitor? Learn more here:  
[ontarioconservationareas.ca/information/first-time-visitors/](https://ontarioconservationareas.ca/information/first-time-visitors/)


#KeepItClean #LeaveNoTrace



👍 5 1 Share

## FACEBOOK POST #2

BEFORE

 **Lakehead Region Conservation Authority** ...  
June 7 at 2:59 PM · 🌐



Are you planning on doing some exploring in a Conservation Area this summer?



Our 2023 Explore Card Parking Pass is available now and will permit day-use/parking at our ten Conservation Areas for the calendar year. So, if you plan on visiting us at least eight times this summer, the card will have paid for itself! Explore Card Parking Passes are available for purchase on our webstore, at our office located at 130 Conservation Road in Thunder Bay, or by calling us at (807) 344-5857.

All revenue from parking fees and the sale of Explore Cards goes directly towards the upkeep and maintenance of our Conservation Areas, including garbage removal, trail clearing, grass cutting, boat launch maintenance, vehicle and equipment expenses, field staff, property taxes, and more.


We appreciate your support and cooperation, and hope you have fun exploring the Lakehead Region!

<https://store.lakeheadca.com/product/explore-card/>



  169 37 Comments

AFTER

 **Lakehead Region Conservation Authority** ...  
June 7 at 2:59 PM · 🌐

Ready to Explore the Lakehead Region this Summer? 😊



Introducing the 2023 Explore Card Parking Pass! 🚗🌲



Unlock unlimited day-use and parking access to our ten breathtaking Conservation Areas all calendar year. Whether you're a nature enthusiast or simply seeking serene escapes, this pass is your key to unforgettable adventures!

By investing in the Explore Card, you're gaining incredible value and supporting the ongoing care and maintenance of our conservation areas. Together, we're conserving the natural beauty of the Lakehead Region for future generations to enjoy! 🏡❤️

Purchase your Explore Card Parking Pass today!

Visit: <https://store.lakeheadca.com/product/explore-card/>  
Office Location: 130 Conservation Road in Thunder Bay,  
Call us: (807) 344-5857




  169 37 Comments




# FACEBOOK POST #3



BEFORE

 **Lakehead Region Conservation Authority** ...  
April 19 · 🌐


Have you heard about LRCA's Shoreline Protection Program? Get free native trees, shrubs and perennials for the shoreline or riverbank on your property.

Learn more by visiting [lakeheadca.com/stewardship/shoreline-protection-program](https://lakeheadca.com/stewardship/shoreline-protection-program) or e-mailing [stewardship@lakeheadca.com](mailto:stewardship@lakeheadca.com).



  68      10 Comments 81 Shares

AFTER

 **Lakehead Region Conservation Authority** ...  
April 19 · 🌐

Did you know you could get up to 100 FREE native plants and planting installation support from LRCA staff? 🌱


We believe in empowering private landowners to positively impact our shorelines and riparian zones. By planting native vegetation, you enhance the natural beauty of these areas and contribute to their long-term health and vitality.



Ready to take action? Apply for our Shoreline Protection Program today

[🔗 lakeheadca.com/stewardship/shoreline-protection-program](https://lakeheadca.com/stewardship/shoreline-protection-program)

Together, we can create thriving shoreline ecosystems that will leave a lasting legacy. 🌍

[#ShorelineProtection](#) [#NatureConservation](#)  
[#LakeheadRegion](#)



  68      10 Comments 81 Shares



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY



<b>PROGRAM AREA</b>	STEWARDSHIP	<b>REPORT NO.</b>	STEW-02-2023
<b>DATE PREPARED</b>	November 13, 2023	<b>FILE NO.</b>	
<b>MEETING DATE</b>	November 29, 2023		
<b>SUBJECT</b>	2023 Stewardship Program Project Summary		

**RECOMMENDATION**

*Suggested Resolution:*

*“THAT: Staff Report STEW-02-2023 be received.”*

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023-2027):

*Conserve and Sustain:*

- *Engage stakeholders, the environmental community, and our watershed residents in a collective effort to protect, restore, and enhance our local environment through stewardship programs, strategies, and best management and sustainable practices.*
- *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.*

*Protect and Support:*

- *Continue maintaining and enhancing flood control infrastructure in an effort to minimize the impacts of riverine flooding, erosion, and sedimentation.*
- *Prioritize and promote the protection and management of natural hazards, wetlands and natural heritage features within the LRCA Area of Jurisdiction.*
- *Promote and implement programs to alleviate the impacts of climate change, habitat degradation, and threats to biodiversity.*

*Connect and Explore:*

- *Engage diverse stakeholders through effective communications, outreach, and education initiatives.*
- *Grow partnership, collaborations and relationship with new and existing partners who share the LRCA’s Vision and Mission.*

## **EXECUTIVE SUMMARY**

The LRCA's stewardship projects and programs have been steadily growing since 2020. Nine habitat restoration projects have been completed since then, and an additional nine stewardship projects are ongoing. No municipal levy has been used, and external funding from the municipal, provincial, and federal governments provided \$729,220.00 to support LRCA's stewardship projects and programs from 2020 to 2025, including wages for one full time staff. The Watershed Stewardship Technician was hired in 2020 and is currently a recurring full time contract position based on the available funding. Effective January 2024, the Watershed Stewardship Technician position will become a full-time permanent position and the title will change to Watershed Biologist. The Watershed Stewardship Technician Intern position will be filled Spring 2024, pending funding from the Northern Ontario Heritage Fund Corporation.

In 2023, staff and volunteers have planted close to 5,000 native trees, shrubs and perennials through Stewardship programs and projects. Plants have restored riparian habitat and shoreline with funding from the Ministry of Environment and Climate Change Canada, the Ministry of Natural Resources and Forestry, Environment and Climate Change Canada, and the Royal Bank of Canada. In 2022, 5,000 native plants were planted along with 10 kilograms of native seed sown and 3 hectares of riparian and shoreline habitat restored. In 2021, 2,250 plants were installed.

Stewardship projects that are ongoing in 2024 include the Floodway Habitat Corridor project along the Neebing-McIntyre Floodway, Waterfront Shoreline Habitat Restoration along Lake Superior, Fisherman's Park West Climate Change Awareness Park, Boulevard Shoreline Naturalization, the Shoreline Protection Program for private landowners, the Regional Phragmites Collaboration, Invasive Narrow-Leaved Cattail Monitoring, Fish Contaminant Outreach and Engagement, Riparian Habitat at the Mountdale Boat Launch, and the Tree Seedling Program.

## **DISCUSSION**

In 2020, the LRCA hired a full-time Watershed Stewardship Technician to develop and implement a new Stewardship Program. The long-term vision is to sustain an externally funded stewardship program with one full time staff (i.e., no municipal levy). The goal of the program is to promote watershed stewardship in the community and restore wildlife habitat, particularly along shorelines and riparian ecosystems. Stewardship projects carried out between 2020 and 2021 are demonstrating their effectiveness.; areas planted with native perennials are self-sustaining and provide erosion mitigation, water filtration, and habitat for a variety of pollinators and birds.

The following provides a summary and progress of the stewardship projects and programs that have been completed or are ongoing. The projects are divided into Category 1 and 3 projects, see summary table attached.

## **1. CATEGORY 1: Mandatory Programs and Services – Stewardship Projects on LRCA-owned land**

### 2021 to 2022 – Mission Island Marsh Conservation Area Shoreline Rehabilitation

Situated in the Thunder Bay Area of Concern (AOC) – an area classified by Environment and Climate Change Canada as having experienced high levels of environmental degradation – Mission Island Marsh is one of five marshlands found along the Lake Superior Coast in the AOC. With Provincially Significant Wetland (PSW) on the property, it is essential that Mission Island Marsh Conservation Area maintain its ecosystem functions while continuing to offer the amenities the public has come to love. With funding from the Ministry of Northern Development, Mines, Natural Resources and Forestry, 275 native shoreline plants have been installed along the shoreline with rock protection to address erosion concerns at Mission Island Marsh Conservation Area.

Progress: *Completed* – Mission Island Marsh CA restoration, that included the rehabilitation of 30 metres of shoreline with riverstone and 275 native plants. In 2023, shoreline plantings were maintained, unwanted vegetation was removed, and an additional 100 native plants were installed. *Ongoing* – The site will be monitored annually and maintained as needed to ensure the ongoing success of the restoration project.

### 2021 to 2025 – Wildlife Habitat Restoration along the Neebing-McIntyre Floodway Corridor

An Environment and Climate Change Canada, and Ministry of Environment, Conservation and Parks funded project. The project involves the restoration of riparian habitat along the Neebing-McIntyre Floodway in the Thunder Bay AOC. The long-term goal of the Floodway Habitat Corridor is to create a functioning riparian buffer along the entire Floodway Corridor, while creating ecologically diverse wildlife habitat and a vibrant greenspace for pollinators, birds, and wildflowers to thrive. The Floodway Corridor envisions restored riparian and meadow habitat along 5 kilometres of urban waterway, promoting community connectivity and augmenting dialogue around climate change. In collaboration with community partners, LRCA will reestablish a shoreline buffer by planting indigenous vegetation that offers unique ecosystem services such as: deeper rooting systems to anchor the bank in place; competition with invasive and non-native species; food, shelter, and nesting grounds for wildlife and waterfowl; and community awareness regarding climate change and wildlife habitat. Three sites were restored from 2021-2022, a fourth was completed in 2023 targeting management of invasive Tatarian Honeysuckle and Narrow-leaved Cattail. A fifth site will be restored in 2025 along the diversion channel.

Progress: *Completed* – Four sites restored with native trees, shrubs, and perennials, invasive species removed, and habitat structures and signage installed. *Ongoing* – In 2024, the Redwood site will be restored with enhanced riparian and meadow habitat plantings and invasive species removal. Engagement with schools to deliver programming related to restoration and climate change, including field trips, is ongoing.

## **2. CATEGORY 3: Non-Mandatory Programs – Stewardship Projects on municipal land, carried out with local partners**

### 2020 – Riparian Nearshore Wildlife Habitat within the Thunder Bay Area of Concern (AOC)

An Environment and Climate Change Canada funded project. LRCA carried out desktop analysis and field investigations to assess riparian and nearshore habitat health within the AOC. Ecosite mapping, wetland evaluations, and data collected in the field was combined and analyzed to score and rank areas based on their habitat value, thereby determining the overall health and condition of wildlife habitat within the Thunder Bay AOC. The collected data and data interpretation was combined with existing information and presented in a final summary report and an interactive Story Map online tool. The findings included a list of proposed habitat rehabilitation projects and metrics by which to advance the restoration of riparian and nearshore habitat within the AOC. This report provided valuable information for use in the Wildlife Habitat Strategy for the Thunder Bay AOC by the Remedial Action Plan (RAP) Implementation Committee.

Progress: *Completed* – Interactive Story Map is available on the Stewardship webpage under ‘Restoration Projects’.

### 2020 to 2025 – Fisherman’s Park West Wildlife Habitat and Shoreline Restoration

With funding from the Thunder Bay District Stewardship Council, City of Thunder Bay, Ministry of Environment, Conservation and Parks, and Environment and Climate Change Canada, the LRCA will continue to restore wildlife habitat, rehabilitate the Lake Superior shoreline, recreate coastal wetlands, and provide passive recreation opportunities at Fisherman’s Park West. The goal of the project is to restore the park by returning the area to a more naturalized condition by planting trees, shrubs, and perennials that are native to our region. Invasive species management of five different invasive species is ongoing at this site. The naturalization of this area will provide valuable breeding grounds, shelter, and forage for migratory waterfowl, birds, and pollinators, while also creating a space where the public can explore and enjoy the beautiful natural landscape. This project included student engagement with respect to climate change adaptation by re-naturalizing urban areas.

Progress: *Completed* – Enhancement and expansion of coastal wetland, riparian planting of native trees and shrubs, diversification of meadow habitat. *Ongoing* – Creation of new inland wetland, expansion of meadow habitat, additional work on coastal wetland, increase riparian plantings, and viewing platform with signage.

### 2022 to 2023 – Boulevard Lake Offsetting at Fisherman’s Park West

As part of the Fisherman’s West Climate Change Awareness Park project, coastal wetland is being restored from tire ruts to fish habitat after years of degradation by human activity. The project will offset fish habitat losses incurred during the City of Thunder Bay’s re-construction of the Boulevard Lake Dam. The project will directly address environmental stresses on Walleye and Yellow Perch identified by Horne et al in Fish-Community Objectives for Lake Superior (2003), by restoring wetland habitat reduced by industrial development. It will create self-sustaining

wetland habitat providing nursery habitat for fish as well as habitat for shorebirds, waterfowl, and other aquatic life.

Progress: *Completed* – Construction of the fish habitat pond and coastal wetland was completed August 2023, and planted by volunteers in September.

#### 2021 to 2024 – Riparian Habitat at the Mountdale Boat Launch

With funding from the City of Thunder Bay and the Environment and Climate Change Canada, the project will rehabilitate the Mountdale Boat Launch on the Kaministiquia River by eradicating invasive species, planting native species, and implementing green infrastructure to reduce impacts from stormwater runoff. The project will improve water quality and habitat function along an important part of the river, which will advance the Fish and Wildlife Populations and Habitat beneficial uses toward redesignation. Improvements to the parking area, accessible dock, and viewing platform will be addressed as funding becomes available.

Progress: *Ongoing* – Public engagement and detailed design of riparian habitat restoration and green infrastructure is complete. Tendering and construction will occur in spring/summer 2024.

#### 2022 to 2025 – Waterfront Shoreline Habitat Restoration

An Environment and Climate Change Canada funded project, in partnership with City of Thunder Bay. The Waterfront Shoreline Habitat Restoration project is re-creating wildlife habitat and a riparian buffer along the Lake Superior shoreline. The project area spans along Marina Park Drive from the mouth of McVicar Creek to Richardson Park (at Richardson's grain terminal). Native trees, shrubs, and perennials will be installed, and green infrastructure added in targeted areas to catch and filter runoff. We will also be targeting industry through this project, with outreach to Richardson International, HMCS Griffon, and the former Great West Timber property owners to encourage stewardship principles. The restoration and plantings will be coordinated with the City's new Waterfront Trail lookout at the end of Marina Park Drive.

Progress: *Ongoing* – Design plans completed in 2023, on-the-ground restoration to begin spring 2024.

#### 2022 to 2025 – Boulevard Lake Shoreline Naturalization

An Environment and Climate Change Canada funded project, in partnership with City of Thunder Bay. The Boulevard Lake Naturalization project will introduce a vegetative buffer to filter runoff, incorporate low impact development techniques to catch runoff, and address concerns regarding an outflow into Boulevard Lake. Youth from the nearby school, St Ignatius High School, will participate directly in the project, while a daycare in the neighbourhood, Little Lions Waldorf Child and Family Centre, will partner to create an engaging storyboard, geared towards families, about the importance of fresh water to accompany the restoration work. The shoreline naturalization at this municipal parkland will create an example within the community of healthy shoreline habitat and the importance of prioritizing the protection of our fresh water.

Progress: *Ongoing* – The retaining wall along Boulevard Lake has been removed, a 3:1 slope restored, and over 500 native species planted along the shoreline to enhance the buffer between recreational areas and aquatic environment. Engineered wetland to proceed in 2024 pending funding.

### **3. CATEGORY 3: Non-Mandatory Programs – Superior Stewards**

#### 2020 – Superior Stewards Program

The Superior Stewards program offers online resources, available on the LRCA’s Stewardship webpage, to watershed residents to learn the best ways to naturalize their property, implement low impact development, and plant more native trees and shrubs. Webpages under the Superior Stewards program include shoreline naturalization, managing stormwater, invasive species, habitat enhancement, and LRCA stewardship. Additionally, LRCA staff streamlined the information and webpages on the overall Stewardship webpage, which now include the Shoreline Protection Program, Restoration Projects, Landowner Resources, Tree Seedling Program, and Volunteer Opportunities webpages. Information on the stewardship projects can be found on the Stewardship webpage under ‘Restoration Projects’.

Progress: *Completed* – Streamlined Stewardship webpage and launched the new Superior Stewards online resources on April 1, 2021.

#### 2020 to 2025 – Shoreline Protection Program within the Thunder Bay Area of Concern (AOC)

A Ministry of Natural Resources and Forestry funded project. LRCA has developed and continues to implement the Shoreline Protection Program. The program focuses on lands within the Thunder Bay AOC to address fish and wildlife related to beneficial use impairments. The program is a shoreline assessment and educational stewardship program that supports private landowners in planting native vegetation to enhance shoreline and riparian zones, rehabilitate and maintain healthy shoreline habitat, provide erosion protection, and improve water quality. The rehabilitation of the Lake Superior shoreline at Mission Island Marsh Conservation Area was also included as part of the program in 2021.

Progress: *Completed* – Six private landowner sites were restored in 2021, eleven sites in 2022 and nine in 2023. *Ongoing* – Shoreline Protection Program implementation.

#### 2023 to 2024 – Fish Contaminants in the Lakehead Watershed

The LRCA received funding from ECCC to engage communities in building and sharing knowledge around contaminants found in fish within Lake Superior. The project address Action Item 8 from the 2020-2024 Lake Superior Lakewide Action Management Plan. The project has been successful in its outreach initiatives to date, having completed all four schoolboard presentations, two online webinars, two newsletter articles, three Indigenous engagement sessions, and the distribution of over 500 fact sheets. Outstanding project objectives that will be completed by March 2024 include the development of an informational video by Epica Pictures, two public presentations (Nerd Night and Keewaytinook Okimakanak First Nations), and the wrap-up of the online social media campaign. Feedback from the project has been positive as the LRCA continues



to address the knowledge gaps associated with the Guide to Eating Ontario Fish and the contaminants found in local freshwater fish.

Progress: *Completed* – Education and outreach activities. *Ongoing* – Information video to be completed by March 2024.

#### Tree Seedling Program

The Tree Seedling Program offers private landowners in the Lakehead Watershed a place to purchase tree seedlings. The program is a partnership between LRCA and Hill's Greenhouse. While the Tree Seedling Program did not run in 2023 due to tree seedling shortages from the COVID pandemic, it will resume next year and proceed as usual.

Progress: *Ongoing* – The program will resume in 2024.

#### **4. CATEGORY 1 (on LRCA-owned land) and 3 – Invasive Species**

##### 2022-2024 – Regional Phragmites Collaborative

Development of a strategic framework to tackle invasive phragmites in Thunder Bay and surrounding areas. LRCA has engaged key stakeholders to inform the current status of invasive phragmites in the region, develop an integrated long-term plan for its management, and collaborate on its removal. The first two phases of the Thunder Bay Regional Phragmites Collaboration (RPC) aim to identify and connect all interested community groups, stakeholders, and individuals. The formation of a Thunder Bay Invasive Phragmites Working Group will establish the foundation needed for continued collaboration, and combine resources, knowledge, and enthusiasm to effectively manage Invasive Phragmites in the region.

Progress: *Ongoing* – In 2022, 5 stands of Invasive Phragmites were treated by LRCA and partners. In 2023, 8 stands were managed. Thunder Bay Regional Phragmites Collaborative first met February 23, 2023, and will meet again November 23, 2023, to discuss progress and management priorities.

##### 2023-2024 – Narrow-Leaved Cattail Mapping and Monitoring

Hurkett Cove is known for its intrinsic natural beauty consisting of lacustrine and riverine marshes and swamps along the Black Bay shore. The location has been assessed as a Provincially Significant Wetland and is a known migratory bird stopover site, attracting over 200 different species annually. The ecological implications of Narrow-leaved Cattail are numerous as it eliminates viable habitat, reduces diversity, and influences hydrology. This is particularly concerning as it could outcompete existing Northern Wild Rice (*Zizania palustris*) which is an essential food source for migratory and resident birds. Wild Rice is also a species of cultural significance and is uncommon in the region. The project is the first phase of a larger objective for addressing Narrow-leaved Cattail within Hurkett Cove. The intent is to locate and map stands of Narrow-leaved Cattail within Hurkett Cove to better understand the scope of the spread and

size of the stands. Initial mapping and monitoring will support planning for future treatment methodologies and eradication of the species within the bay.

Progress: *Ongoing* – Invasive Narrow-Leaved Cattail was mapped in Hurkett Cove late summer 2023. Data interpretation and a summary report is in progress, and will include best management practices for the invasive species.

**FINANCIAL IMPLICATIONS**

LRCA staff have been successful in obtaining external funding from the municipal, provincial, and federal governments to support LRCA’s stewardship projects and programs, including wages for a full time Watershed Stewardship Technician on a contract basis. The total external funding provided for stewardship projects from 2020 to 2025 is \$729,220.00. Staff will continue to apply for funding to sustain this externally funded Category 3 program.

**CONCLUSION**

The LRCA’s stewardship projects and programs have been progressing very well. LRCA staff have been successful in developing meaningful partnerships with key stakeholders to promote watershed stewardship in the community and restore shorelines and riparian ecosystems within the LRCA’s area of jurisdiction. The stewardship program carries out effective environmental action in the Lakehead Watershed and is positively contributing to climate change resiliency, habitat creation, and supporting biodiversity.

**BACKGROUND**

Under the guidance and direction of the Watershed Manager, the Watershed Stewardship Technician was hired in 2020 to develop and implement the LRCA’s stewardship projects and programs. The position works towards raising landowner awareness of riparian and shoreline stewardship principles and implementing restoration and naturalization of on-the-ground projects. Stewardship and habitat restoration projects range from terrestrial and aquatic plantings, invasive plant species removal, green infrastructure techniques, species-at-risk habitat enhancement and protection, general habitat enhancement, and pollinator habitat creation.

**REFERENCE MATERIAL ATTACHED**

- Table 1 – Inventory of Programs - LRCA Stewardship
- Map – LRCA Stewardship Projects
- Floodway Habitat Corridor – Stewardship Project Sites

**PREPARED BY:** Jessie McFadden, Watershed Stewardship Technician

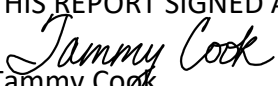
THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: November 21, 2023
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Table 1 – Inventory of Programs - LRCA Stewardship

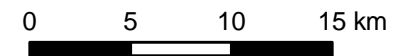
(COMMUNICATIONS AND OUTREACH RELATED TO) <b>RISK OF NATURAL HAZARDS</b>	<b>LAND MANAGEMENT</b>	<b>STEWARDSHIP</b>
<b>CATEGORY 1:</b> <b>Mandatory Programs &amp; Services</b>	<b>CATEGORY 1:</b> <b>Mandatory Programs &amp; Services</b>	<b>CATEGORY 3:</b> <b>Non-Mandatory Programs</b>
<b>1. <u>Stewardship projects on LRCA-owned land</u></b>		<b>2. <u>Stewardship projects on municipal land, carried out with local partners</u></b>
<ul style="list-style-type: none"> <li>• Neebing-McIntyre Floodway-related stewardship projects, education programs, and community volunteer events</li> <li>• Superior Stewards online webpage and resources for landowners; how to steward land to lower risk to natural hazards on private property</li> </ul>	<ul style="list-style-type: none"> <li>• Mission Island Marsh Conservation Area shoreline restoration</li> <li>• Neebing-McIntyre Floodway stewardship</li> <li>• Stewardship and land inventories in Conservation Areas</li> <li>• Superior Seeds</li> </ul>	<ul style="list-style-type: none"> <li>• Restoration projects on public lands with community partners (City of Thunder Bay)</li> </ul>
		<b>3. <u>Superior Stewards</u></b>
		<ul style="list-style-type: none"> <li>• Shoreline Protection Program restoring riparian and shoreline habitat on private property, working one-on-one with landowners</li> <li>• Tree Seedling Program</li> <li>• Superior Seeds</li> </ul>
		<b>4. <u>Invasive Species</u></b>
		<ul style="list-style-type: none"> <li>• Hurkett Cove invasive Narrow-Leaved Cattail mapping and BMP</li> <li>• Neebing-McIntyre Floodway invasive species management</li> </ul>
	<ul style="list-style-type: none"> <li>• Hurkett Cove invasive Narrow-Leaved Cattail mapping and BMP</li> <li>• Neebing-McIntyre Floodway invasive species management</li> </ul>	<ul style="list-style-type: none"> <li>• Invasive species management at restoration project sites</li> </ul>

## LRCA Stewardship Projects



### Legend

- LRCA Jurisdiction
- Stewardship Project**
- ★ LRCA Owned Land
- ★ Municipal Land
- Superior Stewards
- ▲ Invasive Species Management
- Drainage**
- ~ Water Body
- Stream
- River




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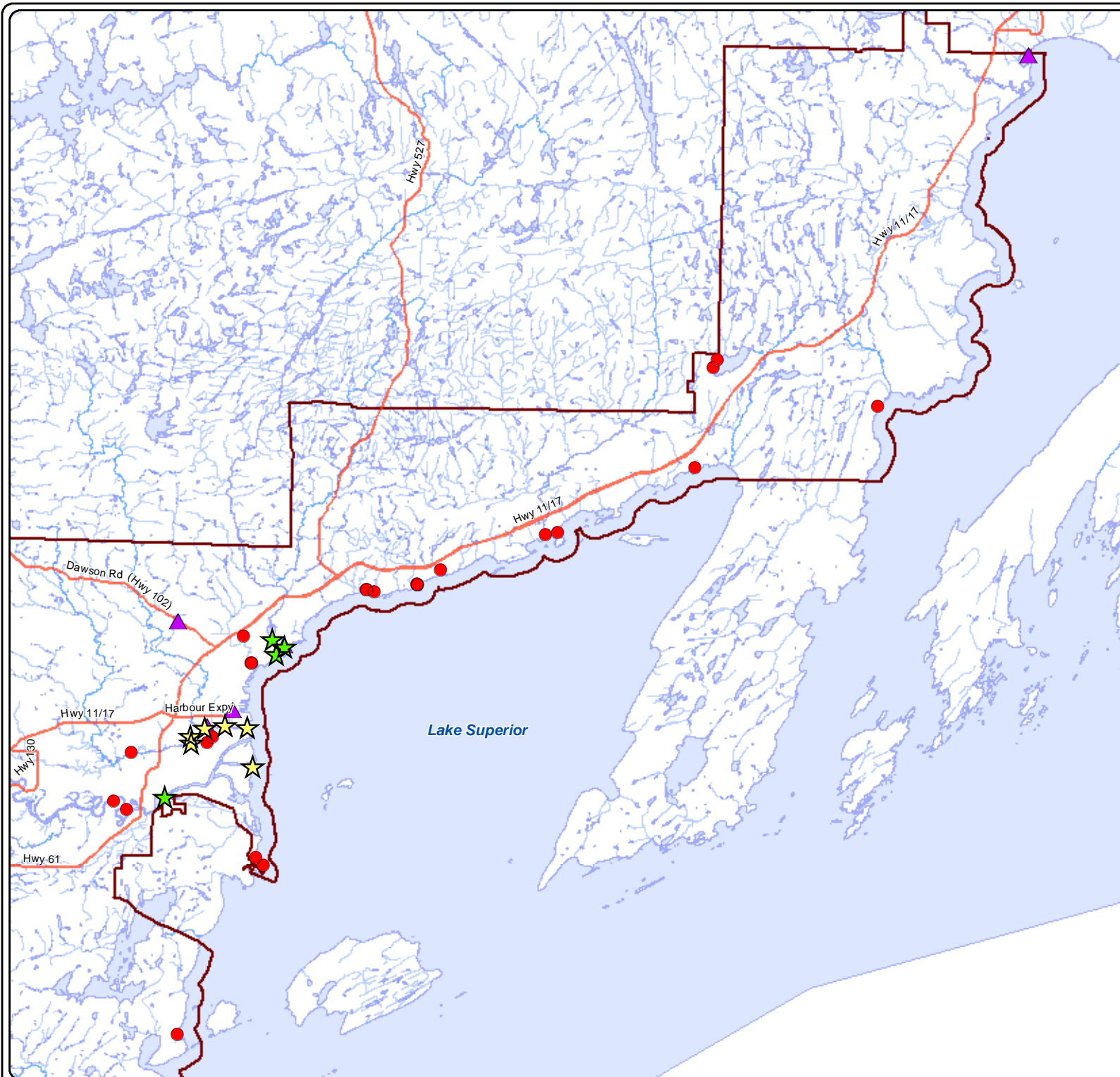
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navigation.

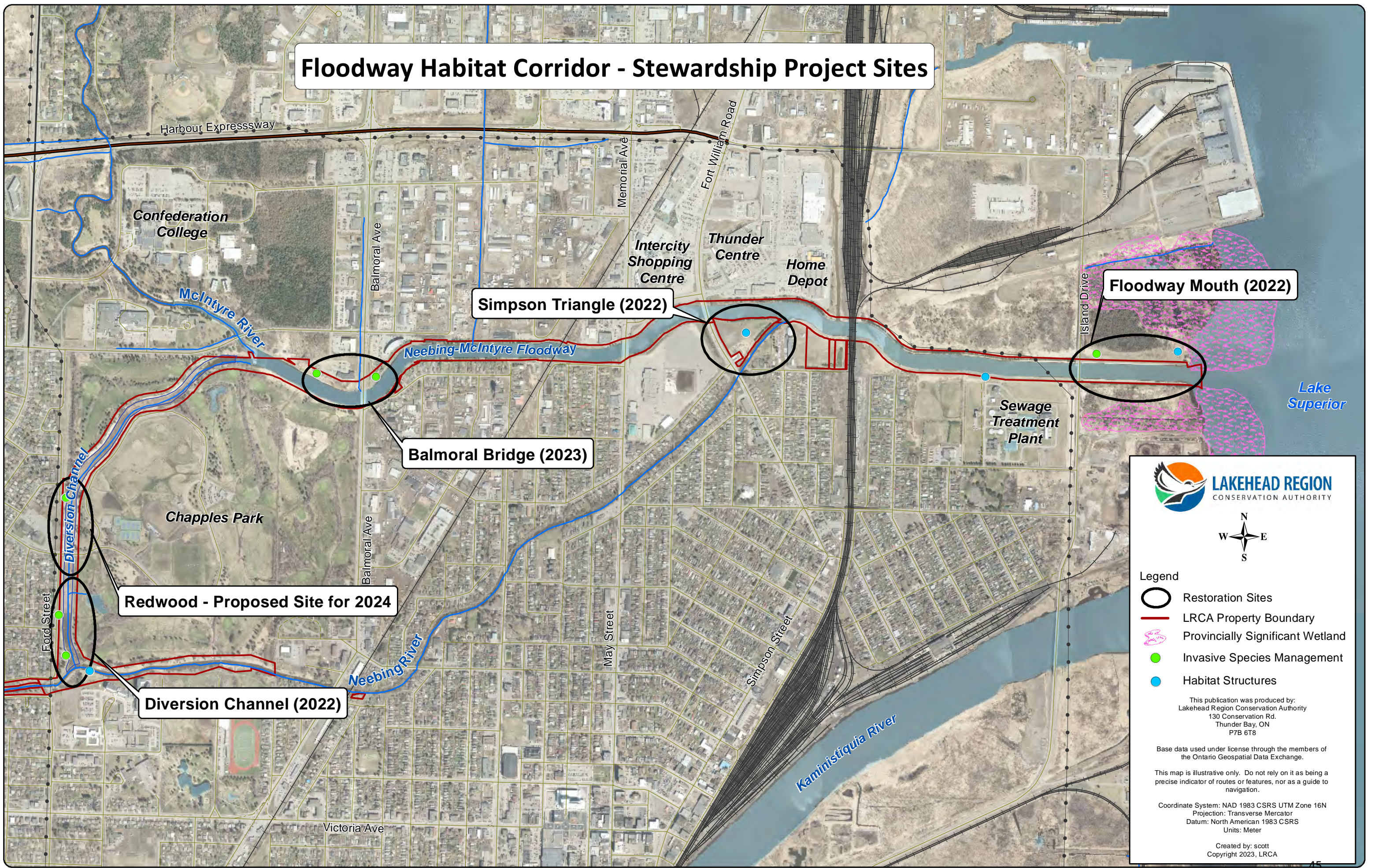
Coordinate System: NAD 1983 CSRS UTM Zone 16N  
Projection: Transverse Mercator  
Datum: North American 1983 CSRS  
Units: Meter

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# Floodway Habitat Corridor - Stewardship Project Sites



- Legend**
- Restoration Sites
  - LRCA Property Boundary
  - Provincially Significant Wetland
  - Invasive Species Management
  - Habitat Structures

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 navigation.

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

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<b>PROGRAM AREA</b>	LAND MANAGEMENT	<b>REPORT NO.</b>	LM-03-2023
<b>DATE PREPARED</b>	November 15, 2023	<b>FILE NO.</b>	3-15-12
<b>MEETING DATE</b>	November 29, 2023		
<b>SUBJECT</b>	2023 LRCA Lands Maintenance Summary		

**RECOMMENDATION**

Suggested Resolution:

*“THAT: Staff Report LM-03-2023 be received for information.”*

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

*Connect and Explore:*

- *Manage and enhance recreational areas for current and future generations through robust land management, efficient maintenance programs and reinvestment in the land.*

*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**

This report provides an overview of the 2023 field maintenance season summarizing work within the Conservation Areas, Neebing-McIntyre Floodway and the River Cleanup Program.

The 2023 maintenance was conducted by a full staff compliment, which included three two person crews (Floodway, Conservation Area and River Clean Up crews). Staff continued to generally work as a full group; however, separated to accomplish other tasks as needed. Staff continued the cleanup of river and banks along the Neebing-McIntyre Floodway; an increase in frequency of maintenance was required behind the LCBO-Home Depot section of the Floodway due to heavy usage and quantity of discarded garbage.

Staff were able to accomplish additional projects throughout the season along with traditional day to day maintenance work. Additional work completed in 2023 included: paving of parking lot and AODA trail, outhouse repainting refurbishment and installation of new AODA concrete outhouse (by year end) at Cascades Conservation Area; installation of floating dock and kayak launch, memorial bench installation, guardrail repairs and outhouse repainting refurbishments at Hazelwood Lake Conservation Area; establishment of dive park, installation of a pay and display unit with windbreak along, installation of an additional life saving station and outhouse refurbishments at Silver Harbour Conservation Area; concrete block placement within parking lot, installation of a life saving station and dock re-decking and leveling at Little Trout Bay

Conservation Area; construction of a outhouse shelter to hold portable unit at Mills Block Conservation Area; and installation of infographic signage and coin box refurbishments at all Conservation Areas.

Revenue generation fluctuated at the individual areas in 2023 compared to 2022; however, with an increase in donations total revenue was comparable to 2022 to date, and is expected to exceed 2022 once November and December revenues are included in the 2023 totals.

## **DISCUSSION**

Lead Hand Ryan Harris lead the Lands Maintenance Program, supervising Floodway Labourer Amanda Donolovitch and summer student labourers Rachel Morgan, Drew Zurevinski, Erin Lennie and Brandon Edwards. The group typically worked as a six-person crew as they cut and maintained all Conservation Areas, Neebing-McIntyre Floodway and other LRCA owned lands along with cleaning debris from within and along the banks of the Neebing-McIntyre Floodway. Their contracts were as follows:

- Ryan Harris: Full Time
- Amanda Donolovitch: March 27, 2023 - December 23, 2023.
- Drew Zurevinski: May 23, 2023 - September 1, 2023.
- Rachel Morgan: May 23, 2023 - August 25, 2023.
- Erin Linnie: May 23, 2023 – July 21, 2023.
- Brandon Edwards: July 1, 2023 – September 1, 2023.

### ***Maintenance:***

Each Conservation Area, Neebing-McIntyre Floodway property and other LRCA maintained properties were cut three to six times during the 2023 season. Along with grass cutting, the maintenance crew cleaned parking lots, washrooms, pavilions, trails and removed garbage when required with the exception of Cascades and Mission Marsh, which have in-ground garbage/recycling cans where removal is contracted out to numbered company 2611943 Ontario Ltd. Field Staff cut grass and maintained areas this season by alternating between Conservation Areas and the Neebing-McIntyre Floodway properties. This process was chosen so staff could stay on top of all maintenance areas and that no areas became unsightly due to overgrowth. Working as a six-person crew decreased the time it took to cut and maintain areas allowing for more grass to be cut on a daily basis. Mackenzie Point, Mills Block and Wishart Conservation Areas have no open areas to cut; however, staff occasionally trimmed and cleaned the trails and around the parking areas. Additionally, all LRCA maintained trails were brushed multiple times by field staff throughout the season.

The following table is a breakdown of the area and time it typically takes to cut and maintain each property. It is noted that in 2023, the areas were maintained by a six-person crew which resulted in less time needed at each area, thus allowing staff to cut multiple areas within the day. With the purchase of the new 60-inch zero turn riding mower, maintenance times have decreased. Some areas have not changed due to drive time.

Area/ Property	Required Time (days)
Mission Island Marsh Conservation Area	1 to 1.5
Hazelwood Lake Conservation Area	1 to 1.5
Cascades Conservation Area	0.75 to 1
Silver Harbour Conservation Area	1
Hurkett Cove Conservation Area	1
Little Trout Bay Conservation Area	1
Cedar Falls Conservation Area	0.75
Broadway/Victor Property	0.75
Bruce Street Property	0.25
McVicar Gauge Station Property	0.25
<b>TOTAL</b>	7.75 to 9.75 days

### *Neebing-McIntyre Floodway*

Per the Neebing-McIntyre Floodway Agreement between the City of Thunder Bay and the LRCA, the LRCA is required to cut the Floodway a minimum of three times throughout the season. Throughout the 2023 season, the Neebing-McIntyre Floodway was cut four times due to the steady growth of grass.

The following table is a breakdown of time it typically takes to cut and maintain each property; however, by working with a six-person crew instead of the normal two-person crew during the 2023 season these times were lowered and allowed for multiple sections to be cut within the day. Staff began cutting less grass adjacent to the water (no mow zones) to allow increased natural plant growth to establish itself and better secure the Floodway banks against erosion and filter run off for water quality. With the purchase of the new 60-inch zero turn riding mower maintenance times have also decreased.

Area	Required Time (days)
<b>Neebing Weir Area</b>	1
<b>Ford Street Area (Top Section )</b>	
Monument Side	0.5 to 1
Chapple's Side	0.5 to 1
Ford Street Side	0.5 to 1
<b>Separate Sections (Middle Section)</b>	
William Street	0.5
Rust Check to Cancer Garden	1 to 1.5
Forrest Street	1 to 1.5
McIntyre Centre Side	0.5
Safety Net Security Side	0.5
Intercity Side	0.5 to 1
CLE Side	0.5

LRCA owned Triangle Property	1 to 1.5
LCBO to Home Depot Side	1
LRCA owned Roof Mart Property	1
<b>Island Drive Area</b>	
Slovak Side	1
Lafarge Side	1
Port Authority Side	1
<b>TOTAL</b>	16 to 24 days

### *River Cleanup Program*

Field staff cleaned the banks and shorelines of the Floodway prior to cutting the grass. Subsequent trips to high use areas along the Floodway were needed at times, such as the highly visited area behind the LCBO-Home Depot where garbage accumulates a lot faster compared to all other areas along the Floodway. Weights of total amount cleaned was not documented as it would have been time prohibitive to make specific trips to the dump just for this garbage. Along with the typical LCBO bags, cardboard, alcohol containers and food wrappers some other items of interest cleaned from these areas included: shopping carts, clothing, large bags with filled balloons, drug paraphernalia, used adult diapers, bedding and enough discarded needles to fill fifteen sharps containers.

### ***Additional Conservation Lands Projects:***

#### *Mission Island Marsh Conservation Area:*

- Infographic sign installed.
- Pay and Display upgraded to accept debit and tap.

#### *Cascades Conservation Area:*

- Outhouse refurbishment (painting inside and out).
- New AODA outhouse installation.
- AODA trail and parking lot paved.
- Infographic sign installed.
- Pay and Display upgraded to accept debit and tap.

#### *Silver Harbour Conservation Area:*

- Pay and Display and wind screen installation (August 14, 2023).
- Payment information sign installed.
- Outhouse refurbishments (painting inside and out).
- Creation of the Dive Park.
- Dive Park Signage.

- Dive Park Concrete Picnic Table and Benches.
- Infographic sign installed.

*Hazelwood Lake Conservation Area:*

- Infographic sign installed.
- Memorial Bench installed in honour of LRCA employee Dave Olson.
- Outhouse refurbishments (painting inside and out).
- Coin boxes painted.

*Little Trout Bay Conservation Area:*

- Dock re-leveled and re-decked.
- Infographic sign installed.
- Outhouse refurbishment (painting inside and out).
- Concrete block barrier installed at entrance to parking lot.
- Large rock installed at the front of the dock.
- Coin boxes painted.

*Hurkett Cove Conservation Area:*

- Infographic sign installed.
- Outhouse refurbishment (painting inside and out).
- Coin Box Painted.

*Cedar Falls Conservation Area:*

- Infographic sign installed.
- Coin box painted.

*Mills Block Conservation Area:*

- New portable outhouse housing shelter constructed; unit installed from May to October.
- Infographic sign installed.
- Coin box painted.

*Wishart Forest Conservation Area:*

- Infographic sign installed.
- Coin box painted.



*Neebing-McIntyre Floodway:*

- Corridor Wildlife Habitat Restoration Project
- Waterproof sealant added to top section of Neebing-McIntyre Diversion Structure

*The Neebing-McIntyre Floodway Corridor Wildlife Habitat Restoration Project:*

In 2023, an additional 1,000 native perennials raised by LRCA staff in our upgraded greenhouse space were planted at the Triangle property to supplement last year's plantings. This enhanced existing meadow habitat creation efforts and brought together a group of 15 volunteers. Custom native seed mix was also re-applied to encourage quicker revegetation and compete with the grass at this site. An additional 150 shrubs were planted at the Floodway Mouth where invasive Reed Canary Grass was removed last year. In a combined initiative between LRCA's Education and Stewardship programs, students from Pope John Paul II, Elsie MacGill, and Sherbrooke Public School raised 50 native perennials in their classrooms and planted them along the bank at the Neebing-McIntyre Diversion Structure. Furthermore, additional funding was received from the Ministry of Environment Conservation and Parks to take on a new project site at the Hatch building and Hope and Memory Garden area. Riparian area along this stretch was managed for two different invasive species: Tatarian Honeysuckle and Invasive Narrow-Leaved Cattail. Around 15 mature Tatarian Honeysuckle shrubs were removed by a contractor, while an additional 25 smaller shrubs were removed by volunteers with 100 mature native shrubs replacing the removed Tatarian Honeysuckle. Invasive Narrow-Leaved Cattail was managed using two different techniques, removal by hand and herbicide application. By hand, LRCA staff removed over 2,000 kilograms of invasive plant material. The remaining cattail was treated by Haveman Brothers Forestry Services Ltd. in August and the two approaches will be monitored and compared for future applications.

***Enforcement:***

*Section 29 of the Conservation Authorities Act:*

Ryne Gilliam, Lands Manager and Ryan Harris, Lead Hand were designated as Provincial Offences Officers in November 2021 and Michelle Willows, Environmental Planner was designated in March 2023.

To date no enforcement has been conducted under Section 29 of the *Conservation Authorities Act*. It is noted that Day Use/Parking enforcement at Silver Harbour Conservation Area is now possible with the installation of the Pay and Display Unit.

*City of Thunder Bay Parking By-Law:*

The LRCA continued its strong social media presence and paid social media advertisements which resulted in an increased awareness of the need to pay for parking at Conservation Areas. LRCA Staff continue enforcement by giving out tickets to those who do not pay at Cascades and Mission Island Marsh Conservation Areas, under the City of Thunder Bay Parking By-Law. Currently staff have given out more than double the number of tickets in 2023 (80) to date as compared to 2022 (34).

## FINANCIAL IMPLICATIONS

### Conservation Area Revenue:

Pay and Display units at Mission and Cascades were upgraded to accept debit in addition to credit and coin, and also added a tap function. A pay and display unit was installed at Silver Harbour Conservation Area on August 14, 2023 to legitimize mandatory payment and offer easier payment methods such as debit and credit with tap.

Donations significantly increased during 2023 with two individual donations of \$4,000.00 and \$5,000.00. The following table compares 2022 and 2023 revenues thus far. Revenue fluctuated at the individual areas in 2023 compared to 2022; however, with an increase in donations total revenue to date was comparable to 2022. It is noted that the 2023 data does not include the months of November and December where 2022 does; therefore, the total 2023 revenue will be higher than documented within the table and is anticipated to surpass 2022.

### Revenue Comparison Table

Revenue Type	2022 (Jan – Dec)	2023 (Jan – Oct)	Difference
Cascades Pay and Display Unit	\$15,975.00	\$16,896.00	+ \$921.00
Mission Marsh Pay and Display Unit	\$6,503.05	\$5,136.75	-\$1,366.30
Cedar Falls Coin Box	\$489.05	\$693.95	+ \$204.90
Hazelwood Lake Coin Box	\$1,211.69	\$1,284.92	+ \$73.23
Hurkett Cove Coin Box	\$368.67	\$346.43	-\$22.24
Little Trout Bay Coin Box	\$1,210.05	\$914.75	-\$295.66
Silver Harbour Coin Box (Pay and Display Installed August 14, 2023)	\$2,376.75	\$1,317.74	-\$1,059.01
Mills Block Coin Box	\$1,285.36	\$846.85	-\$438.51
Wishart Coin Box	\$266.40	\$160.35	-\$106.05
Parking Payments through PayPal	\$225.00	\$320.00	+ \$95.00
Explorer Card Sales	\$77,400.00	\$69,975.94	-\$ 7,424.06
Donations to Conservation Areas	\$2,145.52	\$10,672.13	+ \$8,526.61
<b>Total</b>	<b>\$109,813.24</b>	<b>\$109,055.81</b>	<b>-\$757.43</b>

The following table summarizes the expenses associated with various work carried out in 2023:

<b>Material / Service</b>	<b>Cost</b>
Staff Wages	Included annually in LRCA Budget
Cascades AODA Trail and Parking Lot Paving	\$ 284,410.00 with \$97,624.75 paid by the NOHFC Funding Program.
Cascades AODA Concrete Outhouse and Installation	\$ 32,375.25 with \$ 32,375.25 paid by the NOHFC Funding Program.
Hazelwood Lake Floating Dock and Canoe Launch	\$ 10,157.28
Neebing-McIntyre Floodway Wildlife Habitat Corridor Restoration Project	\$ 43,550.00 (Great Lakes Local Action Fund))
Silver Harbour Dive Park Establishment and Signage	\$ 5,342.13 with \$2,000.00 donated by Steve Ward Contracting (charitable tax receipt issued)
Silver Harbour Pay and Display with Wind Break Installation	\$ 12,588.97
Cascades and Mission Pay and Display upgrade to debit with tap	\$2,442.24
Hazelwood Lake Memorial Bench	\$ 2,486.96
Little Trout Bay Dock Re-Decking	\$ 12,771.57
Infographic Signs (All Conservation Areas)	\$ 1,996.38

## **CONCLUSION**

In 2023 field staff returned to a full staff compliment thus allowing for greater coverage of areas being maintained in a timely fashion. Through scheduling of maintenance and the cooperation of weather throughout the field season, staff were able to maintain all LRCA lands fully without any complaints from the public.

To maintain and enhance user experience at LRCA owned land, maintenance and improvements were completed at the Conservation Areas, Neebing-McIntyre Floodway and other owned lands in 2023.

## **BACKGROUND**

Conservation Areas maintenance program is a longstanding and ongoing program that the LRCA conducts on a yearly basis.


The LRCA and the City of Thunder Bay have an executed Agreement entitled “Neebing/McIntyre Floodway Agreement” which outlines the responsibilities of each party in regard to the Floodway. One of the outlined responsibilities of the Authority includes:

4. (3) (a) I. a minimum of three (3) cuttings yearly unless fewer or more cuttings are agreed to by the Parties hereto. Unless otherwise agreed to by the Parties, cuttings shall occur at the following times. Early Summer, Mid-Summer and Early Fall.

**REFERENCE MATERIAL ATTACHED**

Photos.

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

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: November 22, 2023
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**Photos – 2023 Maintenance Season**



**Photo 1: Hazelwood Lake Floating Dock and Kayak Launch**



**Photo 2: Cascades AODA Trail Paving**





Photo 3: Cascades Parking Lot Paving



Photo 4: Silver Harbour Pay and Display and Wind Break





Photo 5: Silver Harbour Dive Park



Photo 6: Outhouse Refurbishment Example





Photo 7: Infographic Sign Example



Photo 8: Little Trout Bay Dock Re-Decking and Rock Placement



Photo 9: Little Trout Bay Concrete Block Placement at Entrance

**2023 TREASURER'S REPORT  
MONTHLY EXPENSES**

	<b>2023 BUDGET</b>	<b>October</b>	<b>TOTAL TO DATE</b>	<b>BALANCE REMAINING</b>
<b>REVENUE</b>				
Provincial Grants	337,909	-	381,744	- 43,835
Municipal Levy	1,793,799	-	1,793,799	-
Self Generated	408,570	51,927	509,032	- 100,462
Other Revenue	352,206	117,000	279,722	72,484
<b>TOTAL REVENUE</b>	<b>2,892,484</b>	<b>168,927</b>	<b>2,964,297</b>	<b>- 71,813</b>
<b>EXPENSES</b>				
<b>Category 1 Mandatory Programs and Services</b>				
Corporate Services	867,959	54,489	752,474	115,485
Risk of Natural Hazards	1,097,542	36,122	397,063	700,479
Conservation and Management of Lands owned and controlled by the Authority	563,411	28,297	839,660	- 276,249
Source Water Protection	58,974	4,705	44,367	14,607
Other Programs and Services	19,625	1,720	15,457	4,168
<b>Total Category 1 Mandatory Programs and Services</b>	<b>2,607,511</b>	<b>125,333</b>	<b>2,049,021</b>	<b>558,490</b>
<b>Category 2 Non-Mandatory Programs and Services at the Request of a Municipality</b>				
Mapping Services	16,311	1,679	13,267	3,044
<b>Total Category 2 Non-Mandatory Programs and Services at the Request of a Municipality</b>	<b>16,311</b>	<b>1,679</b>	<b>13,267</b>	<b>3,044</b>
<b>Category 3 Non-Mandatory Programs and Services</b>				
Education	100,438	5,602	50,997	49,441
Stewardship	158,224	10,985	153,586	4,638
Other	10,000	-	9,344	656
<b>Total Category 3 Non-Mandatory Programs and Services</b>	<b>268,662</b>	<b>16,587</b>	<b>213,927</b>	<b>54,735</b>
<b>Total All Expenses</b>	<b>2,892,484</b>	<b>143,599</b>	<b>2,276,216</b>	<b>616,268</b>
<b>Surplus(Deficit)</b>	<b>-</b>	<b>25,328</b>	<b>688,082</b>	<b>- 688,082</b>





<b>PROGRAM AREA</b>	LAND MANAGEMENT	<b>REPORT NO.</b>	LM-02-2023
<b>DATE PREPARED</b>	November	<b>FILE NO.</b>	
<b>MEETING DATE</b>	November 29, 2023		
<b>SUBJECT</b>	Hope and Memory Garden		

**RECOMMENDATION**

*Suggested Resolution*

*“THAT: Staff Report LM-02-2023 regarding the Hope and Memory Garden be received.”*

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

*Conservation and Sustain:*

- *Manage land holdings through systematic evaluations, inventories, and strategies.*

*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.*

**EXECUTIVE SUMMARY**

In July of 2023, 24 years after the creation of the Hope and Memory Garden, that is located on LRCA and City of Thunder Bay owned land adjacent to the Neebing-McIntyre Floodway, Lana Lang, who has maintained and organized volunteers to work in the garden since creation, has indicated that she is terminating her responsibilities related to the garden. Staff are in the process of understanding what is required to continue the operation and maintenance of the garden and are exploring opportunities to garner support for the future costs and volunteer needs to maintain the garden going forward.

**DISCUSSION**

In 1999, the Thunder Bay Unit of the Canadian Cancer Society approached the LRCA to provide a site for the development of a Hope and Memory Garden. Initially the garden was to be a site for the planting of yellow daffodil bulbs, and was to create a symbol of hope, a living garden for those that had been touched by cancer and to continue the memory of those who had passed away from cancer. In February of 1999, resolution #29/99 was passed:

**“THAT:** Lakehead Region Conservation Authority will enter into a partnership with the Canadian Cancer Society to develop a “Hope and Memory Garden” along a section of the Neebing-McIntyre Floodway land as detailed on the attached map.”

The map associated with the resolution detailed the LRCA owned land of the existing garden site (excluded City land), see attached. Over the years the garden expanded, eventually onto City owned land.

Lana Lang was appointed as Chair for the garden by the Canadian Cancer Society. Lana was going to collaborate with other local gardeners, local businesses and volunteers to create and maintain the garden. The public was to be provided the opportunity to purchase bulbs, plants, shrubs and trees for the garden. The plan also involved raising funds to further work towards the Society’s mission to eradicate cancer and enhance the quality of life of people living with cancer. In November 1999, the LRCA supported the installation of an in-ground water line, with water supplied from the adjacent Bell Building. Approximately 20 years ago, power was added to the site. An Annual Garden Tour was held for several years as a fundraiser for the garden. Signage was installed on the site, naming the garden and Canadian Cancer Society; however, does not acknowledge the LRCA, as was required.

Over the years, several requests were made for the Canadian Cancer Society to obtain insurance coverage naming the LRCA as an additional insured party. The insurance coverage was provided sporadically over the years.

In July of 2023, 24 years after the garden’s inception, Lana Lang notified the LRCA and the Canadian Cancer Society of her decision to terminate her responsibilities related to maintaining the garden. Her letter acknowledges the dedication of the volunteers and the contributions of private and corporate sponsors.

Staff have met with the City of Thunder Bay to discuss the continuation of the garden and have met with Lana Lang and some of her volunteers to discuss what is needed to continue the maintenance and operation of the garden. As the Canadian Cancer Society no longer has a presence in Thunder Bay, and there has been no involvement in the garden for years, staff have emailed the Canadian Cancer Society to formally terminate the informal agreement regarding their involvement with the garden. No response has been received to date.

Staff are beginning to formalize a plan for the transition of the operation of the garden to the LRCA and will report back to the Board. It is anticipated to utilize the Watershed Stewardship Technician Intern and the Watershed Biologist to lead the planning and implementation of the Hope and Memory Garden, with LRCA field staff assisting periodically when needed.

*Items for further consideration:*

- Develop a Standard Operating Procedure for the maintenance and operation of the Hope and Memory Garden:
  - Frequency of maintenance
  - Inventory of infrastructure on site

- Operation of watering system
  - Removal of compostable material
- License agreement/Memorandum of Understanding with the City of Thunder Bay (partial landowner)
- Plan for maintaining/attracting/managing volunteers
- Fundraising opportunities
  - Add an additional category (i.e., Hope and Memory Garden) on the donation page on LRCA website
  - Explore new partnership opportunities with hospital/Cancer Centre/Hospice Northwest, etc.
- Financial considerations
  - Estimate future costs to maintain garden
  - Create fund specifically for Hope and Memory Garden
  - Add annual costs to future budgets
- Signage on site
  - Add LRCA logo to existing signage
  - Develop a historical panel about the origins of the garden
- Promotion of site
  - Add page to LRCA website
  - Promote the garden with the LRCA brand
  - Strategize ways to promote the garden as a destination for tourists

## **FINANCIAL IMPLICATIONS**

The budgetary impact related to the operation of the garden is unknown; however, it is anticipated that fundraising will offset the costs.

## **CONCLUSION**

LRCA staff are preparing to take over the operation and management of the Hope and Memory Garden, as it is located on LRCA land, after 24 years of volunteer led operation of the garden, headed by Lana Land.

## **BACKGROUND**

In 1999, the LRCA agreed to partner with the Canadian Cancer Society to develop a Hope and Memory Garden on LRCA owned land adjacent to the Neebing-McIntyre Floodway.

## **REFERENCE MATERIAL ATTACHED**

Map – Hope and Memory Garden

Photos – Hope and Memory Garden

**PREPARED BY:**

Tammy Cook, CAO

**REVIEWED BY:**

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i> Tammy Cook Chief Administrative Officer</p>	<p>DATE: November 14, 2023</p>
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<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-14-2023
<b>DATE PREPARED</b>	November 17, 2023	<b>FILE NO.</b>	
<b>MEETING DATE</b>	November 29, 2023		
<b>SUBJECT</b>	Final 2024 Budget, Version 3.0		

**RECOMMENDATION**

Suggested Resolution

Recorded Weighted Vote

*“THAT: the 2024 Budget levy apportionment as outlined in Version 3.0 of the Lakehead Region Conservation Authority Final Budget be approved **AND FURTHER THAT** a copy of the final budget will be provided to the Minister of Natural Resources and Forestry and all Member Municipalities.”*

Majority Vote:

*“THAT: in 2024 the following will be appropriated from the following reserves: Operating Capital Reserve \$75,000; Vehicle and Equipment Reserve \$9,150; Conservation Area Major Maintenance Capital Reserve \$20,000; and Forest Management Reserve \$3,974.”*

*“THAT: the Lakehead Region Conservation Authority adopts the 2024 Budget Document, Version 3.0 for a total budget of \$2,958,656. “*

**LINK TO STRATEGIC PLAN**

Govern and Enhance:

- *Continue to commit to accountable and transparent organizational governance.*
- *Find and implement efficiencies and streamline processes across all program areas.*
- *Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.*
- *Build organizational capacity to provide new and developing program areas.*

**EXECUTIVE SUMMARY**

The 2024 Budget has been set at \$2,958,656 which includes a total levy of \$1,854,691 of which all Member Municipalities pay \$1,109,717 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$744,974). The 2024 budget contains a 3.01% increase to levy-all compared to 2023 and an increase of 3.97% to the City of Thunder Bay, which includes their sole-benefitting levy portion.

to 2023 and an increase of 3.97% to the City of Thunder Bay, which includes their sole-benefitting levy portion.

The 2024 budget process has followed the prescribed approval process in O. Reg. 402/22: Budget and Apportionment, with the final third phase presenting the 2024 Final Budget, Version 3.0 for approval.

## **DISCUSSION**

The first phase of the budget process was completed by staff resulting in the completion of the Draft 2024 Budget. As part of the second phase of the process, the Draft Budget was presented to the Board at the August Board Meeting for approval for consultation, prior to the being sent to each Member Municipality (Resolution #83/23) and being posted on the Authority's website, as required in O. Reg. 402/22. Member Municipalities were provided the Draft Budget for consultation via email. Only one comment was received from the Municipality of Neebing, stating they had no concerns or comments related to the budget. LRCA staff met with the City of Thunder Bay Executive Management Committee on October 31, 2023, to present the Draft Budget. The amount of the levy was not changed between the Draft and Final Budgets.

The 2024 Final Budget document contains details for the Lakehead Region Conservation Authority's (LRCA) 2024 planned operations and capital activity. The Budget has been set at \$2,958,656 which includes a total levy of \$1,854,691 of which all Member Municipalities pay \$1,109,717 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$744,974). 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 2024 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 3.01% increase in levy-all in 2024 compared to 2023.

The 2024 budget requires a 3.01% increase in order to maintain its current level of service, which is well below the current cost-of-living increases. The City of Thunder Bay's overall increase compared to 2023 is 3.97%, which includes their levy-all portion and sole-benefitting levy.

Financial pressures anticipated in 2024 include: significant increases in Salary and Wages; increase in fuel costs; and increased costs of goods and services.

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. 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 2024 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.
  
- Capital improvements in Conservation Areas
  - Hazelwood – Various small updates to parking areas
  - Mills Block – New parking lot design to enlarge and move parking area
  - Little Trout Bay – Installation of a floating dock/kayak launch
  - Cascades – Update entrance sign
  -
  
- Other items
  - LRCA 70th Anniversary event(s)
  - Update of Authority website
  - Hire a Watershed Stewardship Intern (NOHFC funding)
  - Completion of new provincially mandated tasks (due December 31, 2024)
    - Conservation Area Strategy
    - Watershed Based Resource Management Strategy
    - Ice Management Plan
    - Asset Management Plan – Victor Street
    - Asset Management Plan – Neebing-McIntyre Floodway
    - Operational Plan – Victor Street
    - Operational Plan – Neebing-McIntyre Floodway

Overall, the 2024 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 Final 2024 Budget Explanatory Document and the Budget Summary are attached. The Budget Summary Checklist is also attached, which outlines the mandatory steps in the budgetary process. As mandated, the Final Budget Summary will be posted on the website and circulated to all Member Municipalities and the Minister of MNRF.

### **FINANCIAL IMPLICATIONS**

The 2024 Budget has been set at \$2,958,656 which includes a total levy of \$1,854,691 of which all Member Municipalities pay \$1,109,717 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$744,974). The 2024 budget contains a 3.01% increase to levy-all compared to 2023 and a 3.97% increase to the City of Thunder Bay. Due to changes in the Current Value

Assessment, the range of increases to levy-all in 2024 are between 1.9% to 4.25%, compared to 2023.

**CONCLUSION**

Phase Three of the budget approval process provides the Final 2024 Budget, Version 3.0 for Board consideration and approval.

**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 2024 Draft Budget Version 1.0 was presented to the Board on August 30, 2023, and was approved for consultation (Res. #83/23). The Draft Budget was circulated to all Member Municipalities on September 6, 2023. All Member Municipalities were notified of the date of the meeting to approve the final budget on October 27, 2023 (per O. Reg. 402/22, 30 days notice of the date of the meeting must be given to municipalities) and were provided with the Draft Budget Summary. Staff attended the City of Thunder Bay’s Executive Management Team Operation Budget Meeting on October 31, 2023 and presented the Draft Budget.

**REFERENCE MATERIAL ATTACHED**

- 2024 Final Budget Summary, Version 3.0
- 2024 Final Budget, November, Version 3.0
- Budget Summary Checklist

**PREPARED BY:**

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: November 21, 2023
--	----------------------------

<b>2024 Budget</b>	
3.01% Levy-All increase compared to 2023	
Total Levy	\$1,854,691
Levy-All	\$1,109,717 (38%)
City of Thunder Bay Sole-Benefitting	\$744,974 (25%)
Total Provincial Grant Revenue	\$348,732 (12%)
Total Federal Grant Revenue	\$142,748 (5%)
Total Donation Revenue	\$25,000 (1%)
Total Other Grants	\$75,200 (2.5%)
Self-Generated Revenue	\$341,214(11%)
Deferred/Surplus	\$163,735(5%)
Reserve Appropriations (net)	\$7,337 (0.5%)
<b>Total Budget</b>	<b>\$2,958,656</b>

<b>2024 Total Levy-All Compared to 2023</b>						
Municipality	2023 CVA %	2023 Levy \$	2024 CVA %	2024 Levy \$	\$ Change	% Change
Thunder Bay	85.8818	925,234	85.8012	952,147	26,913	2.91
Conmee	0.4387	4,726	0.4440	4,927	201	4.25
Dorion	0.2855	3,076	0.2879	3,195	119	3.87
Gillies	0.2497	2,690	0.2470	2,741	51	1.90
Neebing	2.2578	24,324	2.2565	25,042	718	2.96
O'Connor	0.4714	5,079	0.4770	5,294	215	4.25
Oliver Paipoonge	5.4962	59,213	5.5386	61,464	2,251	3.81
Shuniah	4.9159	52,961	4.9477	54,907	1,946	3.68
	<b>100</b>	<b>1,077,303</b>	<b>100</b>	<b>1,109,717</b>	<b>32,414</b>	<b>3.01</b>

\*CVA – Current Value Assessment

<b>2024 Sole-Benefitting Levy Compared to 2023</b>						
Municipality	2021	2022	2023	2024	2023 vs 2024 \$ Change	2023 vs 2024 % Change
Thunder Bay	636,888	680,720	716,497	744,974	28,477	3.97

Sole-benefitting: Neebing-McIntyre Floodway, Victor Street Erosion, Maintaining Floodplain Mapping

<b>2024 City Total Levy Compared to 2023</b>						
<b>Levy-All + Sole Benefitting</b>						
Municipality	2021	2022	2023	2024	2023 vs 2024 \$ Change	2023 vs 2024 % Change
Thunder Bay	1,524,634	1,585,595	1,641,731	1,697,120	\$55,389	3.37

## 2024 Budget Notes

Levy-all increase 2024 versus 2023 = 3.01%

- 2023 increase – 2.35%
- A 1% increase is approximately a \$10,000 increase in levy

Highlights of the 2024 Budget expenditures include:

- Continuation of annual programming including:
  - Plan Review,
  - Development Regulations,
  - Flood Forecasting and Warning,
  - Operation and maintenance of LRCA owned properties,
  - Stewardship (no levy), and
  - Education programming (no levy).
- Capital improvements in Conservation Areas
  - Hazelwood – Various small updates to parking areas
  - Mills Block – New parking lot design to enlarge and move parking area
  - Little Trout Bay – Installation of a floating dock/kayak launch
  - Cascades – Update entrance sign
- Other items
  - LRCA 70th Anniversary event(s)
  - Update of Authority website
  - Hire a Watershed Stewardship Intern (NOHFC funding)
  - Completion of new provincially mandated tasks (due December 31, 2024)
    - Conservation Area Strategy
    - Watershed Based Resource Management Strategy
    - Ice Management Plan
    - Asset Management Plan – Victor Street
    - Asset Management Plan – Neebing-McIntyre Floodway
    - Operational Plan – Victor Street
    - Operational Plan – Neebing-McIntyre Floodway

Planned Reserve withdrawals:

- Operating Capital - \$75,000 (planned to use 2023 surplus to fund wage increases)
- Vehicle and Equipment - \$9,150
- Conservation Area Major Maintenance Capital - \$20,000
- Forest Management - \$3,974

Opportunities considered to raise and use self-generated revenue to fund the authority's operations:

- User fees (i.e., permit and plan review fees, education fees, inquiry fees)
- Explore Card/pay and display units/coin boxes – parking/day use fee at Conservation Areas
- Interest earned in 2023 will be placed in Reserve to fund Board approved wage increases in 2024







**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

# 2024 Final Budget

November 2023  
Version 3.0

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

<b>VERSION</b>		<b>Approval Date</b>	<b>RESOLUTION #</b>
2024 Version 1.0	Draft Budget for consultation	August 30, 2023	#83/23
2024 Version 2.0	Draft Budget for consultation (edits)	Minor administrative edits	--
2024 Version 3.0	Levy	November 29, 2023	
	Reserve Withdrawals	November 29, 2023	
	Budget Document	November 29, 2023	

## EXECUTIVE SUMMARY

The first phase of the budget process was completed by staff resulting in the completion of the Draft 2024 Budget. As part of the second phase of the process, the Draft Budget was presented to the Board at the August Board Meeting for approval for consultation, prior to the draft budget being sent to each Member Municipality and being posted on the Authority's website, as required in O. Reg. 402/22. Member Municipalities were provided the Draft Budget for consultation via email. Only one comment was received from the Municipality of Neebing, stating they had no concerns or comments related to the budget. LRCA staff met with the City of Thunder Bay Executive Management Committee on October 31, 2023 to present the Draft Budget.

The 2024 Budget document contains details for the Lakehead Region Conservation Authority's (LRCA) planned operations and capital activity. The 2024 total Budget is \$2,958,656 which includes a total levy of \$1,854,691 of which all Member Municipalities pay \$1,109,717 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$744,974).

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 2024 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.

The budget results in a 3.01% increase in levy-all in 2024 compared to 2023. The 2024 budget requires a 3.01% increase in order to maintain its current level of service, which is well below the current cost-of-living increases.

Financial pressures anticipated in 2024 include: Salaries and Wage increases; 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 2024 budget has been formatted 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 2024 Budget expenditures include:

- Continuation of the annual programming including:

- Plan Review,
- Development Regulations,
- Flood Forecasting and Warning,
- Operation and maintenance of LRCA owned properties,
- Stewardship, and
- Education programming.
- Capital improvements at the Conservation Areas
  - Hazelwood – Parking Lot various small renovations
  - Mills Block – Parking lot design to enlarge and move
  - Little Trout Bay – Installation of a floating dock/kayak launch
  - Cascades – Update entrance sign
- Other items
  - LRCA 70<sup>th</sup> Anniversary event(s)
  - Update of Authority website
  - Hiring of a Watershed Stewardship Intern (funding permitting)
  - Completion of mandated tasks (due December 31, 2024)
    - Conservation Area Strategy
    - Watershed Based Resource Management Strategy
    - Ice Management Plan
    - Asset Management Plan – Victor Street
    - Asset Management Plan – Neebing-McIntyre Floodway
    - Operational Plan – Victor Street
    - Operational Plan – Neebing-McIntyre Floodway

Opportunities considered to raise and use self-generated revenue to fund the authority's operations:

- User fees (i.e., permit and plan review fees, education fees, inquiry fees)
- Explore Card/pay and display units/coin boxes – parking/day use fee at Conservation Areas
- Interest earned in 2023 will be placed in Reserve to fund Board approved wage increases in 2024

The Watershed Stewardship Technician contract position will transition to a full-time permanent position, effective January 1, 2024. Additionally, the position title will change to Watershed Biologist. The Education Coordinator position will continue using non-levy funds. The Information Systems Coordinator will retire in 2024, and a portion of his duties will be reassigned to the GIS/Watershed Resources Technologist and Communications Manager, with a portion contracted to the retired incumbent on a time and material basis.

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 2024 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, while meeting the Authority's legislative responsibilities.



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## **LIST OF APPENDICES**

Appendix A: 2024 Budget Summary

Appendix B: Budget Levy Comparison

Appendix C: Passed Resolutions



# 1 INTRODUCTION

The Lakehead Region Conservation Authority (LRCA) draft budget for 2024 is \$2,958,656 which includes a total levy of \$1,854,691 of which all Member Municipalities pay \$1,109,717 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$744,974).

The budget results in a 3.01% increase in levy-all in 2024 compared to 2023. The 2024 budget requires a 3.01% 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.

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 2024/2025 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.

## 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 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

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. Historically, other municipalities had periodically appointed citizens to the Board.

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. In both terms, the incumbent(s) was acclaimed to their positions. A request has been submitted to the Minister for the

### *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 Ministry.

### 2.2.3 STAFF COMPLEMENT

In 2024, the Authority will have a full-time equivalent (FTE) staff complement of 13 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 – retiring in 2024
- Admin Clerk/Receptionist
- Financial Admin Assistant
- Field Operations Lead Hand
- Environmental Planner
- Watershed Biologist

Recurring contract employees that amount to an equivalent of 2.2 FTEs include:

- Education Co-ordinator (39 weeks)
- Floodway Labourer (39 weeks)
- Watershed Stewardship Technician Intern (36 weeks)

Seasonal employees that amount to an equivalent of 1.0 FTE 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)

### 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, located 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. Surplus generated funds in a given year are allocated to the Forest Management Reserve.

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.

Conservation of Land Tax Incentive Program (CLTIP) is applied to annually to reduce the taxes in recognition of natural heritage features for the following lands:

- 330 Beaver Avenue
- Wakefield Common
- Hurkett Cove
- Mills Block

#### 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
- Invasive Species Monitoring (Neebing-McIntyre Floodway and Conservation Areas)

## 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)
  - 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
  - Environment and Climate Change Canada (ECCC) - Great Lakes Protection Initiative
  - Invasive Species Centre – Invasive Species Action Fund
  - Green Shovels Collaborative – Invasive Phragmites Control Fund
- Municipal Levy
  - Levy – All
  - Levy - Sole-Benefitting
- Other Revenue
  - Interest
  - Department of Fisheries and Oceans Wolf River Weir Inspections
  - Coin Boxes/Pay and Display – 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)
- Education 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 2024/2025 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 funding was approved for two years (2022-2023 and 2023-2024). The approved budget for 2022-2023 was \$57,715 and for 2023-2024 was \$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 anticipated that a multi-year funding agreement will be executed for the remainder of 2024.

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 WECl 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 MNR 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.

## 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 (MCVA) 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 MNR 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 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 (n/a to LRCA)
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 (n/a to LRCA).
  - 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 (n/a to LRCA).
  - 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 MNRF. 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	2024 CVA (%)	Vote %
City of Thunder Bay	1	85.80	12.5
	1		12.5
	1		12.5
	1		12.5
Conmee	1	0.44	1.55
Dorion	1	0.29	1.02
Gillies	1	0.25	0.88
Neebing	1	2.26	7.96
O'Connor	1	0.48	1.69
Oliver Paipoonge	1	5.53	19.47
Shuniah	1	4.95	17.43
<b>TOTAL</b>	<b>11</b>	<b>100</b>	<b>100</b>

Example: Conmee =  $(0.44 / (100 - 85.80)) \times 50$

**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 2024. 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 current *Conservation Authorities Act* review process. Typically, both the Chair and CAO attend the quarterly CO Council meetings; however, since COVID, meetings have been mostly virtual, with one meeting in person per year. 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 include:

- 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.

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 Category 2 program "Natural Heritage Planning Review" program as proposed to the City of Thunder Bay. Staff have removed 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-MANDATORY 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 and 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

The *Conservation Authorities Act* defines the following term:

- 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 2024 Draft Budget document contains details for the Lakehead Region Conservation Authority's (LRCA) planned operations and capital activity. The Budget has been set at \$2,906,519 which includes a total levy of \$1,854,691 of which all Member Municipalities pay \$1,109,775 with the remainder being sole-benefitting levy to the City of Thunder Bay (\$744,916). The draft budget has a 3.01% levy-all increase compared to the 2023 approved budget.

#### *BUDGETED REVENUE*

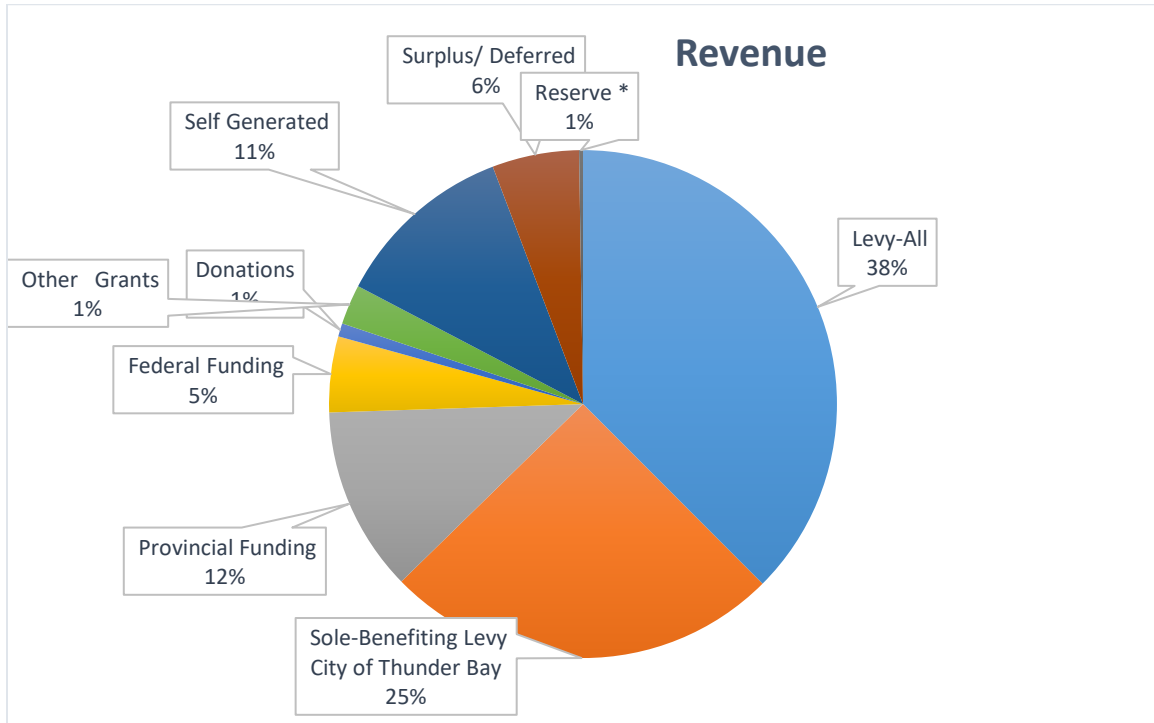
The LRCA draws revenue from a variety of sources:

- 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: 2024 PROJECTED REVENUES**



Significant revenue sources budgeted for 2024 include the following:

- \$1,109,717 – Levy-all
- \$744,974– Levy – City of Thunder Bay (sole-benefitting)
- \$150,940 – MNRF Section 39 Provincial Transfer Payment
- \$40,000 – MNRF Shoreline Protection Program
- \$60,950 – MECP – Source Water Protection
- \$54,000 – ECCC Great Lakes Protection Initiative (Floodway Stewardship)
- \$85,300 – MECP and ECCC and Waterfront Shoreline Restoration
- \$9,996 – Invasive Phragmites Control Fund
- \$32,000 – ECCC Boulevard Lake Naturalization
- \$35,000 – NOHFC Internship
- \$100,000 – Interest income

Other grants that the LRCA intends to apply for in 2024 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
  - Hazelwood Lake
- Pay and Display Units for parking fees (enforced under City of Thunder Bay Parking By-Law)
  - Mission Island Marsh
  - Cascades
- Pay and Display Unit for Day Use fee (new as of 2023)
  - Silver Harbour

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 for permits issued by the Conservation Authority for the period of January 1,

2023 to December 31, 2023. At the time of budget creation, it was not known if fees were going to be frozen again for 2024.

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

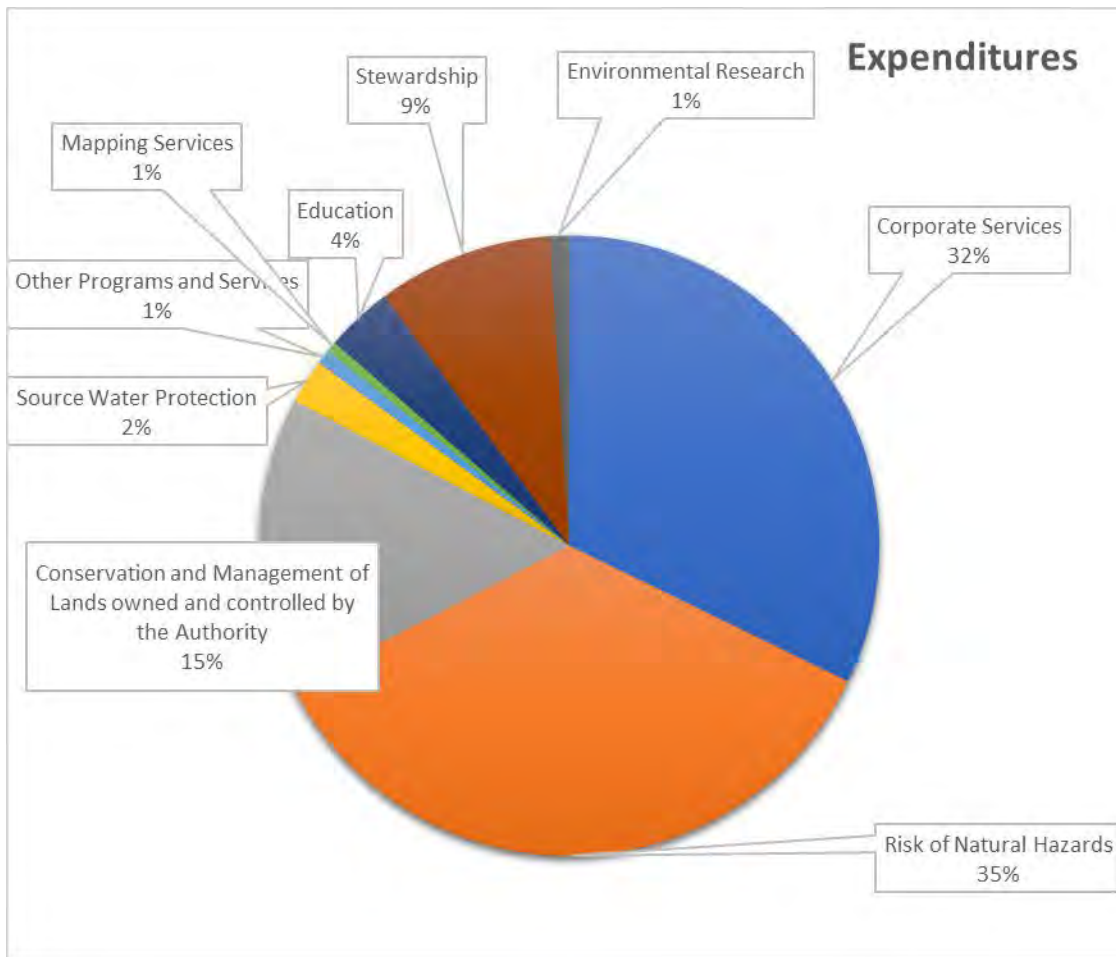
### *BUDGETED EXPENDITURES*

The 2024 Budget is categorized into nine categories as listed below:

Projected Expenses 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>\$669,040</b>	
Annual	\$669,040	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
		Latornell 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>\$669,040</b>	
Grants	\$150,940	MNRF Section 39
Self-Generated	\$112,733	Interest Revenue \$100,000, DFO Inspections \$2,000, SWP Admin Fee \$8,375, Various Revenues \$2,358
Levy-All	\$295,367	
Reserve	\$75,000	2023 interest moved to reserve to fund 2024 wage increases
Prior Year Surplus	\$35,000	

### *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.

In 2024, the LRCA's website will undergo an update in order to update the content management system (CMS), as the current version was last updated in 2015. This will also address outdated web security protocols, outdated programming, and allow staff and website administrators from Shout Media to more efficiently and cost-effectively maintain and update the website. A general refresh of the look, feel, and functionality of the website will also occur at this time.

The LRCA's 70<sup>th</sup> anniversary is achieved in 2024. As such, some expenses are included in the budget to allow for celebration of this milestone through a public event, promotional items, and other initiatives.

<b>Expenditures</b>	<b>\$154,032</b>	
Annual	\$104,032	Staff wages
		Vehicle rental
		Advertising
		Training
		Booth rentals
		Promotional items
		Website
		Calendar Expenses (\$6,000)
One-Time	\$50,000	Website update (\$40,000), 70 <sup>th</sup> Anniversary promotional items/events (\$10,000)
<b>Revenue</b>	<b>\$154,032</b>	
Grants		
Other	\$6,700	Other Revenue \$700, Calendar Revenue \$6,000
Levy-All	\$122,332	
Deferred	\$25,000	

## 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 2024 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.

<b>2024 Vehicle and Equipment Budget</b>			
	<b>2024 BUDGET</b>	<b>2023 BUDGET</b>	<b>2022 BUDGET</b>
<b>Revenue:</b>			
Vehicle rental recoveries	33,550.00	33,000.00	35,750.00
Equipment rental recoveries	3,000.00	3,000.00	3,000.00
	<b>36,550.00</b>	<b>36,000.00</b>	<b>38,750.00</b>
<b>Expenses:</b>			
Insurance	5,000.00	5,000.00	4,800.00
Vehicles:			
Repairs and maintenance	6,500.00	5,000.00	5,500.00
Annual safety check	1,200.00	900.00	900.00
Licenses	-	500.00	1,000.00
Fuel	11,500.00	9,000.00	7,800.00
Equipment:			
Fuel	2,800.00	2,300.00	1,500.00
Repairs and maintenance	4,000.00	3,500.00	3,000.00
Small Tools	500.00	500.00	500.00
	<b>31,500.00</b>	<b>26,700.00</b>	<b>25,000.00</b>
<b>Transfer to V/E Reserve</b>	<b>5,050.00</b>	<b>9,300.00</b>	<b>13,750.00</b>
<b>Reserve for Vehicle/Equipment Replacement</b>			
Budgeted Purchases from Reserves:			
Battery Chainsaw	800.00		
Battery Trimmer	750.00		
Riding Mower	4,100.00		
Chipper attachment	3,500.00		
<b>Total</b>	<b>9,150.00</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>\$69,938</b>	
Annual	\$69,938	Staff wages
		Accounting Software
		IT Consulting Fees
		Adobe upgrades
		Bitdefender upgrade
		Office 365 upgrade
		Dalto Alto Cloud Backup
		Computer purchases
		Travel and Training
One-Time		
<b>Revenue</b>	<b>\$69,938</b>	
Grants		
Other		
Self-Generated		
Levy-All	\$69,938	
Deferred		

### *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>\$28,900</b>	
Annual	\$28,900	Staff wages
		Consulting Fees
		ESRI Software
		Hardware
One-Time		
<b>Revenue</b>	<b>\$28,900</b>	
Grants		
Other		
Self-Generated		
Levy-All	\$28,900	
Deferred		

## 3.2 CATEGORY 1: MANDATORY PROGRAMS AND SERVICES

One summer student (Water Resources Technologist Assistant) will be hired in 2024 for 16-weeks. 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/Blue Green Algae Monitoring
- Filing and data management.

### 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 annual 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>\$41,408</b>	
Annual	\$41,408	Maintenance of current models and annual updates to existing models
<b>Revenue</b>	<b>\$41,408</b>	
Grants		
Other		
Levy, Sole-Benefitting City of Thunder Bay	\$41,408	
Deferred		

#### *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>\$2,282</b>	
Annual	\$2,282	Staff wages
<b>Revenue</b>		
Grants		
Levy-All	\$2,282	
Deferred		

**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.

<b>Expenditures</b>	<b>\$11,170</b>	
Annual	11,170	Staff wages
		Clothing Allowance
One-Time		
<b>Revenue</b>	<b>\$11,170</b>	
Grants		
Levy-All	\$11,170	
Deferred		

**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>\$60,985</b>	
Annual	\$60,985	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>\$60,985</b>	
Grants		
Other		
Levy-All	\$60,985	
Deferred		

***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	
Deferred		

***ICE MANAGEMENT***

Ice Management is a new program area, as outlined as a mandatory program. The necessity of a program will be assessed in 2024. If warranted, 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 if determined to be necessary in our area of jurisdiction.

<b>Expenditures</b>	<b>\$6,682</b>	
Annual	\$6,682	Staff Wages
<b>Revenue</b>		
Grants		
Other		
Levy-All	\$6,682	
Deferred		

**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>\$186,224</b>	
Annual	\$186,224	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>\$186,224</b>	
Grants		
Other		
Self-Generated	\$500	CLE Land Rental
Levy, Sole-Benefiting City of Thunder Bay	\$185,724	
Deferred		



**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 40 years of continuous operation since completion in 1984. In 2023, a consultant was hired to update the Neebing-McIntyre Floodway Integrity Study, which is updated every 10 years. The study will provide 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. The data will also be used to update the Asset Management Plan and Operational Plan which are mandated to be completed by December 31, 2024.

<b>Expenditures</b>	<b>\$473,080</b>	
Annual	\$473,080	Annual Levy to deferred for future use
One Time		
<b>Revenue</b>	<b>\$473,080</b>	
Grants		
Other		
Levy, Sole-Benefiting City of Thunder Bay	\$473,080	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 (based on 2013 Integrity Study):

- 2024 – Diversion Channel Dredging
- 2025 - Dredging Island Drive to CPR Bridge

- 2028 – Dredging Balmoral Sediment Trap
- 2031 – Dredging Island Drive to Lake

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.

### ***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>\$20,704</b>	
Annual	\$20,704	Victor Street soil nailing, slope inspection (2x/year) Staff wages
One-Time		
<b>Revenue</b>	<b>\$20,704</b>	
Grants		
Self-Generated		
Levy, Sole-Benefiting City of Thunder Bay	\$20,704	
Levy-All		
Deferred		

#### ***CAPITAL***

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>\$24,058</b>	
Annual	\$24,058	Amount to be deferred for future use.
One Time		
<b>Revenue</b>	<b>\$24,058</b>	
Grants		
Levy, Sole-Benefiting City of Thunder Bay	\$24,058	
Levy-All		
Deferred		

#### ***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>\$2,125</b>	
Annual	\$2,125	Staff wages
<b>Revenue</b>		
Grants		
Other		
Levy-All	\$2,125	
Deferred		

#### ***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. 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 were not changed through the legislated period. It is unknown whether or not the freezing of fees will be extended into 2024.

Expenditures	<b>\$72,061</b>	
Annual	\$67,061	Staff wages
		Training
		Legal Fees
One time	\$5,000	Purchase of a GPS
Revenue	<b>\$72,061</b>	
Other	\$44,721	Canada Summer Jobs \$9,221, Planning Fees Revenue \$35,500
Levy-All	\$27,340	
Deferred		

***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 31, 2023; therefore, fees charged to applicants for development permits were not changed through the legislated period. It is unknown whether or not the freezing of fees will be extended into 2024.

<b>Expenditures</b>	<b>\$143,912</b>	
Annual	\$138,912	Staff wages
		Training and travel
		Legal Fees
		Engineering Support
		Provincial Offences Officer supplies
		Professional Fees
One-Time	\$5,000	Purchase of a GPS
<b>Revenue</b>	<b>\$138,912</b>	
Self-Generated	\$ 31,230	Lawyer property inquiries \$4,000, Development Regulation Permit fees \$21,000, Canada Summer Jobs \$6,230
Levy-All	\$112,682	
Other		
Deferred		

### 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 2024 at Hazelwood, Mission, Silver Harbour and Hurkett Conservation Areas. 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 2024, staff will complete the mandatory Conservation Area Strategy and Land Inventory (due December 31, 2024).

In 2021, pay stations were added to Mission Marsh and Cascades Conservation Areas, and in 2023 a pay station was added at Silver Harbour Conservation Area, in an effort to increase generated revenue. The pay stations at Mission Marsh and Cascades Conservation Areas have resulted in a significant increase in revenue at the respective Conservation Areas. This increase in revenue is anticipated to continue in the years ahead and will be used to off-set required levy to operate the areas and enhance amenities at the area.

In 2024, a floating dock/kayak launch will be installed at Little Trout Bay Conservation Area and the sign at Cascades Conservation Area will be upgraded with a metal art/sign, similar to the Mission Island Marsh sign. An additional outhouse rental unit will be added at the Hazelwood Lake Causeway boat launch area.

<b>Expenditures</b>	<b>\$326,051</b>	
Annual	\$280,301	Staff wages
		Clothing allowance
		On-going maintenance
		Garbage removal
		Sanding/salting of parking areas
		Outhouse rentals
		Property Taxes
		Credit Card usage fees
One-Time	\$45,750	Metal Art Entrance Sign at Cascades (\$25,000), Floating dock and kayak launch at Little Trout Bay (\$20,750)
Transfer to Reserve		

<b>Revenue</b>	<b>\$326,051</b>	
Other		
Levy-All	\$157,447	
Self-Generated	\$86,744	Explorer Cards, Pay-Stations, Coin Box Revenue
Deferred	\$81,860	

**CAPITAL**

The capital 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 2024. A consultant will be engaged to design a larger parking lot and entrance at Mills Block Conservation Area in an effort to add more parking and relocate the parking from the City of Thunder Bay easement onto LRCA owned land.

<b>Expenditures</b>	<b>\$57,000</b>	
Annual	\$20,000	Hazelwood Lake Dam Reserve (\$20,000)
One-Time	\$37,000	Hazelwood Lake Parking lot updates (\$7,000)
		Mills Block Parking Lot Design (\$30,000)
<b>Revenue</b>	<b>\$57,000</b>	
Grants		
Other		
Levy-All	\$94,750	
Appropriation to Reserve	(\$37,750)	Transfer to Reserve for future capital work

**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. APEX will be used to increase enforcement at Cascades and Mission Island Marsh after hours and on weekends.



<b>Expenditures</b>	<b>\$12,065</b>	
Annual	\$12,065	Staff wages Enforcement Supplies Apex weekend enforcement
One-Time		
<b>Revenue</b>	<b>\$12,065</b>	
Grants		
Other		
Levy-All	\$12,065	
Self-Generated		
Deferred		

### *OTHER OWNED LAND*

Operation and minor maintenance in other Conservation Authority owned land (i.e., forest management property, floodplain lands, etc.). In 2024, staff will complete 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 2024, some harvesting may be undertaken at Wishart Conservation Area subject to contractor availability and market conditions.

<b>Expenditures</b>	<b>\$50,759</b>	
Annual	\$41,758	Wages (\$16,259) Property taxes (William Forest), Office Building, other lands Routine Maintenance (\$6,000)
One-Time	\$5,000	Registered Professional Forester, Tree Seedlings for Wishart

<b>Revenue</b>	<b>\$50,759</b>	
Grants		
Other	\$1,000	
Levy-All	\$44,759	
Self-Generated	\$5,000	Wishart Harvesting Revenue
Deferred		

**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>\$10,000</b>	
Annual	\$ 10,000	Maintenance of grounds, buildings, and equipment
		Emergency repairs as needed
<b>Revenue</b>	<b>\$10,000</b>	
Grants		
Other		
Levy-All	\$37,000	
Transfer To Reserve	(\$27,000)	Transfer of Levy for future use

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
  - 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 implanting 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.

The MECP has indicated that the next funding agreement will also be a multi-year agreement. If funding is not provided in the future, the cost of the program would be a sole-benefitting levy applicable to the City of Thunder Bay and Oliver Paipouge.

Funding has been secured to conduct a special project in 2024 for education and outreach related to non-municipal drinking water users. The program will create materials related to safe drinking water standards; the importance of testing well water for microbiological and chemical contaminants that may be present in their drinking water; potential risks associated with consuming drinking water that does not meet the Ontario Drinking Water Standards; how homeowners can test their well water; and information on commonly used treatment options.

<b>Expenditures</b>	<b>\$68,792</b>	
Annual	\$62,241	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	\$7,551	Special Project, Education and Outreach to non-municipal drinking water users
<b>Revenue</b>	<b>\$68,792</b>	
Grants	\$68,782	MECP Transfer Payment
Other		
Levy-All		
Deferred		

### 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>\$8,819</b>	
Annual	\$8,819	Vehicle rental
		Wages
		Materials and equipment
One-Time		
<b>Revenue</b>	<b>\$8,819</b>	
Grants		
Other		
Levy-All	\$8,819	
Deferred		

***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>\$10,000</b>	
Annual	\$10,000	Vehicle rental
		Wages
		Materials and equipment
One-Time		
<b>Revenue</b>	<b>\$10,000</b>	
Grants		
Other		
Levy-All	\$10,000	
Deferred		

***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>\$4,051</b>	
Annual	\$4,051	Wages
One-Time		
<b>Revenue</b>	<b>\$4,051</b>	
Grants		
Other		
Levy-All	\$4,051	
Deferred		

### 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>\$16,000</b>	
Annual	\$16,000	Staff Wages Portion of ESRI License Plotter and computer expense
One-Time		
<b>Revenue</b>	<b>\$16,000</b>	
Grants		
Other	\$16,000	Oliver Paipoonge \$12,350, Dorion \$650, Lakehead Rural Planning Board \$3,000
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.

<b>Expenditures</b>	<b>\$41,175</b>	
Annual	\$41,175	Education Coordinator position (39 weeks) Vehicle rental Educational expenses (guest speakers, supplies, safety items, etc.)
One-Time		
<b>Revenue</b>	<b>\$41,175</b>	
Grants	\$6,700	OPG Donation (\$6,700)
Self-Generated	\$34,475	Various fundraising (\$25,000), School Program Fees (\$7,475), Living Classroom Donations (\$2,000)
Levy-All		
Deferred		

##### *NATURE INTERPRETIVE PROGRAMMING*

Nature Interpretive Programming is programming developed for execution on LRCA-owned land. Programs and events with nature interpretive programming components within Conservation Areas vary year to year; however, the Dorion Bird Festival is held annually at Hurkett Cove Conservation Area. Nature interpretive programming also includes Watershed Explorer programs (typically funded by the TD Friends of the Environment Fund), guided hikes, workshops, and other non-school-based interpretive programming.



<b>Expenditures</b>	<b>\$62,607</b>	
Annual	\$62,607	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>\$62,707</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		
Deferred	\$5,707	

### 3.4.2 STEWARDSHIP

Stewardship is the planning, promotion, and implementation of management practices that contribute to restoration and protection of our natural resources. LRCA’s Stewardship Program aims to promote and encourage landowners to become stewards of their own land. Programs enable private landowners to restore riparian and shoreline area on their property; plant trees on private land; and facilitate stewardship projects on LRCA/municipally owned lands to restore and create wildlife habitat. Examples of on-the-ground projects include invasive species pulls, wetland creation, meadow habitat enhancement, and shoreline stabilization. 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 2024, the Watershed Biologist 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 Thunder Bay Area of Concern is a 100-metre buffer along the Lake Superior coast and up Thunder Bay’s five main tributaries, defined by ECCC as having experienced significant environmental degradation. The program provides landowners with a shoreline assessment, educational materials, individualized planting plans, up to 100 native 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 through 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.

In 2024, a funding application will be submitted to the Northern Ontario Heritage Fund Corporation under the Workforce Development Stream to hire a Watershed Stewardship Technician Intern, with an anticipated start date of May 2024 for 52 weeks. The Intern will work under the Watershed Biologist, assisting with stewardship programming, focusing on developing a native seed/native plant program to grow native species for both stewardship projects, on an off LRCA owned land.

<b>Expenditures</b>	<b>\$79,693</b>	
Annual	\$40,000	Staff Wages \$20,000 Materials \$20,000
One-Time	\$39,693	Watershed Stewardship Technician Intern (May to December)
<b>Revenue</b>	<b>\$79,693</b>	
Grants	\$75,000	MNRF Transfer Payment – Wetland and Shoreline Protection within the Thunder Bay AOC, NOHFC
Other		
Levy-All		
Deferred	\$4,693	Stewardship Deferred

### *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 2022, over 158,000 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>\$9,974</b>	
Annual	\$9,974	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	\$3,974	Forest Management Reserve

### *PRIVATE LAND STEWARDSHIP*

To promote and practice stewardship on LRCA and municipally owned lands, staff apply for funding for a variety of projects annually. The following restoration projects are planned in 2024:

- In partnership with the City of Thunder Bay, the Waterfront Shoreline Restoration project involves the rehabilitation of Lake Superior shoreline at Fisherman’s Park West and McVicar Creek mouth. This is a continuation of coastal wetland restoration, riparian revegetation, and meadow habitat creation at the Fisherman’s West Climate Change Awareness Park, and an extension of the project south along Lake Superior shoreline on City of Thunder Bay-owned land. The goal of the project is to return these areas to productive wildlife habitat and liaise with neighbouring private landowners to generate awareness and promote shoreline stewardship.
- The Floodway Habitat Corridor will be continued in 2024, with the vision of restoring a five-kilometre stretch of riparian habitat 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. Funding is provided by ECCC Great Lakes Protection Initiative for a site along the Diversion Channel in 2024.
- 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.
- Partnered with the Invasive Species Centre and Nature Conservancy Canada, the Thunder Bay Regional Phragmites Collaboration is coordinated by LRCA and is composed of 35 stakeholders and groups with the shared vision of a “phrag-free” landscape by 2033. The intent of the Collaborative is to engage interested community groups in the status of Invasive Phragmites in the region, develop an integrated long-term plan for its management, and collaborate on its removal.

<b>Expenditures</b>	<b>\$183,296</b>	
Annual	\$183,296	Staff Wages \$54,428 Materials \$128,868
One-Time		
<b>Revenue</b>	<b>\$183,296</b>	
Grants	\$85,300	ECCC & MECP – Waterfront Shoreline Restoration
	\$54,000	ECC Funding – Floodway Corridor
	\$32,000	ECCC EcoAction Community Fund – Boulevard Lake Naturalization Project
	\$9,996	Thunder Bay Regional Phragmites Collaboration
Levy-All		
Deferred	\$2,000	

### 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		
Levy-All		
Deferred	\$10,000	

## 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	\$608,333		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 (previous donations)	
Vehicle and Equipment	\$56,661	\$125,000	Adequate funds available to purchase required vehicles and equipment	
Insurance Deductible	\$31,194		\$30,000	104
Legal Fees	\$120,402		\$100,000	120
Conservation Area Major Maintenance Capital	\$503,402		As forecasted in Asset Management Plan	
Hazelwood Lake Dam	\$40,000		\$250,000	16
Forest Management	\$128,037			
Land Acquisition	\$248,500			

#### 4.2 2024 PLANNED APPROPRIATIONS TO AND FROM RESERVES

<b>Reserve</b>	<b>Appropriations to Reserve</b>	<b>Appropriations from Reserves</b>
Operating Capital		\$75,000
Administrative Facility - Maintenance	\$27,000	
Administrative Facility - New Facility		
Vehicle and Equipment	\$16,037	\$9,150
Insurance Deductible		
Legal Fees		
Conservation Area Major Maintenance Capital	\$37,750	\$20,000
Hazelwood Lake Dam	\$20,000	
Forest Management		\$3,974
Land Acquisition		



## 5 CONCLUSION

The 2024 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.

The Draft Budget document provides the details of the budget. The Budget Summary will be used in the consultation with Member Municipalities and will be posted on the LRCA website as required in O. Reg. 402/22. The Final Budget will be brought to the Board in November for final approval.

## 6 RECOMMENDATIONS

### Suggested Resolution

#### Recorded Weighted Vote

***“THAT: the 2024 Budget levy apportionment as outlined in Version 3.0 of the Lakehead Region Conservation Authority Final Budget be approved **AND FURTHER THAT** a copy of the final budget will be provided to the Minister of Natural Resources and Forestry and all Member Municipalities.”***

#### Majority Vote:

***“THAT: in 2024 the following will be appropriated from the following reserves: Operating Capital Reserve \$75,000; Vehicle and Equipment Reserve \$9,150; Conservation Area Major Maintenance Capital Reserve \$20,000; and Forest Management Reserve \$3,974.”***

***“THAT: the Lakehead Region Conservation Authority adopts the 2024 Budget Document, Version 3.0 for a total budget of \$2,958,656. “***

**APPENDIX A:**  
**2024 BUDGET SUMMARY**

**Figure 3: 2024 Budget Summary**

Lakehead Region Conservation Authority 2024 Budget Version 3.0										
Program	Annual Cost									
	Source of Funding									
	Levy-All	Sole-Benefiting Levy City of Thunder Bay	Provincial Funding	Federal Funding	Other		Self Generated	Surplus/ Deferred	Reserve *	Total Cost 2024
				Donations	Grants					
<b>Category 1 Mandatory Programs and Services</b>										
<b>Corporate Services</b>										
Administration	295,367	-	150,940	-	-	-	112,733	35,000	75,000	669,040
Community Relations	122,332	-	-	-	-	-	6,700	25,000	-	154,032
Vehicle and Equipment Program	-	-	-	-	-	-	47,537	-	(6,887)	40,650
IT	66,938	-	-	-	-	-	-	-	-	66,938
Corporate GIS	28,900	-	-	-	-	-	-	-	-	28,900
	<b>513,537</b>	<b>-</b>	<b>150,940</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>166,970</b>	<b>60,000</b>	<b>68,113</b>	<b>959,560</b>
<b>Risk of Natural Hazards</b>										
Flood Plain Mapping	-	41,408	-	-	-	-	-	-	-	41,408
Technical Studies	2,282	-	-	-	-	-	-	-	-	2,282
Communications and Outreach	11,170	-	-	-	-	-	-	-	-	11,170
Flood Forecasting and Warning	60,985	-	-	-	-	-	-	-	-	60,985
Drought and Low Water Response	4,023	-	-	-	-	-	-	-	-	4,023
Ice Management	3,341	-	-	-	-	-	-	-	-	3,341
Ice Management Plan	3,341	-	-	-	-	-	-	-	-	3,341
Infrastructure: Neebing-McIntyre Floodway	-	658,804	-	-	-	500	-	-	-	659,304
Infrastructure: Victor Street Erosion	-	44,762	-	-	-	-	-	-	-	44,762
Review of Proposals under Act	2,125	-	-	-	-	-	-	-	-	2,125
Plan Review Comments	27,340	-	-	9,221	-	-	35,500	-	-	72,061
Administering and Enforcing the Act (Section 28)	112,682	-	-	6,230	-	-	25,000	-	-	143,912
	<b>227,289</b>	<b>744,974</b>	<b>-</b>	<b>15,452</b>	<b>-</b>	<b>500</b>	<b>60,500</b>	<b>-</b>	<b>-</b>	<b>1,048,714</b>
<b>Conservation and Management of Lands owned and controlled by the Authority</b>										
Conservation Areas	157,447	-	-	-	-	-	86,744	81,860	-	326,051
Conservation Areas Capital	94,750	-	-	-	-	-	-	-	(37,750)	57,000
Administer Section 29 Regulations	12,065	-	-	-	-	-	-	-	-	12,065
Other Owned Land	81,759	-	-	-	-	1,000	5,000	-	(27,000)	60,759
	<b>346,021</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>91,744</b>	<b>81,860</b>	<b>(64,750)</b>	<b>455,875</b>
<b>Source Water Protection</b>										
Source Water Protection	-	-	68,792	-	-	-	-	-	-	68,792
	<b>-</b>	<b>-</b>	<b>68,792</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,792</b>
<b>Other Programs and Services</b>										
Watershed Resource Management Strategy	4,051	-	-	-	-	-	-	-	-	4,051
Provincial Groundwater Monitoring Network (PGMN)	8,819	-	-	-	-	-	-	-	-	8,819
Provincial Water Quality Monitoring Network (PWQMN)	10,000	-	-	-	-	-	-	-	-	10,000
	<b>22,870</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,870</b>
<b>Total Category 1</b>	<b>1,109,717</b>	<b>744,974</b>	<b>219,732</b>	<b>15,452</b>	<b>-</b>	<b>1,500</b>	<b>319,214</b>	<b>141,860</b>	<b>3,363</b>	<b>2,555,811</b>
<b>Category 2 Non-Mandatory Programs and Services at the request of a Municipality</b>										
Mapping Services	-	-	-	-	-	-	16,000	-	-	16,000
<b>Total Category 2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,000</b>	<b>-</b>	<b>-</b>	<b>16,000</b>
<b>Category 3 Non-Mandatory Programs and Services</b>										
<b>Education</b>										
Environmental Education	-	-	-	-	25,000	6,700	-	9,475	-	41,175
Nature Interpretive Programming	-	-	-	-	-	57,000	-	5,707	-	62,707
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>63,700</b>	<b>-</b>	<b>15,182</b>	<b>-</b>	<b>103,882</b>
<b>Stewardship</b>										
Superior Stewards Program	-	-	40,000	-	-	-	-	-	-	40,000
Tree Seedling Program	-	-	-	-	-	-	6,000	-	3,974	9,974
Floodway Corridor Wildlife Habitat	-	-	54,000	-	-	-	-	-	-	54,000
Waterfront Shoreline Restoration (potential ECCC funding)	-	-	-	85,300	-	-	-	2,000	-	87,300
Invasive Phragmites Control	-	-	-	9,996	-	-	-	-	-	9,996
NOHFC Internship	-	-	35,000	-	-	-	-	4,693	-	39,693
Boulevard Lake Naturalization	-	-	-	32,000	-	-	-	-	-	32,000
	<b>-</b>	<b>-</b>	<b>129,000</b>	<b>127,296</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>6,693</b>	<b>3,974</b>	<b>272,963</b>
<b>Environmental Research</b>										
Environmental Research	-	-	-	-	-	10,000	-	-	-	10,000
	<b>-</b>	<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>129,000</b>	<b>127,296</b>	<b>25,000</b>	<b>73,700</b>	<b>6,000</b>	<b>21,875</b>	<b>3,974</b>	<b>386,845</b>
<b>Total</b>	<b>1,109,717</b>	<b>744,974</b>	<b>348,732</b>	<b>142,748</b>	<b>25,000</b>	<b>75,200</b>	<b>341,214</b>	<b>163,735</b>	<b>7,337</b>	<b>2,958,656</b>

**FIGURE 4: LEVY ALL COMPARISON FOR THE PERIOD OF 2019-2024**

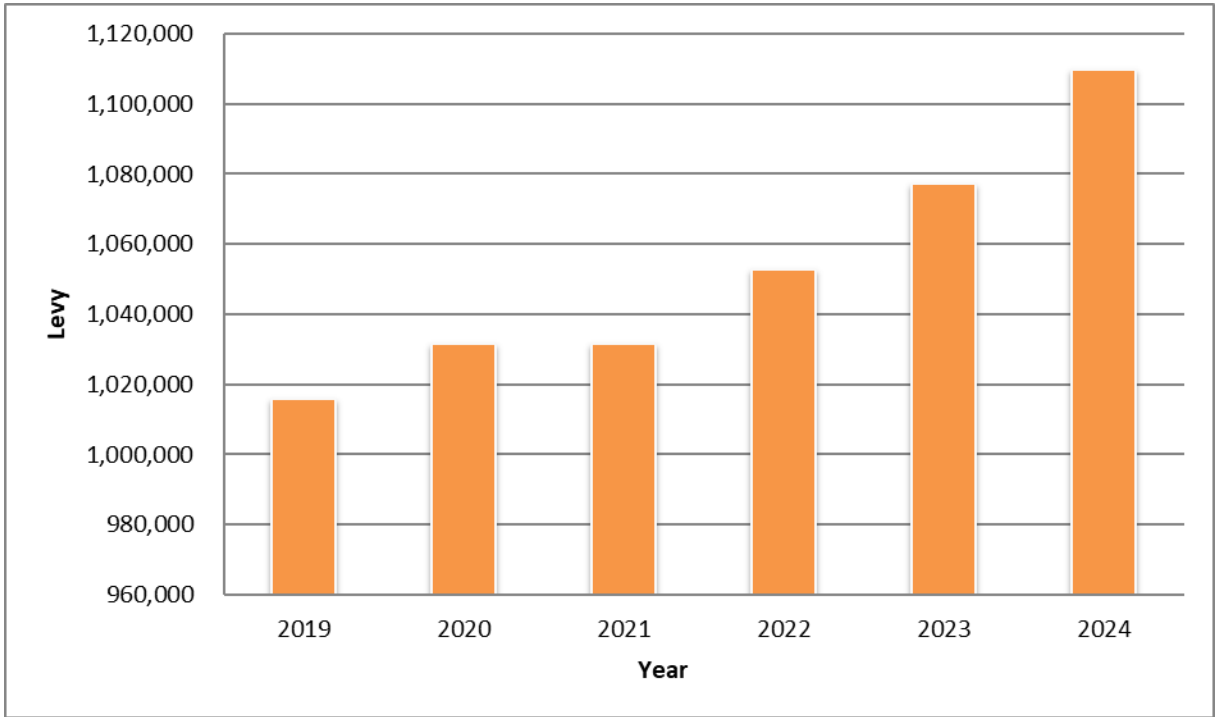


Figure 4 compares the levy-all fluctuations for the period of 2019-2024. In 2019, the long-standing Section 39 transfer payment was reduced from \$292,380 to \$150,940, which required a mid-year adjustment to the budget and also affected all future budgets. As a result of financial pressures on our Member 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 2024 budget requires a 3.01% 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: 2024 COMPARED TO 2023 BUDGET LEVY- ALL COMPARISON**

2024 Total Levy-All Compared to 2023						
Municipality	2023 CVA %	2023 Levy \$	2024 CVA %	2024 Levy \$	\$ Change	% Change
Thunder Bay*	85.8818	925,234	85.8012	952,147	26,913	2.91
Conmee	0.4387	4,726	0.4440	4,927	201	4.25
Dorion	0.2855	3,076	0.2879	3,195	119	3.87
Gillies	0.2497	2,690	0.2470	2,741	51	1.90
Neebing	2.2578	24,324	2.2565	25,042	718	2.96
O'Connor	0.4714	5,079	0.4770	5,295	215	4.25
Oliver Paipoonge	5.4962	59,213	5.5386	61,467	2,251	3.81
Shuniah	4.9159	52,961	4.9477	54,910	1,946	3.68
	100	1,077,303	100	1,109,774	32,414	3.01

\*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.

Municipality	2024	Number of Households (2016)	Cost Per Household	Number of Resident	Cost per Resident	Current Value Assessment \$ (2024)	Cost per \$100,000
***Thunder Bay	\$1,697,112	57,146	\$29.70	121,621	\$13.95	14,243,134,491	\$11.92
Conmee	\$4,927	327	\$15.07	816	\$6.04	73,701,680	\$6.69
Dorion	\$3,195	128	\$24.96	316	\$10.11	47,787,490	\$6.69
Gillies	\$2,741	201	\$13.64	474	\$5.78	41,006,235	\$6.68
Neebing	\$25,043	1,166	\$21.48	2,055	\$12.19	374,587,735	\$6.69
O'Connor	\$5,295	272	\$19.47	663	\$7.99	79,189,977	\$6.69
Oliver Paipoonge	\$61,467	2,289	\$26.85	5,922	\$10.38	919,418,021	\$6.69
Shuniah	\$54,910	2,130	\$25.78	2,798	\$19.62	821,327,825	\$6.69

\*\*\*City of Thunder Bay Includes Sole Benefitting Levy

16,600,153,454

# APPENDIX C: PASSED RESOLUTIONS



## Budget Summary Checklist

Per O. Reg. 402/22: Budget and Apportionment, the 2024 budget and every subsequent budget must be prepared in accordance with the regulation.

Budget Year - 2024		
Task	Date	Completed
<b>First Phase</b>		
Identify all sources of revenue including: <ul style="list-style-type: none"> <li>• Fees</li> <li>• Donations</li> <li>• Grants</li> <li>• Self-generated</li> <li>• Reserve funds</li> <li>• Deferred funds</li> <li>• From agreements</li> <li>• Other sources</li> <li>• Total revenue</li> </ul>	June	June
Identify operating expenses into Cat. 1,2, 3. Specify total operating expenses for year.	June	June
Identify capital costs into Cat. 1,2 ,3. Specify total capital costs for year.	June	June
Apportion operating expense or capital costs to participating municipalities (levy-all, and sole-benefitting).	June	June
Preliminary % levy-all increase Board Review	June Board Meeting	June 21, 2023
<b>Second Phase – Draft Budget and Consultations</b>		
Prepare Draft Explanatory Budget Document <ul style="list-style-type: none"> <li>• Include all items in First Phase</li> <li>• 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.</li> </ul>	July/August	Complete
Prepare Budget Summary	July/August	Complete
Meeting on Draft Budget <ul style="list-style-type: none"> <li>• Hold majority vote to approve Draft Budget for consultation purposes</li> </ul>	August Board Meeting	August 30/23 Res # 83/23

Send each participating municipality a copy of approved draft budget including apportionment	September	September 6, 2023
Post draft budget on Governance section of LRCA website	September	September 6, 2023
Conduct consultations with participating municipalities as warranted	September	
<b>Third Phase – Final Budget Approval</b>		
Provide notice of Board Meeting to participating municipalities of Final Budget approval <b>30 days</b> prior to meeting to approve Final Budget <ul style="list-style-type: none"> <li>• Include most recent draft of budget</li> <li>• Specify levy apportionments</li> </ul>	September/October Must post prior to October 30, 2023	October 27, 2023
Hold a recorded weighted majority vote to approve apportionment. <ul style="list-style-type: none"> <li>• 51% or more is required to approve.</li> <li>• Tie is a lost vote</li> </ul>	November Board Meeting	November 29, 2023
Hold a recorded majority vote to approve Final Budget	November Board Meeting	November 29, 2023
Provide copy of Final Budget to Minister	December	
Provide copy of Final Budget to participating municipalities	December	
Post Final Budget on Governance section of website	December	



# LAKEHEAD REGION

## CONSERVATION AUTHORITY

### Board of Directors Meeting Schedule – 2024

Virtual log-in details will be provided prior to Board Meeting on the LRCA website when applicable.

If required, special meetings will be called.

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Meeting Month	Day (Wednesday)	Time	Location
January	31 (AGM)	4:30 p.m.	130 Conservation Road
February	28	4:30 p.m.	130 Conservation Road
March	27	4:30 p.m.	130 Conservation Road
April	24	4:30 p.m.	130 Conservation Road
May	29	4:30 p.m.	130 Conservation Road
June	26	4:30 p.m.	130 Conservation Road
July	No Meeting		
August	28	4:30 p.m.	130 Conservation Road
September	25	4:30 p.m.	130 Conservation Road
October	30	4:30 p.m.	130 Conservation Road
November	27	4:30 p.m.	130 Conservation Road
December	No Meeting		

Revision Date: November 7, 2023



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

November 29, 2023

Moved By

Seconded By

*“ THAT: having examined the accounts for the period October 1, 2023 to October 31,2023 cheque #3039 to #3063 for \$71,382.77 and preauthorized payments of \$125,750.50 for a total of \$197,133.27, we approve their payment. ”*

3039	ALS Sewage Services	Porta Unit Aug 30 - Sep 29, 2023 - Mills Block	474.60
3040	Innovated Solutions	Firewall Security - November 2023	1,127.18
3041	Void		0.00
3042	Lowery's	Office Supplies	1,621.22
3043	Michelle Willows	Advance for CA Workshop October 23,2023	87.00
3044	Pine View Nurseries	Plants for Floodway Habitat Corridor - fall planting	13,019.14
3045	Ryan Harris	Advance for CA Workshop October 23,2023	87.00
3046	Ryan Mackett	Advance for CA Workshop October 23,2023	87.00
3047	Sportop Marketing	Staff T-Shirt order	569.52
3048	Superior Outdoors Inc. The Walleye	Oct ad	175.15
3049	Tammy Cook	Mileage June 6 - Sep 23, 2023	341.44
3050	Thunder Bay Answering Service Inc.	Answering Service October 2023	258.72
3051	Water's Edge Environmental Solutions	Floodplain Mapping	27,323.40
3052	Jessie McFadden	Mileage June July	44.74
3053	2611943 Ontario Ltd.	Garbage removal - Mission Marsh - Oct 15	339.00
3054	ALS Sewage Services	Porta unit - Mission Marsh - Sep 19 - Oct 18, 2023	271.20
3055	Bay Lock & Security	Door Monitoring Oct 2023 - Sep 2024	135.60
3056	KGS Group Consulting Engineers	Floodway Integrity Study - August 2023 2023 LRCA Structure Inspections	14,061.30
3057	Lowery's	Photocopy charges for October 2023	230.14
3058	Melissa Hughson	Reimbursement for incidentals CAU Oct 18-20, 2023	42.00
3059	Northern Wildflowers	Various Seeds and Flowers	6,528.74
3060	Nu-Steel Door Systems	New door and frame for outdoor storage shed	2,969.64
3061	RAS Maintenance Services	Janitorial - August - September 2023	1,159.27
3062	Ryan Mackett	Ryan M Mileage January 14 - Oct 7, 2023	254.07
3063	Thunder Bay Broom & Chemicals	Supplies	175.70
			<u>71,382.77</u>
PA	Payroll and Per Diems		80,811.14
PA	Royal Bank Group Retirement RRSP and TFSA		2,480.76
PA	RWAM and Lifeworks Benefits		3,265.35
PA	Enbridge		46.05
PA	Synergy North		674.59
PA	Esso		1,271.34
PA	Visa Routine Monthly Expenses		17,059.49
PA	Banking and Visa Fees		852.28
PA	Postage		1,017.00
PA	OMERS September		17,985.60
PA	Photocopier Lease		286.90
			<u>125,750.50</u>
			<u>197,133.27</u>

Chair

Res# \_\_\_\_\_/23

Monthly Plan Input/Review and Fill Regulations Administration  
October 1 to 31, 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-54-2023	B-53-2023						76 & 72 Junot Ave S			
	A-51-2023	B-53-2023 - Updated						106 Marks St S			
								1055 Chippewa Road			
<b>Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>7</b>
Oliver Paipouge		1B/11/23							4740 Oliver Road	Highway 130/Arthur St W	
		1B/12/23									
		1B/14/23									
		1B/15/23									
<b>Total</b>	<b>0</b>	<b>4</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>6</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	B08-2023	B07-2023								0 Margaret Street	
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</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										Hwy 11/17 4 Laning	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>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>3</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>17</b>

Monthly Plan Input/Review and Fill Regulations Administration  
November 1 to 17, 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								Surplus and Land Sale 2023 Chapples Park		Highway 61 Planning	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>3</b>
Oliver Paipoonge							Hanna Road Lot				
<b>Total</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>0</b>	<b>0</b>	<b>1</b>
O'Connor											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Neebing											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Shuniah					25/22						
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Conmee				Draft Official Plan							
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</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>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>6</b>



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	Approved by:
#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
#27/23	Standard	\$300.00	Mobilex Terminal LTD	City of Thunder Bay	174 Darrel Ave	Maintenance Dredging	26/6/2023	26/06/23	1		Staff

#28/23	Standard	\$150.00	Robert Doan	Municipality of Shuniah	2609 Birch Beach Rd	Two Dock Cribs & Boat Ramp	23/6/2023	27/06/23	4	Staff
#29/23	Standard	\$600.00	Fred Hopper	Municipality of Shuniah	563 No.5 Road South	Bridge Construction	23/6/2023	27/06/23	4	Staff
#30/23	Standard	\$0.00	Township of Gillies	Township of Gillies	Leeper Road South	Culvert Replacement	5/7/2023	06/07/23	1	Staff
#31/23	Small Works	\$0.00	City of Thunder Bay	City of Thunder Bay	400 West Ktib Bkvd	Fill Placement and Regrading	28/6/2023	05/07/23	8	Staff
#32/23	Standard	\$300.00	Kirby Petrich	City of Thunder Bay	1430 Riverdale Road	House Construction	4/7/2023	06/07/23	2	Staff
#33/23	Small Works	\$150.00	Allen Barrie	Municipality of Neebing	56 Island Avenue	Site Grading & Concrete Bunker	30/6/2023	10/07/23	11	Staff
#34/23	Standard	\$150.00	Pauline McCormack	City of Thunder Bay	309 Hartviksen St	Sunroom Addition	5/7/2023	11/07/23	6	Staff
#35/23	Standard Works	NA	Municipality of Neebing	Municipality of Neebing	Sturgeon Bay Rd	Culvert Replacement	11/8/2023	14/08/23	3	Staff
#36/23	Standard Works	\$0.00	Township of O'Connor	Township of O'Connor	Blaikie, Diana & Haarstone Roads	Bank Stabilization & Erosion Control	20/7/2023	27/07/23	7	Staff
#37/23	Standard Works	\$600.00	Sam Leon	City of Thunder Bay	4701 Oliver Road	Dwelling & Garage Construction	26/7/2023	31/07/23	5	Staff
#38/23	Small Works	\$150.00	Peter Aalbers	Municipality of Oliver Paipoonge	Lot 18, Con 2, Blindline Road	Agriculture Tile Draining	4/8/2023	08/08/23	4	Staff
#39/23	Small Works	\$150.00	Henry Aalbers	Municipality of Oliver Paipoonge	Lot 15, Con 2, Blindline Road	Agriculture Tile Draining	4/8/2023	08/08/23	4	Staff
#40/23	Standard Works	\$300.00	Karen Potec	Municipality of Neebing	142 Little Trout Bay Road	Dwelling & Garage, Site Grading & Fill Placement	4/8/2023	09/08/23	6	Staff
#41/23	Standard Works	\$300.00	Linda Baca	Township of Conmee	5107 Hwy 11/17	Deck, Geodome & Fill Placement	9/8/2023	10/08/23	2	Staff
#42/23	Standard Works	\$150.00	Gaetan Galameau	Municipality of Shuniah	Vacant Land btw 582 & 584 Green Point Road	Rock Protection & Drainage Swale	14/8/2023	15/08/23	1	Staff
#43/23	Standard Works	NA	City of Thunder Bay	City of Thunder Bay	975 Mountain Rd	Drainage Improvements	14/8/2023	17/08/23	4	Staff
#44/23	Standard Works	\$300.00	Thunder Bay Port Authority	City of Thunder Bay	100 Main Street	Dredging at Keefer Terminal	22/8/2023	23/08/23	1	Staff
#45/23	Small Works	\$150.00	Barb Rees	City of Thunder Bay	3105 Government Road	Bridge Maintenance & Erosion Repair	28/08/23	29/08/23	2	Staff
#46/23	Small Works	\$300.00	Brad McKibbon	City of Thunder Bay	1685 Mountain Rd	Driveway & Fill	26/08/23	31/08/23	6	Staff
#47/23	Standard Works	NA	Township of Conmee	Township of Conmee	Lundstrum Rd	Culvert Installation	6/8/2023	07/08/23	1	Staff
#48/23	Standard Works	\$300.00	Confederation College	City of Thunder Bay	1450 Nakina Dr	Sidewalk & Ramp	13/08/23	15/08/23	2	Staff
#49/23	Standard Works	\$300.00	Confederation College	City of Thunder Bay	1450 Nakina Dr	Indigenous Gathering Outdoor Area	3/10/2023	04/10/23	2	Staff
#50/23	Small Works	\$300.00	Kevin Lawrence	City of Thunder Bay	1040 Brookview Place	Culvert Installation & Fill Placement	10/10/2023	13/10/23	3	Staff
#51/23	Standard Works	\$300.00	Tim & Jodi Hayes	Municipality of Oliver Paipoonge	4516 Oliver Road	House Addition	16/10/23	17/10/23	2	Staff
#52/523	Standard Works	\$300.00	DiGregorio Developments	City of Thunder Bay	101 Bruin Cres	Dwelling Construction	20/10/23	23/10/23	3	Staff
#53/23	Small Works	\$300.00	Anthony Gazzola	Municipality of Shuniah	149 Michelson DR	Pathway Construction	26/10/23	01/11/23	4	Staff
#54/23	Small Works	\$0.00	City of Thunder Bay	City of Thunder Bay	209 Shipyard Rd	Viewing Platform/Site Grading/Fill Placement	8/11/2023	16/11/23	7	Staff
#55/23	Standard Works	\$0.00	City of Thunder Bay	City of Thunder Bay	Golf Links Rd @ McIntyre River	Watermain Repair	10/11/2023	13/11/23	3	Staff





## ***Monthly Project Update***

<b>MEETING DATE</b>	November 27, 2023
<b>STAFF NAME</b>	Ryan Mackett
<b>POSITION</b>	Communications Manager

### Conservation Areas Workshop Innovation Awards

At the CAs Workshop, LRCA staff were successful in winning both awards presented at the conference. The first award is the Innovation Award, which is awarded based on application submissions from Conservation Authorities across the province. Michelle Willows' application for the Silver Harbour Dive Park project met all submission criteria and was awarded the "Bear", a carved statue which has been awarded during the history of CAW. Additionally, the Silver Harbour Dive Park Project won the People's Choice Award, which is voted on by attendees to the conference. This award is also significant in that the attendees voting are also peers from much larger Authorities. Each award also includes a 50% off reduction in registration for attending next year's conference. Including the Communications Manager's 50% registration rebate for being on the planning committee, three staff can attend the 2024 CAW at 50% of the cost. Staff have big plans for the Bear during its time in Thunder Bay and will be returned to the conference next year.



### 2023 Holiday Gathering & Community Partner Thank You Event

The 2023 Holiday Gathering will take place on Thursday, December 7 at the LRCA Administrative Office from 5:00 p.m. – 7:30 p.m. If you have not already RSVP'd, please let Ryan Mackett know if you and a guest are able to attend.

### Fundraising Calendar

For your information, 6,780 copies of the 2024 Fundraising Calendar have been ordered at a cost of approximately \$7,499.81. Staff were able to sell \$6,115 in advertisements to offset the cost of the calendar's production. Unfortunately, as with last year, the cost of paper is still extremely high. As such, some of the Community Relations discretionary advertising and promotion budget was used to offset some of the printing costs to facilitate printing the calendar. The popularity of this calendar, its reach, and its effectiveness at showcasing the LRCA and its Conservation Areas is value-added and justifies this relatively small expenditure. Note that the LRCA advertises its own events in this calendar too, as well as includes various LRCA messaging regarding Explore Card sales, etc. Staff have been distributing the calendars this month. Please let staff know how many copies of the calendar you would like for your municipality.

### 2024 LRCA Internal Calendar

The 2024 internal calendar will be provided at the Meeting. It outlines the LRCA Board Meeting dates, LCF Meeting dates, event dates, and more. An updated version will be provided if warranted.

### 2024 Conservation Dinner & Auction

Tickets for the 2024 Conservation Dinner & Auction will be on sale during the month of November. Tickets are \$75 each; tables seat eight people, although there are some tables that can accommodate 10 people. The event is being held on Friday, February 9<sup>th</sup>, 2024 at The Da Vinci Centre.

### Conservation Areas Visitor Survey

On Wednesday, November 8 staff launched the latest version of the Conservation Areas Visitor Survey to glean information for the Conservation Areas Strategy currently being undertaken by staff. The survey is embedded in the LRCA website; links to the survey have been provided via social media (boosted post), LRCA E-Newsletter, and via a pop-up call to action on the website. To elicit responses to the survey, the LRCA is entering survey participant names into a draw for an LRCA prize pack consisting of an Explore Card, water bottle, t-shirt and more (valued at approximately \$100). This has enticed many more people to provide survey responses as compared to similar questionnaires released in the past. At the time of writing, 360 survey responses have been received, although it is anticipated that many more will respond by the date

of this Meeting. Staff will be synthesizing the data in greater detail and a thorough report will be provided in the New Year.

#### 70<sup>th</sup> Anniversary Planning Committee

In an effort to plan for the LRCA's 70<sup>th</sup> Anniversary event on July 18, 2024, a Planning Committee will be formed consisting of Board Members and staff. If any members are interested in participating on the Planning Committee, please advise at this time.

#### LCF Annual Cheque Presentation

At the 2023 Holiday Gathering, Erin Knight, LCF President, will present the LRCA with a cheque in the amount of \$20,000.00 in support of the LRCA's environmental education program.

Note that in 2024, the LCF intends on providing a \$10,000.00 contribution towards the LRCA's urban Conservation Area project in addition to the usual \$20,000.00 contribution towards environmental education, assuming fundraising initiatives are successful.

#### Competent Supervisor Training

On November 2<sup>nd</sup> and 3<sup>rd</sup>, applicable staff participated with Competent Supervisor Training, delivered by Workplace Safety North personnel at the LRCA Administrative Office. Two staff from the Township of O'Connor also attended.



### **Monthly Project Update**

<b>MEETING DATE</b>	November 29, 2023
<b>STAFF NAME</b>	Ryne Gilliam
<b>POSITION</b>	Lands Manager

#### Climate Action Awareness Fund (Environmental Literacy Fund)

On October 31, 2023, the LRCA applied to the Climate Action Awareness Fund’s Environmental Literacy Fund (ELF) to develop a “Living Classroom Conservation Area” adjacent to the Administration Office. The project is estimated to cost \$400,921, where 100 percent of the costs are eligible under the ELF. The main objective of the “Living Classroom Conservation Area” is to provide accessible experiences with the living world, sparking natural curiosity, and sowing the seeds of environmental literacy in our young Canadians as they develop knowledge and skills using hands-on tools, and contribute meaningfully to global citizen science movements, and ultimately our city’s climate resilience.

The project will encompass the following features:

- 500-meter Boardwalk Trail
- Outdoor Classroom (10 benches)
- Birding Blind
- Education Pavilion
- Educational Signage
- Habitat Rehabilitation (100 plants)

Staff previously applied to the Natural Infrastructure Fund for a similar project with no response to date on the status of the application.

#### Electric Vehicle Charger Update

The Charge Point CT4000 Commercial Electric Vehicle Charging Station is now installed at the Lakehead Region Conservation Authority Office site and is fully operational. This is a dual port unit which will allow for two electric vehicles to charge at the same time. The unit is open for public use and will be charged \$1.25 per kilowatt.



Photo: Charge Point CT4000 Commercial Electric Vehicle Charging Station





## ***Monthly Project Update***

<b>MEETING DATE</b>	November 29, 2023
<b>STAFF NAME</b>	Melissa Hughson
<b>POSITION</b>	Watershed Manager

### Ontario Low Water Response

LRCA's area of jurisdiction remains in a Level 1 Low Water advisory. The LRCA will continue to monitor water levels.

### Provincial Ground Water Monitoring Network (PGMN)

Sampling under the Provincial Ground Water Monitoring Network (PGMN) program is now complete for the year. LRCAs involvement in the PGMN program consists of monitoring and sampling eight groundwater monitoring wells in our region owned by the Ministry of the Environment Conservation and Parks (MECP). Once per year, the groundwater wells are pumped, and water samples collected and shipped to a MECP laboratory for water chemistry testing. Four times per year, information including water level, temperature and pressure is downloaded from the wells and reported to MECP. The data is used by MECP, Conservation Authorities, agencies and research groups to identify temporal and spatial trends in groundwater quality, and inform policy and program decision making.

### Snow Surveys

Staff have started the snow surveying season as of November 15<sup>th</sup>. Twice per month from November until May, staff conduct snow surveys at three locations (Hazelwood, Pennock Creek [off Vibert Road] and McVicar Creek). Snow depth and weight are recorded and forwarded to the Ministry of Natural Resources and Forestry (MNRF) as part of the Flood Forecasting program. During the November 15<sup>th</sup> survey, Hazelwood recorded 2.9 cm of snow and no snow was observed at Pennock Creek or McVicar Creek.

### 2023 Planning Workshop

On October 25<sup>th</sup> and 26<sup>th</sup> LRCA staff including the CAO, Watershed Manager, Development Regulations Officer, and the GIS/Water Resources Technologist attended the 2023 Planning Workshop hosted by the Ministry of Municipal Affairs and Housing. The Workshop included presentations on planning processes including pre-consultation, regulations, legalities, etc. as well as partner Ministry updates focusing on studies (i.e., environmental impact studies and hydrogeological assessments). The workshop provided staff an opportunity to stay informed of

land use planning matters to facilitate our Plan Input and Review Program and Section 28 Development Regulations Program, as well as to network with key agencies.