



**70th LRCA Annual Board Meeting**  
 Lakehead Region Conservation Authority  
 130 Conservation Road/Microsoft Teams  
 Jan 31, 2024 4:30 PM - 6:00 PM EST

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**1. CALL TO ORDER**

Declaration: "The Lakehead Region Conservation Authority respectfully acknowledges that the lands on which we live and work are the traditional lands of the Anishinabek Nation and the traditional territory of Fort William First Nation, signatory to the Robinson-Superior Treaty of 1850.

As Partners in the conservation and protection of the Lakehead Watershed along with 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**

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The CAO will Chair the elections.

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**4.1. APPOINTMENT OF SCRUTINEERS**

THAT: Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager, be appointed as scrutineers of the Lakehead Region Conservation Authority 2024 elections.

**4.2. ELECTION OF AUTHORITY CHAIR**

THAT: the nominations for Chair be closed. THAT: \_\_\_\_\_ is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2025.

**4.3. ELECTION OF AUTHORITY VICE-CHAIR**

THAT: the nomination for Vice-Chair be closed. THAT: \_\_\_\_\_ is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2025.

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THAT: the ballots of the 2024 Lakehead Region Conservation Authority annual election be destroyed.

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**10. IN-CAMERA AGENDA**

No In-Camera meeting will be held.

**11. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

**12. CORRESPONDENCE**

**12.1. 2024 Conservation Ontario Pass Program**

The 2024 Conservation Ontario Pass Program grants current Conservation Authority Staff and Board Members access to most Conservation Areas for free. The CO Pass covers paid entry only at most Conservation Areas across Ontario. The CO Pass is good from January 1 - December 31, 2024. Please advise if you would like a Conservation Ontario Pass.

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**18. NEW BUSINESS**

**19. NEXT MEETING**

The next meeting will be held on Wednesday February 28, 2024 at 4:30 p.m.

**20. ADJOURNMENT**

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



<b>PROGRAM AREA</b>	CORPORATE	<b>REPORT NO.</b>	CORP-01-2024
<b>DATE PREPARED</b>	January 24, 2024	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	Annual Election of Chair and Vice-Chair		

**RECOMMENDATION**

Suggested Resolutions

*“THAT: Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager, be appointed as scrutineers of the Lakehead Region Conservation Authority 2024 elections.”*

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

*“THAT: \_\_\_\_\_ is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2024.”*

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

*“THAT: \_\_\_\_\_ is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2024.”*

*“THAT: the ballots of the 2024 Lakehead Region Conservation Authority annual election be destroyed.”*

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

*Govern and Enhance*

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

**EXECUTIVE SUMMARY**

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

**DISCUSSION**

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

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

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

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

##### Chair

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

##### Vice-Chair

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

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

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

### 2024 Election

Per direction from the Board (Resolution #108/23) a request was submitted to the Minister of Natural Resources and Forestry requesting an exception to permit the current Chair, if elected during the annual election, to hold the position of Chair for more than two consecutive terms and to be from the same municipality. A follow up email was sent on January 15, 2024, with a response received on January 18, 2024 indicating that the request continued to be under review.

On January 23, 2024, the Minister of Natural Resources and Forestry granted an exception that allows the current Chair to continue to hold the position during the 2024 term, if so elected by the Members of the LRCA, and therefore hold office for more than two consecutive one-year terms. It also grants the exception to allow the LRCA to re-appoint as Chair a member who has been appointed by the same participating municipality as the previous term for the 2024 term. Therefore, Donna Blunt current Chair is eligible to run for Chair,

### 2024 Members of the LRCA

Member	Municipality	Past Appointments	2024 Chair Eligibility	2024 Vice-Chair Eligibility
Donna Blunt	Shuniah	Chair: 2016-2023 Vice-Chair: 2011-2015	Yes	Yes
Jim Vezina	O'Connor	Vice-Chair 2023	Yes	Yes
Grant Arnold	Conmee	Vice Chair: 2008-2009, 2019-2022	Yes	Yes
Dan Calvert	Oliver Paipoonge		Yes	Yes
Rudy Buitenhuis	Gillies		Yes	Yes
Brian Kurikka	Neebing		Yes	Yes
Robert Beatty	Dorion		Yes	Yes
Trevor Giertuga	City of Thunder Bay		Yes	Yes
Greg Johnsen	City of Thunder Bay		Yes	Yes
Sheelagh Hendrick	City of Thunder Bay		Yes	Yes
Albert Aiello	City of Thunder Bay		Yes	Yes

### **FINANCIAL IMPLICATIONS**

None.



## **CONCLUSION**

The LRCA will hold the 2024 election at their Annual General Meeting to elect a Chair and Vice-Chair for a one-year term per the *Conservation Authorities Act* and Administrative By-Law.

The current Chair, Donna Blunt, is eligible to run for the position of Chair in 2024, per an exception granted by the Minister.

## **BACKGROUND**

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

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

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

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

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

### **Representation from each municipality**

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

### **Exception**

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

(a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or

(b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 2020, c. 36, Sched. 6, s. 4.

### **Vacancy**

(2) Subject to subsection (1), upon the death of the chair or a vice-chair, or upon the incapacity of the chair or a vice-chair to act, or upon the chair or a vice-chair ceasing to

be a member of the authority, the remaining members may appoint a member to fill such vacancy.

**Absence of chair and vice-chairs**

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

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

The LRCA received an exception from the Minister of Environment, Conservation and Parks allowing the 2021 Chair and Vice-Chair to be re-appointed in 2022, if so elected by the Members of the Authority, and therefore hold office for more than two consecutive terms. The exception also allowed the LRCA to re-appoint as Chair and Vice-Chair Members from the same participating municipality.

The LRCA received an exception from the Minister of Natural Resources and Forestry allowing the 2022 Chair to be re-appointed in 2023, if so elected by the Members of the Authority, and therefore hold office for more than two consecutive terms. The exception also allowed the LRCA to re-appoint as Chair the Member from the same participating municipality.


**REFERENCE MATERIAL ATTACHED**

Attachment #1 - Procedure for Election of Officers

Attachment #2 – MNRF letter granting exception for term of Chair for 2024 election, dated January 23, 2024

**PREPARED BY:**

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 24, 2024
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### **1. Voting**

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

### **2. Acting Chair**

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

### **3. Scrutineer(s)**

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

### **4. Election Procedures**

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act and the Lakehead Region Conservation Authority Administrative By-Law Section 2.2 'Maximum Term for Chair and Vice Chair(s) as follows:

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

If one Nominee has accepted:

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

If more than one Nominee have accepted:

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

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

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

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley Street West  
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Tel: 416-314-2301

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naturelles et des Forêts**

Bureau du ministre

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



93-2023-1104

January 23, 2024

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

Tammy Cook  
Chief Administrative Officer  
Lakehead Region Conservation Authority  
[tammy@lakeheadca.com](mailto:tammy@lakeheadca.com)

Dear Donna Blunt and Tammy Cook:

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

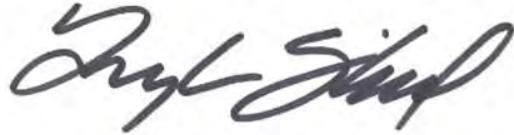
After carefully considering your application regarding the appointment of the chair, I am granting the LRCA an exception to subsections 17 (1.1) and (1.2) of the CAA pursuant to my authority under clauses 17(1.3) (a) and (b) for the chair position in 2024, subject to re-election at the AGM. This exception allows the current chair to serve during the 2024 term, if so elected by the members of the LRCA, and therefore to hold office for more than two consecutive one-year terms.

I am also granting an exception to allow the LRCA to re-appoint as chair a member who has been appointed by the same participating municipality as the previous term for the 2024 term. This exception allows the LRCA to avoid rotational requirements for the chair position amongst participating municipalities for the 2024 term, on the condition that the current chair is re-elected to the position. If there are questions about this exception, please contact the Conservation Authority Office at [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

I note that the intent of section 17 of the CAA is to provide for varying perspectives in a conservation authority's leadership roles, including by encouraging fuller representation from participating municipalities in a conservation authority. I encourage the LRCA membership to take this into account when considering future appointments to the chair position.

Please share this correspondence with all members of the LRCA.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith". The signature is fluid and cursive, with the first name "Graydon" being more prominent than the last name "Smith".

The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

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



## **LRCA Board Meeting Minutes**

Lakehead Region Conservation Authority

November 29, 2023 at 4:30 PM

130 Conservation Road/Microsoft Teams

### **Members Present:**

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

### **Members Present (Remote):**

Robert Beatty, Trevor Giertuga

### **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: #110/23**

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

## **3. DISCLOSURE OF INTEREST**

None.

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

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

##### **Motion: #111/23**

Motion moved by Rudy Buitenhuis and motion seconded by Grant Arnold. **CARRIED.**

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

*THAT: we now go into Committee of the Whole (In-Camera) at 4:34 p.m.*

##### **Motion: #112/23**

Motion moved by Brian Kurikka and motion seconded by Rudy Buitenhuis. **CARRIED.**

*THAT: we go into Open Meeting at 4:47 p.m.*

##### **Motion: #113/23**

Motion moved by Grant Arnold and motion seconded by Rudy Buitenhuis. **CARRIED.**

*THAT: the In-Camera Minutes of the Lakehead Region Conservation Authority September 26, 2023 meeting be adopted as published.*

##### **Motion: #114/23**

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

#### **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**

It was noted that correspondence was sent 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. It was noted that no response had been received as of the meeting date.

#### **7. CORRESPONDENCE**

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

Members reviewed and discussed correspondence received from Misty Miller related to the Lakehead Conservation Foundation Board.



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

**Motion: #115/23**

Motion moved by Rudy Buitenhuis and motion seconded by Brian Kurikka. **CARRIED.**

**7.2. Arthur Shewchuk Memorial Bursary**

It was noted that the 2022 - 2023 recipient of the Arthur Shewchuk Memorial Bursary was Dilip Thakur who was enrolled in the Bachelor of Mechanical Engineering Program.

**8. STAFF REPORTS**

**8.1. LRCA Brand Voice Guide**

Members reviewed and discussed Staff Report CORP-11-2023 related to the LRCA's Brand Voice Guide.

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

**Motion: #116/23**

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

**8.2. 2023 Stewardship Program Project Summary**

Members reviewed and discussed Staff Report STEW-02-2023 which summarized the 2023 Stewardship Program.

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

**Motion: #117/23**

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

**8.3. 2023 Lands Maintenance Report**

Members reviewed and discussed Staff Report LM-03-2023 which summarized the 2023 Lands Maintenance Program.

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

**Motion: #118/23**

Motion moved by Dan Calvert and motion seconded by Albert Aiello. **CARRIED.**

## 9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

### 9.1. Monthly Treasurer's Report

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

### 9.2. Hope and Memory Garden

Members reviewed and discussed Staff Report LM-02-2023 related to the Hope and Memory Garden.

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

#### **Motion: #119/23**

Motion moved by Dan Calvert and motion seconded by Albert Aiello. **CARRIED.**

### 9.3. 2024 Final Budget

Members reviewed and discussed the 2024 Budget and Levy.

***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.*

<b>Municipality</b>	<b>Member</b>	<b>Vote %</b>	<b>Vote</b>
Conmee	Grant Arnold	1.55%	Yes
Dorion	Robert Beatty	1.02%	Yes
Gillies	Rudy Buitenhuis	0.88%	Yes
Neebing	Brian Kurikka	7.96%	Yes
O'Connor	Jim Vezina	1.69%	Yes
Oliver Paipoonge	Dan Calvert	19.47%	Yes
Shuniah	Donna Blunt	17.43%	Yes
Thunder Bay	Sheelagh Hendrick	12.50%	Yes
Thunder Bay	Trevor Giertuga	12.50%	Yes
Thunder Bay	Albert Aiello	12.50%	Yes
Thunder Bay	Greg Johnsen	12.50%	Yes

#### **Motion: #120/23**

Motion moved by Albert Aiello and motion seconded by Dan Calvert. **CARRIED.**

**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.

**Motion: #121/23**

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

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

**Motion: #122/23**

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

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

Members reviewed and discussed the 2024 LRCA Board Meeting Schedule.

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

**Motion: #123/23**

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

#### **10. PASSING OF ACCOUNTS**

**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.

**Motion: #124/23**

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **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. Communication Manager Projects Update**

It was noted that the LRCA, at the Conservation Areas Workshop, won the Innovation Award and the People's Choice Award for the Silver Harbour Dive Park project. The "Bear", carved trophy will be on display for a year at the LRCA Administrative Office.

It was noted that LRCA Staff launched the Conservation Areas Visitor Survey to assist with the development of a Conservation Areas Strategy.

It was noted that the Lakehead Conservation Foundation will be presenting the LRCA with a cheque for \$20,000 on December 7, 2023 in support of the LRCA's environmental education program.

It was noted that applicable LRCA staff participated in the Competent Supervisor Training Workshop delivered by Workplace Safety North.

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

It was noted that LRCA Staff applied to the Climate Action Awareness Fund's Environmental Literacy Fund (ELF). If successful, the LRCA plans to develop a "Living Classroom Conservation Area" adjacent to the LRCA Administration Building.

It was noted that the LRCA has installed a dual port Electric Vehicle Charging Station at the LRCA Administrative Office with funding from the Thunder Bay Community Economic Development Commission (CEDC).

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

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

It was noted that sampling for the Provincial Ground Water Monitoring Network program is completed for the year.

It was noted that 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 on October 25<sup>th</sup> and 26<sup>th</sup>, 2023.

## **13. NEW BUSINESS**

It was noted that the LRCA is working with Conservation Ontario on a Great Lakes Conservation Authorities joint funding application to Natural Resources Canada for a Lakehead Coastal Resilience Shoreline Management Plan.

## **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 was deferred until spring 2024.

**16. ADJOURNMENT**

*THAT: the time being 5:55 p.m. AND FURTHER THAT there being no further business we adjourn.*

**Motion #125/23**

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

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Chair

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Chief Administrative Officer



<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-01-2024
<b>DATE PREPARED</b>	January 11, 2023	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 29, 2024		
<b>SUBJECT</b>	Appointment of Auditors		

**RECOMMENDATION**

*“THAT: the audit firm of Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2024.”*

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

*Govern and Enhance:*

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

**EXECUTIVE SUMMARY**

It is the opinion of the CAO that Grant Thornton Thunder Bay LLP provided adequate service in 2023 and are therefore recommended to continue to provide audit services in 2024.

**DISCUSSION**

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

In 2023, Grant Thornton Thunder Bay LLP provided audit services. Annually a senior representative of the firm attends the Authority Meeting when the respective year Audited Financial Statements are presented to the Board.

All services provided in 2023 were considered to have been provided in a very competent professional manner.

Total fees paid to the firm in 2023 included (exclusive of HST):

Fees Paid	2023	2022	2021
Audit Fees	\$14,532.48	\$13,665.10	\$12,575.01
<b>Total</b>	<b>\$14,532.48</b>	<b>\$13,665.10</b>	<b>\$12,575.01</b>

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

**FINANCIAL IMPLICATIONS**

Anticipated audit fees for 2024 have been included in the 2024 Budget.

**CONCLUSION**

Grant Thornton Thunder Bay LLP provided adequate service in 2023 and are recommended by the CAO to provide continuing service in 2024.

**BACKGROUND**

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

The auditor portion of the Policy reads as follows:

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

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

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

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

**REFERENCE MATERIAL ATTACHED**

None

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

**REVIEWED BY:** Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 11, 2024
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<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-02-2024
<b>DATE PREPARED</b>	January 29, 2024	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 29, 2024		
<b>SUBJECT</b>	Appointment of Solicitors		

## RECOMMENDATION

*“THAT: the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2024.”*

## LINK TO STRATEGIC PLAN (2023-2027)

*Govern and Enhance:*

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

## EXECUTIVE SUMMARY

It is the opinion of the CAO that McKitricks provided excellent legal service in 2023 and are therefore recommended to continue to provide legal services in 2024.

## DISCUSSION

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

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

Legal services provided in 2023 included:

- Beaver Avenue Land Donation
- Scuba Diving Park signage
- Advice related to the Ward WRIT
- Advice related to a potential Freedom of Information request
- Advice related to disclaimers



Total fees paid to the firm in 2023 included:

	2023	2022	2021
Fees and Disbursements	\$7,307.93	\$3,930.07	\$11,353.72

\*\*exclusive of HST

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

### **FINANCIAL IMPLICATIONS**

Anticipated legal fees have been incorporated in the draft 2024 budget.

### **CONCLUSION**

McKitricks provided excellent legal service in 2023 and are recommended by the CAO to provide continuing service in 2024.

### **BACKGROUND**

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

The solicitor portion of the policy reads as follows:

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

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

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

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

### **REFERENCE MATERIAL ATTACHED**

None

**PREPARED BY:** Tammy Cook, CAO

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

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i> Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 11, 2024</p>
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<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-04-2024
<b>DATE PREPARED</b>	January 11, 2024	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 29, 2024		
<b>SUBJECT</b>	Appointment of Authority Bank		

## RECOMMENDATION

*“THAT: the Royal Bank of Canada, Business Centre is appointed as the bank with which the Lakehead Region Conservation Authority will conduct its financial business during 2024.”*

## LINK TO STRATEGIC PLAN (2023-2027)

*Govern and Enhance:*

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

## EXECUTIVE SUMMARY

It is the opinion of the CAO that the Royal Bank of Canada provided adequate service during 2023 and are therefore recommended to continue to provide banking services in 2024.

## DISCUSSION

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

The Royal Bank of Canada (RBC) provided banking services to the Lakehead Region Conservation Authority in 2024 including:

- Main banking account
- GIC
- 8-VISA cards
- Group RRSP provider
- Tax Free Savings Account provider (optional service for staff)

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

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

Fees and interest earned in 2023 included:

	2023	2022	2021
Banking and Visa Fees	\$7,874.77	\$6,547.70	\$3,653.00
Interest Earned	\$76,804.71	\$34,119.19	\$30,920.21

In 2023, the LRCA has all operating funds deposited in the RBC operating account. The general interest from the operating account has varying interest rates each month. Total interest from the operating account amounted to \$76,804.71.

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

**FINANCIAL IMPLICATIONS**

All banking fees and anticipated interest earnings are incorporated into the draft 2024 budget.

**CONCLUSION**

The Royal Bank of Canada provided adequate service in 2023 and are recommended by the CAO to provide continuing service in 2024.

**BACKGROUND**

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

The bank portion of the policy reads as follows:

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

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

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

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

**REFERENCE MATERIAL ATTACHED**

None

**PREPARED BY:** Tammy Cook, CAO

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

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 11, 2024</p>
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December 13, 2023

**TO:** All Conservation Authorities

**SUBJECT:** Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees

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I am writing with regards to conservation authority fees for the 2024 year. As you are aware, a Minister's Direction ("Direction") was issued on December 28, 2022, directing conservation authorities not to change fees for programs and services associated with planning, development and permitting for the 2023 calendar year. I have provided a copy of this previous direction for your reference.

Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction that extends the previous Direction for the upcoming year (attached to this letter as Attachment A). The Direction will be in effect from January 1, 2024 to December 31, 2024 and applies to fees for the same programs and services specified in the Direction that was in effect for 2023.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at 705-761-4831 or [jennifer.keyes@ontario.ca](mailto:jennifer.keyes@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this “Direction”)**

**WHEREAS** section 21.2 of the *Conservation Authorities Act* permits a Conservation Authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a Conservation Authority may charge a fee;

**AND WHEREAS** subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a Conservation Authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

**AND WHEREAS** subsection 21.2 (10) of the *Conservation Authorities Act* provides that a Conservation Authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

**AND WHEREAS** section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix “A” of this Direction (the “**Conservation Authorities**” or each, a “**Conservation Authority**”) are hereby directed as follows:

**Fee Changes Prohibition**

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a Conservation Authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

**Program and Service Fees Impacted**

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service

(Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
  - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
  - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
  - c. Section 8: programs and services related to Conservation Authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
  - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
  - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

### **Application**

4. This Direction, applies to all Conservation Authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the Conservation Authorities listed in Appendix "A" to this Direction when such Conservation Authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

### **Effective Date and Term**

6. This Direction is effective from January 1, 2024 (the "**Effective Date**").

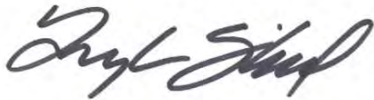


7. The term of this Direction is the period from the Effective Date to December 31, 2024 (the “**Term**”).

**Amendments**

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO**  
as represented by the  
**Minister of Natural Resources and Forestry**



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry  
December 13, 2023

## APPENDIX A

## LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

**Ausable Bayfield CA**

R.R. #3  
71108 Morrison Line  
Exeter ON N0M 1S5  
Brian Horner  
[bhorner@abca.on.ca](mailto:bhorner@abca.on.ca)

**Cataraqui Region CA**

Box 160  
1641 Perth Road  
Glenburnie ON K0H 1S0  
Katrina Furlanetto  
[kfurlanetto@crca.ca](mailto:kfurlanetto@crca.ca)

**Catfish Creek CA**

R.R. #5  
8079 Springwater Road  
Aylmer ON N5H 2R4  
Dusty Underhill  
[generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca)

**Central Lake Ontario CA**

100 Whiting Avenue  
Oshawa ON L1H 3T3  
Chris Darling  
[cdarling@cloca.com](mailto:cdarling@cloca.com)

**Credit Valley CA**

1255 Old Derry Rd  
Mississauga ON L5N 6R4  
Quentin Hanchard  
[quentin.hancard@cvc.ca](mailto:quentin.hancard@cvc.ca)

**Crowe Valley CA**

Box 416  
70 Hughes Lane  
Marmora ON K0K 2M0  
Tim Pidduck  
[tim.pidduck@crowevalley.com](mailto:tim.pidduck@crowevalley.com)

**Essex Region CA**

Suite 311  
360 Fairview Ave West  
Essex ON N8M 1Y6  
Tim Byrne  
[tbyrne@erca.org](mailto:tbyrne@erca.org)

**Ganaraska Region CA**

Box 328  
2216 County Road 28  
Port Hope ON L1A 3V8  
Linda Laliberte  
[llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca)

**Grand River CA**

Box 729  
400 Clyde Road  
Cambridge ON N1R 5W6  
Samantha Lawson  
[slawson@grandriver.ca](mailto:slawson@grandriver.ca)

**Grey Sauble CA**

R.R. #4  
237897 Inglis Falls Road  
Owen Sound ON N4K 5N6  
Tim Lanthier  
[t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)

**Halton Region CA**

2596 Britannia Road West  
Burlington ON L7P 0G3  
Hassaan Basit  
[hbasit@hrca.on.ca](mailto:hbasit@hrca.on.ca)

**Hamilton Region CA**

P.O. Box 81067  
838 Mineral Springs Road  
Ancaster ON L9G 4X1  
Lisa Burnside  
[lisa.burnside@conservationhamilton.ca](mailto:lisa.burnside@conservationhamilton.ca)

**Kawartha Region CA**

277 Kenrei (Park) Road  
Lindsay ON K9V 4R1  
Mark Majchrowski  
[mmajchrowski@kawarthaconservation.com](mailto:mmajchrowski@kawarthaconservation.com)

**Kettle Creek CA**

R.R. #8  
44015 Ferguson Line  
St. Thomas ON N5P 3T3  
Elizabeth VanHooren  
[elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca)

**Lake Simcoe Region CA**

Box 282  
120 Bayview Parkway  
Newmarket ON L3Y 3W3  
Rob Baldwin  
[r.baldwin@lsrca.on.ca](mailto:r.baldwin@lsrca.on.ca)

**Lakehead Region CA**

Box 10427  
130 Conservation Road  
Thunder Bay ON P7B 6T8  
Tammy Cook  
[tammy@lakeheadca.com](mailto:tammy@lakeheadca.com)

**Long Point Region CA**

4 Elm Street  
Tillsonburg ON N4G 0C4  
Judy Maxwell  
[jmaxwell@lprca.on.ca](mailto:jmaxwell@lprca.on.ca)

**Lower Thames Valley CA**

100 Thames Street  
Chatham ON N7L 2Y8  
Mark Peacock  
[mark.peacock@ltvca.ca](mailto:mark.peacock@ltvca.ca)

**Lower Trent Region CA**

R.R. #1  
714 Murray Street  
Trenton ON K8V 5P4  
Rhonda Bateman  
[rhonda.bateman@lrc.on.ca](mailto:rhonda.bateman@lrc.on.ca)

**Maitland Valley CA**

Box 127  
1093 Marietta Street  
Wroxeter ON N0G 2X0  
Phil Beard  
[pbeard@mvca.on.ca](mailto:pbeard@mvca.on.ca)

**Mattagami Region CA**

100 Lakeshore Road  
Timmins ON P4N 8R5  
David Vallier  
[david.vallier@timmins.ca](mailto:david.vallier@timmins.ca)

**Mississippi Valley CA**

10970 Highway 7  
Carleton Place ON K7C 3P1  
Sally McIntyre  
[smcintyre@mvc.on.ca](mailto:smcintyre@mvc.on.ca)

**Niagara Peninsula CA**

250 Thorold Road West, 3rd Floor  
Welland ON L3C 3W2  
Chandra Sharma  
[csharma@npca.ca](mailto:csharma@npca.ca)

**Nickel District CA**

199 Larch St  
Suite 401  
Sudbury ON P3E 5P9  
Carl Jorgensen  
[carl.jorgensen@conservationsudbury.ca](mailto:carl.jorgensen@conservationsudbury.ca)

**North Bay-Mattawa CA**

15 Janey Avenue  
North Bay ON P1C 1N1  
Chitra Gowda  
[chitra.gowda@nbmca.ca](mailto:chitra.gowda@nbmca.ca)

**Nottawasaga Valley CA**

8195 Line 8  
Utopia ON L0M 1T0  
Doug Hevenor  
[dhevenor@nvca.on.ca](mailto:dhevenor@nvca.on.ca)

**Otonabee Region CA**

250 Milroy Drive  
Peterborough ON K9H 7M9  
Janette Loveys Smith  
[jsmith@otonabeeconservation.com](mailto:jsmith@otonabeeconservation.com)

**Quinte CA**

R.R. #2  
2061 Old Highway #2  
Belleville ON K8N 4Z2  
Brad McNevin  
[bmcnevin@quinteconservation.ca](mailto:bmcnevin@quinteconservation.ca)

**Raisin Region CA**

PO Box 429  
18045 County Road 2  
Cornwall ON K6H 5T2  
Richard Pilon  
[richard.pilon@rrca.on.ca](mailto:richard.pilon@rrca.on.ca)

**Rideau Valley CA**

Box 599  
3889 Rideau Valley Dr.  
Manotick ON K4M 1A5  
Sommer Casgrain-Robertson  
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<b>PROGRAM AREA</b>	Community Relations	<b>REPORT NO.</b>	COMREL-01-2024
<b>DATE PREPARED</b>	January 4, 2024	<b>FILE NO.</b>	8-5-4
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	Digital Engagement- Website and Social Media Update		

**RECOMMENDATION**

Suggested Resolution:

*“THAT: Staff Report No. COMREL-01-2024 be received for information.”*

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

*Conserve & Sustain:*

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

*Protect & Support:*

- *Prioritize and promote the protection and management of natural hazards, wetlands and natural heritage features within the LRCA Area of Jurisdiction.*

*Connect & Explore:*

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

*Govern & Enhance:*

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

**EXECUTIVE SUMMARY**

During 2023, the LRCA website continued to experience increased usage and was visited over 59,003 times (58,565 times in 2022) by over 44,574 people (46,450 people in 2022). As of January 4, 2024, the LRCA Facebook page has 3,709 followers (up from 3,168 followers this time in 2022), the LRCA Instagram account has 1,713 followers (up from 1,564 followers this time in 2022) and the LRCA Twitter account has 327 followers (down from 380 followers this time in 2022). The LRCA’s promotional video has been viewed over 37,000 times. The LRCA’s animated floodway video has been viewed over 1,500 times.

During 2021, Shout Media designed and created an LRCA webstore (store.lakeheadca.com) which went live on May 11, 2021. The LRCA webstore processed 1,348 orders during 2023 for a total of \$89,264.22 in sales consisting of primarily Explore Cards as well as parking fees, event registrations, t-shirts, and other LRCA merchandise. (Sales in 2022 totalled \$75,964.96).

## **DISCUSSION**

The following summarizes the usage of the LRCA website.

### *Lifetime Summary (November 2015 – January 2024)*

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

### *2023 Summary (January 1, 2023 – December 31, 2023)*

- Over 59,003 visits from over 44,574 users
- Over 92,521 pageviews; visitors average 2.02 pageviews per session, and approximately 0:58 minutes per visit on average
- The most visited pages on the LRCA website (2023) are as follows:
  1. Home
  2. Glacial Lakes History
  3. Cascades
  4. Lake Superior Watershed
  5. Conservation Areas Visitor Survey
  6. Meteorite Impact
  7. Mission Island Marsh
  8. Search
  9. Contact
  10. Hazelwood Lake



## *2023 Website Acquisition*

Website acquisition refers to how website visitors actually got to the LRCA website. The acquisition breakdown of the over 59,003 website visits during 2023 is as follows:

- 58.1% - Organic Search (i.e., a visitor “Googled” the LRCA, Cascades, etc.)
- 30.7% - Direct (i.e., a visitor was directed to the LRCA website by clicking on an LRCA-generated link in a newsletter, etc.)
- 7.3% - Social (i.e., a visitor was directed to the LRCA website via Facebook, etc.)
- 3.9% - Referral (i.e., a visitor was directed to the LRCA website via a link from another non-LRCA website.) Visitors were acquired through referrals from the following entities:
  - LRCA Linktr.ee (Instagram)
  - Ontario’s Conservation Areas
  - Conservation Ontario
  - Northern Ontario Travel
  - TBNewswatch.com
  - Yahoo Search
  - CA Maps
  - Thunderbay.ca
  - Watershedcheckup.ca
  - Lake Superior Circle Tour

## *Social Media Followers to Date*

- Facebook: 3,709 followers
- Instagram: 1,713 followers
- Twitter: 327 followers

## *Paid Facebook Advertising Summary*

During 2023, the LRCA spent \$1,167.19 on 19 different boosted Facebook marketing initiatives/ads, including:

- 2023 Wine Tasting Ad.
- 2023 Dinner Auction Ad.
- 2023 Explore Card Parking Pass promotions.
- Various events ads.
- Various fish consumption study boosted posts (fully funded through Environment and Climate Change Canada).
- Various invasive species boosted posts (fully funded through Invasive Species Centre).

This investment resulted in a reach of 169,627 people, and a post engagement of 8,538 post engagements.

### *LRCA Promotional Video*

- Currently has over 37,000 views

### *LRCA Animated Floodway Video*

- Currently has over 1,500 views

### *LRCA Webstore*

- 1,348 Orders during 2023
  - \$89,264.22 Total Sales
  - \$81,809.40 Net Sales (after taxes, shipping, refunds, etc.)
  - 1,964 products sold (2,474 in 2022); top sellers include:
    - 1,064 Explore Cards (1,310 in 2022)
    - 122 Watershed Explorer Program registrations
    - 120 Dinner Auction tickets
    - 118 Dorion Birding Festival tickets
    - 100 Parking Fees
    - 80 Wine Tasting tickets
    - 61 Stickers
    - 42 Buttons

## **FINANCIAL IMPLICATIONS**

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

A refresh of the LRCA website will occur during 2024, as per the approved 2024 LRCA Budget.

## **CONCLUSION**

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

## **BACKGROUND**

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

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

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

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


Shout Media will be carrying out a refresh of the LRCA website during 2024, in order to modernize the site’s content management system, streamline processes, and incorporate new features.

**REFERENCE MATERIAL ATTACHED**

None.

**PREPARED BY:**

Ryan Mackett, Communications Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook, Chief Administrative Officer	DATE: January 5, 2024
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<b>PROGRAM AREA</b>	Environmental Education	<b>REPORT NO.</b>	ENVEDU-01-2024
<b>DATE PREPARED</b>	January 11, 2024	<b>FILE NO.</b>	32-18-4
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	LRCA Environmental Education Program 2023 Summary		

**RECOMMENDATION**

Suggested Resolution:

*“THAT: Staff Report ENVEDU-01-2024 be received for information.”*

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

*Conserve & 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.*

*Protect & Support*

- *Prioritize and promote the protection and management of natural hazards, wetlands and natural heritage features within the LRCA Area of Jurisdiction.*

*Connect & Explore:*

- *Provide spaces, opportunities and experiences that focus on physical and mental well-being through a connection to the land.*
- *Engage diverse stakeholders through effective communications, outreach, and education initiatives.*

**EXECUTIVE SUMMARY**

The Lakehead Region Conservation Authority (LRCA)’s environmental education program has demonstrated substantial growth since its inception in 2011. To date, the education program has reached approximately 28,824 participants through 804 programs over the last decade, while earning \$56,191.34 in revenue for paid programming during that time. Over the last 12 years, the education program has also generated an additional \$489,924.57 in self-generated revenue through grants, charitable donations and sponsorships.

During 2023, a total of 93 education programs were delivered, reaching approximately 3,519 participants. A total of \$6,819.35 in revenue was generated through paid programs during 2023.

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

**DISCUSSION**

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

The Environmental Education Program is primarily a Category 3: Non-Mandatory Program, as outlined in the LRCA’s Inventory of Programs (based on O. Reg. 686/21: Mandatory Programs), with several Category 1 initiatives related to Risk of Natural Hazards. The Program is divided into three sub-programs being:

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

The LRCA’s education program continued to make progress during 2023. Staff conducted regular field trips to Conservation Areas as well as in-class programming, carried out guided workshops and hikes, and conducted programs at stakeholder events.

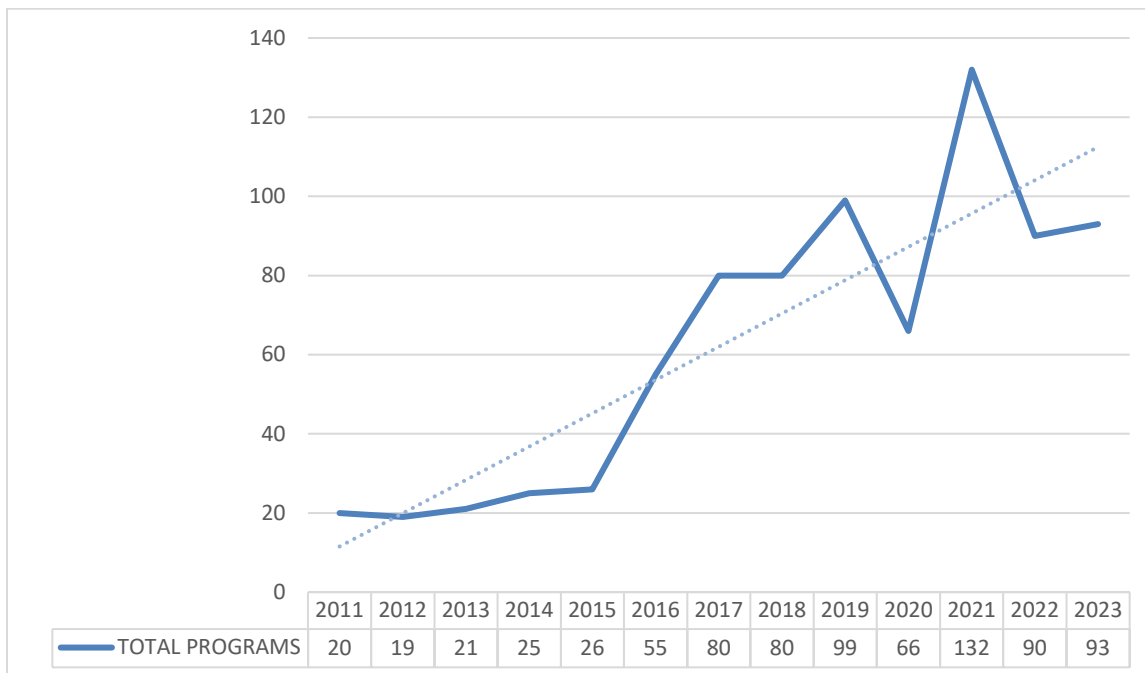
During 2023, staff conducted a total of 93 environmental education programs (paid and unpaid) from 40 schools, reaching approximately 3,519 participants. The education program brought in \$6,819.35 in revenue during 2023, which goes directly toward paying for the program itself, including the Education Coordinator position wages.

<i>Inventory of Education Programs:</i>		
<b>COMMUNICATIONS &amp; OUTREACH – RISK OF NATURAL HAZARDS</b>	<b>ENVIRONMENTAL EDUCATION</b>	<b>NATURE INTERPRETIVE PROGRAMMING</b>
<b><i>Category 1: Mandatory Programs &amp; Services</i></b>	<b><i>Category 3: Non-Mandatory Programs</i></b>	<b><i>Category 3: Non-Mandatory Programs</i></b>
Spring Water Awareness Program (SWAP)	Curriculum-based program development and delivery for local School Boards	Event programming development and execution on LRCA-owned lands
Watershed Connections – Flood Watch!	Lakehead Children’s Water Festival	Watershed Explorers programs (TD)
Neebing-McIntyre Floodway-related programs	Arbor Week	Guided Hikes and Workshops
		Non-school-based programming
		Dorion Birding Festival

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

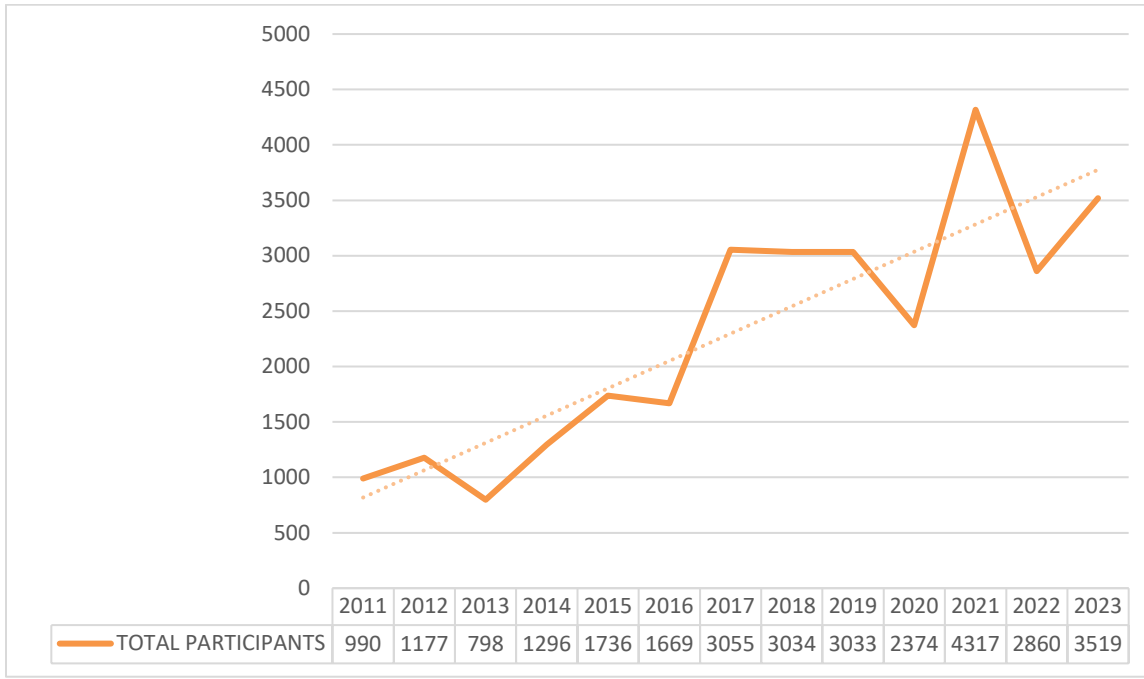
Also note that the decline observed in 2022 can be attributed to a combination of internal human resources considerations (i.e., a new Education Coordinator was hired and trained during 2021, however they left the position shortly thereafter which necessitated the hiring and training of another new Education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

Total Education Programs:



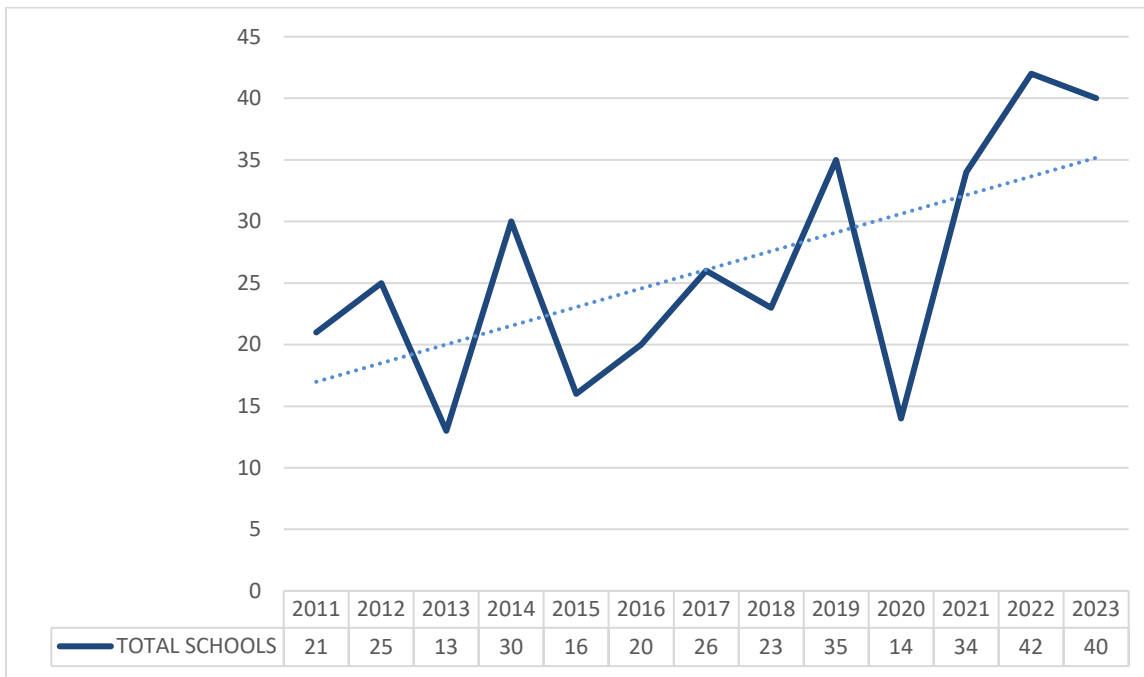
*Total education programs to-date: 804*

**Total Education Participants:**



*Total education participants to-date: 28,824*

**Total Number of Booking Schools:**



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

### Notable Trends:

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

### **FINANCIAL IMPLICATIONS**

In 2023, the education program component of the LRCA’s Education Coordinator position was funded primarily through charitable donation, grants and self-generated revenue via programming fees. Additionally, some wages were funded through the LRCA’s Risk of Natural Hazards. Funding sources also include corporate contributions from Ontario Power Generation, Enbridge, and TC Energy; another regular funding body for the LRCA’s education program is the TD Friends of the Environment Fund. In 2023, some wages were funded by self-generated Forest Management funds in relation to programming surrounding trees and Arbor Week.

<i>2023 Education Coordinator Position Budget Allocation:</i>		<i>Category:</i>
<b>49%</b>	Environmental Education	3
<b>32%</b>	Nature Interpretive Programming	3
<b>8%</b>	Communications and Outreach – Risk of Natural Hazards	1
<b>6%</b>	Tree Seedling Program	3
<b>5%</b>	Lakehead Children’s Water Festival	3

As a Non-Mandatory Program, beginning in 2024, municipal levy funds can not be allocated to the program unless a Memorandum of Understanding (MOU) is executed with each Member Municipality. Historically the environmental education program has been funded utilizing external funding only; therefore, this legislated change is not anticipated to significantly impact the future of this program and the execution of MOUs is not planned at this time.

The LRCA’s education deferred fund (i.e., accumulated restricted surplus funds allocated to the education program) balance is \$137,256.60, as of December 31, 2023. The fund (non-levy funds) provides available funds in the event of a shortage of funds in a given year, or unforeseen



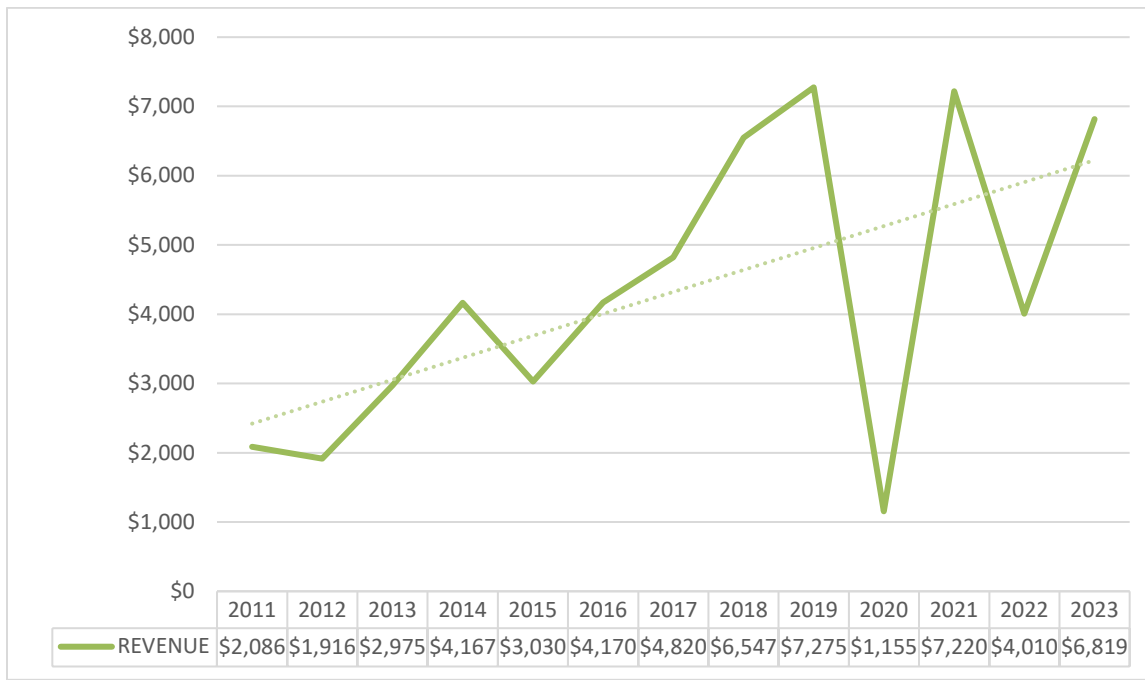
expenses. Note that the Education deferred fund has recently been amalgamated with the Water Festival deferred.

**Generated Revenue Summary:**

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

In 2023, the education program generated \$6,819.35 in revenue through the charging of fees, and collected \$42,979.47 in grants, corporate donations, and individual donations.

**Education Paid Program Revenue:**



*Paid program revenue total to-date: \$56,191.34*

### Self-Generated Revenue, Charitable Donations and Sponsorships:

<b>REVENUE SOURCE</b>	<b>REVENUE GENERATED TO-DATE (2011-Present)</b>
Lakehead Conservation Foundation (LCF)	\$233,500.00
Ontario Power Generation (OPG)	\$79,400.00
TD Friends of the Environment Fund (TD FEF)	\$97,549.92
Enbridge	\$3,400.00
RBC Blue Water Program	\$13,000.00
Seniors Community Grant Program (Provincial)	\$9,474.72
Living Classroom Fund donations	\$36,259.46
Union Gas	\$7,000.00
TC Energy	\$3,090.47
Ministry of the Environment, Conservation and Parks	\$3,500.00
Canada Helps	\$50.00
City of Thunder Bay	\$2,000.00
CP Rail	\$500.00
Lakehead University	\$500.00
Bean Foundation Grant	\$700.00
<b>TOTAL TO-DATE:</b>	<b>\$489,924.57</b>

### **CONCLUSION**

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

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

### **BACKGROUND**

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

The LRCA has traditionally conducted several “complimentary” education programs, such as the Spring Water Awareness Program (SWAP), Lakehead Children’s Water Festival, Watershed Connections and Arbor Week. These programs were historically planned and conducted by the Community Stewardship/Public Relations Officer (now Communications Manager), however as that position evolved to carry out different duties, and the desire for more dedicated education programming increased, the hiring of a dedicated education position became a necessity.

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

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

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

**Agreements with conservation authorities, etc.**

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

**Idem**

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

**Idem**

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

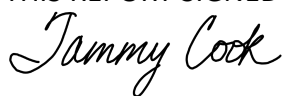
The LRCA will continue to work with local school boards within the Watershed to continue to provide education programming in addition to the programming conducted for the general public.

**REFERENCE MATERIAL ATTACHED**

None.

**PREPARED BY:**

Ryan Mackett, Communications Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook, Chief Administrative Officer	DATE: January 11, 2024
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<b>PROGRAM AREA</b>	STEWARDSHIP	<b>REPORT NO.</b>	STEW-01-2024
<b>DATE PREPARED</b>	January 11, 2024	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	Identifying and Mapping Narrow-leaved Cattail Stands within Hurkett Cove Conservation Area		

**RECOMMENDATION**

Suggested Resolution:

“**THAT:** Staff Report STEW-01-2024 be received.”

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023-2027)

*Conserved 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.*
- *Manage land holdings through systemic evaluations, inventories, and strategies.*
- *Collaborate and partner with agencies and community organizations to take action in the protection of natural habitats and ecosystems, share decision-making, and address emerging issues that impact the health and sustainability of the Lakehead watershed.*

*Protect and Support:*

- *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 partnerships, collaborations, and relationships with new and existing partners who share the LRCA’s Vision and Mission.*
- *Manage and enhance recreational areas for current and future generations through robust land management, efficient maintenance programs, and reinvestment in the land.*

## EXECUTIVE SUMMARY

The Lakehead Region Conservation Authority (LRCA) received funding from the Invasive Species Center (ISC) to map invasive Narrow-leaved Cattail (NLC) within Hurkett Cove. The project objective was to map Narrow-leaved Cattail within Hurkett Cove to better understand the scope of the spread and size of the stands. The ecological implications of NLC are numerous as it eliminates viable habitat, reduces diversity, and influences hydrology. Mapping and monitoring the location would support planning for future management of the stands. The allocated LRCA staff mapped approximately 6,000 meters of shoreline northeast of the Hurkett Docks to the southern extent of the Hurkett Cove Conservation Area's property boundary. A total of 40 stands, ranging in size from 12 to 9,201 square meters. The NLC stands cover 8.85 hectares of the Provincially Significant Wetland (PSW), spanning approximately 2,424 meters of the shoreline. Further, staff recorded the location and approximate size of Northern Wild Rice (*Zizania palustris*) stands, as it is culturally significant and uncommon in the region. A total of 15 Northern Wild Rice (NWR) stands were mapped. The microgrant enabled the LRCA to begin the process required to reduce the harmful effects of NLC to preserve and conserve the Conservation Area and Provincially Significant Wetland. Future funding applications to manage NLC are planned to be submitted.

## DISCUSSION

Funded by the ISC, the LRCA developed a project aimed at mapping all NLC stands at Hurkett Cove to monitor the growth and spread while building on existing knowledge for effective control. Having a greater understanding of the extent will assist with developing a treatment and management plan for the following years, funding permitted. Treatment methods can vary (chemical, mechanical, or manual), and understanding the scope of the stands will assist in determining which method will be most effective and how to be efficient with future funding and time. The key objectives of the project were to:

- Gather data on NLC stands by canoe and foot.
- Develop an NLC site map for Hurkett Cove.
- Social media campaign (5 engagements total).
- Begin outreach to possible stakeholders for future collaborations.
- Produce a final report highlighting findings.

The stands were mapped using a Trimble Handheld GPS Unit and by paddling or wading around the perimeter of positively identified stands. Approximately 6,000 meters of shoreline were mapped including the inner cove, the sand spit, and the shoreline of the Conservation Area. A total of 40 stands were mapped, covering 8.84 hectares of the PSW, spanning approximately 2,424 meters of the shoreline. Stand size ranged from 12 to 9,201 square meters, with larger stands located within the interior of the cove and smaller stands along the shoreline exposed to Black Bay.

Partnerships and project collaboration will be fundamental for the longer success of the project. The LRCA reached out to local stakeholders and indigenous communities to inform them of the

work that was completed and to begin discussions regarding Phase 2 and 3 of the project, funding permitting. The LRCA exceeded outreach target numbers, reaching out to a total of nine different organizations. Of the nine organizations, four were Indigenous Communities including Fort William First Nations, Red Rock Indian Band, Red Sky Métis Independent Nation, and Métis Nation of Ontario. The project is of concern to these communities due to the presence of NWR, a culturally significant food source for Indigenous Communities in northern Ontario. Parks Canada, the Ministry of Natural Resources and Forestry, the Ontario Federation of Anglers and Hunters, the Township of Dorion, and the Nature Conservancy of Canada were also extended invitations to participate in the collaboration.

The project encompassed an online education and outreach campaign to decimate information on invasive NLC. A total of three posts and two stories were shared on the LRCA'S established social media accounts (Facebook and Instagram). Further, the LRCA also produced a "Wanted" flyer, to be posted on public boards to capture the attention of community members. The flyer includes a QR code that links to the LRCA's factsheet which reviews identification techniques and how to report the species.

Lastly, LRCA staff included a brief presentation to the Thunder Bay Regional Phragmites Collaboration reviewing identification, management efforts on the Neebing-McIntyre Floodway, and mapping completed at Hurkett Cove. Attendees were engaged in the material and indicated their interest in future work at Hurkett Cove.

## **FINANCIAL IMPLICATIONS**

The ISC awarded the LRCA a microgrant of \$2,000 to complete the project. The funds were allocated to the salaries of the Stewardship Technician and the Environmental Planner. The LRCA provided the vehicle rental (\$230), canoe rental (\$300), office space (\$2,000), and administration (\$225) in-kind for the project. The project total was \$4,755, including both the ISC's and LRCA's contributions. Staff plan to apply for future funding to further the project.

## **CONCLUSION**

The LRCA was successful in mapping the shoreline from the northeast of the Hurkett Docks to the southern boundary of the Hurkett Cove Conservation Area. The total shoreline covered was approximately 5,500 meters of shoreline. The deliverables for the project include:

- Final Map Product (NCL in Hurkett Cove)
- NLC Factsheet
- NLC "Wanted Ad"
- Fieldwork Photos
- Data Attribute Table
- Staff Report
- Final Budget Template

The project is the first phase of a larger objective for addressing NLC within Hurkett Cove. The long-term goal (Phase 2) is aimed at managing Narrow-leaved Cattail to protect and conserve ecological biodiversity within Hurkett Cove. Phase 2 of the project will involve compiling research on the management of NLC to gain a greater understanding of how others have controlled the

invasive species. The LRCA will reach out to collaborative partners and other like-minded organizations to gather information on NLC and gather feedback on management strategies. From the data collected, LRCA staff will begin to develop a management plan for the location to be put into action. Should the LRCA receive another microgrant (\$2,000), the funds will be used for staff salaries and administration.

## BACKGROUND

NLC is an aquatic freshwater perennial. The aggressive species is known to limit biodiversity in wetlands, producing dense rhizome mats and a thick litter layer that outcompetes other flora. Given the opportunity, this species will produce monocultures that eliminate important local habitats for migratory birds (specifically waterfowl), amphibians, fish, invertebrates, and more. Thick masses of NLC have the ability to close shallow open water areas and alter hydrology, which is a concern for Hurkett Cove. The species also becomes problematic for navigation and shoreline access, significantly influencing boating and recreation at the location. Case studies mapping and monitoring NLC in inland lakes in Northwestern Ontario have demonstrated drastic consequences of this species to biodiverse habitats due to its spread and dominance in natural systems.


In 2023, the LRCA received funding to address NLC on the Neebing-McIntyre Floodway by Balmoral Street. The project experimented with two different management approaches: manual removal and herbicide treatment (Habitat Aqua). The location will be reassessed in the summer of 2024 to determine which method was most effective. The results will provide insight into future treatment at Hurkett Cove and will provide invaluable information when developing a Best Management Strategy for NLC (funding dependent).

## REFERENCE MATERIAL ATTACHED

- 1) NLC Facts Sheet
- 2) Final Map Product (NLC in Hurkett Cove)
- 3) Narrow-leaved Cattail “Wanted” Add

**PREPARED BY:** Michelle Willows, Environmental Planner

**REVIEWED BY:** Jessie McFadden, Watershed Biologist

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 19, 2024
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# INVASIVE CATTAIL

March 28, 2023

Three types of cattail are found in the Lakehead Watershed – one native and desirable, and two aggressive and invasive. Broad-leaved, or common cattail (*Typha latifolia*) is the “good guy”. Narrow-leaved cattail (*Typha angustifolia*) is an invasive species. The third cattail is created when the other two types of cattail crossbreed, creating the hybrid cattail (*Typha x glauca*). Both Narrow-leaved and Hybrid cattail can take over wetlands, spreading quickly to form monocultures and crowd out native species. The main differences between the Invasive Narrow-leaved Cattail and the Native Common Cattail are their leaf sizes and flower spikes. Cattails have two parts to their flower spikes (male and female): the pollen is in the upper part (male) and spills down to the lower part where seeds are formed (female). In the invasive Narrow-leaved cattail species, there is a **gap along the stem between these two floral components**. In the native species there is no gap, just one long connected flower spike. The leaves of Narrow-leaved cattail (invasive) are 2-5 ft long and **very narrow**.

## INVASIVE CATTAIL



***Typha angustifolia***; Also called Narrow-leaved Cattail

**Control:** Narrow-leaved cattail is a dominant riparian species that limits biodiversity in many wetland habitats. Manual control by cutting during late summer/early fall, following submergence of stems by 7.5 cm (3 in) is an effective management method.

**Stem:** Round or oval in cross-section and slender.  
**Leaves:** Leaf blades are green, 3-12 mm wide and flattened or slightly rolled in at the edges.

**Flower:** Monoecious (male and female flowers are produced on the same spike), with the male and female parts of each flower spike being separated by a gap of ½-3 inches. The slender upper spike has male flowers that are shed soon after pollination. The lower spike has female flowers, green when young but maturing to brown.

**Fruit:** After pollination the male flowers rapidly disperse leaving a naked stalk tip. The pollinated female flowers turn brown as the seeds mature, forming a cylindrical, sausage-like cattail fruiting spike up to 9 inches long.

## NATIVE CATTAIL



***Typha latifolia***; Also called Common/Broad-leaved Cattail

Common cattail often displaces the invasive cattail in shallow (<15cm) water. It's generally larger in size than Narrow-leaved cattail and found in relatively undisturbed habitats.

**Stem:** Light green to green, without hairs and stiff. Round to oval in cross section.

**Leaves:** Green to grey-blue leaves, often exceeding ½ inch width (5-29 mm). Flat or rolled in at edges.

**Flower:** The pistillate (male) and staminate (female) spikes of Common cattail are adjacent to each other or are separated by a distance of ½ inch or less.

**Fruit:** Matures to the typical sausage-shaped brown spike, composed of achenes (a small, dry, one-seeded fruit). Up to 1 foot long.

**INVASIVE CATTAIL**



*Typha angustifolia*; Also called Narrow-leaved Cattail

**NATIVE CATTAIL**



*Typha latifolia*; Also called Common/Broad-leaved Cattail

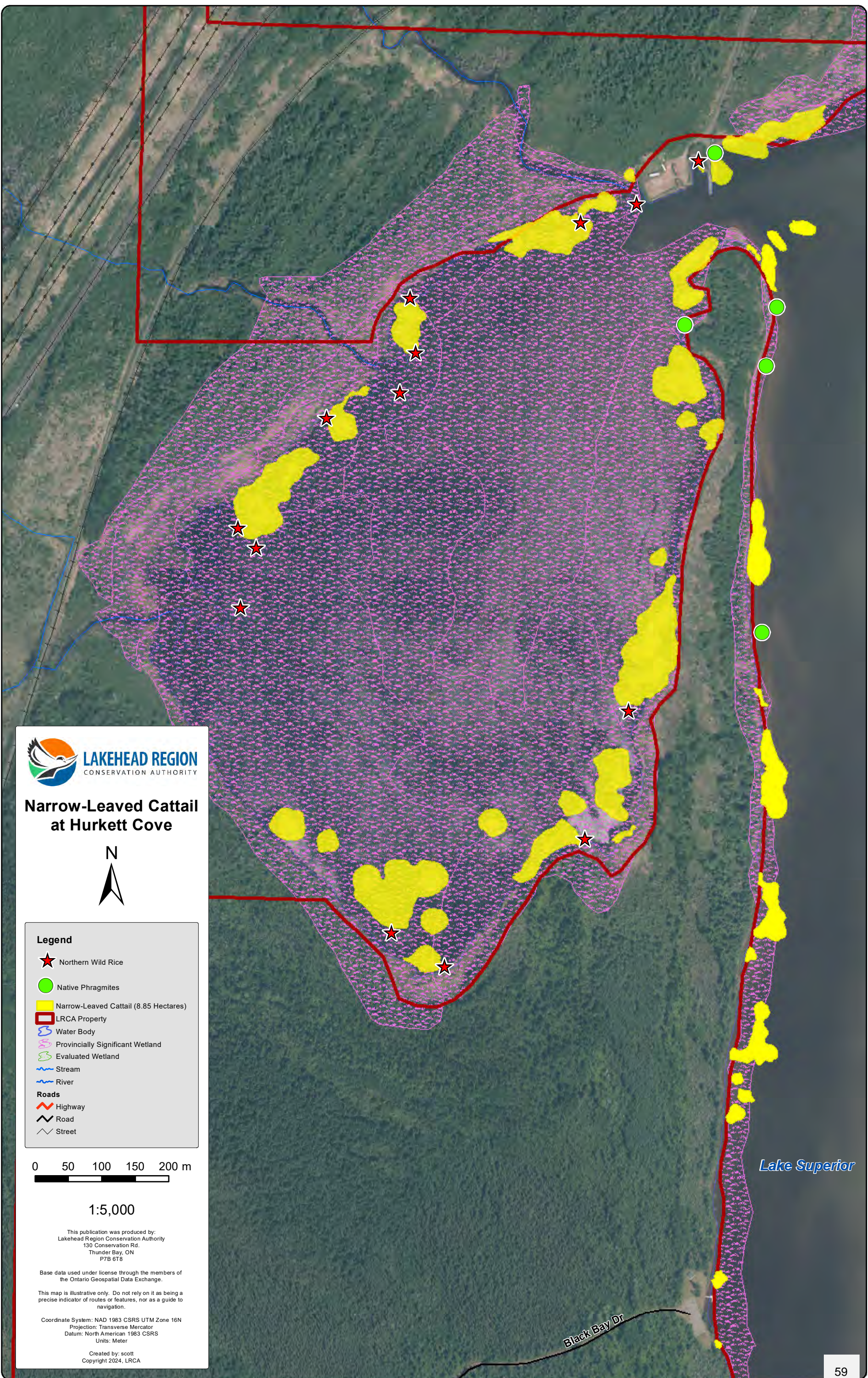
**REPORT SUSPECTED INVASIVE SPECIES**



Visit: <https://www.eddmaps.org/ontario/>  
Call the Invasive Species Hotline: 1-800-563-7711







### Narrow-Leaved Cattail at Hurkett Cove

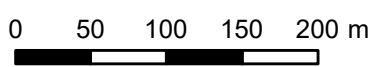


**Legend**

- Northern Wild Rice
- Native Phragmites
- Narrow-Leaved Cattail (8.85 Hectares)
- LRCA Property
- Water Body
- Provincially Significant Wetland
- Evaluated Wetland
- Stream
- River

**Roads**

- Highway
- Road
- Street



1:5,000

This publication was produced by:  
 Lakehead Region Conservation Authority  
 130 Conservation Rd.  
 Thunder Bay, ON  
 P7B 6T8

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

This map is illustrative only. Do not rely on it as being a precise indicator of routes or features, nor as a guide to navigation.

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

Created by: scott  
 Copyright 2024, LRCA

Lake Superior

Black Bay Dr



# WANTED

HAVE YOU SEEN THIS INVASIVE SPECIES?



## INVASIVE NARROW-LEAVED CATTAIL

**KNOWN WHEREABOUTS:** Commonly found growing in wetlands, river systems, drainage ditches, and high-traffic corridors.

**CRIMES:** Known to reduce biodiversity, degrade wetlands, displace native vegetation, and take over natural landscapes.

**REPORT TO:** [www.eddmaps.org](http://www.eddmaps.org)



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REGION



<b>PROGRAM AREA</b>	Strategic Plan	<b>REPORT NO.</b>	STRAT-01-2024
<b>DATE PREPARED</b>	January 9, 2024	<b>FILE NO.</b>	49-4-2
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	Strategic Plan Annual Report, January 2023 - December 2023		

**RECOMMENDATION**

*“THAT: Staff Report STRAT-01-2024 be received.”*

**LINK TO STRATEGIC PLAN**

All sections.

**EXECUTIVE SUMMARY**

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

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

**DISCUSSION**

This report summarizes the key action items that have been completed by the Authority during 2023.

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

2023 was the first year of the 2023-2027 Strategic Plan. The 2023-2027 Strategic Plan was valuable as a guidance document for staff during 2023. Staff were successful in completing new initiatives and action items that emerged from the most recent strategic planning process (as well as several outstanding action items from the 2018-2022 Strategic Plan), as outlined in the attached summary document.

Overall, the Strategic Plan continues to help staff achieve the primary goal of effective and efficient public engagement, increasing awareness of the Authority, reaffirming commitment to accountable and transparent governance, continuing to protect people and property from the natural hazards of riverine flooding and erosion through robust natural hazards programs,

maintaining a stable financial model, and a strong commitment to the well being of staff.

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

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

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

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

## **FINANCIAL IMPLICATIONS**

None.

## **CONCLUSION**

The new Strategic Plan will continue to be instrumental in directing workplans and projects in an effort to achieve the goals as set out in the Strategic Plan. The primary focus of the Authority for the 2023-2027 Strategic Plan period is effective and efficient public engagement, increasing awareness of the Authority, reaffirming commitment to accountable and transparent governance, continuing to protect people and property from the natural hazards of riverine flooding and erosion through robust natural hazards programs, maintaining a stable financial model, and a strong commitment to the well being of staff.

**BACKGROUND**

The Lakehead Region Conservation Authority Five Year Strategic Plan 2018-2022 was adopted by the Board on January 31, 2018 (Resolution #14/18). Since its adoption, the Strategic Plan has served as a tool for the Board and staff of the LRCA to help guide decision-making processes and project development during the five-year Strategic Plan period.

The LRCA Five-Year Strategic Plan 2023-2027 was completed by staff in consultation with the Board of Directors during 2022 and was adopted by the Board on November 23, 2022 (Resolution #126/22).


**REFERENCE MATERIAL ATTACHED**

- Strategic Plan Action Item Tracking Table January 2023 to December 2023

**PREPARED BY:**

Ryan Mackett, Communications Manager

**REVIEWED BY:**

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 22, 2024
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2023 - 2027 LRCA STRATEGIC PLAN: Action Item Tracking – January 2023 - December 2023

CONSERVE & SUSTAIN		PROTECT & SUPPORT		CONNECT & EXPLORE		GOVERN & ENHANCE	
<i>Enhance the management and sustainability of natural habitats and ecosystems through an integrated approach.</i>		<i>Safeguard people, property and communities through robust watershed management.</i>		<i>Maximize intergenerational educational, engagement, and recreational opportunities through strong collaborations.</i>		<i>Distinguish the organization as a leader in environmentally-sustainable practices and responsible stewardship.</i>	
<b>INITIATIVES</b> → Action Items		<b>INITIATIVES</b> → Action Items		<b>INITIATIVES</b> → Action Items		<b>INITIATIVES</b> → Action Items	
<i>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.</i>		<i>Increase capacity to issue relevant and timely flood messaging by utilizing technology and best practices to enhance the flood-readiness of our partners.</i>		<i>Provide spaces, opportunities and experiences that focus on physical and mental well-being through a connection to the land.</i>		<i>Continue to commit to accountable and transparent organizational governance.</i>	
Proposed	Completed	Proposed	Completed	Proposed	Completed	Proposed	Completed
<b>2024</b> <ul style="list-style-type: none"> <li>Final year of Shoreline Protection program</li> <li>Continued work at Fisherman’s Park West</li> <li>Ongoing Invasive Species management</li> <li>Revegetation of Lake Superior waterfront shoreline along Water St.</li> <li>Engineered wetland creation at Boulevard Lake</li> <li>Fifth site (Redwood) to be restored as part of the Floodway habitat restoration</li> <li>Continue seed collection program</li> <li>Continue phragmites and cattail programs</li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Third year of Superior Stewards shoreline protection program</li> <li>Balmoral Bridge Floodway Habitat Corridor project</li> <li>Various invasive species pulls throughout watershed</li> <li>Continued work at Fisherman’s Park West coastal wetland restoration</li> <li>Boulevard Lake Shoreline Naturalization Project</li> <li>Mountdale Boat Launch riparian planting</li> <li>Pool 6 Shoreline Planting</li> <li>Narrow-Leaf Cattail monitoring and mapping project</li> </ul>	<b>2024</b> <ul style="list-style-type: none"> <li>Explore daily flood planning cycle automation</li> </ul> <b>Ongoing</b> <ul style="list-style-type: none"> <li>Create protocol for issuing Lake Superior shoreline high water level messaging</li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Flood Damage Centre mapping created for all floodplain mapped watersheds</li> </ul>	<b>2024</b> <ul style="list-style-type: none"> <li>Initiate work on Mills Block parking lot expansion</li> <li>Install new outhouse at Cascades</li> </ul> <b>Ongoing</b> <ul style="list-style-type: none"> <li>Create partnership agreement with TBCDSB</li> <li>Develop urban CA at office location</li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Repaved AODA loop trail and parking lot at Cascades</li> <li>New Silver Harbour Dive Park</li> <li>AODA washroom at Cascades</li> </ul>	<b>2024</b> <ul style="list-style-type: none"> <li>Create Conservation Areas strategy</li> <li>Create Land Acquisition strategy</li> </ul> <b>Ongoing</b> <ul style="list-style-type: none"> <li></li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Updated Admin. By-Law</li> <li>Updated Fees Policy</li> </ul>



**2023 - 2027 LRCA STRATEGIC PLAN: Action Item Tracking – January 2023 - December 2023**

<ul style="list-style-type: none"> <li>Development of invasive species strategy</li> </ul> <p><b>Ongoing</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Second Thunder Bay Regional Phragmites Collaborative community meeting</li> <li>LRCA native plants grown and planted</li> <li>First year of Seed Collection Program</li> </ul>						
<p><b>Manage land holdings through systemic evaluations, inventories, and strategies.</b></p>		<p><b>Create and update policies, guidance documents and technical data to streamline the LRCA approvals process that provides transparency of process and rules of service.</b></p>		<p><b>Engage diverse stakeholders through effective communications, outreach, and education initiatives.</b></p>		<p><b>Find and implement efficiencies and streamline processes across all program areas.</b></p>	
<p><b>Proposed</b></p>	<p><b>Completed</b></p>	<p><b>Proposed</b></p>	<p><b>Completed</b></p>	<p><b>Proposed</b></p>	<p><b>Completed</b></p>	<p><b>Proposed</b></p>	<p><b>Completed</b></p>
<p><b>2024</b></p> <ul style="list-style-type: none"> <li>Create Conservation Areas strategy</li> <li>Create Land Acquisition strategy</li> <li>LRCA property wetland assessments</li> <li>Conservation Area ecological inventories</li> <li>Create Land Inspection policy</li> </ul> <p><b>Ongoing</b></p> <ul style="list-style-type: none"> <li>Explore KBA status at Hurkett Cove and Mission Island Marsh</li> </ul>	<p><b>2023</b></p> <ul style="list-style-type: none"> <li>Conservation Areas Inspections</li> <li>Mills Block orchid assessment and inventory</li> <li>Initiated biodiversity assessment of Admin. Office property</li> </ul>	<p><b>2024</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Ongoing</b></p> <ul style="list-style-type: none"> <li>Create lakehead Coastal Resilience Management Plan (funding permitting)</li> <li>Develop a predictive flood model (subject to funding)</li> <li>Create a wetland policy</li> <li>Create a flood access and egress policy</li> </ul>	<p><b>2023</b></p> <ul style="list-style-type: none"> <li>Floodplain mapping update</li> </ul>	<p><b>2024</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Ongoing</b></p> <ul style="list-style-type: none"> <li>Create partnership agreement with TBCDSB</li> </ul>	<p><b>2023</b></p> <ul style="list-style-type: none"> <li>Conducted CA Visitor Survey</li> </ul>	<p><b>2024</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Ongoing</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><b>2023</b></p> <ul style="list-style-type: none"> <li>Updated RRSP Policy</li> <li>Joined OMERS</li> <li>Merged deferred funds for greater financial efficiency</li> </ul>

**2023 - 2027 LRCA STRATEGIC PLAN: Action Item Tracking – January 2023 - December 2023**

<b>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.</b>		<b>Continue maintaining and enhancing flood control infrastructure in an effort to minimize the impacts of riverine flooding, erosion, and sedimentation.</b>		<b>Grow partnerships, collaborations and relationships with new and existing partners who share the LRCA's Vision and Mission.</b>		<b>Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.</b>	
<b>Proposed</b>	<b>Completed</b>	<b>Proposed</b>	<b>Completed</b>	<b>Proposed</b>	<b>Completed</b>	<b>Proposed</b>	<b>Completed</b>
<b>2024</b> <ul style="list-style-type: none"> <li>Sea Lamprey mitigation program</li> <li>Hope and Memory Garden collaborative project</li> </ul> <b>Ongoing</b> <ul style="list-style-type: none"> <li></li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Initiated partnership opportunities with the City of Thunder Bay and Lakehead University for LRCA to supply native seeds for use in local habitat projects</li> </ul>	<b>2024</b> <ul style="list-style-type: none"> <li><b>Ongoing</b> <ul style="list-style-type: none"> <li>Annual sediment monitoring</li> </ul> </li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Floodway integrity study initiated</li> <li>Diversion Channel Survey</li> <li>Close cut clearing in Diversion Channel</li> </ul>	<b>2024</b> <ul style="list-style-type: none"> <li><b>Ongoing</b> <ul style="list-style-type: none"> <li>Create partnership agreement with TBCDSB</li> </ul> </li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Developed new event with Dorset Pier Mental Health</li> </ul>	<b>2024</b> <ul style="list-style-type: none"> <li><b>Ongoing</b> <ul style="list-style-type: none"> <li>Create partnership agreement with TBCDSB</li> </ul> </li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>All pay and display units upgraded to accept debit and tap</li> <li>Installed pay and display at Silver Harbour</li> </ul>

<b>Increase the availability of data and knowledge to our partners and the public.</b>		<b>Prioritize and promote the protection and management of natural hazards, wetlands and natural heritage features within the LRCA Area of Jurisdiction.</b>		<b>Manage and enhance recreational areas for current and future generations through robust land management, efficient maintenance programs and reinvestment in the land.</b>		<b>Build upon and nurture a healthy, diverse, and positive workplace through a dynamic culture of learning, safety, inclusion, and mental well-being.</b>	
<b>Proposed</b>	<b>Completed</b>	<b>Proposed</b>	<b>Completed</b>	<b>Proposed</b>	<b>Completed</b>	<b>Proposed</b>	<b>Completed</b>
<b>2024</b> <ul style="list-style-type: none"> <li><b>Ongoing</b> <ul style="list-style-type: none"> <li></li> </ul> </li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Fish contaminants education and outreach project</li> <li>Created new fact sheets: <ul style="list-style-type: none"> <li>Regulated Areas Maps</li> <li>Fish Consumption</li> <li>Invasive Cattails</li> <li>Invasive Phragmites</li> <li>Updated Mills Block, Wishart, Conservati</li> </ul> </li> </ul>	<b>2024</b> <ul style="list-style-type: none"> <li><b>Ongoing</b> <ul style="list-style-type: none"> <li></li> </ul> </li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Two staff became certified as Ontario Wetland Evaluation System Evaluators</li> <li>Pool 6 site wetland evaluated</li> </ul>	<b>2024</b> <ul style="list-style-type: none"> <li>Create Conservation Areas strategy</li> <li>Create Land Acquisition strategy</li> <li>New outhouses at Hazelwood Lake</li> <li>Port-a-Potty at Hazelwood Lake</li> <li>Installation of EZ Dock accessible kayak launch at Little Trout Bay</li> <li>New Cascades Entrance Sign</li> </ul> <b>Ongoing</b> <ul style="list-style-type: none"> <li></li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Installation of EZ Dock accessible kayak launch at Hazelwood Lake</li> <li>Installation of Pay and Display at Silver Harbour</li> <li>Installation of Memorial Bench at Hazelwood in memory of Dave Olson</li> <li>Re-decking and levelling of dock at Little Trout Bay</li> <li>Guard rail repairs at Hazelwood</li> <li>Infographic signage installed at all CAS</li> </ul>	<b>2024</b> <ul style="list-style-type: none"> <li>Joint Health and Safety Committee Training</li> <li>Mental Health Supports Policy</li> <li>Participation in Health and Safety Excellence Program</li> <li>Office ergonomics assessment</li> </ul> <b>Ongoing</b> <ul style="list-style-type: none"> <li></li> </ul>	<b>2023</b> <ul style="list-style-type: none"> <li>Office plumbing upgrade</li> <li>Office electrical upgrade</li> <li>Installation of EV Charger at office</li> <li>Completed Competent Supervisor Training</li> <li>Created 4 new Health and Safety Policies: <ul style="list-style-type: none"> <li>Sharps</li> <li>Participation</li> <li>First Aid</li> <li>Communication</li> </ul> </li> </ul>

2023 - 2027 LRCA STRATEGIC PLAN: Action Item Tracking – January 2023 - December 2023

	on Areas and General Inquiries			<ul style="list-style-type: none"> <li>• New Hazelwood Lake trailhead signage</li> <li>• New trail development at Cedar Falls and Cascades</li> <li>• Stairs and railings at Hazelwood Lake dock area</li> <li>• New Silver Harbour entrance sign</li> </ul>	<ul style="list-style-type: none"> <li>• Block barrier installed in parking lot at Little Trout Bay</li> <li>• Additional staff trained as Provincial Offences Officers</li> <li>• Installed fishing line recycling units at select CAs</li> </ul>		
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	<p><i>Promote and implement programs to alleviate the impacts of climate change, habitat degradation, and threats to biodiversity.</i></p> <table border="1"> <thead> <tr> <th>Proposed</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>2024</td> <td>2023</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>•</li> </ul> </td> </tr> </tbody> </table> <p><i>Align watershed decision-making with stakeholders both within and outside of the jurisdiction.</i></p> <table border="1"> <thead> <tr> <th>Proposed</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>2024</td> <td>2023</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Meet with MNRF regarding flooding issues within shared watersheds</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>•</li> </ul> </td> </tr> </tbody> </table>	Proposed	Completed	2024	2023	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Proposed	Completed	2024	2023	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Meet with MNRF regarding flooding issues within shared watersheds</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			<p><i>Continue to work with Indigenous partners and community members to incorporate traditional knowledge and practices into programming and organizational decision-making.</i></p> <table border="1"> <thead> <tr> <th>Proposed</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>2024</td> <td>2023</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Continued fish contaminant study partnership with Fort William First Nation</li> </ul> </td> </tr> </tbody> </table> <p><i>Build organizational capacity to provide new and developing program areas.</i></p> <table border="1"> <thead> <tr> <th>Proposed</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>2024</td> <td>2023</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>•</li> </ul> </td> </tr> </tbody> </table>	Proposed	Completed	2024	2023	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Continued fish contaminant study partnership with Fort William First Nation</li> </ul>	Proposed	Completed	2024	2023	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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2024	2023																											
<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Meet with MNRF regarding flooding issues within shared watersheds</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>																											
Proposed	Completed																											
2024	2023																											
<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Continued fish contaminant study partnership with Fort William First Nation</li> </ul>																											
Proposed	Completed																											
2024	2023																											
<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>																											



<b>PROGRAM AREA</b>	Development Regulations	<b>REPORT NO.</b>	DEVREG-01-2024
<b>DATE PREPARED</b>	January 12, 2023	<b>FILE NO.</b>	11-6-3
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	2023 Development Regulations Summary		

**RECOMMENDATION**

*“THAT: Staff Report DEVREG-01-2024 be received.”*

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023 – 2027):

*Protect and Support:*

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

**EXECUTIVE SUMMARY**

In 2023, LRCA staff processed 59 permits under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O. Reg. 180/06). A total of seven violations were identified where development had commenced without a LRCA permit; all have been resolved.

In 2023, an average of 5.2 days was required to process a permit once a complete application was received by the LRCA. The minimum processing time for a decision was one day and the maximum was 31 days. The total revenue for permit applications in 2023 was \$17,724.00.

In addition to processing permits, a total of 357 general inquiries were received by the LRCA in 2023, in which staff consulted with the public related to property inquiries, map requests and/or general information.

**DISCUSSION**

In 2023, LRCA staff processed 59 permits under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O.Reg. 180/06). A total of seven violations were identified where development had commenced without a LRCA permit. All identified violations have been resolved. Attached is the 2023 Permit Summary Report, which summarizes the Permit Administration for the last 10 years. The number of permits processed in

2023 is lower than the 10-year average (59 compared 10-year average of 63) and is lower than last year's number of 64 permits processed.

An average of 5.2 days was required to process a permit once a complete application was received by the LRCA. The minimum processing time for a decision was one day and the maximum was 31 days. The 31-day processing time was for a more complex permit application that was also a violation. Except for the 31-day processing time for Permit #57/23, all remaining processing times met LRCA's decision timelines guidelines outlined in the LRCA's Rules of Procedure for Permit Application Review and Approval (version 4.0) of 14 days for a Routine application, 21 days for a Minor application, and 28 days for a Major application.

A total of 357 general inquiries were received in 2023 by the LRCA regarding development regulations which is less than the 427 that were received in 2022. In general, the number of general inquiries has steadily increased over the past 10 years and increased by 13% in 2023 compared to 10-year average of 310. Attached is the General Inquiries Summary Table, which summarizes the total general inquiries, regulated area inquiries and pre-consultation for permits over the last ten years. This number does not reflect all inquiries, as verbal responses are not tracked.

In October 2022, an on-line map viewer that displays the regulated area was launched. The map viewer provides a method for the public to determine whether their land is regulated and may be subject to requiring permits from the LRCA. Additionally, an inquiry form was added to the website to allow the user to request information directly from the LRCA. Based on webpage metrics, it is known that there were 1,750 page views of the map viewer in 2023. Based on the number of page views, it can be assumed that this new screening feature reduced the number of miscellaneous inquiries processed by staff in 2023.

## **FINANCIAL IMPLICATIONS**

Fees charged to process permits range from \$150 for a small works project to \$1,000 for a review and approval of major works. A total revenue of \$17,724.00 was generated from permits in 2023. The self-generated revenue and municipal levy are used to fund the Development Regulations Program.

On December 28, 2022 a "Minister's Direction to not Change Fees" was issued to Conservation Authorities, that prohibits the changing of Development Permit fees for the period of January 1, 2023 to December 31, 2023. On December 13, 2023 a letter from the Minister addressed to Conservation Authorities to "Extend the Minister's Direction to not Change Fees" that prohibits the changing of Development Permit fees for the period of January 1, 2024 to December 31, 2024.

## **CONCLUSION**

A total of 59 permits were issued in 2023. LRCA staff received 357 general inquiries. There were seven violations investigated, and all were resolved.

**BACKGROUND**

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

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

Regulated Areas within the LRCA Area of Jurisdiction include:


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

**REFERENCE MATERIAL ATTACHED**

2023 Permit Summary Report

2023 General Inquiries Summary

**PREPARED BY:** Melissa Hughson, Watershed Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p>  <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 21, 2024</p>
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## 2023 Permit Summary Report

The following summarizes Permit Administration for 2023, compared to the past 10 years.

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
General Inquiries ( <i>includes general inquiries related to property inquiries, map requests, general information, etc.</i> )	170	175	260	359	395	370	340	384	430	427	*357
Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Permits)	58	84	60	51	43	59	70	75	62	64	59
Permit Extensions/Revisions	0	0	3	2	1	1	0	1	0	1	0
Pending Permits ( <i>Application submitted, staff awaiting additional requested information</i> )	0	2	0	0	0	0	0	0	1	0	0
<b>Total</b>	<b>251</b>	<b>261</b>	<b>323</b>	<b>412</b>	<b>439</b>	<b>430</b>	<b>410</b>	<b>460</b>	<b>493</b>	<b>492</b>	<b>416</b>
<b>10 Year Average Permits Issued</b>	<b>63</b>										

Year	City of Thunder Bay	Neebing	Oliver Paipoonge	Shuniah	Dorion	Gillies	O'Connor	Conmee	Total	Average Number of Days to Issue Permit
2023	30	5	11	9	0	1	1	2	59	5.2

\* On-line map viewer on LRCA website was launched in October 2022.

## 2023 General Inquiries Summary

In 2023, Authority staff continued to receive general inquiries regarding Development Regulations. The following summarizes the inquiries by Municipality in 2023, compared to the past 10 years.

Year	City of Thunder Bay	Mun. of Neebing	Mun. of Shuniah	Mun. of Oliver Paipoonge	Twp of O'Connor	Twp of Conmee	Twp of Gillies	Twp of Dorion	Outside Jurisdiction	Total per Year	* Map Viewer Page Views
2013	83	37	27	11	2	0	1	0	9	170	-
2014	103	20	25	16	1	1	0	3	6	175	-
2015	149	37	25	26	2	4	7	2	8	260	-
2016	182	33	39	79	3	6	3	3	11	359	-
2017	235	48	45	38	3	2	8	5	11	395	-
2018	227	41	49	37	4	2	2	2	11	370	-
2019	182	33	68	31	1	5	5	1	14	340	-
2020	198	39	73	40	5	5	4	8	12	384	-
2021	224	46	74	48	2	7	10	3	14	430	-
2022	217	42	66	75	1	6	9	7	4	427	-
10 Year Average	168	37	45	35	3	4	4	3	10	310	-
2023	184	47	36	73	4	4	2	3	4	357	1750

\* On-line map viewer on LRCA website was launched in October 2022.





<b>PROGRAM AREA</b>	Plan Input and Review	<b>REPORT NO.</b>	PIR-01-2024
<b>DATE PREPARED</b>	January 12, 2024	<b>FILE NO.</b>	11-6-3
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	2023 Plan Input and Review Summary		

**RECOMMENDATION**

*“THAT: Staff Report PIR-01-2024 be received.”*

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023 – 2027):

*Protect and Support:*

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

**EXECUTIVE SUMMARY**

In 2023, a total of 159 Plan Input and Review comments were provided by LRCA staff, which is lower than the 10-year average of 280. Comments were provided on the following planning applications: 14 Official Plan/Zoning By-Law Amendments, 3 Comprehensive Official Plan Reviews, 1 Comprehensive Zoning By-Law Review, 38 Consents and 9 Minor Variances, 4 Plan of Subdivision/Campground, 6 clearance letters, 29 Realty Services requests, 43 Lawyer requests and 11 Letters of Opinion.

The 43 lawyer requests in 2023 generated a revenue of \$4,300.00 and 6 clearance letters generated \$600.00 (\$100.00 per review). Effective January 1, 2021, proponents applying for *Planning Act* applications were charged a fee for LRCA’s comments on the application based on the type of application. LRCA fees for service collected by Member Municipalities/Townships and Lakehead Rural Planning Board generated \$28,415.31. Official Plan Comprehensive Review is partially funded by the MNRF Section 39 Transfer Payment, when applicable. The \$28,415.31 in self-generated revenue will be used to fund the mandatory Plan Review program to offset required municipal levy.

## DISCUSSION

LRCA has the delegated responsibility to review planning documents and applications on behalf of the province to ensure that adherence to Section 3.1 (natural hazards) of the PPS is met.

The following tables outline a summary of Plan Input and Review in 2023:

<b>Plan Input and Review Summary</b>	<b>2023</b>
Comprehensive Official Plan Reviews	3
Comprehensive Zoning By-Law Reviews	1
Official Plan/Zoning By-Law Amendments	14
Consents	38
Minor Variance	9
Plans of Subdivisions/Campgrounds	4
Clearances	6
Realty Services	29
Lawyer Inquiries	43
Letters of Opinion	11
<b>Total</b>	<b>159</b>

The 2023 Plan Input and Review Summary is attached (Attachment #1), which summarizes the Plan Input program over the last 10 years. In 2021, the LRCA implemented applicant fees for LRCA comments on planning applications. Within the City of Thunder Bay, Authority staff now only comment on applications that have LRCA regulated area on the subject site. Given this change in process, the number of comments provided is approximately 43% lower than the 10-year average of 280 (i.e., 159 compared to 280).

Also attached (Attachment #2) is the 2023 Plan Input and Review Administration Summary summarized by Municipality. Similar to previous years, the City of Thunder Bay and Municipality of Oliver Paipoonge received the most Plan Input and Review comments with a total of 79 and 39, respectively. The Municipality of Shuniah received 9 Plan Input and Review comments in 2023, and the Municipality of Neebing received 16.

Effective January 1, 2021, proponents applying for *Planning Act* applications were charged a fee for service for LRCA's comments based on the type of application. All Member Municipalities, Townships, and the Lakehead Rural Planning Board (LRPB) remitted the collected fees to the LRCA at the time of application submission. The LRCA's Plan Review *Planning Act* fees for service recover, and partially fund the costs associated with administering and delivering the Plan Review program. The program is partially funded by municipal levy. See Attachment #3 – 2023 Plan Review Program Revenue Summary. It is noted that *Planning Act* application resubmissions are not charged a second fee for updated/resubmitted comments.

## **FINANCIAL IMPLICATIONS**

A fee of \$100 plus HST is charged for a lawyer request or a clearance letter (for private landowners only). In 2023, the 43 lawyer requests generated an income of \$4,300.00 and 6 clearance letters generated \$600.00.

Fees for LRCA comments relating to *Planning Act* applications were collected by Member Municipalities/Townships and LRPB generated \$28,415.31 in revenue. Official Plan Comprehensive Review is partially funded by the MNRF Section 39 Transfer Payment, when applicable. The \$28,415.31 in self-generated revenue will be used to fund the mandatory Plan Review program to offset required municipal levy.

On December 28, 2022 a “Minister’s Direction to not Change Fees” was issued to Conservation Authorities, that prohibited the changing of Plan Review fees for the period of January 1, 2023 to December 31, 2023. No fee changes were planned in 2023 prior to this directive. A similar letter was issued by the Minister to ‘extend the no changes to fees’ on December 13, 2023, where Conservation Authorities are prohibited from changing the Plan Review fees for the period of January 1, 2024 to December 31, 2024.

## **CONCLUSION**

In 2022, there were no major issues noted with the operation of the Plan Input and Review Program. A total of 159 comments were issued by LRCA staff in 2023. The total number of planning comments provided were less than the 10-year average due to staff only commenting on applications with LRCA regulated area on the subject site.

## **BACKGROUND**

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

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

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

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

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

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

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

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


**REFERENCE MATERIAL ATTACHED**

Attachment #1 - 2023 Plan Input and Review Administration Summary

Attachment #2 - 2023 Plan Input and Review Summary

Attachment #3 – 2023 Plan Input and Review Revenue Summary

**PREPARED BY:** Melissa Hughson, Watershed Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 22, 2024
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## 2023 Plan Input and Review Administration Summary

In 2023, Authority staff continued to provide Plan Input and Review to the member Municipalities. The following summarizes the Plan Input and Review Administration by Municipality in 2023.

Municipality	Minor Variance (A)	Consent (B)	Official Plan		Zoning By-Law (Z)		Subdivisions	Clearances	Reality Service	Lawyer Inquires	Letter of Opinion (Other)	Total
			Comprehensive Review	Amendment	Comprehensive Review	Amendment						
City of Thunder Bay	5	4	0	1	0	3	0	1	29	32	5	79
Oliver Paipouge	2	16	0	1	0	3	4	5	0	5	3	39
O'Connor	0	0	0	1	0	1	0	0	0	0	0	2
Neebing	1	8	1	0	0	1	0	0	0	5	0	16
Shuniah	1	2	0	1	0	3	0	0	0	1	1	9
Conmee	0	0	2	0	1	0	0	0	0	0	1	4
Gillies	0	0	0	0	0	0	0	0	0	0	0	0
Dorion	0	2	0	0	0	0	0	0	0	0	1	3
Rural Planning Board	0	6	0	0	0	0	0	0	0	0	0	6
<b>Total</b>	<b>9</b>	<b>38</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>11</b>	<b>4</b>	<b>6</b>	<b>29</b>	<b>43</b>	<b>11</b>	<b>159</b>

## 2023 Plan Input and Review Summary

In 2023, Authority staff continued to provide Plan Input and Review to the member Municipalities. The following summarizes Plan Input for 2023, compared to the past 10 years.

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Clearances	13	5	4	8	1	5	4	3	7	1	6
Consents and Minor Variances	171	208	166	181	131	114	132	119	79	71	47
Official Plan/Zoning By-Law Amendments Total	32	48	43	46	35	30	22	32	29	20	14
Comprehensive Official Plan Review					2	0	2	1	2	1	3
Comprehensive Zoning By-Law Review					0	2	0	0	2	2	1
Plans of Subdivision/Campgrounds	4	7	6	7	3	5	2	3	1	2	4
Letter of Opinion	25	27	14	20	18	25	16	26	14	11	11
Realty Services	32	20	42	20	38	27	17	29	20	14	29
Lawyer Inquiries	40	85	67	88	60	55	42	29	30	30	43
<b>Total</b>	<b>317</b>	<b>400</b>	<b>342</b>	<b>370</b>	<b>288</b>	<b>263</b>	<b>237</b>	<b>242</b>	<b>184</b>	<b>155</b>	<b>159</b>
<b>10 Year Average</b>	<b>280</b>										

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

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

## 2023 - Plan Review Program Revenue Summary

	Consent	Minor Variance	Official Plan	Zoning Bylaw	Subdivisions	Total
City of Thunder Bay	1,100.00	550.00		690.00		2,340.00
Municipality of Shuniah	550.00			690.00	1,150.00	2,390.00
Township of Dorion	550.00					550.00
Municipality of Neebing	3,715.00			345.00		4,060.00
Lakehead Rural Planning Board	1,650.00					1,650.00
Township of Conmee			495.00	650.31		1,145.31
Township of O'Connor				345.00		345.00
Municipality of Oliver Paipaoonge	3,300.00	275.00	770.00	690.00	6,000.00	11,035.00
Lawyer Inquiry						4,300.00
Clearance Letter						600.00
	10,865.00	825.00	1,265.00	3,410.31	7,150.00	28,415.31



<b>PROGRAM AREA</b>	Flood Forecasting	<b>REPORT NO.</b>	FLFOR-01-2024
<b>DATE PREPARED</b>	January 15, 2024	<b>FILE NO.</b>	2-10-4
<b>MEETING DATE</b>	January 31, 2023		
<b>SUBJECT</b>	2023 Flood Forecasting and Warning Program Summary		

**RECOMMENDATION**

*“THAT: the Staff Report FLFOR-01-2024 be received.”*

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023 – 2027):

*Conserve & Sustain:*

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

*Protect and Support:*

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

**EXECUTIVE SUMMARY**

In 2023, the Flood Forecasting and Warning Program included updating both the internal and external Flood Warning System materials, operating precipitation gauges, conducting snow surveys and participating in OPG’s Kam River Dam Safety Program. The annual Spring Melt Meeting was held in person at LRCA’s office on April 13, 2023, and the presentation was provided through email to flood forecasting partners and Member Municipalities.

During the year, the LRCA issued two local flood messages including: one Water Safety Watershed Condition Statement – Water Safety, and one Flood Watch Statement. The Neebing River diverted via the Floodway Diversion Channel for a total of 6 days during spring freshet at the end of April and beginning of May.

On August 3, 2023, the LRCA issued a Level I low water advisory which was in effect for the remainder of the year.



## DISCUSSION

As part of the Flood Forecasting and Warning Program, staff conduct daily monitoring of the weather and streamflow conditions and when warranted issue Flood Messages to our Member Municipalities, media and affected organizations. Staff monitor and maintain precipitation gauges and conduct snow surveys during the winter months. Additionally, a Flood Warning System binder for both internal and external users is maintained. Staff participate in OPG's Kaministiquia River Dam Safety Program, and staff hold a Spring Melt Meeting annually with our partners in the Flood Forecasting Program. In September 2023, the CAO, Watershed Manager, Development Regulations Officer and the GIS/Water Resources Technologist attended the Provincial Flood Forecasting and Warning Workshop.

### Flood Warning System Binder

In 2023, the Flood Warning System binder annual update was completed. Internal and External copy holders were provided with updates to the following sections:

#### Internal Copy Holders:

- Appendix A – Plan Holders
- Appendix C – Contact Booklet
- Appendix D – LRCA Duty Roster
- Appendix F – Flood Warning Call Out
- Appendix P – Spring Thaw Records
- Appendix Q – Distribution Instructions for Issuing a Flood Message
- Appendix T – Answering Service Protocol
- Appendix U – OPG Dam Safety Emergency Preparedness and Response Plans
- Appendix W – Flood Message Issuance Instruction

#### External Copy Holders:

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

Authority staff also updated Appendix B – Flood Damage Centre Maps, where information was compiled relating to flooded properties and infrastructure during 10, 25, 50, 100 and regional storm return periods for the following watersheds within our area of jurisdiction: Neebing River, Pennock Creek, Kaministiquia River, McIntyre River, McVicar Creek and Mosquito Creek. A copy of the Binder has been distributed to the Municipality of Oliver Paipoonge and will be distributed to the City of Thunder Bay as well. The information provides a quick reference to where flood damage is modeled to occur during flood events, which aids in notification and emergency response if required.

### OPG Kam River Dam Safety Program

No Kaministiquia River OPG Dam Safety Emergencies were declared in 2023. As part of OPG’s high flow notification protocol, LRCA staff are notified of high flows; there were no reports of high flows observed at the Kakabeka generating station in 2023. Staff participated in the annual call test the week of March 27, 2023.

### Spring Melt Meeting

The Authority hosted the 34<sup>th</sup> Annual Spring Melt Meeting in-person at the LRCA office on April 13, 2023. Twenty-nine people attended the meeting which included representation from the City of Thunder Bay, Municipality of Oliver Paipoonge, Townships of Conmee and O’Connor, Ontario Power Generation, Ministry of Natural Resources and Forestry, Fort William Historical Park, and staff and board members from the LRCA. The meeting is held annually to discuss the Flood Forecast and Warning Program including agency roles, flood messaging and distribution, a review of previous years events and discuss existing conditions and future forecasts.

The 2023 Flood Warning Contact Booklet and Flood Forecasting Binder updates were mailed to the partners and all Member Municipality Clerks.

### Issued Flood Messages

In 2023, a total of eight Provincial Flood Forecasting and Warning program messages were issued by the Provincial Surface Water Monitoring Centre (SWMC) for the LRCA jurisdiction, including six Watershed Conditions Statements and two Flood Watch Messages. Based on local conditions, the LRCA issued one local Watershed Condition Statement for Water Safety, and one local Flood Watch message.

The following table summarizes the Flood Messages received and distributed in 2023.

<b>Flood Message Type</b>	<b>Provincial Messages received from the Provincial Surface Water Monitoring Centre within the LRCA Area of Jurisdiction</b>	<b>Local Flood Messages released by the LRCA within the LRCA Area of Jurisdiction</b>
<b>Watershed Conditions Statement</b>	April 11, 2023 – Southern, NE and NW Regions May 9, 2023 – Southern, NE and NW Regions May 15, 2023 – Southern, NE and NW Regions August 2, 2023 – Province-wide August 4, 2023 – Province-wide December 24, 2023 – Province-wide	April 11, 2023 – Water Safety
<b>Shoreline Conditions Statement</b>	None	None

Flood Message Type	Provincial Messages received from the Provincial Surface Water Monitoring Centre within the LRCA Area of Jurisdiction	Local Flood Messages released by the LRCA within the LRCA Area of Jurisdiction
<b>Flood Watch</b>	April 14, 2023 – NE and NW Regions April 27, 2023 – incl NW Region	April 14, 2023 – Flood Watch
<b>Flood Warning</b>	None	None

### Significant Flood Event in 2023

There were no significant flood events in 2023. The Neebing River diverted via the Floodway Diversion Channel for a total of 6 days during spring freshet at the end of April and beginning of May.

### Low Water

The LRCA participates in the Ontario Low Water Response program. The program is intended to ensure provincial preparedness to assist in coordination and to support local response in the event of a drought. On August 3, 2023, the LRCA issued a Level I low water advisory. The advisory remained in place into January 2024. On January 3, 2024, a Level II low water advisory was issued; a Level II Low Water condition is declared when received precipitation ranges between 40-60% of the average amounts received. A Level II Low Water condition indicates minor supply problems with the potential for major supply problems.

### **FINANCIAL IMPLICATIONS**

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

### **CONCLUSION**

In 2023, staff continued to administer the Flood Warning System including hosting the annual spring melt presentation and meeting, participating in the OPG Kaministiquia River Dam Safety Program, and issuing flood messaging. Flood messages issued by the LRCA in 2023 included:

- One – Watershed Conditions Statements: Water Safety
- One – Flood Watch

### **BACKGROUND**

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

Annual measures include:

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

In 2017, the LRCA obtained software called Waters Information System by Kisters (WISKI) that is utilized to collect real-time streamflow and precipitation data. This system is essential for the LRCA when administering our Flood Forecasting and Warning program as it provides access to streamflow data during flood events from wherever there is an internet connection. The WISKI software package also includes an Alarm Manager, which notifies the LRCA when stream levels at a gauge station reaches a warning level.

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

2. (1) An authority shall provide programs and services to support its functions and responsibilities related to flood forecasting and warning as set out in subsection (2).  
  
(2) The authority's functions and responsibilities with respect to flood forecasting and warning mentioned in subsection (1) are the following:
  1. Maintaining information on surface water hydrology and the areas within the authority's area of jurisdiction that are vulnerable to flooding events.

2. Developing operating procedures for flood forecasting and warning, including flood contingency procedures to ensure continuity of an authority's operations in respect of flood forecasting and warning.
3. Maintaining a stream flow monitoring network that, at a minimum, includes stream flow gauges available as part of the provincial-federal hydrometric network and, where the authority considers it advisable, includes additional local stream flow gauges.
4. Monitoring of weather and climate information, snow surveys and observed water levels and flows utilizing local, provincial, and federal data sources.
5. Analysis of local surface water hydrologic conditions related to flood potential and risk, including flood forecasting, to understand and quantify the response and potential impacts within watersheds to specific events and conditions.
6. Communications to inform persons and bodies that the authority considers advisable of the potential or actual impact of flood events in a timely manner.
7. Provision of ongoing information and advice to persons and bodies mentioned in paragraph 6 to support,
  - i. emergency and flood operations during a flood event, and
  - ii. documentation of flood events.

**REFERENCE MATERIAL ATTACHED**

None.

**PREPARED BY:** Melissa Hughson, Watershed Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 22, 2024</p>
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<b>PROGRAM AREA</b>	Neebing-McIntyre Floodway Flood Control	<b>REPORT NO.</b>	NMFC-01-2024
<b>DATE PREPARED</b>	January 10, 2024	<b>FILE NO.</b>	2-13-4
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	2023 Neebing-McIntyre Floodway Summary		

**RECOMMENDATION**

Suggested Resolution:

“THAT: Staff Report NMFC-01-2024 be received.”

**LINK TO STRATEGIC PLAN**

Links to the Strategic Plan (2023-2027):

*Protect and Support:*

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

**EXECUTIVE SUMMARY**

In 2023, the Neebing River diverted water into the Floodway Diversion Channel for a total of 6 days. The Neebing-McIntyre Floodway Integrity Evaluation Study that is completed every 10 years was awarded to KGS Group; the study was approved for funding under the Water and Erosion Control Structure Infrastructure (WECl) program administered by the Ministry of Natural Resources and Forestry (MNR) and will be completed by March 31, 2024. Routine monitoring of the Floodway included the following: annual sediment survey of the Floodway channel, sediment traps, and the Diversion Channel lip; survey of the Diversion Channel from the diversion structure to the McIntyre River; annual inspection of the Diversion Structure; annual inspection of the Floodway with the City of Thunder Bay; and the Floodway water level monitoring program. There were no major maintenance projects undertaken in 2023. Minor maintenance completed by LRCA staff included routine grass cutting, the removal of invasive plant species and the removal of built-up vegetation within the diversion channel at the following two sections: 262 metres along Ford Street to the Redwood Avenue bridge, and 186 metres midway through the channel itself. Stewardship projects included continuation of the Floodway Habitat Corridor project funded through Environment and Climate Change Canada (ECCC) and the Ministry of the Environment, Conservation and Parks (MECP) that aims to create a functioning riparian buffer along the entire Floodway corridor. The Floodway Agreement between the City and LRCA is in place until December 31, 2027.

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

- Award and initiation of the Neebing-McIntyre Floodway Integrity Evaluation Study to KGS Group, (study will be completed by March 31, 2024),
- Annual sediment accumulation survey from the ice,
- Annual Diversion Structure Inspection by a Professional Engineer,
- Annual inspection with staff from the City of Thunder Bay,
- Water level monitoring from the bridges along the Floodway,
- Removal of invasive plant species, and
- On-going minor maintenance as required.

## **DISCUSSION**

### *Floodway Diversion in 2023*

The Neebing River diverted water into the Floodway Diversion Channel for a total of 6 days in 2023 during spring freshet in late April and early May. A chart displaying the number of days of diversion during each year of operation of the Floodway is attached.

### *Neebing-McIntyre Floodway Integrity Evaluation Study*

The LRCA retained KGS Group to complete an Integrity Evaluation of the Neebing-McIntyre Floodway that consists of a comprehensive review of the entire Floodway to ensure that it will continue to provide protection up to the Regional Storm as designed. The study is completed every 10 years and consists of an analysis of the original design assumptions versus the actual observed and predicted performance. The overall goal is to assess and document major occurrences since the last integrity study (completed in 2013/2014) including extreme weather events, updated reference material (floodline mapping, IDF curves, etc.), maintenance activities completed, and to make recommendations for future maintenance required to ensure required functionality.

The study was approved for 50% funding under the Water and Erosion Control Structure Infrastructure (WECl) program administered by the Ministry of Natural Resources and Forestry (MNRF). The Study will be completed by March 31, 2024. Once complete, the LRCA will use the findings and recommendations to update the Neebing McIntyre Floodway Operation, Maintenance and Surveillance Plan to ensure the continued operation and function of the Floodway.

### *Sediment Accumulation Monitoring Program – Floodway Channel*

A routine monitoring program was initiated in 2011 to track on-going sediment accumulation within the Floodway channel. The monitoring program is conducted on an annual basis during the winter period from the ice. The surveys are tied into previous benchmarks and control points that were used during previous surveys by staff. Cross sections are completed at approximately 25-metre intervals and are then plotted and compared with design and other recent cross

sections in the same areas. Data is input to a database/spreadsheet to record the information for comparison with past and future surveys. Hatch Ltd. conducted the annual sediment survey in February 2023 from the ice to monitor the on-going sediment accumulation within the sediment traps and Floodway channel.

Hatch's findings from the survey's are summarized as follows:

- Small increase in sediment deposition has occurred in the Balmoral Trap.
- A moderate increase has occurred in the reach from the CPR to Island Drive.
- A significant increase has occurred in the reach from Island Drive to the mouth of Lake Superior with the net accumulation since the last cleanout being approximately 50% of the volume removed during that dredging operation (Phase II Dredging completed in 2012 with 12,529 m<sup>3</sup> of sediment removed).
- Area around Carrick Street were found to have decreased slightly since 2022 surveys, but on average, the sediment height is 0.8 m higher than the design grade of the channel.

#### *Sediment Accumulation Monitoring Program – Floodway Diversion Channel*

The Diversion Channel is surveyed to assess the depth of deposited sediment from the Neebing River Diversion Channel lip to Redwood Avenue and from Redwood Avenue to the Floodway. This survey was completed in 2023 by Hatch Ltd. and the next survey is planned for 2028. The lip survey is conducted annually, and the full channel survey is completed every five years. Hatch's survey found that there is sediment deposition upstream of Redwood Ave that is greater than the design elevation as well as a build up of vegetation throughout the channel that may impact the flow capacity; otherwise, the channel is in good condition, and there were no observations of localized erosion or debris accumulation that would affect the flow in the channel.

#### *Major and Minor Maintenance*

No major maintenance was completed along the Floodway in 2023. Minor maintenance completed by LRCA staff included routine grass cutting and removal of invasive plant species that were identified on the banks of the floodway. Two sections of the diversion channel were clear cut by staff where thicker caliber vegetation such as brush clumps and smaller trees were growing. The first section cut was a 262 metre stretch along Ford Street to the Redwood Avenue bridge. The second section was a 186 metre stretch midway through the diversion channel itself. Staff will continue to cut sections of the diversion channel on a yearly basis as part of the ongoing maintenance program. Brush and tree growth on the channel invert should be kept in control and is reviewed annually or biannually. Trees that were being targeted by beavers along the floodway were protected with wire mesh.

#### *Inspection of the Floodway Diversion Structure*

The annual structural inspection of the Floodway Diversion Structure was completed by KGS Group in July 2023. The Diversion Structure was noted to be in good condition with no major concerns identified regarding the integrity of the structural, functionality and safety components. Recommendations at the time of inspection for this structure were minor, which included



reapplying waterproof coating to the concrete walkway slab; this was completed by LRCA staff shortly after KGS's inspection.

### Inspection of the Floodway

LRCA, City of Thunder Bay staff, and KGS Group (due to Integrity Evaluation Study) completed the annual inspection of the Floodway on July 12, 2023 from the diversion structure to the outlet at Lake Superior. The inspection typically consists of a general discussion of the Floodway, roles and responsibilities, and a visual inspection of the main components of the Floodway as seen from the pedestrian trails and Floodway banks.

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

The current Floodway Agreement between the City of Thunder Bay and the LRCA is valid until December 31, 2027. The Agreement outlines each party's responsibilities in regard to the Floodway and reinforces that maintaining the Floodway integrity is first and foremost.

### Floodway Water Level Monitoring Program

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

### Stewardship – Wildlife Habitat Restoration – Neebing-McIntyre Floodway Corridor (2021 to 2025)

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 Area of Concern (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.

### Operation, Maintenance and Surveillance Plan

The Floodway Operation, Maintenance and Surveillance Plan for 2024 has been updated with maintenance and monitoring work that was completed in 2023. The Plan outlines completed and anticipated required minor and major maintenance and the on-going monitoring planned. The following are the key deliverables noted for 2023:

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

### **FINANCIAL IMPLICATIONS**

The Neebing McIntyre Floodway Program, including surveillance and annual minor maintenance, is included in the 2024 Annual Budget. The Floodway is sole benefitting to the City of Thunder Bay and therefore all maintenance is included as part of their sole benefitting apportionment.

### **CONCLUSION**

In 2023, there were no major issues noted with the operation of the Floodway. Minor maintenance included grass cutting, removal invasive plant species by LRCA staff and close cut clearing/vegetation removal of targeted sections of the diversion channel. The Integrity Evaluation Study currently being completed by KGS will be key in planning for the operation and maintenance of the Floodway for the long term. Annual routine maintenance will continue in 2024.

### **BACKGROUND**

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

The main features of the Floodway include:

- Diversion Structure at Ford Street
- Diversion Channel
- Sediment Trap at Balmoral Street

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

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


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

**REFERENCE MATERIAL ATTACHED**

Neebing-McIntyre Floodway: Operation, Maintenance and Surveillance Plan – 2024

Neebing-McIntyre Floodway: Diversion Chart

**PREPARED BY:** Melissa Hughson, Watershed Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p>  <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 22, 2024</p>
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## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2024

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

The main features of the Floodway include:

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

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

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

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

### **Operation**

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

### **Maintenance**

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

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

## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2024

### Site Restoration

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

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

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

The following table provides a summary of anticipated and completed maintenance. Refer to the Neebing-McIntyre Floodway Maintenance Plan Summary Map 2024 for reference.

<b>Table 1 – Maintenance Plan Summary</b>					
Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
Entire Floodway	Entire Floodway	Remove invasive plant species - Purple Loosestrife, Reed Canary Grass, Narrow-Leaved Cattail, Tartarian Honeysuckle, etc.	2021 (purple loosestrife)	no	As required, or on a yearly basis (2024)
1	Balmoral Sediment Trap	Dredge sediment trap 4,500 m <sup>3</sup> sediment removed	1993	yes	Approx. every 10 years or as determined by annual sediment surveys (2028)
		Dredge sediment trap 1999 - 2,240 m <sup>3</sup> sediment removed 2000 – 4,565 m <sup>3</sup> sediment removed	1999/2000	yes	
		Dredge sediment trap 7,600 m <sup>3</sup> sediment removed	2008	yes R.08.007	

## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2024

**Table 1 – Maintenance Plan Summary**

Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
2		Dredge sediment trap 4526 m <sup>3</sup> sediment removed from north side, including area of McIntyre River confluence	2019	no R.19.029	
		Experimental management of 0.5 ha Invasive Narrow-Leaved Cattail at Hope and Memory Garden to assess success of different management approaches (cut-to-drown and herbicide)	2023	yes MECP Great Lakes Local Action Fund	As required
		Removed invasive Tatarian Honeysuckle on north side, next to Hatch, and replaced with mature native shrubs	2023	yes MECP Great Lakes Local Action Fund	As required
	CPR Bridge Sediment Trap	Dredge sediment trap 5,500 m <sup>3</sup> sediment removed	1993	yes	Approx. every 10 years or as determined by annual sediment surveys (2032)
		Dredge sediment trap 5,560 m <sup>3</sup> sediment removed	1999	yes	
		Dredge sediment trap 5,500 m <sup>3</sup> sediment removed	2008	yes R.08.007	
		Dredge sediment trap 4,500 m <sup>3</sup> sediment removed	2022	Yes R.22.033	
	Diversion Channel	Diversion Channel dredging between Neebing River and Redwood Avenue Bridge 2006-10,880 m <sup>3</sup> sediment removed	2006	yes R.06.146	Every 10 years or as determined by Diversion Channel sediment surveys (TBD)
		Diversion channel between Redwood Avenue Bridge and McIntyre confluence- Close-cut clearing – targeted section ~ 186 metres	2023	No	As needed

## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2024

**Table 1 – Maintenance Plan Summary**

Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence	
3		Close-cut clearing from Redwood Bridge to Floodway channel	2001	no	As required	
			2016 removed >2" dia. trees (60 m from Chapples Ped. bridge)	no	As required	
			2018 removed shrubs and >2" dia. trees from the bottom & edges at the Chapples Park location.	no	As required, or on a yearly to 2 year basis (2024)	
		Slumped/erosion area in Chapples Golf Course and replacement of rock apron	2014	yes R.14.072		
		Close-cut clearing from Neebing River to Redwood Bridge	2020 removed shrubs and cattails from bottom & edges of channel	no	As needed	
			2023	No	As needed	
		Removed Purple Loosestrife invasive species by hand	2021 2022	no	As needed	
4	Diversion Channel Lip	Removal of sediment at lip of beginning of channel (Ford Street) 2008 - 1,730 m <sup>3</sup> sediment removed	2007 2008	yes R.08.007	Every 4 years, or as needed after major events (2026)	
			2012- 3,300 m <sup>3</sup> sediment removed and debris	2012		no
			2017 – 2,811 m <sup>3</sup> sediment removed	2017		yes R.17.009
			2022 – 6,500 m <sup>3</sup> sediment removed	2022		Yes R.22.033
5	Diversion Structure	Removal of ice or debris at inlet of structure	2007 2013 (x2) 2016 2018	no	As needed after high water events (2-3 years)	

## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2024

**Table 1 – Maintenance Plan Summary**

Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
		Replace concrete structure, vertical braces, gate columns	1984		Every 81 years 2067**
		Guard rails	1984		50 years life 2032**
		Chain link fence	1984		2026**
		Structural steel (steel frame)	1984		Every 81 years 2063**
		Lifting Lugs	1984		Every 81 years 2063**
		Gate timbers	1984		Every 40 years 2023**
		Concrete was cleaned and painted to cover existing graffiti	2017 2020		As needed
		Concrete wall graffiti mural by local artists and students	TBD		N/A
		Concrete walkway clear-coated	2023		As needed
6	Floodway Channel – Fort William Road to CPR Bridge	All trees along the shoreline of the LRCA owned Triangle Property had their limbs removed to a height of 1.5 metres	2017	no	As needed
		Meadow habitat established on Triangle Property; 3 bird boxes and 5 bee boxes installed and being used	2022	yes ECCC Great Lakes Protection Initiative	Cut every 2 years to maintain meadow habitat
		Triangle property – 1000 #1 potted native plant species were planted by volunteers; habitat structures (bird and bee boxes) were maintained	2023	yes MECP Great Lakes Local Action Fund	Maintenance as required
7	Floodway Channel –	Dredge Floodway Channel Actual – 27,868 m <sup>3</sup>	2011	yes R.11.009	Every 15 years (2025)



## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2024

**Table 1 – Maintenance Plan Summary**

Map Ref. No.	Floodway Feature	Description of Activity	Completion Date	*Provincial Funds Provided	Estimated Required Recurrence
	CPR Bridge to Island Avenue	Sod area between pathway and PCP fence to cover exposed glass which surfaced after dredging in spring of 2012	2012	yes R.12.017	N/A
		Small erosion repair, culvert outlet from Port Authority land, Floodway south bank, between McIntosh Street and Slovak Legion land	2015	no	N/A
8	Floodway Channel – Island Avenue to Lake Superior	Dredge Floodway Channel Actual – 12,529 m <sup>3</sup>	2012	yes R.12.017	Every 15 years (2031)
		Trees on pathway side of floodway channel had their limbs removed to a height of 1.5 metres	2017	no	As needed
		Removal of invasive Reed Canary Grass	2022	no	As required, or on a yearly basis (2024)
9	Floodway Channel – Confluence with Lake Superior	Dredge Floodway Outlet into Lake Superior Actual – 17,627 m <sup>3</sup>	2015	Application submitted in 2013 R.13.005 Resubmitted in 2014 R.14.010 Resubmitted in 2015 R.15.007	Every 20 years 2035
10		Repair to eroded confluence bank	2009	yes R.09.018	>20 years 2029 or as needed
		Repairs to eroded bank and trail	2020	no	As needed

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

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

## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2024

### Surveillance Plan

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

<b>Table 2 – Surveillance Plan Summary</b>				
<b>Area of Study</b>	<b>Description of Study</b>	<b>Date</b>	<b>*Provincial Funds Provided</b>	<b>Estimated Recurrence</b>
Entire Floodway	Neebing-McIntyre River Sedimentation Study, Dillon	1988	yes	-
	Neebing-McIntyre Floodway Integrity Evaluation Study, Engineering Northwest Limited	1998	yes	Every 10 years (2023)
	Neebing-McIntyre Floodway Integrity Evaluation Study, Hatch Mott MacDonald	2013/2014	yes S.13.018	
	Neebing-McIntyre Floodway Integrity Evaluation Study, KGS Group	2023/2024	Yes S.23.005	
	Annual Inspection of Floodway – LRCA/City Staff	Annual	no	yearly
	Invasive Plant Species Management Plan, and annual Inspection of invasive plant species – LRCA	Initiated in 2022, Annual	Yes MECP Great Lakes Local Action Fund	yearly
Floodway Channel - CPR Bridge to Lake Superior	Neebing McIntyre Floodway Confluence Study, Engineering Northwest Limited	2008	yes S.08.003	
Floodway Channel	Survey of bed of channel to determine sediment accumulation, Hatch	Re-initiated in 2011	no	Yearly from ice
	Hydrological survey from boat, Riggs Engineering.	2013	yes, included in R.13.005	To be determined
Diversion Channel	Neebing-McIntyre Floodway Diversion Channel Drainage Investigation, AMEC	2003	yes	
	Survey of Diversion Channel to determine sediment accumulation	2013 2018 2023	no	Every 5 years (2028)

## Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2024

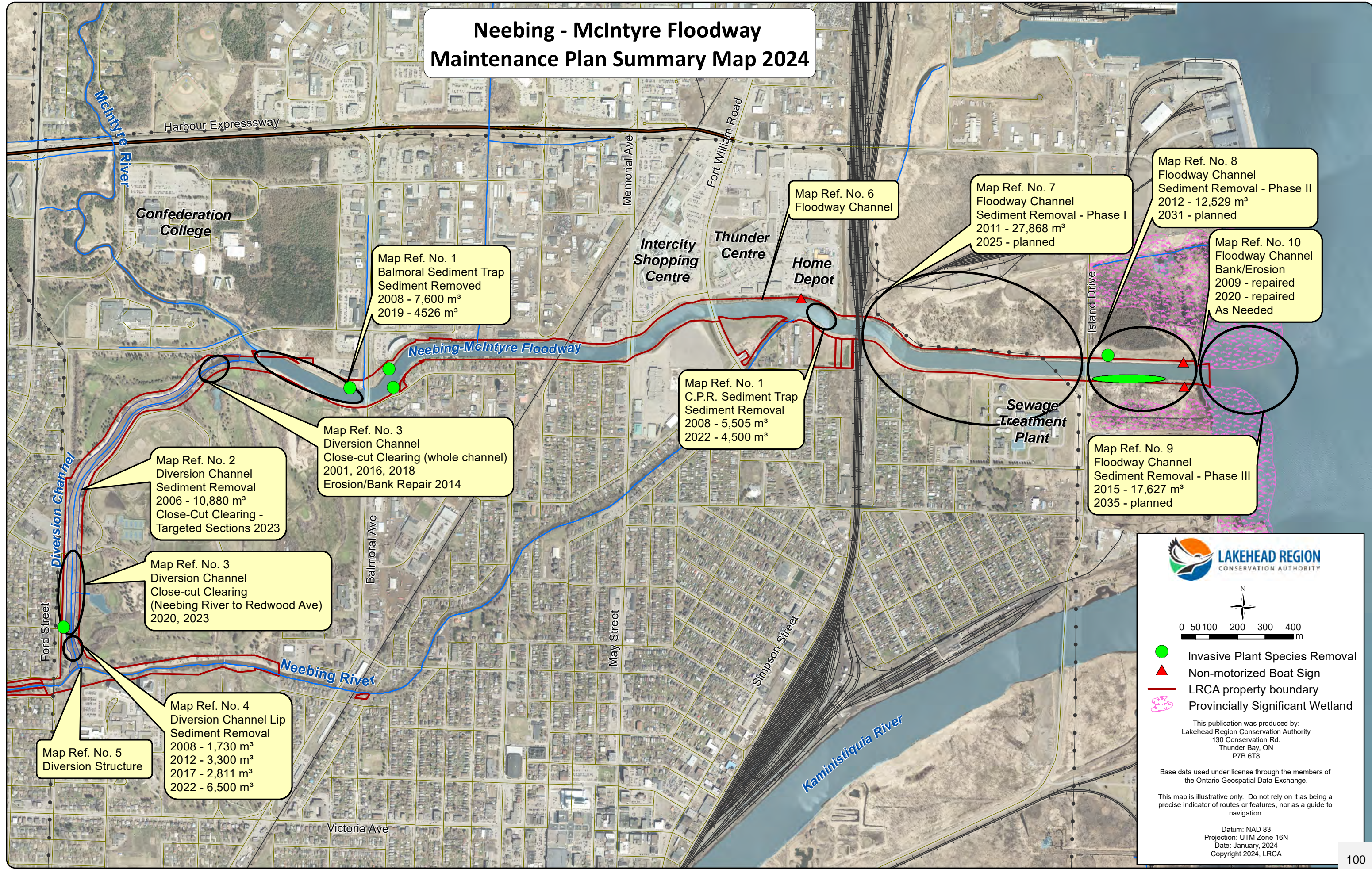
Table 2 – Surveillance Plan Summary				
Area of Study	Description of Study	Date	*Provincial Funds Provided	Estimated Recurrence
	Annual Diversion Channel Lip Survey	Initiated in 2014	no	Yearly after spring freshet
	CCTV inspection of weeping tile and storm sewer along west bank between Neebing River and Redwood Avenue bridge	2020	no	As needed
Diversion Structure	Inspection by Professional Engineer	On-going	no	Yearly
Bridge crossings (various locations)	Water level measurements from various Bridges during events for future model calibration purposes	On-going (Initiated in 2016)	no	Annually during rainfall and /or diversion events

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

Attachments: *Neebing-McIntyre Floodway – Maintenance Plan Summary Map 2024*



# Neebing - McIntyre Floodway Maintenance Plan Summary Map 2024



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

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

Map Ref. No. 2  
Diversion Channel  
Sediment Removal  
2006 - 10,880 m<sup>3</sup>  
Close-Cut Clearing -  
Targeted Sections 2023

Map Ref. No. 3  
Diversion Channel  
Close-cut Clearing  
(Neebing River to Redwood Ave)  
2020, 2023

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

Map Ref. No. 5  
Diversion Structure

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

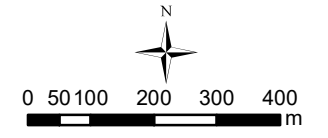
Map Ref. No. 6  
Floodway Channel

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

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

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

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



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

This publication was produced by:  
Lakehead Region Conservation Authority  
130 Conservation Rd.  
Thunder Bay, ON  
P7B 6T8

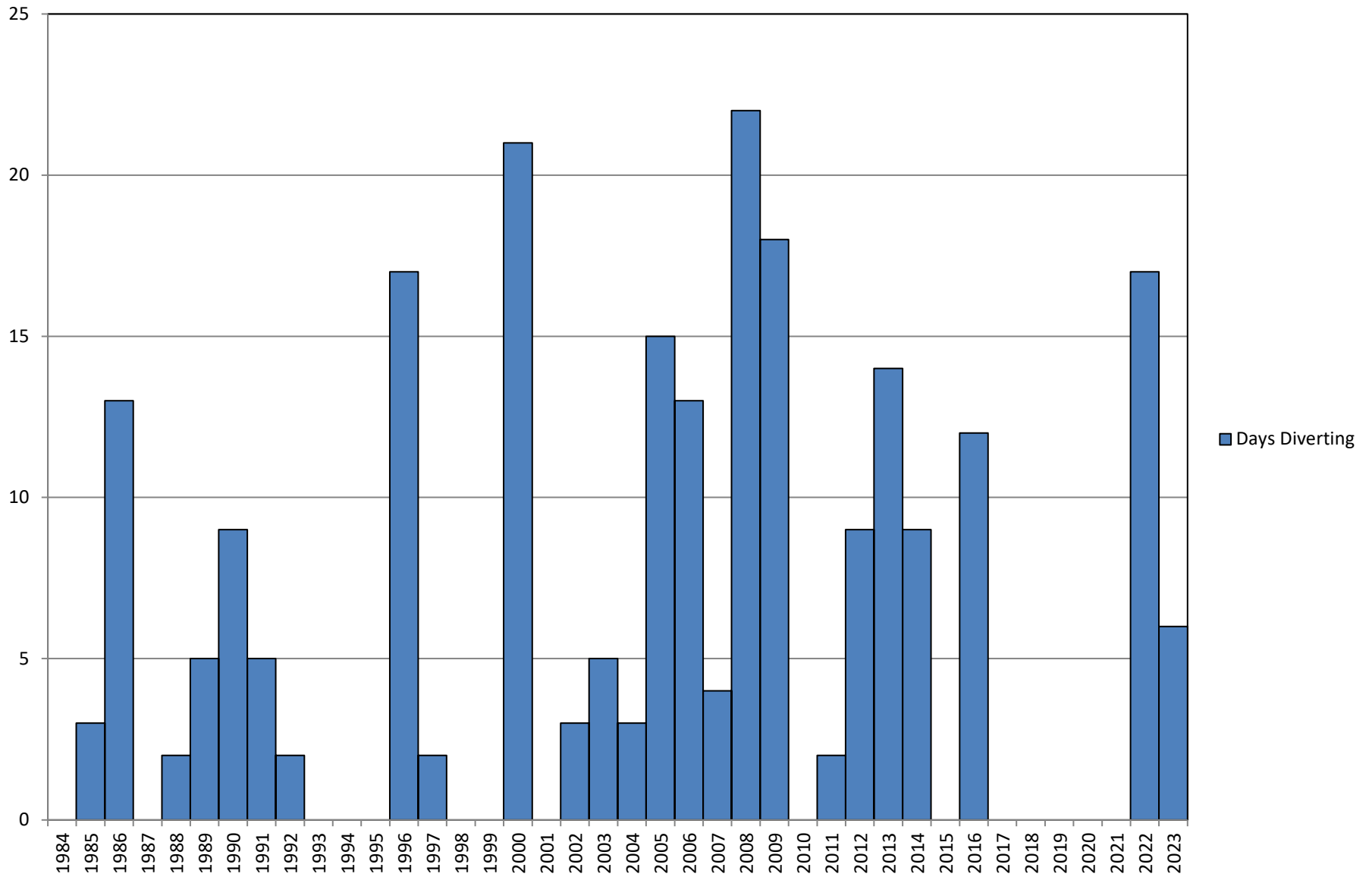
Base data used under license through the members of  
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This map is illustrative only. Do not rely on it as being a  
precise indicator of routes or features, nor as a guide to  
navigation.

Datum: NAD 83  
Projection: UTM Zone 16N  
Date: January, 2024  
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# Needing-McIntyre Floodway Number of Days Diverting 1984 - 2023



**2023 TREASURER'S REPORT  
MONTHLY EXPENSES**

	<b>2023 BUDGET</b>	<b>November</b>	<b>TOTAL TO DATE</b>	<b>BALANCE REMAINING</b>
<b>REVENUE</b>				
Provincial Grants	337,909	47,500	429,548	- 91,639
Municipal Levy	1,793,799	-	1,793,799	-
Self Generated	408,570	58,111	568,029	- 159,459
Other Revenue	352,206	-	279,539	72,667
<b>TOTAL REVENUE</b>	<b>2,892,484</b>	<b>105,611</b>	<b>3,070,914</b>	<b>- 178,430</b>
<b>EXPENSES</b>				
<b>Category 1 Mandatory Programs and Services</b>				
Corporate Services	867,959	72,569	825,645	42,314
Risk of Natural Hazards	1,097,542	68,171	465,234	632,308
Conservation and Management of Lands owned and controlled by the Authority	563,411	25,430	864,401	- 300,990
Source Water Protection	58,974	3,228	47,083	11,891
Other Programs and Services	19,625	1,240	16,696	2,929
<b>Total Category 1 Mandatory Programs and Services</b>	<b>2,607,511</b>	<b>170,638</b>	<b>2,219,059</b>	<b>388,452</b>
<b>Category 2 Non-Mandatory Programs and Services at the Request of a Municipality</b>				
Mapping Services	16,311	832	16,603	- 292
<b>Total Category 2 Non-Mandatory Programs and Services at the Request of a Municipality</b>	<b>16,311</b>	<b>832</b>	<b>16,603</b>	<b>- 292</b>
<b>Category 3 Non-Mandatory Programs and Services</b>				
Education	100,438	4,619	55,616	44,822
Stewardship	158,224	28,194	181,780	- 23,556
Other	10,000	-	7,632	2,368
<b>Total Category 3 Non-Mandatory Programs and Services</b>	<b>268,662</b>	<b>32,813</b>	<b>245,028</b>	<b>23,634</b>

**2023 TREASURER'S REPORT  
MONTHLY EXPENSES**

	<b>2023 BUDGET</b>	<b>December</b>	<b>TOTAL TO DATE</b>	<b>BALANCE REMAINING</b>
<b>REVENUE</b>				
Provincial Grants	337,909	8,997	443,577	- 105,668
Municipal Levy	1,793,799	-	1,793,799	-
Self Generated	408,570	89,921	653,050	- 244,480
Other Revenue	352,206	63,777	343,499	8,707
<b>TOTAL REVENUE</b>	<b>2,892,484</b>	<b>162,695</b>	<b>3,233,925</b>	<b>- 341,441</b>
<b>EXPENSES</b>				
<b>Category 1 Mandatory Programs and Services</b>				
Corporate Services	867,959	75,822	901,406	- 33,447
Risk of Natural Hazards	1,097,542	84,154	549,388	548,154
Conservation and Management of Lands owned and controlled by the Authority	563,411	107,934	972,335	- 408,924
Source Water Protection	58,974	913	47,996	10,978
Other Programs and Services	19,625	269	16,965	2,660
<b>Total Category 1 Mandatory Programs and Services</b>	<b>2,607,511</b>	<b>269,091</b>	<b>2,488,089</b>	<b>119,422</b>
<b>Category 2 Non-Mandatory Programs and Services at the Request of a Municipality</b>				
Mapping Services	16,311	40	16,643	- 332
<b>Total Category 2 Non-Mandatory Programs and Services at the Request of a Municipality</b>	<b>16,311</b>	<b>40</b>	<b>16,643</b>	<b>- 332</b>
<b>Category 3 Non-Mandatory Programs and Services</b>				
Education	100,438	-	55,618	44,820
Stewardship	158,224	16,648	198,428	- 40,204
Other	10,000	-	7,632	2,368
<b>Total Category 3 Non-Mandatory Programs and Services</b>	<b>268,662</b>	<b>16,648</b>	<b>261,678</b>	<b>6,984</b>
<b>Total All Expenses</b>	<b>2,892,484</b>	<b>285,779</b>	<b>2,766,410</b>	<b>126,074</b>



<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-04-2024
<b>DATE PREPARED</b>	January 11, 2024	<b>FILE NO.</b>	Finance Office
<b>MEETING DATE</b>	January 29, 2024		
<b>SUBJECT</b>	2023 Investment Summary		

**RECOMMENDATION**

Suggested Resolution

*“THAT: the Staff Report FIN-04-2024 be received.”*

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

*Govern and Enhance:*

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

**EXECUTIVE SUMMARY**

In 2023, the LRCA invested \$5,600,000 from January 2023 to May of 2023 at a rate of 2.30% in a redeemable GIC. In May of 2023, interest rates increased to 5.15% and the Authority redeemed the \$5,600,000 and invested \$6,000,000 in a GIC at the higher rate.

Throughout the year the LRCA earned \$244,747.96 of interest investing in both GIC’s. The operating account (RBC) also generated \$76,804.71 in interest revenue in the year, with a total interest revenue in 2023 of \$321,552.67. All revenue is recorded in the Administration Fund to offset the annual administration portion of the municipal levy. The 2023 interest was \$221,552.67 higher than budgeted due to the increase in GIC interest rates in 2023.

**DISCUSSION**

Authority funds are invested annually as outlined in Finance Policy FIN-02: Investment of Authority Funds. The Authority is in a positive cash flow position that allows for short term investments. In 2023, the positive cash flow allowed the LRCA to invest in the RBC GIC Program.

Type of Investment	Interest Rate	Date Invested	Interest to Year End	Interest Earned
GIC	2.30%/5.15%	January 1, 2023	December 31, 2023	\$244,747.96
General Interest	Variable	January 1, 2023	December 31, 2023	\$76,804.71
<b>Total Interest Revenue</b>				<b>\$321,552.67</b>



In 2023, the LRCA had all operating funds deposited in the RBC operating account. The general interest from the operating account had varying interest rates each month.

From January 2023 to May 2023 the LRCA invested \$5,600,000 in a GIC with RBC at a rate of 2.30%. From May 2023 until December 2023 the LRCA invested \$6,000,000 in GIC's at a rate of 5.15%. The 2023 interest generated revenue was \$221,552.67 higher than budgeted. The increase is due to higher than anticipated rates due to inflation.

**FINANCIAL IMPLICATIONS**

In 2023, The RBC GIC's earned interest revenue of \$244,747.96 while the operating account interest revenue earned was \$76,804.71 with a total investment income revenue of \$321,552.67. Per the Investment Policy, interest was recorded in the Administration Fund to offset levy. The 2023 interest was \$221,552.67 higher than budgeted due to the increase in GIC interest rates in 2023.

**CONCLUSION**

Higher than anticipated rates of return in the GIC's were realized in 2023, resulting in an increase of \$221,552.67 in interest revenue, as compared to the anticipated revenue included in the 2023 budget. Overall, \$321,552.67 in interest was earned in 2023, which was recorded in the Administration Fund to offset required municipal levy.

**BACKGROUND**


Per Finance Policy FIN-02: Investment of Authority Funds, guidelines have been established for the investment of Authority funds. As required in the policy, a summary investment report is to be presented to the Board annually.

**REFERENCE MATERIAL ATTACHED**

None.

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

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

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 11, 2024
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<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-05-2024
<b>DATE PREPARED</b>	January 11, 2024	<b>FILE NO.</b>	Finance Office
<b>MEETING DATE</b>	January 29, 2024		
<b>SUBJECT</b>	2023 Donations Summary		

## RECOMMENDATION

### Suggested Resolution

***“THAT: Staff Report FIN-05-2024 be received.”***

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

*Govern and Enhance:*

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

## EXECUTIVE SUMMARY

Annually, the Authority receives monetary and in-kind donations and sponsorships. Monetary donations and sponsorships are appropriated to various program areas such as environmental education, conservation areas, bird festival, etc. As a registered charity with the Canada Revenue Agency, tax receipts are issued as warranted to organizations and individuals.

The total value of donations in 2023 was \$76,373.32, which was up considerably compared the past two years that were impacted by COVID.

## DISCUSSION

The Authority is a registered non-profit organization and can accept donations from the general public. Since the LRCA is a registered charity with the Canada Revenue Agency, tax receipts are issued for each donation. The donations benefit the Authority in reducing the costs to run the educational program and other Authority run programs. Any donations of land or services are recognized as donations and are issued an income tax receipt based on their fair market value.

Donation Summary

<b>Program area donation applied</b>	<b>Description</b>	<b>2023 \$</b>	<b>2022 \$</b>	<b>2021 \$</b>
<b>Environmental Education</b>	General Donations	5,875.00	3,855.00	1,574.20
	Donations in Memory of	740.00	60.00	850.00
	LRCA Staff Donations	1,024.00	932.00	936.00
	Canada Helps	245.02	424.25	295.56
	Lakehead Conservation Foundation	20,000.00		
	Westfort Foods		3,000.00	
	Enbridge		1,900.00	
	OPG	11,800.00	11,800.00	
	TC Energy	3,090.47		5,000.00
<b>Stewardship</b>	OPG			12,300
	Bears Bees Honey		300.00	-
	Hills Greenhouse	4,560.00		
	Copperfin	766.70		
<b>Events</b>	Enbridge – Bird Festival		1,075.00	-
	OPG – Waterfowl Viewing Day		1,000.00	1,000.00
	RBC	1,400.00		
	Grenwich Wind Farm - Dorion Bird Festival	4,500.00		
<b>Conservation Areas</b>	General Donations	6,358.00	150.00	35.00
	Steve Ward Contracting – Dive Park	2,000.00		
	TC Energy – Silver Harbour Dock			7,500
	Daniel Schebesh - Silver Harbour	4,000.00		
	Canada Helps	14.13	231.88	134.52
	Sponsorship – OPG – Viewing Scopes Mission Island Marsh		1,200.00	1,200.00
	Waste Bin Rental- Northwest Bins		-	275.00
<b>Misc.</b>	Northern Casket		26.00	
	General Donations		334.30	2,011.00
<b>Land Acquisition</b>	Land Donations – Beaver Avenue Doug & Elona Latham	10,000.00		
<b>Adopt a Bench</b>	Lori Vanlenthe			2,654.87
	Deborah Debakker			2,654.87
	John Fletcher			2,654.87
<b>Total Donations</b>		<b>\$76,373.32</b>	<b>\$26,288.43</b>	<b>\$41,076.59</b>

**FINANCIAL IMPLICATIONS**

Donations to the Authority assist in funding the Education Co-ordinator position, which is primarily funded by non-levy revenue sources. Additionally, donations, in-kind support and sponsorships assist in off-setting costs to various programs year to year, and in general assist in reducing the Authorities reliance on municipal levy.

**CONCLUSION**

The Authority benefits from donations from the public and agencies by offsetting the cost of the Education Coordinator position as well as funding other Authority run programs. In 2023, the total donations were up considerably compared to recent years, in part due to the Lakehead Conservation Foundation being able to resume their annual donations that were halted during COVID. Donations related to the development of the Dive Park at Silver Harbour were instrumental in getting the amenity operational in 2023.

**BACKGROUND**


The LRCA is a registered non-profit organization and can accept donations form the general public and organizations. Since the LRCA is a registered charity with the Canada Revenue Agency, tax receipts are issued as warranted for each donation. Donations and sponsorships benefit the Authority by partially funding the Education Co-ordinator position as well as other programs run by the Authority. Any donations of land or services are recognized as donations and are issued an income tax receipt based on their fair market value.

**REFERENCE MATERIAL ATTACHED**

None

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

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

<p>THIS REPORT SIGNED AND VERIFIED BY:</p>  <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 11, 2024</p>
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<b>PROGRAM AREA</b>	FINANCE	<b>REPORT NO.</b>	FIN-06-2024
<b>DATE PREPARED</b>	January 22, 2024	<b>FILE NO.</b>	Finance Office
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	2024 Fee Schedule Review		

**RECOMMENDATION**

Suggested Resolution

*“THAT: the 2024 Fee Schedule be adopted.”*

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

*Govern and Enhance:*

- *Maintain a stable model of financial resiliency based on capacity, capabilities, and public expectations by maximizing new funding opportunities, fundraising and self-generated revenue.*

**EXECUTIVE SUMMARY**

Annually the Fee Schedule is reviewed by staff to provide a recommendation to the Board of Directors regarding increases or changes. Per the Minister’s Direction prohibiting changing fees to Plan Review and Development Regulations Fees, no changes have been made to the Fee Schedules.

The following additions and updates are recommended:

- Adding LRCA branded hats and 70<sup>th</sup> anniversary t-shirts.
- Clarification in wording on Education Fee Schedule (no change to fee amounts).

**DISCUSSION**

As outlined in the Fee Policy (FIN-08), the Fee Schedule is to be reviewed by staff and presented annually to the Board of Directors for consideration and approval.

Conservation Authorities have the ability to charge fees for services as approved by the Minister. Every year the staff review the previous years Fee Schedule and recommend any changes to the Board of Director’s for approval.

On December 28, 2022 a “Minister’s Direction to not Change Fees” was issued to Conservation Authorities, that prohibits the changing of Plan Review and Development Regulation fees for the period of January 1, 2023 to December 31, 2023. A similar letter was issued by the Minister to

'extend the no changes to fees' on December 13, 2023, where Conservation Authorities are prohibited from changing the fees for the period of January 1, 2024 to December 31, 2024; therefore, no changes are proposed to those fee schedules.

Staff recommendations changes and updates to the 2024 Fee Schedule include:

- Adding LRCA branded hats and 70<sup>th</sup> anniversary t-shirts.
- Clarification in wording on Education Fee Schedule (no change to fee amounts).

## FINANCIAL IMPLICATIONS

The Minister's Direction prohibiting any changes to Plan Review and Development Regulation fees, reduces the ability of the LRCA to increase revenue to offset the subsidizing of the programs use of municipal levy. No other fee changes are recommended at this time; however, two new sales items are added to the Fee Schedule.

## CONCLUSION

The annual update to the Fee Schedule has been completed and will be posted to the LRCA website once approved by the Board.

## BACKGROUND

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

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

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

### **Reconsideration of fees for permit applications**

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

### **Appeal if no decision**

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

### **Payment of fee**

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

### **Payment of fee under protest and appeal**

(16) A person who pays a fee under subsection (15) may,

- (a) when paying the fee, indicate to the authority in writing that the fee is being paid under protest; and

(b) within 30 days after payment of the fee, appeal the amount charged by the authority upon reconsideration to the Local Planning Appeal Tribunal. 2020, c. 36, Sched. 6, s. 10.

**Appeal of fee in fee schedule**

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

**Hearing**

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

**Powers on appeal**

(19) After hearing the appeal, the Local Planning Appeal Tribunal may,

- (a) dismiss the appeal;
- (b) vary the amount of the fee charged by the authority; or
- (c) order that no fee be charged. 2020, c. 36, Sched. 6, s. 10.

**Refund**

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

**Where dismissal required**

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


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

**REFERENCE MATERIAL ATTACHED**

2024 Fee Schedule

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

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

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 22, 2024
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Category	Description of Activity	Fee
<b>Rentals</b>	Picnic Shelter (per day)	\$25.00 + HST = \$28.25
	Wedding Ceremony held on LRCA owned land	\$200.00 + HST = \$226.00
	Neebing/McIntyre Piggyback Property (per day)	\$500.00 + HST = \$565.00
	LRCA Boardroom Rental/Multipurpose Room	\$300.00 (per day)
		\$150.00 (half day)
	LRCA Conference Telephone Rental	\$50.00 + HST = \$56.25 (per day)
		\$25.00 + HST = \$28.25 (per half day)
	Forest Street Property Lease (annually)	\$100.00+ HST = \$113.00
	Gorham Volunteer Fire Department – Lease Agreement, annual fee, updated 2022	\$450.00 + HST = \$508.50
	Silver Harbour Encroachment (annually), updated 2021	\$108.00 + HST = \$122.04
Snowshoes  *Weekend Rental - pick up on Friday, return on Monday. <b>NOTE:</b> <ul style="list-style-type: none"> <li>Children rentals are HST exempt.</li> <li>There is a \$70.00 charge in the event of damage or no return of equipment (form must be completed by renter authorizing charge)</li> </ul>	\$10 daily + HST = \$11.30	
	\$16 per weekend* = \$18.08	
	\$7.00 daily + HST = \$7.91 Non-Profit Rate	
	10.00 per weekend* = \$11.30 Non-Profit Rate	
<b>Sales</b>	Maps (full size)	\$30.00 + HST = \$33.90
	Explore Parking Pass *Established 2003, increased Jan 1/21	\$40.00 + HST = \$45.20
	LRCA Explore T-Shirts	\$20.00 + HST = \$22.60
	<b>LRCA 70<sup>th</sup> Anniversary Limited Edition T-Shirt</b>	<b>\$40.00 + HST</b> <b>= \$45.20</b>
	Journal	\$6.19 + HST = \$7.00



Category	Description of Activity	Fee
<b>Sales</b>	Enamel Pin	\$4.42 + HST = \$5.00
	LRCA Sticker	\$1.77 + HST = \$2.00
	<b>Hats</b>	<b>\$35.39 + HST</b> <b>= \$40.00</b>
	Tote Bag	\$8.85 + HST = \$10.00
	Water Bottle	\$17.70 + HST = \$20.00
	LRCA Buttons	\$0.87 + HST = \$1.00
	Nylon Foldable Tote Bag	\$5.31 + HST = \$6.00
<b>Services</b>	Photocopying	
	Black and White	\$0.10 + HST = \$0.11
	Black and White by LRCA Staff	\$0.25 + HST = \$0.28
	Colour	\$0.15 + HST = \$0.17
	Colour by LRCA Staff	\$0.30 + HST = \$0.34
	11x17 colour map	\$5.00 + HST = \$5.65
<b>Mapping Service</b>	Creation of Maps	\$100.00 per hour + HST
	Preparation of GIS data/data sharing agreements	
<b>Parking at Conservation Areas</b>	Parking fee (per vehicle) (Established 1996, updated 2021)	\$5.00
	Bus Parking fee	\$25/bus + HST = \$28.25
<b>Programming in Conservation Areas</b>	Fee to determined based on cost of service at the time of the event	Variable
<b>Filming (i.e. movie production) on LRCA owned land</b>	Fee to be determined based on the scale of the production.	Variable

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

**Attached Fee Schedules:**

1. Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits, O. Reg. 180/06, October 8, 2019
2. Plan Review, February 23, 2022
3. **Education Programming, January 31, 2024**

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

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

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

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

Notes:

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

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



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

Notes:

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

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

Version: 2.0

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

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

Notes:

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

**Effective Date of Fee Schedule:** Version 4.0, January 31, 2024

Version	Approval Date	Resolution #
Version 1.0	February 24, 2021	#36/21
Version 2.0	March 31, 2021	#48/21
Version 3.0	October 26, 2022	#117/22
Version 4.0	January 31, 2024	##/24



<b>PROGRAM AREA</b>	CORPORATE	<b>REPORT NO.</b>	CORP-02-2024
<b>DATE PREPARED</b>	January 23, 2024	<b>FILE NO.</b>	7-1-1
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	Conservation Authorities Act – Final Progress Report		

**RECOMMENDATION**

Suggested Resolution

*“THAT: Staff Report CORP-02-2024: Conservation Authorities Act Final Progress Report be received **AND FURTHER THAT** the Final Progress Report and Version 4.0 of the Inventory of Programs be approved.”*

**LINK TO STRATEGIC PLAN**

All sections of the Strategic Plan are impacted.

**EXECUTIVE SUMMARY**

As outlined in LRCA’s Transition Plan, the Final Report and final version of the Inventory of Programs was due to the MNRF within 30 days after the transition date of January 1, 2024. The report was finalized and submitted on January 23, 2024, along with Version 4.0 of the Inventory of Programs. The Inventory of Programs was updated to reflect 2023 program costs and removed the Ice Management optional mandatory program, as it was determined to not be required in the LRCA Area of Jurisdiction.

**DISCUSSION**

As required in LRCA’s Transition Plan, the LRCA must report to the MNRF (formerly due to MECP) six times between July 1, 2022 and October 2023, with a Final Report and final version of the Inventory of Programs due within 30 days of the transition date of January 1, 2024. Accordingly, the Final Progress Report and Inventory of Programs, has been submitted and is attached (Attachment #1).

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

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

obligated to use the service in the future. The 2024 MOU's have been mailed to the applicable municipalities for their consideration.

Staff reviewed the optional mandatory program area related to Ice Management and determined that an Ice Management Program is not considered to be required in our Area of Jurisdiction; therefore, this program area was removed from the Inventory of Programs. Staff will continue to monitor ice conditions in vulnerable locations (i.e., Kam River, Whitefish River, McIntyre River) as part of the Flood Forecasting Program.

Attachment #2 includes the updated *Progress Tracking of Deliverables Table*, dated January 23, 2024.

## **FINANCIAL IMPLICATIONS**

The Inventory of Programs was updated to include the most up-to-date financial program estimates. The Ice Management program was removed from the Inventory of Programs, as it is not considered to be a requirement for the LRCA.

## **CONCLUSION**

As mandated, the final Progress Report and final version of the Inventory of Programs has been prepared, and was submitted to the MNRF on January 23, 2024, prior to the due date of January 30, 2024.

## **BACKGROUND**

Over the last several years the government has been reviewing and consulting on the *Conservation Authorities Act*. On November 5, 2020 the Province introduced Bill 229, *Protect, Support and Recover from COVID 19 Act (Budget Measures), 2020*, with Schedule 6 outlining many changes to the *Conservation Authorities Act*. The Bill passed third reading and received Royal Assent on December 8, 2020. Some sections came into effect immediately, while additional sections were proclaimed on February 2, 2021. Additional sections are to be proclaimed at a later date. A Minister's Conservation Authority Working Group was formed, which included Conservation Authorities, municipalities and other stakeholders to provide input on regulations and policy.

On May 13, 2021, the MECP released the *Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities*. Which was the first phase of a two-phase process. As part of the first phase, in October 2021 MECP released three new regulations under the *Conservation Authorities Act*:

- Ontario Regulation 686/21: Mandatory Programs and Services
- Ontario Regulation 687/21: Transition Plans and Agreements
- Ontario Regulation 688/21: Rules of Conduct in Conservation Areas

On April 22, 2022 MECP notified Conservation Authorities that the Phase II Regulations had been posted on the Environmental Registry (notice number 019-4610) including:

- O. Reg. 399/22: Amending O. Reg. 687/22 (Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act)
- O. Reg. 400/22: Information Requirements
- O. Reg. 401/22: Determination of Amounts Under Section 27.2 (2) of the Act
- O. Reg. 402/22: Budget and Apportionment
- Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee, April 11, 2022

By Order-in-Council, the MNRF was re-designated as the Ministry responsible for administering the *Conservation Authorities Act* (from MECP) on August 29, 2022.

As required in the regulations, the LRCA has prepared:

- Transition Plan (Resolution #121/21)
- Inventory of Programs and Services Version 1.0 (Resolution #27/22).
- Progress Report #1 and Inventory of Programs and Services Version 2.0 (Resolution #80/22)
- Governance section on the LRCA website.
- Progress Report #2 (Resolution #105/22)
- Updated the Fee Policy and posted it on the website.
- Progress Report #3 (Resolution #134/22).
- Progress Report #4 and Inventory of Programs and Services Version 3.0 (Resolution 48/23).
- Progress Report #5 (Resolution #76/23)
- Progress Report #6 (Resolution #99/23)

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

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

On November 28, 2022 Bill 23, *More Homes Built Faster Act, 2022* received Royal Assent, with Schedule 2 affecting various sections of the *Conservation Authorities Act*. As part of the Act, O. Reg. 596/22: Prescribed Acts was filed.

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

- Legislative and regulation changes affecting Conservation Authorities.



- Minister’s direction for conservation authorities regarding fee changes associated with planning, development and permitting fees.

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

Conservation Authorities are prohibited from providing a Category 2 or 3 Non-Mandatory Program to a municipality related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

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

Effective January 1, 2023 to December 31, 2023 the Minister issued a Directive that CAs may not change their fees related to Plan Review or Development Permits. The directive was then extended until December 31, 2024.

**REFERENCE MATERIAL ATTACHED**


Attachment #1 - LRCA Final Progress Report

Attachment #2 – Inventory of Programs, Version 4.0

Attachment #3 - LRCA Progress Tracking of Deliverables – Transition Plan, Phase I and II Regulations, Revision date: January 23, 2024

**PREPARED BY:**

Tammy Cook, CAO

<p>THIS REPORT SIGNED AND VERIFIED BY:</p>  <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 23, 2024</p>
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## LAKEHEAD REGION CONSERVATION AUTHORITY

### Final Progress Report

#### Purpose

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

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

Questions required to be answered:
<b>a) Any comments or other feedback submitted by a municipality referred to in clause 5(1)(b) regarding the inventory.</b>
No comments have been received from any Member Municipality.
<b>b) A summary of any changes that the authority has made to the inventory to address comments or other feedback referred to in a clause (a), including the changed inventory and a clear description of the changes between the previous inventory and the changed inventory</b>
The Inventory of Programs has been updated to Version 4.0. Programs costs have been updated to reflect actual costs in 2023. It has been determined that an Ice Management Plan is not required in our Area of Jurisdiction, and has therefore been removed from the Inventory.
<b>c) An update on the progress of negotiations of cost apportioning agreements with the participating municipalities.</b>
No Category 3 MOUs are required. Category 2 MOU for Mapping Services have been sent to municipalities for execution for service in 2024, if they so choose to continue the service.
<b>d) An outline of any difficulties that the authority is experiencing that might affect the ability of the authority to conclude any cost apportioning agreements with one or more participating municipality by the transition date.</b>
None.

**Lakehead Region Conservation Authority: Inventory of Programs and Services** **January 2024**  
**Version 4.0**

Federal Category	Subservice	Description	Legislative Reference	Annual Cost (2023) \$	Sources of Funding								Comments
					Municipal Levy		Provincial Funding		Federal Funding		Self-generated Funding (i.e. fees, other funding, etc.)		
					\$	%	\$	%	\$	%	\$	%	
<b>Category 1: Mandatory Programs and Services</b>													
<b>Mandatory Programs per Subsection 21.1(1) of the Conservation Authorities Act</b>													
<b>Corporate Services /General Operating Expense</b>	Administration	Administrative, human resources, employee health and safety, operating and capital costs which are not directly related to the delivery of any specific program or service, financial services, legal, CA Boards, administrative staff (CAO, finance, admin). Administrative Building.	Enabling service	634,433	333,493	53%	150,940	24%			150,000	24%	
	Community Relations	Corporate communications, marketing, website, corporate publications (Annual Report, calendar, fact sheets, brochures, etc.).	Enabling service	101,771	101,771	100%							
	Vehicle and Equipment Program	Internal charge to programs that require vehicles and equipment to fund required maintenance and purchase of vehicles and equipment.		24,532						24,532	100%		
	Information Technology Management	Computer software and hardware, data management, cyber security at the corporate level.	Enabling service	50,241	50,241	100%							
	Corporate GIS	Management of GIS software and data at the corporate level.		20,234	20,234	100%							
<b>General</b>													
<b>Risk of Natural Hazards</b>	Floodplain mapping	Creation and maintenance of floodplain models and mapping.	Ref. 686/21 s.1(3)1.	46,346	46,346	100%							Sole benefitting City of Thunder Bay
	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.	Ref. 686/21 s.1(3)1.	2,216	2,216	100%							
	Communications and Outreach	Promoting public awareness of natural hazards including flooding, drought and erosion. Public events and materials. Social media services and website. Media relations.	Ref. 686/21 s.1(2)1, s.1(2)4, s.1(3)3	15,645	15,645	100%							
	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts and watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of Equipment. Documentation of flood events. Flood Warning System.	Ref. 686/21 s.2	46,730	46,730	100%							
	Drought and Low Water Response	Conditions monitoring/analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers who recommend drought response actions.	Ref. 686/21 s.3	4,023	4,023	100%							

**Lakehead Region Conservation Authority: Inventory of Programs and Services** **January 2024**  
**Version 4.0**

Federal Category	Subservice	Description	Legislative Reference	Annual Cost (2023) \$	Sources of Funding								Comments
					Municipal Levy		Provincial Funding		Federal Funding		Self-generated Funding (i.e. fees, other funding, etc.)		
					\$	%	\$	%	\$	%	\$	%	
Risk of Natural Hazards	Infrastructure: Neebing-McIntyre Floodway	Operation and minor maintenance of Neebing-McIntyre Floodway.	Ref. 686/21 s.5	176,152	176,152	100%							Sole benefitting City of Thunder Bay. Provincial WECl funding subject to approval in year of capital project.
		Capital cost for operation of Neebing-McIntyre Floodway.		475,500	475,500	100%							
	Infrastructure: Victor Street Erosion	Operation and minor maintenance of Victor Street Erosion. Erosion prone city owned land, protection of infrastructure and maintain access and egress to Victor Street.		33,693	33,693	100%							
		Capital costs for operation of Victor Street erosion.		30,606	30,606	100%							
	Review of Proposal under an Act	Input to the review and approval processes under other applicable law (i.e. Aggregate Resources Act, Drainage Act, Environmental Assessment Act, etc.) with comments principally related to natural hazards, wetlands, watercourses and Section 28 permit requirements.	Ref. 686/21 s.6	2,842	2,842	100%							
	Plan Review Comments	Technical information and advice to municipalities related to Section 3.1: Natural Hazards (PPS), on circulated municipal land use planning applications (Official Plan and Zoning By-Law Amendments, Subdivisions, Consents, Minor Variances). Input to Municipal land-use planning, documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of NDMNRF (delegated to CAs in 1983).	Ref. 686/21 s.7	75,680	47,310	63%					28,370	37%	
	Administering and enforcing the Act (Section 28 Development Regulations)	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents and consultants related to development in a regulated natural hazards. Legal expenses for regulations and compliance.	Ref. 686/21 s.8	124,767	107,667	86%					17,100	14%	
<b>ii. Programs and Services related to the Conservation and Management of Lands owned and controlled by the Authority</b>													
Management, operation and maintenance of CA owned land	Conservation Areas	Operation and minor maintenance in Conservation Areas. Forest management, natural heritage management. Land Inventory (NEW mandated requirement, due by December 31, 2024). Comment on planning applications as a landowner. Development and maintenance of a Conservation Areas Strategy (NEW mandated requirement, due by December 31, 2024).	Ref. 686/21 s.9, 10, 11	281,913	170,876	61%					111,037	39%	New mandated requirements (Land Inventory, Conservation Area Strategy).
		Capital works in Conservation Areas.		94,750	94,750	100%							
	Administer Section 29 Regulations in Conservation Areas	Conservation areas enforcement/compliance legal expenses for reflation compliance.	Ref. 686/21 s. 9(4)	9,827	9,827	100%							
	Other owned land (i.e. floodplain lands, erosion prone lands, forest management land, etc.)	Operation and minor maintenance in other Conservation Authority owned land. Forest management, natural heritage management. Land Inventory (Due December 31, 2024). Comment on planning applications as a landowner.	Ref. 686/21 s.9,s.11	48,952	39,956						8,996	18%	
		Capital works in Conservation Authority other owned land.		37,000	37,000	100%							

**Lakehead Region Conservation Authority: Inventory of Programs and Services** **January 2024**  
**Version 4.0**

Federal Category	Subservice	Description	Legislative Reference	Annual Cost (2023) \$	Sources of Funding								Comments
					Municipal Levy		Provincial Funding		Federal Funding		Self-generated Funding (i.e. fees, other funding, etc.)		
					\$	%	\$	%	\$	%	\$	%	
<b>iii. Programs and Services related to the authority's duties, functions and responsibilities as a Source Protection Authority under the Clean Water Act 2006</b>													
<b>Source Water Protection Program</b>	Source Water Protection	Provide programs and services to ensure the Authority carries out its duties, functions and responsibilities as a Source Protection Authority under the provisions of the Clean Water Act (2006). Applies to municipal drinking water systems: City of Thunder Bay Bare Point Water Treatment Plant and Municipality of Oliver Paipooonge Rosslyn Village Drinking Water System. Comment on planning applications related to source water.	Ref. 686/21 s.13	82,600			82,600	100%					
<b>iv. Other Programs and Services</b>													
<b>Other Programs and Services</b>	Water Quality and Quantity Monitoring: Provincial groundwater Monitoring Network	A long standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management and lab analysis. Includes summer students.	Ref. 686/21 s.12(1)1, s.12(2)	8,262	8,262	100%							
	Water Quality and Quantity Monitoring: Provincial Water Quality Monitoring Network	A long standing (50+year) CA/MECP partnership for stream water quality monitoring. CA takes water samples; MECP does lab analysis and data management. Includes summer students.	Ref. 686/21 s.12(1)2, s.12(3)	8,097	8,097	100%							
	Watershed-based Resource Management Strategy Due: Dec. 31, 2024 (NEW Mandated requirement)	Developing funding 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.	Ref. 686/21 s.12(1)3, s.12(4)										New mandated program. Cost unknown. Completing internally.

**Lakehead Region Conservation Authority: Inventory of Programs and Services** **January 2024**  
**Version 4.0**

Federal Category	Subservice	Description	Legislative Reference	Annual Cost (2023) \$	Sources of Funding								Comments
					Municipal Levy		Provincial Funding		Federal Funding		Self-generated Funding (i.e. fees, other funding, etc.)		
					\$	%	\$	%	\$	%	\$	%	
<b>General</b>													
Mapping Service	GIS Mapping Service. Maintaining of hardware and software required to provide a web-based mapping service that provides mapping capabilities to users.	Municipality of Oliver Paipoonge	CAA s.21(1)(n)	12,350							12,350	100%	MOUs send out annually to partners.
		Township of Dorion		650							650	100%	
		Lakehead Rural Planning Board		3,000							3,000	100%	
<b>Category 3: Non-Mandatory Programs</b>													
Education	Environmental Education	Curriculum based program development and delivery within local School Boards. Annual Water Festival.	CAA s.21(1)(a)&(q)	53,042							53,042	100%	No municipal levy will be used for Category 3 programs; therefore, no Agreements required.
	Nature Interpretive Programming	Event programming development and execution on LRCA owned lands.	CAA s.21(1)(a)&(q)	62,707							62,707	100%	
Stewardship	Superior Stewards	Program to enable local residents along a shoreline to revegetate, restore and improve riparian health along their shoreline.	CAA s.21(1)(f)&(o)	40,000			40,000	100%					
	Tree Seedling	Promotion of tree planting in the watershed.	CAA s.21(1)(f)&(o)	9,974							9,974	100%	
	Private Land Stewardship	Administration and execution of stewardship projects on municipal/LRCA/private land. Promotion of restoration/enhancement of natural environment.	CAA s.21(1)(f)&(o)	185,009			121,770	66%	63,239	34%			
Environmental Research	Low Impact Development Research with PhD Student	Short term research project (2022 to 2025) in partnership with Lakehead University. Studying the effectiveness of Low Impact Development in the McVicar Creek watershed.	CAA s.21(1)(a)	7,632							7,632	100%	
				2,811,176	1,863,237	395,310	63,239	489,390					

\*\*Per. O. Ref. 687/22 section 6(2)(c)(i)(D) costs are based on the 2023 budget as the 5 year average was determined to not reflect the actual cost of the programs (i.e. loss of Section 39 provincial funding, inflation, wage increases, other available funding varies year to year, etc.).

	Total Program Cost	Percentage of Total Cost	Municipal Levy		Provincial Funding		Federal Funding		Self-generated funding (i.e. fees)	
	\$	%	\$	%	\$	%	\$	%	\$	%
Category 1	2,436,812	86.68%	1,863,237	76.46%	233,540	9.58%			340,035	13.95%
Category 2	16,000	0.57%		0.0%		0.00%			16,000	0.57%
Category 3	358,364	12.75%		0.0%	161,770	40.92%	63,239	17.65%	133,355	4.74%
<b>Total</b>	<b>2,811,176</b>	<b>100%</b>	<b>1,863,237</b>	<b>66.28%</b>	<b>395,310</b>	<b>14.06%</b>	<b>63,239</b>	<b>2.25%</b>	<b>489,390</b>	<b>17.41%</b>

**Lakehead Region Conservation Authority****Progress Tracking of Deliverables – Transition Plan, Phase I and Phase II Regulations****Revision Date: January 23, 2024**

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

**Lakehead Region Conservation Authority****Progress Tracking of Deliverables – Transition Plan, Phase I and Phase II Regulations****Revision Date: January 23, 2024**

<b>2023</b>			
Prepare 2024 Budget Adhering to Legislation	January 1, 2023 to August 2023	November 2023	Draft Report complete
MECP Report #4	March 31, 2023	April 1, 2023	Complete March 30, 2023 Resolution # 48/23
Negotiations of cost apportioning agreement with municipalities	March 2022 to May 2023		N/A-No Category 3 agreements required
LRCA Approval of MOUs/Agreements	June 2023 to August 2023		N/A -No Category 3 agreements required
MECP Report #5	June 21, 2023	July 1, 2023	Complete June 21, 2023 Resolution #76/23
MECP Report #6	September 27, 2022	October 1, 2023	Complete September 27, 2023 Resolution #99/23
Request for extension of transition date		October 1, 2023 (if required)	Not required
Execute municipal agreements	June 2023 to October 2023	January 2024	Category 2 Mapping Service MOUs sent out
<b>2024</b>			
Final Report to MECP	January 30, 2024	January 30, 2024	January 23, 2024
Land Inventory Public Consultation	Open House to be scheduled. Booth at 70 <sup>th</sup> Anniversary	December 31, 2024	
Land Inventory	Draft to Board April 2024	December 31, 2024	In progress
Conservation Area Strategy Public Consultation	Open House to be scheduled. Booth at 70 <sup>th</sup> Anniversary	December 31, 2024	On-line survey completed



**Lakehead Region Conservation Authority**

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

**Revision Date: January 23, 2024**

Conservation Area Strategy	Draft to Board March 2024. Final to Board October 2024	December 31, 2024	In progress
Asset Management Plan Floodway	September 2024.	December 31, 2024	
Operational Management Plan Floodway	September 2024.	December 31, 2024	
Asset Management Plan Victor Street	October 2024.	December 31, 2024	
Operational Management Plan Victor Street	October 2024.	December 31, 2024	
Watershed Based Resource Management Strategy	Draft to Board October 2024. Final to Board November 2024	December 31, 2024	In progress

\*\*2024 Dates may change.



<b>PROGRAM AREA</b>	CORPORATE	<b>REPORT NO.</b>	CORP-03-2024
<b>DATE PREPARED</b>	January 12, 2024	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	Lakehead Coastal Resilience Management Plan Pilot Project Funding Application		

**RECOMMENDATION**

Suggested Resolution

*“**THAT:** the Board of Director’s support the Lakehead Region Conservation Authority’s application in conjunction with Conservation Ontario to Natural Resources Canada Climate Resilient Coastal Communities Program **AND FUTHER THAT** the matching 25% funding will be acquired from the Risk of Natural Hazard Deferred Fund and in-kind contributions **AND FURTHER THAT** if the application is successful the CAO and Chair are authorized to enter into a Grant Agreement for the ‘Lakehead Coastal Resilience Management Plan Pilot Project’ .”*

**LINK TO 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.
- Manage land holdings through systemic evaluations, inventories, and strategies.
- Collaborate and partner with agencies and community organizations to take action in the protection of natural habitats and ecosystems, share decision-making, and address emerging issues that impact the health and sustainability of the Lakehead watershed.
- Increase the availability of data and knowledge to our partners and the public.

Protect and Support:

- Increase capacity to issue relevant and timely flood messaging by utilizing technology and best practices to enhance the flood-readiness of our partners.
- Promote and implement programs to alleviate the impacts of climate change, habitat degradation, and threats to biodiversity.

**EXECUTIVE SUMMARY**

In December 2023, the Lakehead Region Conservation Authority participated in a joint funding application lead by Conservation Ontario submitted to the Climate Resilient Coastal Communities Program led by Natural Resources Canada (NRCan) to develop a Lakehead Coastal Resilience

Management Plan. If successful, between 2024 to 2027 the following will be completed: shoreline analysis to document current and future impacts from flooding, erosion, wave uprush and extreme weather events; identify at risk infrastructure; assess value of impacted infrastructure; where applicable, create a plan of retreat; create best management practices for mitigating and adapting to climate change; develop innovative solutions; and develop short and long-term solutions. The process will include the development of a Steering Committee. The project would be funded 75% from funding and 25% by the LRCA using in-kind contributions and funds from the Risk of Natural Hazards Deferred Fund. All deliverables will be made available to applicable Member Municipalities for consideration and use in their respective municipalities (i.e., asset management, Official Plan and Zoning By-Laws, planning, etc.).

## **DISCUSSION**

Staff worked with Conservation Ontario and other Great Lake Conservation Authorities to submit a joint funding application to the Climate Resilient Coastal Communities Program being led by Natural Resources Canada (NRCan). Up to 75% funding is available for eligible projects. The main goal of the project will be to map the Lake Superior Shoreline current and future flooding and erosion hazards and collectively develop a Shoreline Management Plan for use by both the applicable municipalities and the LRCA. Lake Superior flood and erosion hazard mapping has not been completed in the LRCA Area of Jurisdiction and is considered to be data gap for implementing the delegated responsibilities related to Section 28 Regulations and Plan Review. Currently, the 100-year flood elevation provided by MNRF in their Technical Guidelines is used to delineate the flood hazard in conjunction with the 15-metre adjacent area. Erosion hazards if present, must be assessed by the individual proponent, as determined by a site visit by LRCA staff. It is anticipated that the deliverables will be used in the following mandatory program areas: Flood Forecasting and Warning, Plan Review, Development Regulations, CA Owned Land Management and Source Water Protection.

The deliverables from the project will be made available to all Lake Superior Shoreline Member Municipalities for use in their Comprehensive Official Plans, Zoning By-Laws, Asset Management Plans for impacted municipal infrastructure and for use when forming future planning strategies for shoreline properties impacted by climate change.

LRCA will use the deliverables to:

- Update the Approximate Regulated Area:
  - Lake Superior 100-year flood elevation (currently use MNRF elevation)
  - Wave Uprush (not currently assessed)
  - 100-year erosion rate (not currently assessed)
- Formalize the Lake Superior Flood Forecasting and Warning System, including setting elevations for various Shoreline High Water Condition Statements.
- Data will be available to future developers along the shoreline (will eliminate need for each individual developer to conduct individual studies)
- Data will be used in Plan Review (i.e., comments on municipal Planning Applications to assess applications on compliance with Natural Hazards on shoreline)

- Data will be used in administration of Development Applications (direct new development/redevelopment outside of flooding and erosion hazards)
- Develop a Lakehead Coastal Resilience Management Plan
- Formation of a Steering Committee in order to engage various stakeholders from organizations who have a direct link to the shoreline's social, economic and biodiversity values (i.e., municipalities, Thunder Bay Port Authority, Remedial Action Plan, Fort William First Nation, Parks Canada (Pigeon River Provincial Park, Lake Superior National Marine Conservation Area), Ministry of Natural Resources and Forestry (Western Lake Superior Conservation Reserve), Nature Conservancy Canada, Thunder Bay Field Naturalists, Thunder Bay District Stewardship Council, landowner associations, etc.).

A presentation regarding the project was made to Neebing Council on December 6, 2023. Letters of support for the project were received from the Municipality of Shuniah and Township of Dorion.

## FINANCIAL IMPLICATIONS

Due to the tight timeline for the group submission and no scheduled Board meetings in December 2023, an email poll was sent out on December 4, 2023, to request feedback from the Board regarding the use of deferred funds for the matching 25%. All responses were in favour of the proposed approach; therefore, the project was included in the group Conservation Ontario submission.

The total budget for the project is estimated to be \$883,500, with NRCan funding approximately 74% of the project (\$651,000). The matching 25% includes \$78,500 in-kind, and \$153,500 in matching funds from the Risk of Natural Hazard Deferred Fund, which current has approximately \$225,000 available. In-kind contributions include: room rental, overhead, historical air photos and communication materials.

### ***Budget Information:***

- Requested amount from NRCan: **\$651,500**
- In-kind: **\$78,500**
- Cash from other sources: **\$153,500** (LRCA Risk of Natural Hazards deferred funds)
- Total project value: **\$883,500.00**

## CONCLUSION

Assessing current and future natural hazards along the Lake Superior Shoreline is a priority of the LRCA. Current available information is lacking and outdated. The current funding opportunity and group application lead by Conservation Ontario is a significant opportunity to understand the current hazards and potential extreme event/climate change impacts in order to be able to develop adaptation strategies for long term viability. Accurate data is necessary to reduce future risk and liability to the LRCA in the administration of O. Reg. 180/06 and enables staff to direct future development outside of natural hazards when issuing permits on the Lake Shoreline.


**BACKGROUND**

None.

**REFERENCE MATERIAL ATTACHED**

Attachment #1 – Project Summary included in group application

**PREPARED BY:** Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: January 17, 2024
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## **Pilot Project: Lakehead Coastal Resilience Management Plan - Lake Superior**

### ***Project objective(s) and outcomes:***

The Lakehead Coastal Resilience Management Plan – Lake Superior Pilot Project will cover the Lake Superior Shoreline within the Lakehead Region Conservation Authority (LRCA) Area of Jurisdiction (i.e., from the Municipality of Neebing western border (USA border) to the eastern border of the Township of Dorion) and will address current and future flooding and erosion hazards. The Lakehead Watershed has experienced recent extreme rain events and snowpack (2008, 2012, 2016 and 2022) and extreme record low and high-water levels on Lake Superior in recent years (i.e., record highs recorded 1985, 2019, 2020 and record lows in 2007). The increase in extreme event frequency indicates a changing dynamic along the shoreline, which necessitates understanding the potential extreme event/climate change impacts, in order to be able to develop adaptation strategies for long term viability. While mitigation is necessary to reduce the rate and magnitude of climate change, adaptation is essential to reduce damages from climate change impacts, such as flooding and erosion, that cannot be avoided. Integrating climate adaptation across the Lakehead Watershed Shoreline provides an opportunity to coordinate decision making and planning efforts across the neighbouring municipalities, to reduce vulnerabilities and build resilience, thereby minimizing the severity of the resulting impacts and taking advantage of opportunities. The key priority of the project will be to understand current and future risks and develop adaptive short- and long-term actions that impacted municipalities can use to prepare for, respond to, and recover from the potential impacts of climate change. Where applicable, a plan of retreat will be developed for at risk community assets, housing or infrastructure, which can be used by the respective municipality in their long-term planning. This will protect people and property as well reduce the economic impact of climate change impacts to municipal and private infrastructure.

The process will include the formation of a Steering Committee in order to engage various stakeholders from organizations who have a direct link to the shoreline's social, economic and biodiversity values i.e., municipalities, Thunder Bay Port Authority, Remedial Action Plan, Fort William First Nation, Parks Canada (Pigeon River Provincial Park, Lake Superior National Marine Conservation Area), Ministry of Natural Resources and Forestry (Western Lake Superior Conservation Reserve), Nature Conservancy Canada, Thunder Bay Field Naturalists, Thunder Bay District Stewardship Council, landowner associations, etc.

The process will lead to action to enhance climate resilience in the project region by clearly identifying the climate impacts along the shoreline, identifying at risk current infrastructure, and identifying areas to direct new development away from. The Management Plan will present short- and long-term best management strategies that can be incorporated by municipal and private entities along the shoreline into their asset management plans and future development plans to be more climate resilient in the future.

### ***Other priorities and adaptation measures that the project will build on:***

The Lakehead Coastal Plan would work towards meeting the Strategic Directions outlined in the *City of Thunder Bay – Climate Adaptation Strategy (2015)* which primarily focuses on economic impacts and natural heritage features, including:

- 4.2: Assess Potential Threats, identified in the City’s *Climate Adaptation Strategy*, where conducting “threat mapping” was identified as a key action. The shoreline analysis would complete this assessment and would identify critical shoreline areas that would be impacted by extreme weather events that pose a risk to infrastructure and populations. It would identify impacted city owned infrastructure, non-municipal infrastructure, and natural heritage features that would be impacted from climate change. It would provide the necessary information for the City to prioritize and implement projects to protect them.
- 4.3: Increase Resilience. The Coastal Plan will identify suitable best management practices for design, construction and maintenance that can be adopted and implemented into City standards and projects.
- 4.6: Network and Collaborate. The creation of the Steering Committee will create a regional group to share best practices and share information.
- 4.7: Respond and Recover. The Coastal Plan will identify best management practices to respond and recover from the impacts of flooding and erosion.

Additionally, the Lakehead Coastal Plan will build upon and share the results/strategies from the following:

- *Lake Superior Canadian Nearshore Assessment (2020)*
- *Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health 2021, Annex 10: Climate Change Impacts and Resilience*
- *Ontario’s Great Lake Strategy*
- *Lake Superior Lamp (2022-2024)*

**Outputs:**

*Expected products and outputs of the project include:*

<b><i>Pilot Project Area - Ontario</i></b>	<b><i>Expected Products and Outputs</i></b>
<b><i>Lakehead Coastal Resilience Management Plan - Lake Superior</i></b>	<p>The Coastal Resilience Management Plan will include:</p> <ol style="list-style-type: none"> <li>1. Shoreline analysis to document current and future impacts due to climate change from flooding, erosion, wave uprush and extreme weather events;</li> <li>2. Identify at risk infrastructure; assess value of impacted infrastructure;</li> <li>3. Where applicable create a plan of retreat of community assets, housing or infrastructure away from hazards;</li> <li>4. Create best management practices for mitigating and adapting to climate change;</li> <li>5. Develop innovative solutions;</li> <li>6. Develop short- and long-term solutions.</li> </ol>

**Budget Information:**

- Requested amount from NRCan: **\$651,500**
- In-kind from other sources: **\$78,500**
- Cash from other sources: **\$153,500**
- Total project value: **\$883,500.00**



<b>PROGRAM AREA</b>	CORPORATE	<b>REPORT NO.</b>	CORP-04-2024
<b>DATE PREPARED</b>	January 24, 2024	<b>FILE NO.</b>	
<b>MEETING DATE</b>	January 31, 2024		
<b>SUBJECT</b>	June Board Meeting Date and 2024 Christmas Closure		

**RECOMMENDATION**

Suggested Resolution

*“THAT: the June 2024 Board Meeting date be moved to \_\_\_\_\_.”*

*“THAT: the Administrative Office will be closed December 23, 2024.”*

**LINK TO STRATEGIC PLAN**

*Priority: Govern and Enhance*

- *Continue to commit to accountable and transparent organizational governance.*
- *Build upon and nurture a healthy, diverse, and positive workplace through a dynamic culture of learning, safety, inclusion, and mental well-being.*

**EXECUTIVE SUMMARY**

The CAO is requesting to move the June Board Meeting date to accommodate attending a General Manager strategy session being held on the current June meeting date. Additionally, it is recommended to close the Administrative Office on Monday December 23, 2024 in addition to the usual holiday closure between December 24 and January 1.

**DISCUSSION**

The CAO is requesting to move the date of the June Board Meeting to allow participation in the General Manager Strategy Session being planned by Conservation Ontario on Tuesday June 25<sup>th</sup> and Wednesday June 26<sup>th</sup>. The session attended in 2023 was considered to be very beneficial to engage with other Conservation Authority General Managers/CAO’s. The current scheduled date for the June Board Meeting is Wednesday June 26<sup>th</sup>. Options for consideration include the following Thursday (June 27), the Wednesday prior (June 19) or the Wednesday after (July 3).

In reviewing the dates of the 2024 Christmas holiday, it is recommended to close the administrative office on Monday December 23, 2024. The current policy is to close the office from Christmas Eve (December 24) to New Years Day (January 1), where staff are paid for non-stat days during the break. If approved, all staff would use a vacation day/banked overtime/floater for the one-day closure. All staff are supportive of this approach.



**FINANCIAL IMPLICATIONS**

None.

**CONCLUSION**

Moving the June Board Meeting date will allow the CAO to attend a beneficial strategy session. Closing the office of December 23, 2024, will provide staff with a longer holiday break.

**BACKGROUND**

None.

**REFERENCE MATERIAL ATTACHED**

None.

**PREPARED BY:** Tammy Cook, CAO

<p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i> Tammy Cook Chief Administrative Officer</p>	<p>DATE: January 24, 2024</p>
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**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

January 31, 2024

Moved By

Seconded By

*“ THAT: having examined the accounts for the period November 1, 2023 to November 30,2023 cheque #3064 to #3098 for \$79,138.39 and preauthorized payments of \$128,775.32 for a total of \$207,913.71, we approve their payment. ”*

3064	ALS Sewage Services	Porta Unit Mills Block - Sep 30 - Oct 29	203.40
3065	Amanda Donolovitch	Boot Allowance for 2023	200.00
3066	Blue Green Labs	Cyanobacteria Monitoring 2023	1,727.62
3067	CANADIAN TODS	Signage Conservation Areas Jan - Dec 2024	3,164.00
3068	Conservation Ontario	ESRI usage 2023	2,779.34
3069	Hi-Impact Signs	Door Decal for Dodge Truck	141.25
3070	Innovated Solutions	Security, Server for December 2023	847.50
3071	Lowery's	Office supplies - less credit note 90005778	91.16
3072	MacKay Meters	Gateway Hosting for Pay Stations Nov 1, 2023 - Oct 31, 2024	2,237.40
3073	Northern Turf Equipment	Various Tools	217.25
3074	Rachael Z Bezanson	Rekindle Conference Oct 31 - Nov 4, 2023 - RZB Car, incidentals	355.38
3075	Roman Augustyn	Mileage	55.76
3076	Thunder Bay Answering Service Inc.	Answering Service 2023	258.72
3077	Thunder Bay Broom & Chemicals	CA Supplies	558.15
3078	Allied Air Systems	Repair WM heating unit	866.15
3079	Englobe Corp.	Victor St Monitoring October 2023	1,288.20
3080	Hatch Ltd.	Floodway diversion Channel Survey	23,730.00
3081	Haveman Brothers	Treatment for Invasive Phragmites Manitoulin, Keefer	9,540.96
3082	KGS Group Consulting Engineers	Floodway Integrity Study - September 2023	10,235.36
3083	Lowery's	Office Supplies	278.48
3084	Mark Ambrose	Petty Cash Replenish	207.10
3085	Mr. Lube	Oil Change - Various Vehicles	332.04
3086	Pioneer Construction	Salt and Sand mix	71.22
3087	Premier Printing Ltd.	Printing of 2024 Calendar	7,499.81
3088	Void	Void	-
3089	Thunder Bay Broom & Chemicals	Ice Melt and Janitorial Supplies	909.50
3090	Thunder Bay Chamber of Commerce	Chamber of Commerce membership	226.00
3091	Ungalli Clothing	2024 Staff Clothing Order (70th)	3,446.95
3092	Ungalli Clothing	t-shirts for re-sale	3,490.57
3094	Henderson Sign Co.	MECP Funding sign for Floodway	2,925.57
3095	Melissa Hughson	Expenses Melissa re Nov 20-22 CACIS Workshop -	365.70
3096	Scott Drebit	Travel expenses re November 20-22 CACIS 2023 Workshop - Scott	119.68
3097	Superior Outdoors Inc. The Walleye	November ads Walleye, Digital Billboard	485.90
3098	Thunder Bay Broom & Chemicals	Cleaning Supplies	282.27
			<b>79,138.39</b>
PA	Payroll and Per Diems		94,777.99
PA	Royal Bank Group Retirement RRSP and TFSA		1,240.38
PA	RWAM and Lifeworks Benefits		4,235.84
PA	Enbridge		360.44
PA	Synergy North		603.78
PA	Esso		1,132.23
PA	Visa Routine Monthly Expenses		12,494.73
PA	Banking and Visa Fees		895.23
PA	Postage		-
PA	OMERS October		12,747.80
PA	Photocopier Lease		286.90
			<b>128,775.32</b>
			<b>207,913.71</b>

Chair

Res# \_\_\_\_\_/24



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

January 31, 2024

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

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

*“ THAT: having examined the accounts for the period December 1, 2023 to December 31,2023 cheque #3099 to #3130 for \$62,527.55 and preauthorized payments of \$131,534.10 for a total of \$194,061.65, we approve their payment. ”*

3099	2611943 Ontario Ltd.	Garbage removal at Cascades	452.00
3100	ALS Sewage Services	Hazelwood Pump out November 16 Porta unit Mission Island Marsh	1,017.00
3101	Blue Sky Strategic Group	Cultural Awareness training at 3 events	2,712.00
3102	GFL Environmental	2022 Porta unit Mission Marsh	332.50
3103	Grant Thornton LLP	Foundation 2022 Year End	3,228.30
3104	Innovated Solutions	January Firewall Protection	872.93
3105	Lowery's	Office Supplies	207.51
3106	McKitricks	Miscellaneous advice	514.15
3107	Salt & Pepper Catering Inc.	Salt & Pepper Catering for Christmas Social	3,221.23
3108	SGC Inc.	Little Trout Bay Dock decking project	14,182.27
3109	Superior Outdoors Inc. The Walleye	Advertising in the Walleye magazine	175.15
3110	Thunder Bay Answering Service Inc.	Answering Service 2023	258.72
3111-3119	Voided	Void	-
3120	Equipment World	Cocktail table rental for Holiday Social event Dec 7, 2023	95.33
3121	Franco typ-Postalia Canada Inc.	Quarterly Postage Meter rental	67.63
3122	Grant Thornton LLP	Accounting subscription fees August, September 2023	259.90
3123	Melanie O'Riley	2023 Mileage	91.26
3124	Melissa Hughson	Travel Expenses re SWP Meeting Dec 3-4, 2023	131.37
3125	Northern Wildflowers	Seed mixes	3,641.57
3126	Ryan Harris	Boots - Ryan Harris	200.00
3127	Silvio Di Gregorio Agency	Wine for Holiday Social	808.70
3128	Wilco Contractors	Cable Guide Rail Post Replacement at Hazelwood Lake	1,412.50
3130	Miller Precast Ltd	AODA Concrete Washroom for Cascades Conservation Area	28,645.53
			<u>62,527.55</u>
PA	Payroll and Per Diems		79,325.58
PA	Royal Bank Group Retirement RRSP and TFSA		3,980.40
PA	RWAM and Lifeworks Benefits		3,042.42
PA	Enbridge		582.61
PA	Synergy North		629.86
PA	Esso		1,296.79
PA	Visa Routine Monthly Expenses		23,907.80
PA	Banking and Visa Fees		802.10
PA	Postage		565.00
PA	OMERS November		17,114.64
PA	Photocopier Lease		286.90
			<u>131,534.10</u>
			<u>194,061.65</u>

Chair

Res# \_\_\_\_\_/24

Monthly Plan Input/Review and Fill Regulations Administration  
November 1 to 30, 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 Riverdale Road		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>3</b>	<b>0</b>	<b>1</b>	<b>4</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		B09-2023		Neebing Official Plan MMAH						Cloud River Road West 28 Memory Road	
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</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>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>11</b>

Monthly Plan Input/Review and Fill Regulations Administration  
December 1 to 31, 2023

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay									226 Kingston Street 3290 Feaver Road	650 Harold Crescent	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>3</b>
Oliver Paipooonge					ZBLA06-2023	Subdivision 3-2023	3543 Rosslyn Road				
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
O'Connor			2023 01								
<b>Total</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>0</b>	<b>1</b>
Neebing											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Shuniah											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Conmee											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gillies											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dorion											
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Rural Planning Board											
<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>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>7</b>

Notes: R = Routine Investigation  
M = Map Produced  
S = Site Visit  
\* = Payment Received

**Monthly Plan Input/Review and Fill Regulations Administration  
January 1 to 22, 2024**

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan Comprehensive Review	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay										Class EA - 290 Bay Street	
	<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>
Oliver Paipoonge											
	<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>
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>
Neebing		B10-2023									
		B11-2023									
<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
Shuniah		B23-2							Shoreline Road Allowance - 2367 Amethyst Ave	Hyrdo One Waasigan Transmission	
	<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</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>
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>
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>
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>Monthly Total</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</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
#56/223	Standard Works	\$600.00	Heather McKirdy	Municipality of Neebing	514 Memory Road	Garage & House Construction	4/12/2023	08/12/23	6	Staff
#57/23	Standard Works	\$600.00	Peter Knudsen	Municipality of Shuniah	Lot North of 207 Road #5 South	Constructed Bridge/Modified Camp	7/11/2023	07/12/23	31	Staff
#58/23	Standard Works	\$600.00	Don Demichelle	City of Thunder Bay	2500 20th Side Rd	Driveway Construction - Fill and Site Grading	13/12/2023	19/12/23	7	Staff
#59/23	Large Works	\$600.00	Thomas Owen	City of Thunder Bay	5130 Mapleward Rd	Fill Placement & Dwelling Construction	19/12/2023	19/12/23	4	Staff





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

**Year: 2024**

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:
#1/24	Major	<b>\$1,000.00</b>	Forum Thunder Bay Inc	City of Thunder Bay	0 Innovation Dr.	Fill & Stormwater Pond	15/01/2023	9/1/2024	17		Staff



***Monthly Project Update***

<b>MEETING DATE</b>	January 31, 2024
<b>STAFF NAME</b>	Ryan Mackett
<b>POSITION</b>	Communications Manager

2024 Conservation Dinner & Auction

The 2024 Conservation Dinner & Auction will be held on Friday, February 9, 2024, at The Da Vinci Centre. Tickets are available for \$75.00 and are available through the LRCA webstore at [www.store.lakeheadca.com](http://www.store.lakeheadca.com), as well as in-person at our Administrative Office or over the phone. Money raised by the LCF funds the Education Coordinator position.

If you would like to donate to the event, please speak with Ryan Mackett.



### ***Monthly Project Update***

<b>MEETING DATE</b>	January 31, 2024
<b>STAFF NAME</b>	Ryne Gilliam
<b>POSITION</b>	Lands Manager

#### Diversion Channel Vegetation Maintenance

Field Staff have cut two sections of the Neebing-McIntyre Floodway Diversion Channel. The Diversion Channel begins at the Diversion Structure on the Neebing River and continues around Chapples Park where it connects to the deepened and widened Floodway at the confluence of the McIntyre River. Due to standing water which sits within sections of the diversion channel throughout the year, staff must wait for optimal conditions (frozen bottom with no snow) to safely operate machinery to cut the vegetation. Staff identified two sections where thicker caliber vegetation such as brush clumps and smaller trees were growing and cut this vegetation along with all cattails completely across the bottom of the channel. The first section cut was a 262-metre stretch along Ford Street to the Redwood Avenue bridge with the second section being a 186-metre stretch midway through the Diversion Channel itself. Staff will continue to cut sections of the Diversion Channel on a yearly basis until its entirety is cut and continue this process as an ongoing maintenance program.



Photo 1: Ford St section from Diversion Structure to Redwood Ave Bridge.



Photo 2: Ford St Section from Diversion Structure to Redwood Ave Bridge, during cutting process.



Photo 3: Second section, midway along Diversion Channel, during cutting process.



### Mackenzie Point Conservation Area Entrance Sign Installation

Staff installed a new in-house made entrance sign at Mackenzie Point Conservation Area. The new sign has replaced the older sign and now gives the area a more natural feel. A router was used to create the lettering which were then painted white, the backing wood was stained a walnut brown to enhance the grain of the wood.



Photo 4: Newly Installed Mackenzie Point Entrance Sign.

### New AODA Outhouse Install at Cascades Conservation Area

A new AODA compliant outhouse was installed at Cascades Conservation Area. The outhouse was purchased through funding from the Northern Ontario Heritage Fund Corporation (NOHFC). The new outhouse is located along the newly paved AODA trail and is adjacent to the pavilion. The colour on the unit is keeping in line with all other outhouses owned by the Lakehead Region Conservation Authority with a brown door and roof, and a green outer shell. The size of the unit is larger than the standard units allowing individuals in wheelchairs to freely move inside and utilize the grab bars.



Photo 5: Crane Lowering holding tank into place.



Photo 6: Top portion of unit being installed onto holding tank.





Photo 7: Installed AODA Outhouse at Cascades Conservation Area.



Photo 8: AODA outhouse interior.



## ***Monthly Project Update***

<b>MEETING DATE</b>	January 31, 2024
<b>STAFF NAME</b>	Melissa Hughson
<b>POSITION</b>	Watershed Manager

### Source Water Protection – Annual Report

The Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit, which are the two implementing bodies of the Lakehead Source Protection Plan, are required to submit their Annual Report to the Source Protection Authority by February 1, 2024 to report on their progress in Source Protection Plan Implementation. The Reports will be provided to the Source Protection Authority after the next Source Protection Committee Meeting, which will be held in March. Staff are beginning to work on the ninth annual report from the Source Protection Authority due to the Ministry of Environment, Conservation and Parks by May 1, 2024. A draft report will be provided to the Board in April during a Source Protection Authority Meeting.

### Snow Surveys

Staff conduct snow surveys on a bimonthly basis on the 1<sup>st</sup> and 15<sup>th</sup> of the month between November and May of each year. Staff started the snow sampling season as of November 15, 2023. There are three historical snow survey locations which are located at Hazelwood Lake Conservation Area (Current River), Madeline Street (McVicar Creek), and Vibert Road (Pennock Creek). Snow depth and weight (water content) are collected and forwarded to the MNRF's Surface Water Monitoring Centre as part of the Flood Forecasting Program.

The January 15, 2024 snow surveys indicate that the snow survey locations are below average for snow depth and water content, when compared to the historical averages for January 15. The snow depth results were: Current River (Hazelwood) – 18.7 cm (57% below average), McVicar Creek – 17.2 cm (43% below average) and Pennock Creek – 17.3 cm (48% below average).

The water content results were also below average for two of the three snow courses, with an equivalent water content ranging from, 52.0 millimetres (mm) at Pennock Creek to 63.6 mm at Hazelwood (Current River), while McVicar Creek results were on average at 56.4 mm equivalent water content. The next snow survey measurements will be taken on February 1, 2024.



MNRF's snow monitoring data is now available to the public through the [Ontario GeoHub](#). The site contains information including a list of all active and historical snow survey locations, mapping of snow survey locations as well as historic and current snow survey data (1933 – 2023).

### Low Water

On January 3, 2024, a Level II low water advisory was issued; a Level II Low Water condition is declared when received precipitation ranges between 40-60% of the average amounts received. Thunder Bay received approximately 24 mm of precipitation during the month of December which is approximately 57% of the historical monthly average of 42.2 mm received. The three month (October, November and December) total precipitation received was approximately 89 mm which is also 57% of the historical three month average of 157.2 mm. A Level II Low Water condition indicates minor supply problems with the potential for major supply problems. The LRCA will continue to monitor the low water condition and will update the advisory when warranted.