



April LRCA Board Meeting
 Lakehead Region Conservation Authority
 130 Conservation Road/Microsoft Teams
 Apr 24, 2024 4:30 PM - 6:00 PM EDT

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1. CALL TO ORDER

Declaration: “The Lakehead Region Conservation Authority respectfully acknowledges that the lands on which we live and work are the traditional lands of the Anishinabek Nation and the traditional territory of Fort William First Nation, signatory to the Robinson-Superior Treaty of 1850. As partners in the conservation and protection of the Lakehead Watershed along with First Nations communities, the Métis Nation of Ontario, and other Indigenous peoples, the LRCA is committed to the common vision of a healthy, safe and sustainable Lakehead Watershed.”

2. ADOPTION OF AGENDA

THAT: the Agenda be adopted as published.

3. DISCLOSURE OF INTEREST

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

THAT: the Minutes of the Lakehead Region Conservation Authority 3rd Regular Meeting held on Wednesday, March 27, 2024 be adopted as published.

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5. IN-CAMERA AGENDA

THAT: we now go into Committee of the Whole (In-Camera) at p.m. THAT: we go into Open Meeting at p.m. THAT: the In-Camera Minutes of the Lakehead Region Conservation Authority November 29, 2023 meeting be adopted as published.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE

None.

8. STAFF REPORTS

8.1. Neebing-McIntyre Floodway Easement Requests.....9

THAT: the CAO is authorized to execute a Pipeline Easement with Enbridge Gas Inc. to permit the installation of a gas line by directional drilling under the Diversion Channel of the Neebing-McIntyre Floodway near the Redwood Avenue Bridge.

THAT: the CAO is authorized to execute an Easement with the City of Thunder Bay to permit the installation of electrical services by directional drilling under the Diversion Channel of the Neebing-McIntyre Floodway near Westminster Street.

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THAT: the Lakehead Region Conservation Authority Board of Directors designate those individuals identified in Table 1 of Staff Report CORP-07-2024 as Provincial Offences Officers under S.30.1 of the Conservation Authorities Act to enforce Section 28 and 29 of the Act and applicable regulations, as amended from time to time AND FURTHER THAT the Lakehead Region Conservation Authority Board of Directors also delegate those same individuals as Agents of the Authority for the purpose of the Trespass to Property Act.	
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THAT: having examined the accounts for the period March 1, 2024 to March 31, 2024 cheque #3183 to #3208 for \$105,925.96 and preauthorized payments of \$ 113,304.95 for a total of \$219,230.91, we approve their payment.	
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14. NEXT MEETING	

Wednesday, May 29, 2024 at 4:30 p.m.

15. ADJOURNMENT

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



March LRCA Board Meeting
Lakehead Region Conservation Authority
March 27, 2024 at 4:30 PM
130 Conservation Road/Microsoft Teams

Members Present: Robert Beatty, Donna Blunt, Dan Calvert, Sheelagh Hendrick, Greg Johnsen, Brian Kurikka, Jim Vezina

Members Absent: Albert Aiello, Grant Arnold, Rudy Buitenhuis, Trevor Giertuga

Also Present:

Tammy Cook, Chief Administrative Officer
Mark Ambrose, Finance Officer
Ryne Gilliam, Lands Manager
Melissa Hughson, Watershed Manager
Ryan Mackett, Communications Manager
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: #40/24

Motion moved by Greg Johnsen and motion seconded by Jim Vezina. **CARRIED.**

3. DISCLOSURE OF INTEREST

None.

4. MINUTES OF PREVIOUS MEETING

THAT: the Minutes of the Lakehead Region Conservation Authority 2nd Regular Meeting held on Wednesday, February 28, 2024 be adopted as published.

Motion: #41/24

Motion moved by Jim Vezina and motion seconded by Greg Johnsen. **CARRIED.**

5. IN-CAMERA AGENDA

No In-Camera Meeting was held.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE

None.

8. STAFF REPORTS

8.1. 2022/2023 Asset Management Plan Strategy Update

Members reviewed and discussed Staff Report LM-02-2024 summarizing work completed as part of the Asset Management Plan in 2022 and 2023.

THAT: Staff Report LM-02-2024 be received for information.

Motion: #42/24

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

8.2. 2023 Health and Safety Summary

Members reviewed and discussed Staff Report CORP-06-2024 summarizing the 2023 Health and Safety program.

THAT: Staff Report CORP-06-2024 be received for information.

Motion: #43/24

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

9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

9.1. Monthly Treasurer's Report

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

9.2. Legislative and Regulatory Changes Affecting Development Permitting

Members reviewed and discussed Staff Report DEVREG-02-2024 which summarized recent legislative and regulatory changes affecting development permitting.

***THAT:** Rules of Procedure for Permit Application Review and Approval Version 5.0 be adopted with an effective date of April 1, 2024.*

Motion: #44/24

Motion moved by Brian Kurikka and motion seconded by Jim Vezina. **CARRIED.**

***THAT:** Policy DEVREG-02: Interim Guidelines for the Administration and Implementation of Ontario Regulation 41/24 be approved.*

Motion: #45/24

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

***THAT:** Policy DEVREG-03: Transitional Procedures and Guidelines (O. Reg. 180/06 to O. Reg. 41/24) be approved.*

Motion: #46/24

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

***THAT:** Lakehead Region Conservation Authority Screening Maps 1 to 15 depicting the approximate area subject to Prohibited Activities, Exemptions and Permits Ontario Regulation 41/24 be approved with an effective date of April 1, 2024.*

Motion: #47/24

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

10. PASSING OF ACCOUNTS

THAT: having examined the accounts for the period February 1, 2024 to February 29, 2024 cheque #3155 to #3182 for \$127,513.60 and preauthorized payments of \$121,855.77 for a total of \$229,369.37, we approve their payment.

Motion: #48/24

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

11. REGULATORY ROLE

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

12. PROJECTS UPDATE

12.1. Communications Manager Projects Update

Members were provided with a draft copy of the 2023 Annual Report for review and comment.

It was noted that the LRCA would be participating in the CLE Spring Home and Garden Show.

12.2. Lands Manager Projects Update

None.

12.3. Watershed Manager Projects Update

Members were advised that the Source Protection Committee (SPC) held a meeting and discussed the draft ninth annual progress report, which is due to Ministry of Environment, Conservation and Parks (MECP) on May 1, 2024 as required by the *Clean Water Act*. A Source Protection Authority Meeting will be held on April 24, 2024 to receive and adopt the ninth Annual Progress Report for submission to the Director of MECP.

It was noted that the March 15, 2024 snow surveys indicated that the snow survey locations were well below average for snow depth and water content when compared to historical averages for March 15 and that the Level II low water advisory was still in effect.

13. NEW BUSINESS

Members were advised that the Authority's Insurance has been renewed with a 3% savings compared to previous years.

Members were advised that KGS Group will be presenting the Neebing-McIntyre Floodway Integrity Study at the April Board Meeting.

It was noted that a Source Protection Authority Meeting will be held immediately after the LRCA Board Meeting on April 24, 2024.

Members were advised that the LRCA in partnership with Dawson Trail Craft Brewery have collaborated on a new beer called Trail Blazer. To celebrate LRCA will be hosting a trivia night at the Dawson Trail Brewery on April 20, 2024. The Dawson Trail Brewery will be donating \$1 per litre to the LRCA.

14. NEXT MEETING

Wednesday, April 24, 2024 at 4:30 p.m.

15. ADJOURNMENT

***THAT:** the time being 5:15 p.m. **AND FURTHER THAT** there being no further business we adjourn.*

Motion: #49/24

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

Chair

Chief Administrative Officer



PROGRAM AREA	NEEBING-MCINTYRE FLOODWAY	REPORT NO.	NMFC-02-2024
DATE PREPARED	April 12, 2024	FILE NO.	
MEETING DATE	April 24, 2024		
SUBJECT	Requested Floodway Easements for Tennis Facility – Enbridge Gas Inc. and Synergy North		

RECOMMENDATION

Suggested Resolution

“THAT: the CAO is authorized to execute a Pipeline Easement with Enbridge Gas Inc. to permit the installation of a gas line by directional drilling under the Diversion Channel of the Neebing-McIntyre Floodway near the Redwood Avenue Bridge.”

“THAT: the CAO is authorized to execute an Easement with the City of Thunder Bay to permit the installation of electrical services by directional drilling under the Diversion Channel of the Neebing-McIntyre Floodway near Westminster Street.”

LINK 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

Enbridge Gas Inc. is requesting to execute a Pipeline Easement with the LRCA to install a new gas line beneath the Diversion Channel near the Redwood Avenue bridge to service the new tennis facility at Chapples Park. Construction is tentatively scheduled for 2024. Staff recommend executing the Pipeline Easement Agreement subject to the execution of an easement.

Prior to obtaining permission from the LRCA, the City of Thunder Bay completed a directional drill beneath the Diversion Channel near the intersection of Westminster Street and Ford Street to service the new tennis facility proposed at Chapples Park. Synergy North in conjunction with the City of Thunder Bay will own the infrastructure and has requested to enter into an easement with the LRCA to permit the installation. Staff recommend executing the easement.

As noted in the current Agreement between the City and LRCA regarding the Floodway, no development plans are to impinge on the operation of the Floodway and subject to suitable easement agreements, servicing is to be permitted on Floodway lands.

DISCUSSION

Two requests for easements related to infrastructure proposed to service a new tennis facility in Chapples Park which will be installed under the Floodway Diversion Channel (bed and banks owned by the LRCA) have been received by the LRCA:

1. From Enbridge Gas Inc. to directional drill a gas line to Chapples Park.
2. From City of Thunder Bay/Synergy North for an already completed directional drill (completed prior to obtaining LRCA approval) for an electrical service to Chapples Park.

Enbridge Gas Inc.

Enbridge Gas Inc. (Enbridge) is requesting to execute a Pipeline Easement with the LRCA to install a new gas line beneath the Floodway Diversion Channel at the Redwood Avenue bridge. The new gas line is required to service the new tennis facility at Chapples Park. Enbridge is proposing to install a new 4-inch main connecting at Ford Street and Redwood Avenue, crossing beneath the bed of the Floodway Channel near the Redwood Bridge, and terminating along Chapples Drive; details of the plan are included in Attachment #1 – LRCA Map Chapples Park Enbridge Gas Easement. LRCA owns the land along the Floodway Channel bed and banks and adjacent lands are owned by the City of Thunder Bay.

The new gas line will be installed a minimum of 3.0 m below the design elevation of the Floodway Channel and will be installed using a directional drilling method. Construction within the Floodway is anticipated to take approximately 1.5-2 days to complete. Construction is tentatively scheduled for 2024 pending all necessary approvals.

Staff have provided the draft Easement to the Authority's solicitor for review and are in the process of submitting their comments back to Enbridge for review.

City of Thunder Bay/Synergy North

Prior to receiving LRCA approval, Synergy North at the request of the City of Thunder Bay directional drilled a 3.0 centimetre x 10.0 centimetre HDPE, DR17 duct line under the Floodway near the intersection of Westminster Street and Ford Street to service the new tennis facility proposed at Chapples Park with electrical power. The completed line is approximately 3.0 metres to 6.0 metres below the Floodway channel ground elevation. A copy of the Synergy North – Conservation Authority Approval Drawing as well as the Drill Report are included in Attachments #2 and #3 respectively.

Staff are working with Synergy North and the Authority's solicitor to enter into a formal agreement for Transfer of Easement from the Authority to Synergy North.

FINANCIAL IMPLICATIONS

Legal costs will be incurred during the execution of the Easements with both parties. It is recommended to have the costs covered by both parties as part of the requirements of the easements.

CONCLUSION

Staff recommend executing the Pipeline Easement Agreement with Enbridge Gas Ltd and the Synergy North Easement Agreement. No negative impacts to the land are anticipated and future maintenance to ensure the continued operation of the Floodway Channel will not be hindered.

BACKGROUND

The LRCA and City of Thunder Bay have an executed Agreement related to the Neebing-McIntyre Floodway regarding maintenance and operation (City By-Law 251-2003/Extension Agreement #6 in effect until December 31, 2027).

Specific sections related to allowing infrastructure within the Floodway include :

- 5.(d) It is specifically understood and agreed between the Parties hereto that no development plans shall impinge upon the integrity of the Floodway to act as a flood control device.
- 6.(a) The development uses intended by the Parties hereto are for Parks and Recreation purposes except that the City, subject to suitable easement arrangements between the Parties hereto shall have the right at any tie to lay down and construct sewers, drains, pipes for water and gas, conduits for wires of all kinds and of erecting poles and lines for power service, telephone, television and street lighting, in, under, upon and over the lands and keeping and maintaining at all time in good condition and repair.

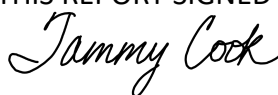
REFERENCE MATERIAL ATTACHED

Attachment #1 - LRCA Map – Chapples Park Enbridge Gas Easement

Attachment #2 - Synergy North – COTB -Chapples Park, CA Approval Drawing, 23-747970-B1

Attachment #3 - DataLog Drill Report, Staal Contracting

















PREPARED BY: Melissa Hughson, Watershed Manager

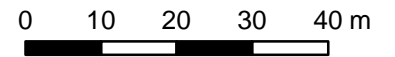
<p>THIS REPORT SIGNED AND VERIFIED BY:</p>  <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: April 17, 2024</p>
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Chapples Park Enbridge Gas Easement



Legend

-  Parcels
 -  LRCA Property
 -  Approximate Regulated Area
- Regulated Features:**
-  Regional Floodline
 -  100 Year Floodline
 -  Fill Line
 -  Floodplain
 -  Water Body
 -  Provincially Significant Wetland
 -  Evaluated Wetland
 -  Unevaluated Wetland
 -  Stream
 -  River
- Roads**
-  Highway
 -  Road
 -  Street



1:1,000

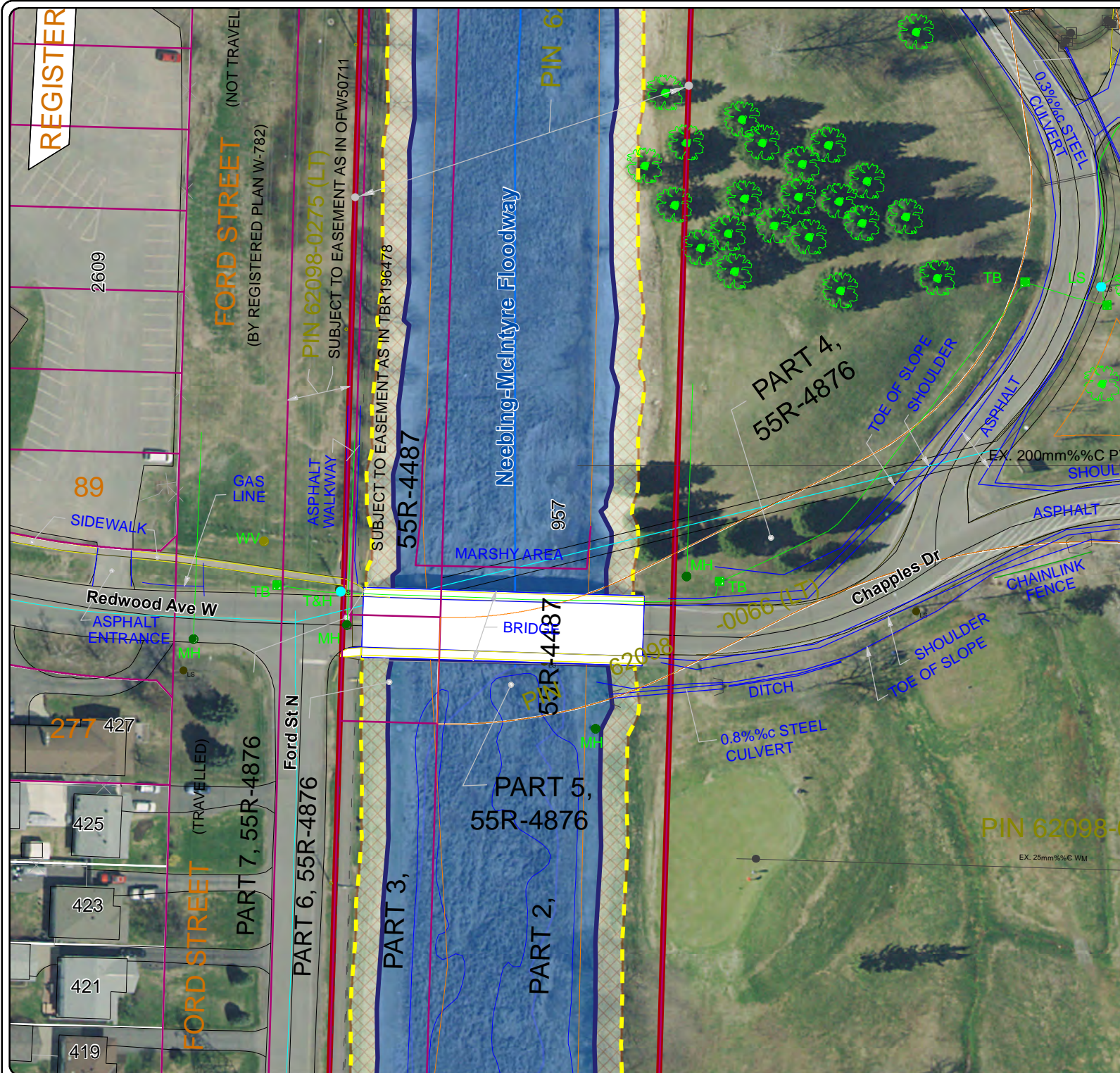
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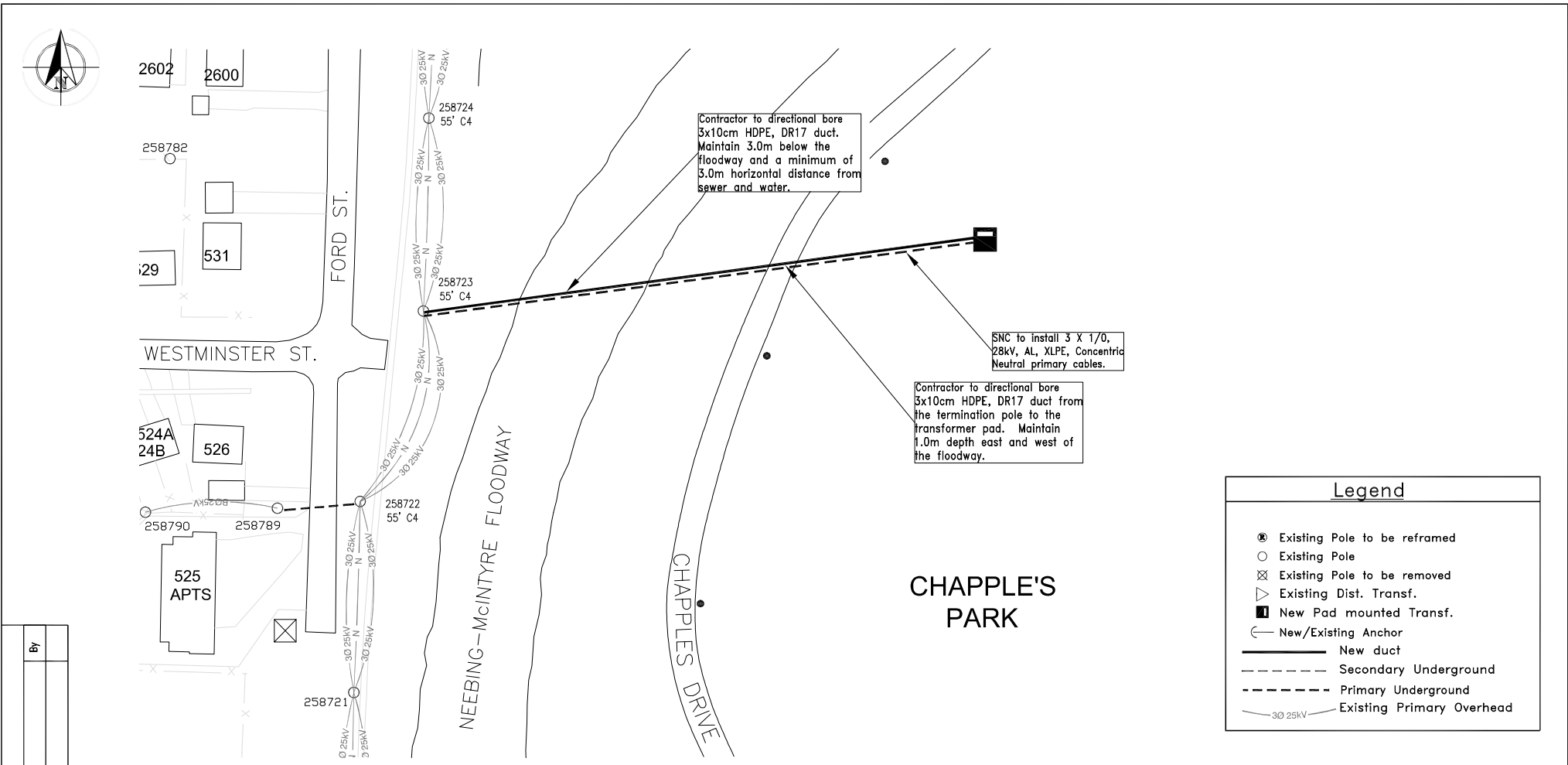
Base data used under license through the members of
the Ontario Geospatial Data Exchange.

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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 C
Units: Meter

Created by: melissa
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REVISIONS		No.	Date	Description	By

COTB – CHAPPLES PARK

CONSERVATION AUTHORITY APPROVAL DRAWING
FOR DUCT AND UNDERGROUND CABLE CROSSING
THE FLOODWAY

Date: January 31, 2024	Design/Dwn. by: J. ORIECUIA	Approved by: M.J.D.	Dwg. No. 23-747970-B1
Scale: 1:1000	Rev.: 0	Reference Dwg.: 23-747970-B	Sheet No. 1 of 1



DataLog® Drill Report

Job Information

Job Location:

Name: Chapples Power Feed

Contact:

Phone:

Address:

City: Thunder Bay, ON

Client Information:

Prezio Electric

Prezio Electric

807-346-1222

Contractor Information:

Staal Contracting

807-577-1441

Receiver/Job Information

46 data points collected on unit Serial Number: 30150443 in Job 34 on 09/11/2023. Flags and Pins listed below (if applicable).

All units in charts and tables are Distance in ft, Depth in ft, Pitch in %, and Pressure in PSI.

Reference Elevation is not measured.

Entry Point Relative Depth 0.00. Chart and Table zero are the Reference Elevation.

Exit Terrain not surveyed.

First Rod Length is 7.00

Typical Rod Length is 10.00

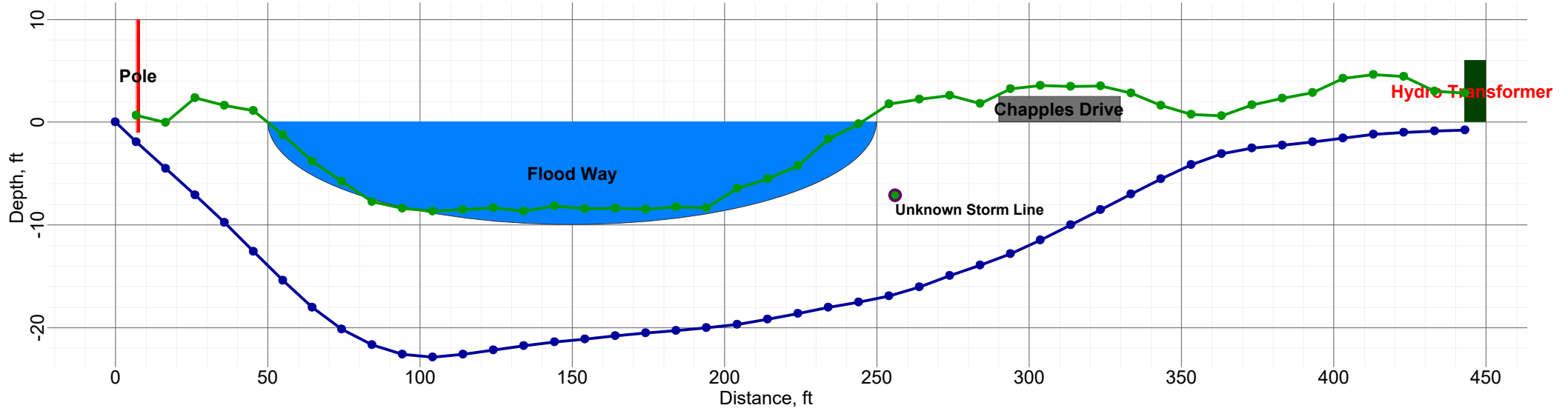
Last Rod Length is 10.00

Total number of rods 45



Drill Data

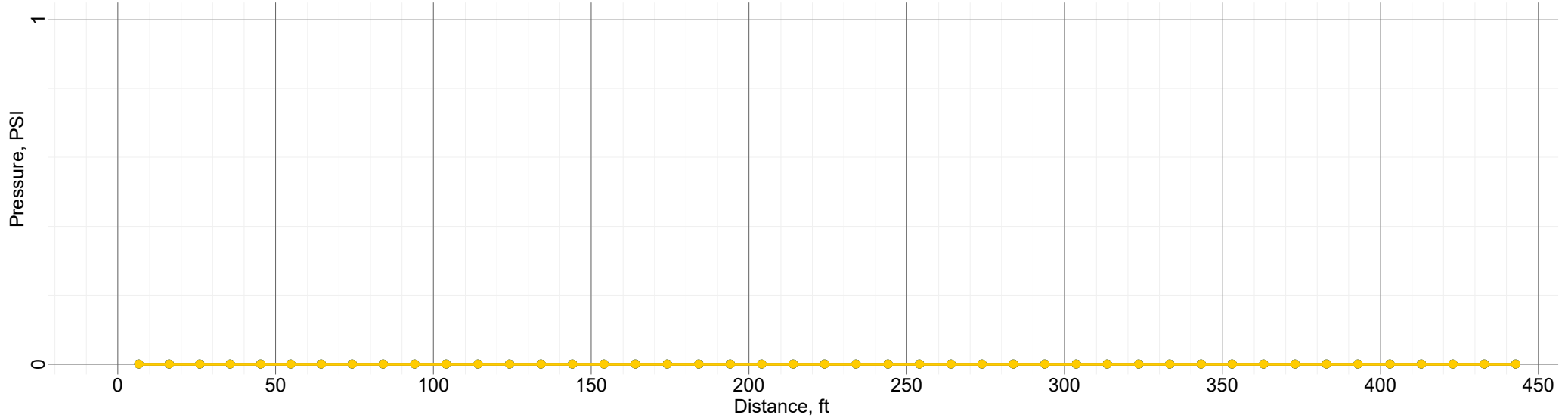
Profile Chart



Blue: Drill Path -- Green: Calculated Terrain



Pressure Chart



Green: Average Pressure -- Blue: High Pressure -- Gold: Max Pressure

Utility Marker List

Util ID	Type	Distance	Depth	Comment
● 1	Sewer	256.00	9.00	Unknown Storm Line

Profile Annotations List

Type	Distance	Depth	Width	Height	Caption
Basin	50.00	0.00	250.00	10.00	Flood Way
Rectangle	290.00	2.50	327.50	2.50	Chapples Drive
Rectangle	6.73	10.00	-2.00	11.00	Pole
Rectangle	443.00	6.00	444.00	6.00	Hydro Transformer

Drill Data Points

FLP(Front Locate) - LL(Locate Line) - PO(Pitch Only) - BL(No Data) - o(override) - f(filled in) - i[*](interpolated)

Rod ID	Type	Bore Len.	X Dist.	Pitch	Rel.Depth	Depth	Rel.Elev.	L/R Offset	Deviation	Latitude	Longitude	GNSS X Dist.
0	PO	0.00	0.00	-29.5	0.00		0.00	N/A	N/A			
1	LL	7.00	6.73	-27.5	-1.92	2.58	0.66	N/A	N/A	N/A	N/A	N/A
2	LL	17.00	16.40	-25.5	-4.48	4.47	-0.01	N/A	N/A	N/A	N/A	N/A
3	LL	27.00	26.06	-28.0	-7.06	9.42	2.35	N/A	N/A	N/A	N/A	N/A



FLP(Front Locate) - LL(Locate Line) - PO(Pitch Only) - BL(No Data) - o(override) - f(filled in) - i[*](interpolated)

Rod ID	Type	Bore Len.	X Dist.	Pitch	Rel.Depth	Depth	Rel.Elev.	L/R Offset	Deviation	Latitude	Longitude	GNSS X Dist.
4	LL	37.00	35.68	-28.5	-9.79	11.39	1.61	N/A	N/A	N/A	N/A	N/A
5	LL	47.00	45.29	-29.5	-12.57	13.70	1.12	N/A	N/A	N/A	N/A	N/A
6	LL	57.00	54.88	-29.5	-15.40	14.18	-1.22	N/A	N/A	N/A	N/A	N/A
7	LL	67.00	64.53	-24.5	-18.01	14.22	-3.79	N/A	N/A	N/A	N/A	N/A
8	LL	77.00	74.30	-19.0	-20.13	14.39	-5.75	N/A	N/A	N/A	N/A	N/A
9	LL	87.00	84.18	-12.0	-21.67	13.94	-7.73	N/A	N/A	N/A	N/A	N/A
10	LL	97.00	94.14	-6.2	-22.57	14.21	-8.36	N/A	N/A	N/A	N/A	N/A
11	LL	107.00	104.14	0.8	-22.85	14.21	-8.64	N/A	N/A	N/A	N/A	N/A
12	LL	117.00	114.14	4.0	-22.61	14.08	-8.53	N/A	N/A	N/A	N/A	N/A
13	LL	127.00	124.13	4.8	-22.17	13.85	-8.32	N/A	N/A	N/A	N/A	N/A
14	LL	137.00	134.12	3.8	-21.75	13.10	-8.65	N/A	N/A	N/A	N/A	N/A
15	LL	147.00	144.11	3.0	-21.41	13.24	-8.17	N/A	N/A	N/A	N/A	N/A
16	LL	157.00	154.11	3.4	-21.09	12.66	-8.43	N/A	N/A	N/A	N/A	N/A
17	LL	167.00	164.10	2.8	-20.78	12.42	-8.36	N/A	N/A	N/A	N/A	N/A
18	LL	177.00	174.10	2.5	-20.52	12.05	-8.46	N/A	N/A	N/A	N/A	N/A
19	LL	187.00	184.10	2.1	-20.29	12.03	-8.26	N/A	N/A	N/A	N/A	N/A
20	LL	197.00	194.09	3.4	-20.02	11.70	-8.32	N/A	N/A	N/A	N/A	N/A
21	LL	207.00	204.09	3.8	-19.66	13.20	-6.45	N/A	N/A	N/A	N/A	N/A
22	LL	217.00	214.07	5.8	-19.18	13.66	-5.52	N/A	N/A	N/A	N/A	N/A
23	LL	227.00	224.06	5.8	-18.61	14.38	-4.23	N/A	N/A	N/A	N/A	N/A
24	LL	237.00	234.04	5.6	-18.04	16.42	-1.62	N/A	N/A	N/A	N/A	N/A
25	LL	247.00	244.03	5.4	-17.49	17.34	-0.16	N/A	N/A	N/A	N/A	N/A
26	LL	257.00	254.01	6.6	-16.89	18.67	1.78	N/A	N/A	N/A	N/A	N/A
27	LL	267.00	263.97	11.0	-16.02	18.24	2.22	N/A	N/A	N/A	N/A	N/A
28	LL	277.00	273.91	10.5	-14.95	17.57	2.62	N/A	N/A	N/A	N/A	N/A
29	LL	287.00	283.86	10.5	-13.91	15.70	1.80	N/A	N/A	N/A	N/A	N/A
30	LL	297.00	293.80	12.0	-12.79	16.04	3.26	N/A	N/A	N/A	N/A	N/A
31	LL	307.00	303.71	15.0	-11.45	15.02	3.57	N/A	N/A	N/A	N/A	N/A
32	LL	317.00	313.60	14.0	-10.01	13.51	3.50	N/A	N/A	N/A	N/A	N/A
33	LL	327.00	323.49	16.0	-8.53	12.06	3.53	N/A	N/A	N/A	N/A	N/A
34	LL	337.00	333.37	15.0	-7.00	9.82	2.82	N/A	N/A	N/A	N/A	N/A
35	LL	347.00	343.27	14.5	-5.54	7.18	1.65	N/A	N/A	N/A	N/A	N/A
36	LL	357.00	353.17	13.5	-4.15	4.90	0.75	N/A	N/A	N/A	N/A	N/A
37	LL	367.00	363.11	8.0	-3.08	3.71	0.63	N/A	N/A	N/A	N/A	N/A
38	LL	377.00	373.10	3.0	-2.53	4.19	1.66	N/A	N/A	N/A	N/A	N/A
39	LL	387.00	383.09	2.9	-2.24	4.58	2.34	N/A	N/A	N/A	N/A	N/A
40	LL	397.00	393.09	3.2	-1.93	4.83	2.90	N/A	N/A	N/A	N/A	N/A
41	LL	407.00	403.08	4.0	-1.57	5.84	4.27	N/A	N/A	N/A	N/A	N/A
42	LL	417.00	413.07	4.0	-1.17	5.79	4.62	N/A	N/A	N/A	N/A	N/A
43	LL	427.00	423.07	-0.5	-1.00	5.42	4.42	N/A	N/A	N/A	N/A	N/A
44	LL	437.00	433.07	3.0	-0.87	3.87	3.00	N/A	N/A	N/A	N/A	N/A
45	LL	447.00	443.07	-0.6	-0.76	3.56	2.81	N/A	N/A	N/A	N/A	N/A



PROGRAM AREA	Neebing-McIntyre Floodway Flood Control	REPORT NO.	NMFC-03-2024
DATE PREPARED	April 12, 2024	FILE NO.	2-13-4
MEETING DATE	April 24, 2024		
SUBJECT	Neebing – McIntyre Floodway Integrity Study Project Summary		

RECOMMENDATION

Suggested Resolution:

“THAT: Staff Report NMFC-03-2024 be received for information.”

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

KGS Group has completed an Integrity Evaluation Study of the Neebing-McIntyre Floodway consisting of a comprehensive review of the entire Floodway to ensure that it will continue to provide protection up to the Regional Storm as designed. An Integrity Study is completed every 10 years and assists LRCA staff in the capital planning of the Floodway.

The project was awarded to KGS Group in June 2023. Since that time, KGS has completed a comprehensive review of the original design assumptions versus the actual observed and predicted performance of the Floodway. They have completed a draft report for review and comment and will be completing a presentation to the LRCA Board of Directors during the April 2024 board meeting. A copy of the Executive Summary from the Draft Integrity Evaluation Study is attached.

In general, the study found that the Floodway system continues to operate as designed to provide protection up to the Regional Storm. Based on certain modeling scenarios, KGS observed that the banks between the CPR bridge and confluence with the McIntyre River were overtopped. The report offers recommendations to ensure the continued operation and functionality of the Floodway as designed. LRCA staff will assess and follow through with the recommendations subject to timeframes and available funding.

DISCUSSION

During the spring of 2023 a Request for Proposal (RFP) was developed by LRCA staff to seek a qualified consultant to complete an Integrity Evaluation Study of the Neebing-McIntyre Floodway consisting of a comprehensive review of the entire Floodway to ensure that it will continue to provide protection up to the Regional Storm as designed. An Integrity Study is completed every 10 years and assists LRCA staff in the capital planning of the Floodway.

The project was awarded to KGS Group in June 2023. Since that time, KGS has completed the study and has submitted a draft report for LRCA Staff review and comment. The study included a visual inspection of the Floodway and Diversion channel, completing hydrologic (flows as a result of precipitation) and hydraulic (movement of water in the system) analyses of the system and carrying out a wide range of sensitivity analyses with the hydraulic model to examine the effects of different variables on the hydraulic function of the system.

In general, KGS found that based on current conditions there would be no overtopping of the Diversion Structure for floods up to and including the Regional event. New design flows were established for the system based on current data and the modelling suggested in some instances that there may be overtopping of the banks at certain locations between the CPR bridge and the confluence with the McIntyre River. High-level recommendations included the following:

- Continuing with the ongoing maintenance, surveillance and operation of the Floodway (annual inspections, monitoring sediment, completing dredging when required, regular brush cutting and maintaining vegetation, etc.).
- Ensure continued access to the Floodway channel for dredging activities.
- Install an automated system to collect water level readings at various points along the Diversion and Floodway channels.
- Completing a focused study (high-level flood maps in the areas of interest) to determine the extent of potential flooding of overtopped banks and if any critical infrastructure would be impacted based on the new design flows in the Floodway.
- Continuation of dredging on a reach-by-reach basis and prioritizing the section from the Redwood bridge to approximately 300 m upstream.

FINANCIAL IMPLICATIONS

Staff set aside City of Thunder Bay levy each year to fund the continued operation, maintenance and monitoring of the Neebing-McIntyre Floodway. This study qualified for funding under the 2023-2024 Water and Erosion Control Infrastructure (WECI) program facilitated by the Ministry of Natural Resources and Forestry (MNRF). WECI funding will account for 50% of project costs eligible under the program. The WECI program will not fund aspects related to the assessment of climate change, stormwater or the proposed Carrick Street pedestrian bridge on the Floodway; however, LRCA staff considered these to be important aspects of the analysis and have therefore kept them as required in the study. The total costs are summarized as follows:

- | | |
|-----------------------|---|
| • WECI Funding | \$76,224.12 (this includes non-recoverable HST) |
| • City of Thunder Bay | \$99,888.81 (this includes non-recoverable HST) |

The City of Thunder Bay amount will be appropriated from the Neebing-McIntyre Floodway fund, which has adequate funds for the project.

CONCLUSION

KGS Group has completed the Integrity Evaluation Study of the Neebing-McIntyre Floodway and has submitted a draft report for LRCA review and approval. In general, the study found that the Floodway system continues to operate as designed to provide protection up to the Regional Storm. Based on certain modeling scenarios, KGS observed that the banks between the CPR bridge and confluence with the McIntyre River were overtopped. The report offers recommendations to ensure the continued operation and functionality of the Floodway as designed. LRCA staff will assess and follow through with the recommendations subject to timeframes and available funding.

BACKGROUND

The Neebing-McIntyre Floodway was constructed between 1979 and 1984 to provide additional flow capacity in the two river systems and eliminate surface riverine flooding in the lower Neebing River and Inter-City area. Excess flow diversion through the constructed diversion channel from the Neebing River is a routine occurrence during rapid spring melts and intense rainfall events. The Floodway has provided 39 years of continuous operation in eliminating surface flooding in the Inter-City area; diversion occurs on an almost annual basis.

The Authority has conducted various studies in the past to review the performance of the Floodway to facilitate multi-year capital planning of the system to ensure it continues to provide protection up to the designed level of the Regional Storm. An Integrity Study is completed every 10 years, with the last evaluation completed in 2013/2014.

Regular maintenance has occurred over the years including dredging of the sediment traps, dredging of sediment at the lip of the Diversion Channel, erosion protection at the confluence with Lake Superior, close cut clearing of vegetation, sediment removal from within the Diversion Channel, blockage removal at Diversion Structure, etc.


Regular monitoring has occurred over the years with annual inspections of the Diversion Structure completed by a Professional Engineer, annual inspections of the entire Floodway by the staff of the LRCA and City of Thunder Bay, and annual sediment surveys completed during winter months for the length of the floodway.

In May of 2022, the diversion channel was operational for 16 consecutive days due to a highly active spring freshet. As a result, dredging was completed at the lip of the diversion channel in the fall of 2022 removing 6,500 m³ of sediment. This Integrity Evaluation Study consists of a comprehensive review of the entire Floodway and includes modelling and analysis of real (i.e., 2022 spring freshet) and predicted scenarios to evaluate the overall performance of the Floodway and provide recommendations to ensure the Floodway continues to provide protection up to the designed level of the Regional Storm.

REFERENCE MATERIAL ATTACHED

- Draft Executive Summary – Neebing-McIntyre Floodway Integrity Evaluation Study, KGS, 2024

PREPARED BY: Melissa Hughson, Watershed Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: April 17, 2024
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EXECUTIVE SUMMARY

The Neebing-McIntyre Floodway Integrity Study was initiated by the Lakehead Region Conservation Authority (LRCA) in order to carry out a comprehensive review of the performance of the Floodway system. The overall goal was to assess and document major occurrences since the last integrity study (completed in 2014) including extreme weather events, updated data, maintenance activities completed, and to make recommendations for future maintenance required to ensure required functionality. The Integrity Evaluation Study is used by the LRCA staff to facilitate multi-year capital planning of the Floodway. The scope of this work included the following items:

- Visual inspection of the Diversion Channel and Floodway.
- Hydrologic analysis and modelling to update design flows on the Neebing and McIntyre rivers.
- Hydraulic analysis and modelling of Diversion Channel and Floodway.
- Stormwater analysis and modelling.
- Analysis of the May 2022 spring freshet event.
- Analysis of the impact of the proposed bridge at Carrick Street.
- Sedimentation analysis.
- Development of a Phragmites management plan.
- Development of an excess material management plan.
- Review and update of the Operation, Surveillance, and Maintenance Plan.

The visual inspection of the Floodway and Diversion channels indicated that overall, the system is in good condition. Repairs are required along the north side of the Floodway under the Fort William bridge and Memorial bridge, including placement of new geotextile and rip rap. There are also several culvert outlets requiring attention. The culvert repairs would be the responsibility of the property owners.

A hydrologic analysis was carried out to estimate design flows on the Neebing and McIntyre rivers using a combination of flood frequency analyses and hydrologic modelling. The results of the hydrologic analysis showed very good agreement with the design flows previously adopted for recent floodplain mapping studies on the Neebing River and McIntyre River. Therefore, the design flows established in the floodplain mapping studies were used in this study to maintain consistency between studies.

A hydraulic model was developed to analyze various flow and geometry conditions for the Diversion Channel and Floodway. The model was adapted from the Neebing River Floodplain Mapping Study (KGS, 2018) and was updated to include recent cross section survey data and LiDAR. It was re-calibrated using recent flow data to ensure it was representative of current hydraulic conditions. An additional geometry was developed to represent the original design profile that was based on the original design drawings. Flood events were simulated for both profiles and the resulting water surface profiles were compared. In general, the current water surface profiles were higher than the design water surface profiles. This is largely attributed to changes in the channel geometry over time as a result of sedimentation, particularly at the Diversion Channel lip.

A wide range of sensitivity analyses were carried out with the hydraulic model that examined the effects of different variables on the hydraulic regime of the Diversion Channel and Floodway. The findings are summarized below:

- **Full Sediment Traps** – Model results indicated that the CPR and Balmoral sediment traps being half full or full showed minor differences in the resulting water levels throughout the Diversion Channel and Floodway. This is because the trap weirs largely control water levels at these locations and the weirs are present in the channel whether the traps are empty or full.
- **Effects of 2022 Dredging** - The 2022 dredging lowered the water levels in the Floodway. However, the 2022 dredging activities near the Diversion Channel lip did not have a significant impact on Floodway conveyance, as there still is a high point which exists around 150 m downstream of the Diversion Channel lip at elevation 184.50 m which controls the water levels and limits diversion flows. Additional dredging is recommended in this reach to improve conveyance.
- **Lake Superior Water Level** - The effect of the water level on Lake Superior was most evident at lower flows and was most pronounced in the lower reach of the Floodway from the McIntyre confluence to Lake Superior. Upstream of the McIntyre River confluence, any lake level effects were reduced and there was little difference in modelled water levels at the Diversion Channel lip (< 3 cm).
- **Diversion Structure Blockage by Debris or Ice** – The model was altered to simulate a 25%, 50%, and 75% blockage of the Diversion Structure. It was found that the larger the blockage, the more flow diverted through the floodway. At 25% blockage, the additional flows diverted through the diversion channel were minor, generally resulting in minors impact on water levels. The 50% and 75% blockage had a greater impact, with flows increasing by up to 25 m³/s and increasing water levels increasing by up to 35 cm.
- **Sediment Accumulation at Lip of Diversion Channel** – The model was altered to consider 0.5 m, 1.0 m, and 1.5 m of sediment accumulation above the original design invert. Overall, accumulation of sediment at the lip of the Diversion Channel lowered the amount of flow being diverted for a given design flow. This lowered water levels in the Diversion Channel and Floodway, while raising water levels at the Diversion Structure. In general, sediment accumulation of up to 0.5 m result in fairly small changes to flows and water levels at the Diversion Structure. Once the accumulation exceeded 0.5 m, more significant increases are observed.
- **Antecedent Moisture Conditions** - The sensitivity of the antecedent moisture conditions was tested by adjusting the design flows to approximate dry and wet antecedent moisture conditions in the watersheds. These flows were then simulated in the hydraulic model using the 2023 current sediment profile and compared to the average condition. Results indicated that there was a significant difference in resulting water levels between the dry and wet conditions. This is due to the large changes in flows resulting from wet or dry conditions.
- **Climate Change** - Climate change flows were estimated based on the methodologies adopted by the City of Thunder Bay (Case 1) as well as Environment Canada (Case 2). Overall, the significant increases in flow related to the climate change scenarios (30% for Case 1 and 70% for Case 2), resulted in a significant increase in water levels along the Floodway and Diversion Channel.
- **Excessive Vegetation Growth in the Diversion Channel** - The effects of vegetation growth in the Diversion Channel were assessed with the hydraulic model by altering the channel roughness coefficient

in the Diversion Channel to be representative of various levels of vegetation growth. Heavy vegetation resulted in increased water levels in the Diversion Channel, as well as reduced conveyance through the channel.

- **Impact of Invasive Species Phragmites** - To determine the effects of phragmite growth on water levels in the Floodway, channel roughness was increased to 0.10 in the locations where phragmites may grow. Model results indicated that phragmite growth caused a significant increase in water level in the Floodway, with increases ranging from 0.26 m (2-year) to 1.27 m (regional). The water level increases in the Diversion Channel were less significant and ranged from 1 cm (2-year) to 30 cm (regional).

The hydraulic model results were used to complete an overtopping assessment of the Diversion Structure, Diversion Channel and Floodway. It was found that under current channel conditions, there would be no overtopping of the Diversion Structure for floods up to and including the regional event. Overtopping on the Floodway was generally observed for the regional event between the CPR bridge and the Chapples Golf Course. Minor localized overtopping was observed for the 100-year flood in the vicinity of Balmoral Street.

Stormwater analysis and modelling was completed to compare the magnitude and timing of the stormwater peaks to river peaks during significant rain events. It was found that stormwater peaks occurred prior to the riverine peaks, due to the faster runoff response of developed areas. The total stormwater peak flows into the Floodway comprised approximately 8% (Timmins storm) to 21% (2-yr storm) of the total Floodway flow.

The May 2022 flood event resulted from the melting of the largest snowpack on record in Thunder Bay and was exacerbated by a rainfall event that May 12, 2022. The rainfall event was between a 2 and 5-year event for the Neebing River watershed and less than a 2-year event for the McIntyre River watershed. This resulted in peak flows of 61 m³/s on the Neebing River (between 10 and 25-year floods) and 42 m³/s on the McIntyre River (between 5 and 10-year events). The Floodway was operated for 16 consecutive days.

The proposed pedestrian bridge at Carrick Street was assessed to estimate any impacts on water levels or maintenance activities on the Floodway. It was found that the bridge resulted in negligible water level increases for flows up to the 100-year event but was overtopped for the regional events, based on its proposed elevation. The bridge is not anticipated to cause maintenance issues in the future.

A sedimentation analysis was undertaken to assess erosion and deposition in various reaches of the Floodway. This involved comparing surveyed cross sections along the Diversion Channel and Floodway on a year-to-year basis to determine general trends. It was found that deposition occurs at the Diversion Channel lip, within the sediment traps, and between the CPR bridge and the confluence with Lake Superior. Some erosion was noted on the Diversion Channel downstream of the Chapples Drive bridge. Between Balmoral Avenue and the Neebing River confluence, the channel was relatively stable.

The invasive plant species phragmites have been observed growing near the Floodway. If phragmites growth were to spread to the Floodway, they would impact the channel conveyance and increase water levels during a flood event. A phragmites control plan was developed to provide recommendations on controlling and treating phragmites. The recommended management plan includes:

- Pre-control monitoring on an annual basis (or appropriate frequency dependent on funding).

- Using a combination of cutting/mowing the stocks, removing them by hand or mechanically and tarping/solarization measures.
- Re-vegetating the floodway banks with native species.

The complete eradication of invasive Phragmites, particularly in well-established stands, is rarely achieved after one treatment. Depending upon the site, annual visits and touch-up control work may be required for several years. Post-treatment assessments are recommended to track control efficacy and guide future management.

Given that LRCA dredges the Floodway as part of major maintenance activities, an excess material management plan was developed to provide recommendations on reuse and management of the excess soil in accordance with O.Reg 406/19. It is recommended that the LRCA adopt a risk-based approach. This approach is beneficial to reducing the number of unknowns that may impact scheduling and project costs by providing critical soil quality information at the tender stage to assist bidder, and by providing clear instructions to the contractor. The LRCA currently own three properties that are may be suitable for soil storage (Williams Forest, land east of Roofmart, and land west of Roofmart). Given that dredging of the floodway will be an ongoing maintenance activity with large cumulative volumes of sediment needing to be managed, it is recommended that LRCA review the establishment of soil storage facilities. Depending on volume and soil quality, the sites would be suitable for either Class 1 or 2 facilities. Their use along with any regulatory requirements should be confirmed with the MECP.

The LRCA's current operation, maintenance, and surveillance plan for the Floodway was reviewed. Based on the results of this study, LRCA's proposed dredging schedule is reasonable. Dredging in the Diversion Channel between from the Chapples Drive bridge to approximately 300 m upstream is most critical and it is recommended this reach is prioritized for dredging as soon as possible. It is also recommended that the LRCA continue their annual maintenance and surveillance activities while addressing some of the larger maintenance items identified during the site inspection. Installation of level loggers and a telemetry system is recommended to record water levels on the Diversion Channel and Floodway when it is in operation.



PROGRAM AREA	POLICY	REPORT NO.	POLICY-FIN-01-2024
DATE PREPARED	April 5, 2024	FILE NO.	
MEETING DATE	April 24, 2024		
SUBJECT	Tangible Capital Asset Policy Update		

RECOMMENDATION

Suggested Resolution

“THAT: Finance Policy FIN-01-2024: Tangible Capital Assets, Version 4.0 be adopted.”

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

The purpose of the Tangible Capital Assets Policy is to provide the accounting guidelines for consistent recording and reporting of Tangible Capital Assets as required by the Public Sector Accounting Board (PSAB) Section PS 3150. The policy guides the preparation of the Financial Statements so that they comply with generally accepted accounting principles for tangible capital assets.

The policy is to be reviewed every three years and updated accordingly. Upon review of the Tangible Capital Assets policy with Grant Thornton, various wording in the document has been updated to adhere to the Public Sector Accounting Board (PSAB) Section PS 3150 regulations that govern Tangible Capital Assets policy. Staff recommend that Version 4.0 be adopted, with the next review scheduled to be completed in three years (i.e., 2027).

DISCUSSION

The purpose of the Tangible Capital Assets Policy is to provide the accounting guidelines for consistent recording and reporting of Tangible Capital Assets as required by the Public Sector Accounting Board (PSAB) Section PS 3150. The policy guides the preparation of the Financial Statements so that they comply with generally accepted accounting principles for tangible capital assets.

Upon review of the Tangible Capital Assets policy with Grant Thornton, changes to the wording to the document has been changed to adhere to the Public Sector Accounting Board (PSAB) Section PS 3150 regulations that govern Tangible Capital Assets policy. For example, changes to the use of salvage to residual value as well as updating the terminology for asset impairment. The policy will be reviewed in three years (i.e., 2027).

No other changes were required as the remaining portion of the policy reflects the updated Public Sector Accounting Board (PSAB) Section PS 3150 regulations.

FINANCIAL IMPLICATIONS

None.

CONCLUSION

The Tangible Capital Assets Policy was reviewed and updated to reflect changes to the PSAB Section PS3150.


BACKGROUND

In January 2012, the Authority adopted the Tangible Capital Asset Policy (resolution #14/12) to provide accounting guidelines that are required under PSAB section PS 3150 and ensure that the Financial Statements of the Authority comply with generally accepted accounting principles. The Tangible Capital Asset Version 3.0 was reviewed on November 23, 2022 (resolution #133/24). No changes were adopted at that time.

REFERENCE MATERIAL ATTACHED

Tangible Capital Asset Policy, Version 4.0

PREPARED BY: Mark Ambrose

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: April 18, 2024
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LAKEHEAD REGION
CONSERVATION AUTHORITY

Tangible Capital Asset Policy

Policy: FIN-01

April 24, 2024

Version: 4.0

PREPARED BY:

Mark Ambrose

VERSION	APPROVAL DATE	RESOLUTION #
1.0	January 25, 2012	#14/12
2.0	May 3, 2017	#67/17
3.0	November 23, 2022	#133/22
4.0	April 24, 2024	

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EXECUTIVE SUMMARY

The purpose of this policy is to provide the accounting guidelines for consistent recording and reporting of tangible capital assets (TCA) as required by the Public Sector Accounting Board (PSAB) Section PS 3150. It will guide the preparation of the financial statements that will comply with generally accepted accounting principles for tangible capital assets.

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1 DEFINITIONS

(i) Amortization

Amortization (or depreciation as it is also referred) is the systematic allocation of costs of a tangible capital asset less its estimated residual value to the accounting periods for which the tangible capital asset will have an economic useful life. The amortization should be accounted for as an expense on the statement of financial activities.

(ii) Asset Impairment

When conditions indicate that a tangible capital asset is no longer contributing to the ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset should be reduced to reflect the decline in the asset's value.

A write down is used to reflect a partial impairment in the value of an asset. A write off is used to reflect total impairment in the value of an asset.

The net write-downs of tangible capital assets are accounted for as expenses in the statement of financial activities. These transactions cannot be reversed.

Tangible capital assets are written off in instances where they are destroyed, stolen, lost, sold or obsolete. The write off of an asset requires approval by a properly authorized officer. Any abandoned or indefinitely postponed projects must be written down to their net realizable value and charged to the period in which the abandonment or indefinite postponement occurs.

When the reduction in the value of the asset can be objectively estimated and it is expected to be permanent, the asset must be written down. Conditions that indicate a write down is necessary include:

- A change in the extent or manner in which the tangible capital asset is used;
- Removal of the asset from service;
- Physical damage;
- Significant technological developments;
- A decline in, or cessation of the need for the service provided by the asset;
- A decision to halt construction of the asset before it is complete or in useable or saleable condition; or
- A change in the law or environment affecting the extent to which the asset can be used.

(iii) Betterment/Improvement

A betterment or improvement is considered a subsequent expenditure on a tangible capital asset that:

- a. Increases previously assessed physical output or service capacity;
- b. Lowers associated operating costs;
- c. Extends the useful life of the asset; or
- d. Improves the quality of the output.

(iv) Capital Lease

Leases are classified as either capital leases or operating leases. A capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property without necessarily transferring legal ownership.

(v) Capitalization Threshold

Capitalization threshold defines the minimum dollar threshold that is used to assist in determining which expenditures will be capitalized as assets, and subsequently amortized, and which expenditures will be treated as current year expenses.

(vi) Component Asset

The component approach groups similar assets, with similar useful lives, by major components. Each component of an asset with a different useful life is accounted for and amortized separately. Expenditure on replacing or renewing any component is capitalized and the carrying amount of the replaced or renewed component is written off.

(vii) Contributed Assets

Contributed assets are capital assets acquired without cash outlay. Contributed assets are valued at fair market value when the asset is placed into productive use/service.

(xiii) Fair Value

Fair value is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

(ix) Materiality

Information is material if its omission or misstatement could influence the economic decisions of users taken on the basis of the financial statements. Materiality depends on the size of the item or error judged in the particular circumstances of its omission or misstatement. Materiality provides a threshold or cut off point rather than being a primary qualitative characteristic which information must have if it is to be useful.

(x) Net Book Value

Net book value is the original acquisition cost less both the accumulated amortization and the amount of any write-downs.

(xi) Pooled Assets

Pooled assets are those that have a unit value below the capitalization threshold but have a material value when the costs are aggregated. Pooled assets are recorded as a single asset with one combined value. Each unit of the pooled asset is recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples are personal computers, furniture, or equipment.

(xii) Single Asset

Under the single asset approach, the entire system is accounted for as one asset. As components are replaced, they are simply expensed as repairs and maintenance. The single asset approach applies a single period of amortization across the entire asset regardless of whether the individual components have varying useful lives.

(xiii) Tangible Capital Assets:**Definition:**

“Tangible capital assets are non-financial assets having physical substance that:

- a) Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- b) Have useful economic lives extending beyond one year;
- c) Are to be used on a continuing basis; and,
- d) Are not for sale in the ordinary course of operations.”

Criteria:

Before an item can be recognized as a tangible capital asset for financial reporting purpose, it must satisfy two criteria:

- a) It must satisfy the definition of a tangible capital asset; and
- b) It must have a cost or other value that can be reliably measured.

Items whose value is not measurable or reasonably estimable cannot be recognized within the financial statements totals. Although they should be mentioned in the Notes to the financial statements.

(xiv) Useful Life

Useful life is the estimate of either the period over which a tangible capital asset is expected to be used, or the number of production or similar units that can be obtained from the tangible capital asset.

2 BACKGROUND

The Public Sector Accounting Board (PSAB) released new standards for the recording of tangible capital asset for the fiscal years beginning after January 1, 2009. The new standards, defined in PSAB Handbook 3150, require all tangible capital assets to be recognized as assets on the statement of financial position. The assets will then be amortized over their useful lives, with the related amortization recorded as expenses on the statement of financial activities.

The objective of Section PS 3150 is to require the accounting treatment of tangible capital assets so that users of the financial statements can familiarize themselves about the organization's investments in its tangible capital assets and the changes in those investments over time. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and the recognition of any amortization and impairment losses.

3 ASSET CATEGORIES

3.1 Tangible Capital Assets

Tangible Capital Assets (TCA) include: land, land improvements, buildings and building improvements, furniture and fixtures, machinery and equipment, vehicles, capital work in progress, computers and computer software, and infrastructure.

3.1.1 Land

Land is defined as real property in the form of a plot, lot or area. This includes all expenditures made to acquire land and to ready it for use where the improvements are considered permanent in nature and includes purchase price, closing costs, grading, filling, draining, and clearing, removal of old buildings (net of residue), assumption of liens or mortgages, and any additional land improvements that have an indefinite life. The costs associated with improvements to land are added to the cost of the land if those improvements can be considered permanent (such as re-grading or filling of the land). Land may include land for administrative buildings, parks, playground fields and open space. Land excludes: forests, water and other mineral resources and land held for resale.

3.1.2 Land Improvements

Land Improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use, which generally decay or break down over time. Land improvements that are removable and can degrade or deplete over the course of time through use or due to the elements, should be separately capitalized and their value amortized over the useful life of the improvement.

Land Improvements may include: construction of driveways, irrigation systems, landscaping, man-made lakes, man-made canals and road ramps, parking lots, pathways and trails, patios, playgrounds, retaining walls, sidewalks, and water fountains.

3.1.3 Buildings and Building Improvements

Buildings and building improvements include all structures that provide shelter from the elements, which function independent of an infrastructure network. A building may be segmented by significant component parts based on useful life. This treatment provides for capital replacement of each component over the years of ownership. This category includes capital and betterments to general capital buildings that are owned by the authority.

Buildings and building improvements may include: office buildings, recreational facilities, cultural facilities, pavilions, change rooms, park washrooms, band shells, barns, maintenance garages, and leasehold improvements.

3.1.4 Furniture and Fixtures

Furniture and fixtures includes fixed or moveable tangible capital assets to be used for operations, the benefits of which extend beyond one year from the date of receipt.

Furniture and fixtures may include: office furnishings, appliances.

3.1.5 Machinery and Equipment

Machinery and equipment consist of an apparatus, tool, device, implement or instrument that likely uses energy to facilitate a process, function or completion of a task. It may be installed within a building but is generally capable of being moved and reinstalled at a different location.

Machinery and equipment may include: fleet maintenance equipment, tractors, lawnmowers, recreation equipment, heavy machinery, instrumentations, maintenance equipment, monitoring equipment and operating equipment.

3.1.6 Vehicles

Vehicles are defined as a means of transportation, usually having wheels for transporting persons or things or designed to be towed behind such an apparatus. They often require a license to operate.

Vehicles may include: cars, trucks, boats, snowmobiles, all-terrain vehicles and trailers.

3.1.7 Capital Work in Progress

Capital work in progress is the cost of tangible capital assets under construction, constructed or in an uncompleted process of acquisition that are not yet in service. These projects are individually segmented and are capitalized if costs exceed threshold limits.

3.1.8 Computers and Computer Software

Computers and computer software consists of hardware and software that can be considered a component of, is typically attached to, or communicates with an information system. It encompasses processing units, memory apparatus, input and output devices, storage devices, connectivity equipment, printers and copiers. This IT infrastructure is capitalized if each purchase or project meets threshold limits. Computers and printers, scanners, photocopiers, etc. are capitalized if purchased in volume and the volume exceeds the threshold limit.

Computers and computer software may include: computer software, computer hardware, networks, servers, computers, telephone networks, communication systems, printers, A/V equipment, scanners and photocopiers.

3.1.9 Infrastructure

Infrastructure includes assets that are generally constructed or arranged in a continuous and connected network.

Infrastructure may include: flood and erosion control systems, catwalks, sidewalks, bridges, culverts, drainage ditches, electrical, meters, reservoirs, roads, tanks, septic systems, streetlights, water systems and hydro systems.

3.1.10 Donated or Contributed Assets

A tangible capital asset may be gifted or contributed by an external third party with no cash outlay. The cost of a contributed asset is considered equal to its fair value at the date of contribution. Fair value of a contributed tangible capital asset may be estimated using market or appraisal value. Contributed capital assets include tangible capital asset received in lieu of a developer charge. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

In unusual circumstances, where it is impossible to estimate its fair value, the tangible capital asset would be recognized at nominal value.

3.1.11 Intangible Assets

Intangible assets include works of art and historical treasures. The cost of items of historical significance or works of art is not consumed in the normal operations nor is it possible to estimate the future economic benefit associated with these items. These items are not recognized as tangible capital assets but their existence is disclosed in the notes to the financial statements.

3.1.12 Capital Lease

A Capital lease is a lease with contractual terms that transfers substantially all the benefits and risks inherent in ownership of property from the lessor (owner of property) to the lessee. One or more of the following conditions must be met:

- a) There is reasonable assurance that the lessee will obtain ownership of the leased property by the end of the lease term.
- b) The lease term is of such duration that the lessee will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- c) The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

4 POLICY STATEMENTS

4.1 Acquisition Date

The acquisition date of a tangible capital asset is the earliest of:

- a) The date on which the tangible capital asset being constructed is complete and ready for use; or
- b) The date the legal ownership of the tangible capital asset is transferred to the Lakehead Region Conservation Authority.

4.2 Administration Costs

The administrative costs to put an asset into operation are to be capitalized, but general administrative overhead not directly attributable to the asset is not to be capitalized.

4.3 Amortization

The amortization of the costs of tangible capital assets is accounted for as expenses in the statement of financial activities. The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Generally, the straight line method for calculating amortization on an annual basis is applied and expensed monthly. Specifically, the cost of the asset is written off and expensed evenly over the useful life of the asset. Annual amortization is equal to the cost of the tangible capital asset less any residual value, divided by the useful life.

See Schedule A for a summary of amortization by asset category.

4.4 Asset Impairment

When conditions indicate that a tangible capital asset is no longer contributing to the ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset should be reduced to reflect the decline in the asset's value.

A write down is used to reflect a partial impairment in the value of an asset. A write off is used to reflect total impairment in the value of an asset.

The net write-downs of tangible capital assets are accounted for as expenses in the statement of financial activities. These transactions cannot be reversed.

Tangible capital assets are written off in instances where they are destroyed, stolen, lost, sold or obsolete. The write off of an asset requires approval by a properly authorized officer. Any abandoned or indefinitely postponed projects must be written down to their net realizable value and charged to the period in which the abandonment or indefinite postponement occurs.

When the reduction in the value of the asset can be objectively estimated and it is expected to be permanent, the asset must be written down. Conditions that indicate a write down is necessary include:

- A change in the extent or manner in which the tangible capital asset is used;
- Removal of the asset from service;
- Physical damage;
- Significant technological developments;
- A decline in, or cessation of the need for the service provided by the asset;
- A decision to halt construction of the asset before it is complete or in useable or saleable condition; or
- A change in the law or environment affecting the extent to which the asset can be used.

4.5 Betterment

Costs of betterments are considered to be part of the cost of a tangible capital asset and would be added to the cost of the related asset. Betterments are a cost incurred to enhance the service potential of a tangible capital asset. In general, service potential may be enhanced when there is an increase in the previously assessed physical output or service capacity, where associated operating costs are lowered, the useful life of the property is extended or the quality of the output is improved. Betterments result from replacements, additions, upgrades and rearrangements.

When recording betterments, the cost of the betterment should not simply be added to the original cost of the asset. In some cases, a partial disposal of the existing asset that was improved occurs. The accumulated amortization relating to the disposal of the existing asset should also be removed.

The minimum materiality threshold limit for the capitalization of betterments is equal to or greater than 30% of the historical cost of the related asset and these costs may or may not meet the capitalization threshold for the main asset class; and one of the following criteria is met:

- a) the estimated life of the asset is extended by more than 25%;
- b) the cost results in an increase in the capacity of the asset; or
- c) the efficiency of the asset is increased by more than 10%.

All other expenditures beyond the description of betterments are considered a repair or maintenance and expensed in the current year.

4.6 Capital Leases

When a capital lease is recorded, the asset is treated as an acquisition of a tangible capital asset and thereby sets up a liability. A lease may be recorded as an operating lease when the net present value of the future minimum lease payments or fair value, whichever is less, is less than \$5,000.

4.7 Capital Work in Progress

The cost of a tangible capital assets which meet the related threshold and are under construction or preparations that are not complete and not ready to be made operational should be recorded as Capital Work in Progress in the financial statements.

Amortization should not be recorded on any work in progress until it is transferred into the specific tangible asset category on the asset register indicating it is operational.

4.8 Capitalization Thresholds

All tangible capital asset exceeding \$5,000 are capitalized with the exception of land; all land is capitalized regardless of its value. Additionally, all pooled assets with an aggregate cost of \$5,000 and greater must be capitalized.

Asset Category	Method of Amortization	Capitalization Threshold	Asset Pooled	Asset Componentized
Land	None	All Land	N	N
Land Improvements	Straight Line	\$ 5,000	N	N
Buildings	Straight Line	\$ 25,000	N	Y
Furniture and Fixtures	Straight Line	\$ 5,000	N	N
Machinery and Equipment	Straight Line	\$ 5,000	Y	N
Vehicles	Straight Line	\$ 5,000	N	N
Capital Works in Progress	None	\$ 5,000	Y	N

Computer and Computer Software	Straight Line	\$ 5,000	Y	N
Infrastructure	Straight Line	\$ 5,000	N	N

See Schedule A for a summary of capitalization thresholds by asset category.

4.9 Componentization

Tangible capital asset may be accounted for using either the single asset or component approach. Many tangible capital assets consist of a number of components; with complex assets, the assets will be broken into unique components. Whether the component approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information at the component level.

Factors to consider when determining whether to use a component approach include:

- a) major components have significantly different useful lives and consumption patterns than the related tangible capital asset.
- b) value of components in relation to the related tangible capital asset.

Tangible capital asset Building and building improvements category in particular may be recorded using the component approach. Major components are grouped together when the assets have similar characteristics and estimated useful lives or consumptions rates.

4.10 Disposal

On disposal of an asset, the historical cost and accumulated amortization must be removed from the books. The difference between the net proceeds on disposal and the net book value must be recorded in the statement of financial activities as a gain or a loss for the accounting period.

4.11 Estimating

When the historical cost cannot be accessed or identified, the following are methods that may be used to determine a reasonable estimate for the historical cost.

- a) discounted reproduction cost (measures the current cost of reproducing the same asset into the same physical form and discounted to the year of acquisition using an index).

- b) discounted replacement cost (measures the current cost of replacing the asset in a different physical form but with the same productive capacity and then discounted to the year of acquisition using an index); or
- c) professional appraisal (a professional assessment of what an asset is worth based on its current age and condition. This value is then discounted to the cost at the time of acquisition using an index).

For audit purposes, a consistent method will be applied across an asset category when applying cost estimation.

4.12 Estimated Useful Life

A tangible capital asset must have an estimated useful life greater than one reporting period to be considered for capitalization and amortization. All tangible capital assets except land will be assigned a useful life appropriate to that asset. Land has an unlimited useful life and is not subject to amortization.

Estimated useful life means the estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased or constructed. The physical life of a tangible capital asset may extend beyond its useful life.

Estimating useful life of tangible capital assets is a matter of judgment based upon experience and should be applied on a consistent basis. Factors to be considered in estimating the useful life of an asset include:

- a) expected future usage;
- b) technical obsolescence;
- c) expected wear and tear through the passage of time;
- d) maintenance program;
- e) weather/seasonal conditions;
- f) capacity versus actual usage;
- g) changes in demand for services; and

The service potential of a tangible capital asset is normally consumed through usage; however, factors such as obsolescence, excessive wear and tear, deferral of regular maintenance or other events could significantly diminish the service potential that was originally anticipated.

The estimated useful life of a tangible capital asset category and remaining useful life of individual tangible capital assets should be reviewed on a regular basis and revised when appropriate.

4.13 Pooled Assets

Pooled assets are those that have a unit value below the capitalization threshold but have a material value when the costs are aggregated. Pooled assets are recorded as a single asset with one combined value. Each unit of the pooled asset is recorded in the asset sub-ledger for monitoring and control of its use and maintenance.

See Schedule A for a summary of pooled assets by asset category.

4.14 Repair or Maintenance

Repair or Maintenance expenses are incurred to repair or maintain the pre-determined service potential of a tangible capital asset to the end of its current useful life. These expenses do not enhance the functionality, capacity, usability, quality or efficiency of the tangible capital asset. Such costs should be recorded as an expense in the fiscal year in which they were incurred.

Repair and Maintenance expenses include:

- a) replacement of individual units or parts of a tangible capital asset due to age, wear and tear and damage in order to maintain the tangible capital asset in the operating condition without significantly enhancing the functionality, capacity, usability and efficiency of the tangible capital asset;
- b) costs incurred to service or maintain the tangible capital asset until the end of its estimated useful life, where the estimated useful life is expected not to extend beyond a fiscal year;
- c) repairs, to restore tangible capital assets to prior condition;
- d) routine cleaning and servicing of equipment; and
- e) costs that must be incurred in order to realize the benefits previously projected from the tangible capital asset.

Costs that maintain the existing service level of an asset should be expensed in the fiscal year incurred and not recorded as a cost of the asset.

4.15 Residual Value

Residual value is the net realizable value of a tangible capital asset at the end of its useful life. The residual value of a tangible capital asset is its remaining value after it has been fully amortized. This is also known as residual value or scrap value. At the time of acquisition, it is very difficult to determine the residual value; therefore, the residual

value will be deemed to be zero when calculating the amortization expense for a tangible capital asset.

4.16 Trade In's

A trade in occurs when an asset is disposed and replaced with a new asset through the same supplier in the same transaction. This transaction should be accounted for as two separate entries. The trade in value should be treated as proceeds of disposal and is used in calculating the gain or loss on the disposal of the assets being traded in. The new asset acquired is recorded at its full cost; trade in value for the disposed asset does not affect cost.

4.17 Valuation

Tangible capital assets should be recorded at historical cost or estimated historical cost if the actual historical cost is unknown. The historical cost of tangible assets includes all costs directly related to the acquisition, construction, development or improvement to the tangible asset. It includes all costs directly attributable to bringing the tangible capital asset to a condition ready for use.

4.17.1 Costs

These costs may include, but are not limited to:

- a) direct material and labour costs incurred during construction of a tangible capital asset;
- b) professional fees charged by an outside third party for services rendered such as appraisal, application, survey, inspection, design, engineering, architectural, environmental assessments and other similar types of activities;
- c) an appropriate share of overhead and indirect costs such as salaries and wages that can be directly attributable to the acquisition, development and construction of a tangible capital asset;
- d) the costs of an improvement that is incurred subsequent to the initial acquisition or construction of a tangible capital asset, such as an addition of a lane to an existing road;
- e) land acquisition costs, such as purchase price, appraisal fees, brokerage fees, survey fees and legal fees;
- f) interest costs incurred by borrowing during the acquisition, construction or production of the asset to get the asset ready for

its intended use. Once the asset is operational, the interest costs are no longer to be capitalized;

- g) miscellaneous costs such as handling, freight and transportation insurance charges to the point of initial use, non-refundable taxes and duties; and
- h) net of any discounts or rebates.

5 DISCLOSURE REQUIREMENTS

5.1 *Financial Statements*

The financial statements should disclose the following items for each major tangible capital asset category:

- a) cost at the beginning of the fiscal year;
- b) additions during the fiscal year;
- c) disposals during the fiscal year;
- d) the amount of any write-down in the fiscal year;
- e) the amount of amortization of the costs of tangible capital assets for the fiscal year;
- f) accumulated amortization at the beginning and end of the fiscal year; and
- g) net carrying amount at the beginning and end of the fiscal year.

The Financial Statements should also disclose the following information:

- a) amortization method used, including the amortization period or rate for each major category of tangible capital assets;
- b) The net book value of tangible capital assets not being amortized because they are Capital Work in Progress or have been removed from service;
- c) The nature and amount of contributed tangible capital assets received in the fiscal year and recognized in the financial statements;
- d) The nature and use of tangible capital assets recognized at nominal value;
- e) The nature of the works of art and historical treasures held by the Authority; and
- f) The amount of interest capitalized in the fiscal year.

5.2 Impairment of Assets

When conditions indicate that a tangible capital asset no longer contributes to the operations or the value of the future economic benefit is less than its net book value, the cost of the tangible capital asset should be reduced. The net write-downs associated with these impairments should be recorded as expenses.

A write-down is an adjustment to the cost of an asset. A corresponding adjustment is made to the accumulated amortization and the net adjustment is reported as an expense in the statement of operations. The revised cost of the asset should be amortized over the remaining useful life of the asset.

5.3 Leased Assets

Leased assets that are capital leases and meet the definition of a tangible capital asset are accounted for as both a tangible capital asset and as a liability. The value of the leased tangible capital asset and the amount of the lease liability, recorded at the beginning of the lease term, would be the present value for the minimum lease payments, excluding the portion relating to executory costs.

5.4 Surplus Assets

When assets have been deemed surplus, they are no longer matching the definition of tangible capital asset. The assets and its related amortization can be disclosed separately from tangible capital assets until disposal. When disposed, the reporting should follow the disposal guideline of 4.10 above.

6 MANAGEMENT OF ASSETS

6.1 Asset Register

The Asset Register will be maintained on an on going basis. The Finance Department will communicate to all staff the reporting and recording requirements to be followed to facilitate the appropriate capitalization of all assets. The asset register will be a complete and accurate list of all LRCA assets.

6.2 Inventory Count

An inventory count of moveable assets should be undertaken on a regular basis and the corresponding asset count should be updated accordingly (recognition/write-downs).

6.3 Inventory Records

An inventory record of capital assets is required and will be recorded on an asset register. At a minimum, each inventory record should include:

- a) name of asset
- b) identification number;
- c) description;
- d) location;
- e) asset category;
- f) cost or estimated cost;
- g) estimated useful life;
- h) amortization method;
- i) residual value;
- j) date of acquisition;
- k) date of disposal;
- l) method of acquisition.

The record should also indicate the department that manages the asset. The inventory should be continuously updated for activity and implement an inventory count on a regular basis.

7 REVIEW SCHEDULE

Threshold and amortization methods are to be reviewed by LRCA staff in consultation with the external auditors:

Asset Category	Frequency
Land	Not Applicable
Land Improvements	Every 3 Years
Buildings and Building Improvements	Every 3 Years
Furniture and Fixtures	Every 3 Years
Machinery and Equipment	Every 3 Years
Vehicles	Every 3 Years
Capital Works in Progress	Every 3 Years
Computers and Computer Systems	Not Applicable
Infrastructure	Every 3 Years

Schedule A

Schedule 'A'

Asset Classification

Asset Category	Description	Capital Costs	Asset Definitions	Assets Include:	Pool (P)	Method of Amortization	Capitalization Threshold
Land	Land is defined as real property in the form of a plot, lot or area. Includes all expenditures made to acquire the land and to ready it for use where the improvements are considered permanent in nature and includes purchase price, closing costs, grading, fillings, draining, and clearing, removal of old buildings (net of salvage), assumption of liens or mortgages, and any additional land improvements that have an indefinite life. The costs associated with improvements to land are added to the cost of the land if those improvements can be considered permanent (such as re-grading or filling of the land). Excludes: forests, water and other mineral resources and land held for resale. Includes land for administrative buildings, parks, playground fields and open space.	Purchase price, professional fees for title searches, architect, legal, engineering, appraisals, environmental survey, Ontario Land Surveyors	Land for administrative buildings, parks, playgrounds, fields and open space.			N / A	All land is capitalized
Land Improvements	Land improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use, which generally decay or break down over time. Land improvements that are removable and can degrade or deplete over the course of time through use or due to the elements, should be separately capitalized and their value amortized over the useful life of the improvement.	Original purchase price or completed project costs including costs of material and labour or costs of a contractor.	Construction of driveways; drop off locations; irrigation systems; landfill roads; landfill site development; landscaping; man-made lakes, water ways, canals & boat ramps; parking lots; pathways and trails; patios; playgrounds; retaining walls; sidewalks; site improvements; soccer fields; and tennis courts.	Landscaping Patios Water fountains Outdoor Lighting Playgrounds Ball Diamonds Soccer Fields Tennis Courts Basketball Courts Bleachers Outdoor swimming or wading pools Boat Ramps Man-made lakes/quarry/lagoon Man-made canals Man-made lookout points Trails Pathways (bike/walking)		Straight Line	> \$5,000

Schedule 'A'

Asset Classification (continued)

Asset Category	Description	Capital Costs	Asset Definitions	Assets Include:	Pool (P)	Method of Amortization	Capitalization Threshold
Building & Building Improvements	Buildings and building improvements include all structures that provide shelter from the elements which function independent of an infrastructure network. This category includes capital and betterments to general capital buildings that are owned by the authority.	<p>Original purchase price or completed project costs including basic costs of material and labour or costs of a contractor. Costs to remodel, recondition or alter a purchased building to make it ready to use for the acquired purpose.</p> <p>Costs of building permits, studies, tests, professional fees for title searches, architect, legal, engineering, appraisals, and environmental surveys. Operating costs such as temporary buildings used during construction</p>	<p>Office buildings; recreation facilities; cultural facilities; pavilions; change rooms; park washrooms; band shells; barns; indoor pools; landfill scale house; maintenance garage, marinas; temporary buildings; ticket kiosks; waste depots; trailers (office, camper); leasehold improvements.</p> <p>Improvements include major repairs that increase the value or useful life of the building such as structural changes, installation or upgrade of heating and cooling systems, plumbing, electrical, and telephone systems.</p>	<p>Office buildings Security Stations Health Facilities / EMS Stations Cultural facilities Pavilions Warehouse Museum Gatehouse Rental Centre Change rooms Park washrooms Outhouses Recreation Facilities Bus Transit Band shells (platforms e.g. concerts) Concession buildings Barns Maintenance garage Housing (Rentals) Ticket kiosks Waste depots Garage Maple Shack Sheds Trailers - Office, Camper etc. Storage Domes Library Marinas Landfill scale house</p>	<p>P</p> <p>P</p>	Straight Line	>\$25,000
Furniture & Fixtures	Furniture and fixtures includes fixed or moveable tangible capital assets to be used for operations, the benefits of which extend beyond one year from date of receipt.	Original contract or invoice price, freight charges, sales taxes, and costs of reconditioning used items when purchased.	Furniture			Straight Line	> \$5,000

Schedule 'A'

Asset Classification (continued)

Asset Category	Description	Capital Costs	Asset Definitions	Assets Include:	Pool (P)	Method of Amortization	Capitalization Threshold
Machinery & Equipment	An apparatus, tool, device, implement or instrument that likely uses energy to facilitate a process, function or completion of a task. It may be installed within a building but is generally capable of being moved and reinstalled at a different location.	Original contract price or invoice price, freight charges, sales taxes, installation charges, charges for testing and preparation, costs of reconditioning used items, parts and labour associated with the construction of equipment.	Athletic equipment; A/V equipment; books; multi media materials; cleaning/laundry facilities; compactors; fleet maintenance equipment; front end loaders; furniture; heavy machinery; instrumentations; kitchen appliances; maintenance equipment; mechanical; meters; playground equipment; security equipment; and operating equipment	Athletic equipment	P	Straight Line	➤ \$2,500
				Audio visual equipment	P		
				Books, multi-media materials	P		
				Communication equipment	P		
				Washers and Dryers	P		
				Floor scrubbers/polishers	P		
				Housekeeping carts	P		
				Compactors	P		
				Mowers (riding or push)	P		
				Fleet (vehicle) maintenance equip	P		
				Tools	P		
				Front end loaders	P		
				Furniture (including Partitions)	P		
				Backhoes	P		
				Fridge	P		
				Freezer	P		
				Stove	P		
				Dishwasher, Microwave	P		
				Mixers	P		
				Exhaust Fans	P		
				HVAC	P		
				Fire Protection	P		
				Air Compressor	P		
				Plumbing equipment	P		
				Vacuum pump	P		
				Carbon dioxide cylinders	P		
				Musical Instruments	P		
				Playground equipment	P		
				Security equipment	P		
				Stage and auditorium equipment	P		
				Telephone Network	P		
				Office Equipment	P		
Fire Panel/Alarm	P						
Boilers	P						
Unit Heaters	P						
Fuel Storage Tanks	P						
Picnic Tables	P						
Monitoring Equipment & Instrumentation	P						

Schedule 'A'

Asset Classification (continued)

Asset Category	Description	Capital Costs	Asset Definitions	Assets Include:	Pool (P)	Method of Amortization	Capitalization Threshold
Vehicles	Vehicles are defined as a means of transportation, usually having wheels for transporting persons or things, or designed to be towed behind such an apparatus. Often require a license.	Original contract or invoice price, freight charges, sales taxes, costs of reconditioning used items when purchased	Cars, trucks, boats, snowmobiles, all terrain vehicles and trailers.	Cars Trucks Vans Motorcycles Boats Utility vehicles / Gator All terrain vehicles Snowmobiles Trailers - for transporting Buses Security Vehicles Golf Cart	P P	Straight Line	> \$5,000
Capital Work in Progress	The cost of tangible capital asset under construction, constructed or in an uncompleted process of acquisition that are not yet in service.	Original purchase price or to date project costs including costs of material and labour or costs of a contractor.	Unfinished units			N / A	Capitalize Only
Computers & Computer Software	IT infrastructure consists of hardware and software that can be considered a component of, is typically attached to, or communicates with an information system. It encompasses processing units, memory apparatus, input and output devices, storage devices, connectivity equipment, printers and copiers. This IT infrastructure is capitalized if each purchase or project meets threshold limits.	Original contract price or invoice price, freight charges, sales taxes, installation charges, charges for testing and preparation, costs of reconditioning used items, parts and labour.	Computer software, computer hardware, infrastructure, computers, telephone network, printers, scanners and photocopiers.	Laptops Desktops Monitors Docking Stations Mouse Keyboard Servers Network Hardware Printers / Photocopiers / Scanners Software	P P P P P P P P P P	Straight Line	> \$5,000

Schedule 'A'

Asset Classification (continued)

Asset Category	Description	Capital Costs	Asset Definitions	Assets Include:	Pool (P)	Method of Amortization	Capitalization Threshold
Infrastructure	Infrastructure includes linear assets that are generally constructed or arranged in a continuous and connected network.	Original purchase price or completed project costs including costs of material and labour or costs of a contractor.	Catwalks; bridges; culverts; drainage ditches; electrical; guard rails; lagoons; land under buildings/roads; meters; reservoirs; retaining walls; roads; street lights; tanks; wells; septic systems; hydro systems; and water control structures.	Berms / Erosion Control Structures Bridges Culverts / Aqueduct Dams / Weirs / Embankment / Flood Control Structures Drainage ditches/system Fencing Signage Guard rails Pay and Display Noise walls Parking meters Pipe systems / Pipelines Reservoirs Retaining walls Roads Sidewalks Street lights Traffic signals Surface lots/Parking lots Tanks Wells Waterfront Structures Septic Systems Gas (utility) system Electrical / Hydro system (incl poles) Solar power system Driveways Irrigation systems Compost Pads/Ponds Storm Ponds Tunnels Rock Shelters Pumps Catch Basin Manholes Weather Stations	P P P P P	Straight Line	> \$5,000

**2024 TREASURER'S REPORT
MONTHLY EXPENSES**

	2024 BUDGET	March	TOTAL TO DATE	BALANCE REMAINING
REVENUE				
Provincial Grants	348,732	4,950	141,545	207,187
Municipal Levy	1,854,691	-	1,854,691	-
Self Generated	341,214	48,722	194,407	146,807
Other Revenue	414,019	5,700	53,137	360,882
TOTAL REVENUE	2,958,656	59,372	2,243,780	714,876
EXPENSES				
Category 1 Mandatory Programs and Services				
Corporate Services	959,560	175,758	324,969	634,591
Risk of Natural Hazards	1,048,714	80,572	207,711	841,003
Conservation and Management of Lands owned and controlled by the Authority	455,875	41,507	95,630	360,245
Source Water Protection	68,792	17,121	25,135	43,657
Other Programs and Services	22,870	2,553	2,890	19,980
Total Category 1 Mandatory Programs and Services	2,555,811	317,512	656,335	1,899,476
Category 2 Non-Mandatory Programs and Services at the Request of a Municipality				
Mapping Services	16,000	2,312	3,838	12,162
Total Category 2 Non-Mandatory Programs and Services at the Request of a Municipality	16,000	2,312	3,838	12,162
Category 3 Non-Mandatory Programs and Services				
Education	103,882	3,919	13,281	90,601
Stewardship	272,963	30,754	44,264	228,699
Other	10,000	-	3,816	6,184
Total Category 3 Non-Mandatory Programs and Services	386,845	34,673	61,361	325,484
Total All Expenses	2,958,656	354,496	721,534	2,237,122



PROGRAM AREA	CORPORATE	REPORT NO.	CORP-07-2024
DATE PREPARED	April 17, 2024	FILE NO.	
MEETING DATE	April 24, 2024		
SUBJECT	Appointment of Provincial Offences Officers under the CA Act and Delegation of Authority under the <i>Trespass to Property Act</i>		

RECOMMENDATION

Suggested Resolution

“THAT: *the Lakehead Region Conservation Authority Board of Directors designate those individuals identified in Table 1 of Staff Report CORP-07-2024 as Provincial Offences Officers under S.30.1 of the Conservation Authorities Act to enforce Section 28 and 29 of the Act and applicable regulations, as amended from time to time AND FURTHER THAT the Lakehead Region Conservation Authority Board of Directors also delegate those same individuals as Agents of the Authority for the purpose of the Trespass to Property Act.”*

LINK TO STRATEGIC PLAN

Govern and Enhance

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

EXECUTIVE SUMMARY

Due to the enactment of new regulations and sections within the *Conservation Authorities Act*, the Board of Directors is required to redesignate the existing Provincial Offences Officers appointed under the Minister of Natural Resources and Forestry’s Class Designation under the *Provincial Offences Act*.

DISCUSSION

On April 1, 2024, Part VII Enforcement and Offences of the *Conservation Authorities Act* was proclaimed, resulting in a need to re-appoint all existing Conservation Authority Provincial Offences Officers and any new officers consistent with the updated legislation. Ontario Regulation 686/21: Mandatory Programs and Services under the *Conservation Authorities Act* requires that Conservation Authorities provide programs and services to ensure that the Authority satisfies its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

The LRCA has previously appointed various personnel as Provincial Offences Officers to enforce Section 28 and 29 of the *Conservation Authorities Act* and applicable regulations. Prior to April

1, 2024, each conservation authority operated with CA-specific regulations, one each for Section 28 and 29. LRCA’s two regulations were as follows:

- Section 28 - O. Reg. 180/06: Lakehead Region Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.
- Section 29 - R.R.O. 1990, Regulation 113 (Conservation Areas – Lakehead Region).

In general, enforcement under Section 28 of the Act relates to development activities within regulated areas, while enforcement under Section 29 relates to rules of conduct in Conservation Areas. All CAs will now be required to administer O. Reg. 41/24: Prohibited Activities, Exemptions and Permits and O. Reg. 688/21: Rules of Conduct in Conservations Areas.

In conjunction with the enactment of new regulations and sections within the *Conservation Authorities Act*, the Minister of Natural Resources and Forestry updated the “Class Designation” under the *Provincial Offences Act* (POA), enabling designated Officers to exercise their duties under the POA, specifically related to offences under both the *Conservation Authorities Act* and *Trespass to Property Act* (Attachment #1).

Therefore, to remain consistent with the recently amended *Conservation Authorities Act* and related regulations, the reappointment of existing Provincial Offences Officers and the appointment of new officers must now be in accordance with Section 30.1 of the *Conservation Authorities Act*. As previously required, to be appointed, a person must have completed training in the legislation they are going to enforce and provide proof of a clear criminal record. All previously appointed personnel have met the criteria.

Table 1: Individuals to be Reappointed as Provincial Offences Officers under S. 30.1 of the CA Act, and those delegated authority under the Trespass to Property Act

Name	Position	CA Act Section to Enforce
Tammy Cook	CAO	28 and 29
Ryne Gilliam	Lands Manager	29
Ryan Harris	Field Operations Lead Hand	29
Michelle Willows	Environmental Planner	29
Michelle Sixsmith	Development Regulations Officer	28

FINANCIAL IMPLICATIONS

None.

CONCLUSION

In order to be in compliance with recently enacted amendments to the *Conservation Authorities Act* and associated regulations, it is recommended to reappoint all currently appointed Provincial

Offences Officers under Section 30.1 of the *Conservation Authorities Act* to enforce Sections 28 and 29 of the Act and the *Trespass to Property Act*.

BACKGROUND

The *Provincial Offences Act* (POA), the *Conservation Authorities Act* (CAA) and the Class Designation, sets out how a Provincial Offences Officer is appointed. Specifically:


- Subsection 1(3) of the POA states, “A minister of the Crown may designate in writing any person or class of persons as a provincial offences officer for the purposes of all or any class of offences”.
- Subsection 30.1 of the CAA states, “An authority may appoint officers for the purposes of ensuring compliance with this Act and the regulations”.
- The Ministry of Natural Resources and Forestry Class Designation (see attachment #1) was signed by the Minister on March 20, 2024, regarding the appointment of a class of persons as officers under the *Conservation Authorities Act* and the *Trespass to Property Act*.

REFERENCE MATERIAL ATTACHED

Attachment #1 – Ontario Minister of Natural Resources and Forestry’s “Class Designation” under the *Provincial Offences Act* (March 20, 2024)

PREPARED BY:

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: April 17, 2024
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DESIGNATION

ONTARIO MINISTRY OF NATURAL RESOURCES AND FORESTRY

Under the authority of subsection 1(3) of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, I, GRAYDON SMITH, do hereby designate the class of persons in Column 1 of the attached Schedule as a provincial offences officer for the Acts and accompanying regulations, subject to any listed restrictions, described in Column 2 of the item.

This designation revokes Item 9 of the previous designation by the Minister of Natural Resources and Forestry, dated August 29, 2007, and comes into force on the later of April 1, 2024 and the day this designation is signed.

Dated at TORONTO this 20 day of March, 2024.

Honourable Graydon Smith
Minister of Natural Resources and Forestry

SCHEDULE – DESIGNATION OF PROVINCIAL OFFENCES OFFICERS

Item	Column 1 Class of Persons	Column 2 Class of Offences
1.	Any officer appointed under section 30.1 of the <i>Conservation Authorities Act</i>	All offences under the following Acts and accompanying regulations when carrying out duties within their conservation authority: <i>Conservation Authorities Act</i> <i>Trespass to Property Act</i>



April 24, 2024

Moved By _____
 Seconded By _____

"THAT: having examined the accounts for the period March 1, 2024 to March 31, 2024 cheque #3183 to #3208 for \$105,925.96 and preauthorized payments of \$ 113,304.95 for a total of \$219,230.91, we approve their payment."

3183	2611943 Ontario Ltd.	Garbage removal Mission Marsh	339.00
3184	Adept Plumbing & Mechanical	Repair drinking fountain	273.46
3185	AMK Outdoors & Watersports	Floating EZ Dock and Kayak Launch for Little Trout Bay Conservation Area	12,052.92
3186	EOR Canada Inc.	Fisherman's Park Phase 2	1,356.00
3187	MacKay Meters	new radio for pay and display unit	489.34
3188	Mitacs	Mitacs Accelerate Project May-Aug 2024	4,237.50
3189	Pioneer Construction	Salt, sand for plow truck	72.65
3190	RAS Maintenance Services	February 2024 cleaning	515.23
3191	Superior Outdoors Inc. The Walleye	Advertising Walleye - February 2024	175.15
3192	TBay Post Inc.	Tear Away Map	565.00
3193	Thunder Bay Answering Service Inc.	Answering Service	258.72
3194	CDS Consulting Limited	Technical Services Jan 1 - Feb 29, 2024	9,808.40
3195	City of Thunder Bay - Provincial Taxes	Property Tax installment	3,563.77
3196	Epica Pictures	Balance due re Fish Contaminates Video	4,350.50
3197	FrancoTyp-Postalia Canada Inc.	Quarterly meter rental March - June 2024	67.63
3198	Grant Thornton LLP	Audit	15,057.53
3199	Innovated Solutions	Cloud Protection April	847.50
3200	KGS Group Consulting Engineers	Floodway Integrity Study January 2024	25,020.33
3201	Northern Wildflowers	Native seed mix - Boulevard shoreline/wetland	2,654.47
3202	Pioneer Construction	Salt/Sand Mix	47.32
3203	Thunder Bay Broom & Chemicals	Janitorial Supplies	231.00
3204	Township of Dorion	Property Taxes	358.58
3205	Workplace Safety North	JHSC Certification part 2	1,005.70
3206	Hatch Ltd.	Floodway Sediment Survey February 2024	15,820.03
3207	Harris Ecological Consulting	Consulting for Fisherman's Park West Wetland Project	6,220.00
3208	Lowery's	Photocopy charges March 2024	538.23
			<u>105,925.96</u>
PA	Payroll and Per Diems		85,636.51
PA	Royal Bank Group Retirement RRSP and TFSA		2,625.20
PA	RWAM and Lifeworks Benefits		3,406.09
PA	Enbridge		-
PA	Synergy North		665.13
PA	Esso		719.58
PA	Visa Routine Monthly Expenses		6,049.89
PA	Banking and Visa Fees		515.59
PA	Postage		565.00
PA	OMERS March		12,835.06
PA	Photocopier Lease		286.90
			<u>113,304.95</u>
			<u>219,230.91</u>

Chair

Res# _____/24

Monthly Plan Input/Review and Fill Regulations Administration
March 1 to 31, 2024

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							6251 Mapleward Road		1620 John St Rd		
Total	0	0	0	0	0	0	1	0	1	0	2
Oliver Paipoonge		1B/07/24			ZBLA03-2024						
		1B/05/24			ZBLA02-2024						
		1B/06/24									
		1B/08/24									
		1B/09/24									
Total	0	5	0	0	2	0	0	0	0	0	7
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing		B02-2024			Z02-2024						
Total	0	1	0	0	1	0	0	0	0	0	2
Shuniah	A23-3	B23-5									
Total	1	1	0	0	0	0	0	0	0	0	2
Conmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies											
Total	0	0	0	0	0	0	0	0	0	0	0
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	1	7	0	0	3	0	1	0	1	0	13

Monthly Plan Input/Review and Fill Regulations Administration
April 1 to April 16, 2024

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										Phase 1 ESA - 408 Frederica St W	
Total	0	0	0	0	0	0	0	0	0	1	1
Oliver Paipoonge											
Total	0	0	0	0	0	0	0	0	0	0	0
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing											
Total	0	0	0	0	0	0	0	0	0	0	0
Shuniah											
Total	0	0	0	0	0	0	0	0	0	0	0
Conmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies											
Total	0	0	0	0	0	0	0	0	0	0	0
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	0	0	0	0	0	0	0	0	0	1	1



Prohibited Activities, Exceptions and Permits Regulation 41/24

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	\$1,000.00	Forum Thunder Bay Inc	City of Thunder Bay	0 Innovation Dr.	Fill & Stormwater Pond	15/01/2023	9/1/2024	17		Staff
#2/24	Standard Works	\$300.00	Andrew Perger	City of Thunder Bay	134 Bruin Crescent- Parkdale	Dwelling & Garage Construction	15/1/2024	23/01/24	12		Staff
#3/24	Standard Works	\$150.00	B.J. Halow	Municipality of Oliver Paipoonge	3437 Rosslyn Road	Bank Repair, Erosion Protection	22/1/2024	25/01/24	3		Staff
#4/24	Standard Works	\$300.00	Shawn Reid	Municipality of Shuniah	1027 Cedar Bay Road	Constructed Rock Groynes	8/1/2024	29/01/24	21		Staff
#5/24	Standard Works	\$300.00	Rory Prezio	City of Thunder Bay	190 Bruin Cres.	Dwelling	25/1/2024	30/01/24	5		Staff
#6/24	Standard Works	\$300.00	Lomar Construction	City of Thunder Bay	159 Bruin Cres.	Dwelling	6/2/2024	13/02/24	6		Staff
#7/24	Standard Works	\$300.00	Lomar Construction	City of Thunder Bay	181 Bruin Cres.	Dwelling	6/2/2024	13/2/2024	6		Staff
#8/24	Standard Works	\$300.00	Lomar Construction	City of Thunder Bay	183 Bruin Cres.	Dwelling	6/2/2024	13/2/2024	6		Staff
#9/24	Standard Work	\$300.00	Lomar Construction	City of Thunder Bay	202 Bruin Cres.	Dwelling	2/6/2024	13/2/2024	6		Staff
#10/24	Standard Work	\$300.00	Lomar Construction	City of Thunder Bay	203 Bruin Cres.	Dwelling	6/2/2024	13/2/2024	6		Staff
#11/24	Standard Work	\$300.00	Lomar Construction	City of Thunder Bay	205 Bruin Cres.	Dwelling	2/6/2024	13/2/2024	6		Staff
#12/24	Standard Work	\$600.00	Mark Kotz	City of Thunder Bay	129 Bruin Cres.	Dwelling	8/2/2024	13/2/2024	6		Staff
#13/24	Large Works	\$600.00	J.W. Michieli Construction	City of Thunder Bay	198 Bruin Cres.	Dwelling	21/02/24	26/02/24	5		Staff
#14/24	Standard Works	\$300.00	Justin Deanielewski	City of Thunder Bay	925 Balsam St	Garage	27/02/24	06/03/24	9		Staff
#15/24	Large Works	\$600.00	North Star Holdings	Municipality of Oliver Paipoonge	Cooper Rd	Culvert Replacement	4/3/2024	09/03/24	7		Staff
#16/24	Standard Works	\$300.00	L. Sebastianis Contracting	City of Thunder Bay	Lot 20 Bruin Cres.	Dwelling	8/3/2024	11/03/24	4		Staff
#17/24	Standard Works	\$0.00	North Shore Steelhead	City of Thunder Bay	Boulevard Lake Dam	Fishway Modifications	11/3/2024	19/03/24	9		Staff
#18/24	Large Works	\$600.00	North Star Holdings	City of Thunder Bay	Cooper Rd	Lot Regrading - Fill - Removal and Placement	4/3/2024	14/03/24	11		Staff
#19/24	Standard Works	\$300.00	Francis Frattaroli	City of Thunder Bay	183 Bruin Cres.	Dwelling Construction	14/4/2024	20/4/24	6		Staff
#20/24	Standard Works	\$300.00	Nicole Lagrange	City of Thunder Bay	4003 Dawson Rd	Garage & Greenhouse Construction	15/3/2024	25/03/24	11		Staff
21/24	Small Works	\$150.00	Kevin Granholm	City of Thunder Bay	1535 Mountain Rd	Fill Placement & Garage Construction	20/3/2024	22/03/24	8		Staff
#22/24	Large Works	NA	City of Thunder Bay	City of Thunder Bay	Blandchard St	Bridge Replacement	28/03/2024	04/09/24	11		Staff
#23/24	Large Works	NA	City of Thunder Bay	City of Thunder Bay	County Park Bridge	Bridge Replacement	28/03/2025	04/09/24	11		Staff
#24/24	Large Works	NA	City of Thunder Bay	City of Thunder Bay	Brent St	Bridge Replacement	28/03/2026	04/09/24	11		Staff



Monthly Project Update

MEETING DATE	April 24, 2024
STAFF NAME	Ryan Mackett
POSITION	Communications Manager

2023 Annual Report

Included is the 2023 Annual Report for Board approval. The Report will be printed by Premier Printing and distributed via the Chronicle Journal on Saturday, May 25, 2024. The other physical copies the Authority is obligated to provide will be mailed out as soon as possible.

Suggested Resolution:

“THAT: the 2023 Lakehead Region Conservation Authority Annual Report be approved.”

2024 Dorion Birding Festival

Planning for the 2023 Dorion Birding Festival is currently underway. The event will occur on Saturday, May 25 and Sunday, May 26. Tickets were put on sale on Monday, April 15. This popular event regularly sells out.

Watershed Explorers Program

The LRCA was successful in receiving \$8,500.00 in funding from the TD Friends of the Environment Fund (TD FEF) for the 2024 Watershed Explorers program. This is significantly less than the \$18,000.00 requested by staff. TD indicated that their funding pool was smaller this year which is why we received less funds. The expert-led guided hike programs will run during the months of April - October, with LRCA staff and invited expert guest speakers leading a guided hike at one of the LRCA’s Conservation Areas or talk at our office. Topics for this program include:

- Owl Prowl
- Frogs & Amphibians
- Birding 101 (Spring)
- Aquatic Invasive Species – Learn from a Lamprey
- Spring Photography Workshop
- Pollinators & Plants
- Nature Journaling

- Neening Birding Day
- Trees & Fall Colours
- Fall Photography Workshop
- Archaeology

The Communications Manager, Education Coordinator, Watershed Biologist, and Environmental Planner will all be involved in delivering the programs alongside experts and guests from the Thunder Bay Field Naturalists, Lakehead University, Blue Sky Healing Centre and other local Indigenous Elders. The LRCA thanks the TD FEF for its continued generous support.

2024 CLE Home & Garden Show

The CLE Home & Garden Show occurred on Friday, April 5, to Sunday, April 7, 2024. The event was successful, with staff having spoken with over 837 people over the course of the three-day event. Staff sold 2 t-shirts, 2 enamel pins, 3 tote bags, 20 buttons, 4 hats, 18 stickers, and 46 Explore Card Parking Passes, totalling \$2,594.00 in sales. Staff also distributed many copies of the various invasive species, native species, and other fact sheets to the public, as well as launched the 2024 Tree Seedling program. The LRCA has participated in this event every year for many years, and will continue to do so in the future, as it is an excellent public outreach opportunity and ideal venue for communicating information about the LRCA's Conservation Areas, stewardship initiatives, etc.



LAKEHEAD REGION
CONSERVATION AUTHORITY



2023 ANNUAL REPORT



BOARD OF DIRECTORS

Sheelagh Hendrick City of Thunder Bay	Rudy Buitenhuis Township of Gillies	Brian Kurikka Municipality of Neebing	<i>Vice-Chair</i> Jim Vezina Township of O'Connor	Greg Johnsen City of Thunder Bay	<i>Chair</i> Donna Blunt Municipality of Shuniah	Robert Beatty Township of Dorion	Dan Calvert Municipality of Oliver Paipoonge	Albert Aiello City of Thunder Bay	Grant Arnold Township of Conmee <i>(absent)</i>	Trevor Giertuga City of Thunder Bay <i>(absent)</i>
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STAFF

Tammy Cook	Chief Administrative Officer
Melissa Hughson	Watershed Manager
Mark Ambrose	Finance Manager
Ryne Gilliam	Lands Manager
Ryan Mackett	Communications Manager
Melanie O'Riley	Administrative Clerk/Receptionist
Gayle Little	Financial Administrative Assistant
Roman Augustyn	Information Systems Coordinator
Scott Drebit	GIS/Water Resources Technologist
Michelle Sixsmith	Development Regulations Officer
Ryan Harris	Field Operations Lead Hand
Michelle Willows	Environmental Planner
Jessie McFadden	Stewardship Technician <i>(Contract)</i>
Rachael Zacharias Bezanson	Education Coordinator <i>(Contract)</i>
Amanda Donolovitch	Labourer <i>(Seasonal)</i>

Various seasonal, contract and intern positions are also filled, as needed, on an annual basis.

MISSION

To lead the conservation and protection of the Lakehead Watershed.

VISION

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

The Lakehead Region Conservation Authority (LRCA) is a community-based environmental agency, responsible for the delivery of programs and services that further the conservation, restoration, development and management of natural resources in the Lakehead Watershed. Conservation Authorities undertake a broad range of programs, including flood forecasting and warning; development regulations; plan input; water monitoring; floodplain management; erosion mitigation; Source Water Protection; conservation lands; stewardship; and environmental education.

The Authority is responsible for the administration of Ontario Regulation 180/06 which regulates development in areas where the control of flooding, erosion, pollution or the conservation of land may be affected by development.

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

As partners in the conservation and protection of the Lakehead Watershed along with First Nations communities, the Métis Nation of Ontario, and other Indigenous peoples, the LRCA is committed to the common vision of a healthy, safe and sustainable Lakehead Watershed.



Message from Donna Blunt, LRCA Chair

The LRCA's first year operating with a new Board of Directors and under the new Five-Year Strategic Plan was a successful and eventful one. Thanks to a second Minister's exception related to the term of the Chair, as well as the confidence of the LRCA Board of Directors, I was once again elected as Chair, allowing me the continued privilege and responsibility of guiding the Board in our common mission to lead the conservation and protection of the Lakehead Watershed. I greatly appreciate the support of the new and returning Board Members; we all work very well together toward our vision of a healthy, safe and sustainable Lakehead Watershed for future generations.

The LRCA's amazing staff once again worked extremely hard throughout the year under the leadership of CAO Tammy Cook. The staff's dedication to the conservation and protection of the Lakehead Watershed is exemplified by the fantastic work they do, and I thank them for it. I would also like to thank the numerous volunteers, community partners, and donors that help us work toward our vision and mission.

Message from Tammy Cook, LRCA CAO

Conservation Authorities continued to move forward with the changes and requirements in the *Conservation Authorities Act* and associated regulations. The LRCA completed all the required reporting, completion of the Transition Plan and Inventory of Programs, and continued working on the mandated Conservation Areas Strategy, Land Inventory and Watershed-Based Resource Management Strategy which will be completed in 2024.

LRCA staff completed many projects during the past year which resulted in beneficial improvements to the administrative office, Conservation Areas and in the watershed.

The past year was the first year of the Authority's second Strategic Plan, and the first year of our current Board Member's term. Staff would like to acknowledge the enthusiasm, guidance and support from the Board and our returning Chair, Donna Blunt. As we look forward to celebrating the LRCA's 70th anniversary in 2024, the LRCA team is excited to envision where the next 70 years takes our organization.

The LRCA is committed to continue to work with our municipal partners in order to achieve our vision of a healthy, safe and sustainable Lakehead Watershed for future generations.



CONSERVE & SUSTAIN

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



LRCA sta with volunteers at a seed sorting workshop.

2023 marked the third year of the LRCA's Stewardship Program, which continues to see growth and interest from the community. No municipal levy is used to fund the stewardship program. Staff have been extremely successful in securing external funding to leverage support for environmental stewardship in the Lakehead Watershed.

Multiple stewardship projects occurred during 2023, including: the Shoreline Protection Program; Balmoral Bridge Floodway Habitat Corridor project; various invasive species pulls; continued work at Fisherman's West Climate Change Awareness Park and on the Boulevard Lake Shoreline Naturalization Project; continued progress on the Mountdale Boat Launch Riparian Planting and Pool 6 Shoreline Planting; and various natural heritage inspections of LRCA-owned lands.



Sta planting trees at Wishart Conservation Area.

The LRCA also embarked on a new Narrow-Leaf Cattail mapping and monitoring initiative to try and mitigate the spread of the invasive species. The second Thunder Bay Regional Phragmites Collaborative meeting was also hosted by the LRCA. 2023 was also the first year of LRCA staff growing native plants for use in local stewardship projects, as well as the first year of a new seed collection program to continue growing and propagating native plants.

A biodiversity assessment of the LRCA's administrative property was initiated by staff in 2023. Staff also initiated a new partnership with Lakehead University and the City of Thunder Bay to collect seeds from native species for use in additional local habitat projects.



Volunteers from RBC with LRCA sta at the LRCA's greenhouse.

Interested in learning more about the LRCA's stewardship programs and how to get involved? Contact us at stewardship@lakeheadca.com.

The LRCA received funding from Environment and Climate Change Canada to increase understanding and awareness of current chemical contaminants found in fish within Thunder Bay's harbour and tributaries. This program addresses Action Item #8 of the 2020-2024 Lake Superior Lakewide Action and Management Plan, focusing on education and outreach on the impacts of chemical contaminants, pathways into fish, and how to reduce contaminants in the Thunder Bay basin.



LRCA sta pulling Invasive Cattails from the Floodway.

The LRCA continued Cyanobacteria monitoring in 2023 as a protective measure to understand the presence of "blue-green" algae in select Conservation Areas. Monitoring and developing long-term datasets highlight changes in frequency, size, and duration of hazardous and nuisance algae blooms as the climate continues to change. Understanding the presence, patterns and evolution of cyanobacteria occurrences is essential for the protection of visitors and their pets.

Planned forestry work continued at Wishart Conservation Area in 2023, including selective harvesting and replanting, as per the certified Wishart Forest Management Plan.



STEWARDSHIP



5

HECTARES OF HABITAT RESTORED

Along Lake Superior, Kaministiquia River, Neebing River, Neebing-McIntyre Floodway, and Current River.



134

COMMUNITY MEMBERS ENGAGED

Through shoreline clean-ups, invasive species pulls, planting days, and landowner interest in the Shoreline Protection Program.



8

INVASIVE SPECIES MANAGED

Purple Loosestrife; Himalayan Balsam; Tatarian Honeysuckle; Reed Canary Grass; Invasive Phragmites; Common Tansy; Invasive Cattails; Forget-Me-Nots.



18

KILOGRAMS OF NATIVE SEEDS DISPERSED

By volunteers along the Neebing-McIntyre Floodway and Current River.



800

METRES OF SHORELINE REHABILITATED

Through stewardship program projects and initiatives.



6

HABITAT STRUCTURES INSTALLED

Structures include bird nesting boxes, mason bee nesting boxes, and bat boxes.



1,000

NATIVE PLANTS GROWN

Grown by LRCA staff for installation at various stewardship projects throughout the region.



5,000

NATIVE PLANTINGS

Over 55 different native species of trees, shrubs and perennials planted.



REPORT SUSPECTED INVASIVE SPECIES

Invasive plants are non-native plants introduced by human action outside their natural past or present distribution whose rapid spread threatens the environment, the economy, or society.

TO REPORT SUSPECTED INVASIVE SPECIES:

Visit: <https://www.eddmaps.org/ontario/>

Call the Invasive Species Hotline: 1-800-563-7711

SCAN ME!



Invasive Phragmites (Phragmites australis ssp. australis)



Invasive Narrow-leaved Cattail (Typha angustifolia)



PROTECT & SUPPORT

Safeguard people, property and communities through robust watershed management.



Staff attended the Flood Forecasting Workshop in Toronto.

As part of the Flood Forecasting and Warning Program the LRCA issued two flood messages in April 2023 (one Water Safety-Watershed Conditions Statement and one Flood Watch) related to spring freshet; however, no significant flooding occurred. The Neebing-McIntyre Floodway diverted for six days related to spring freshet.

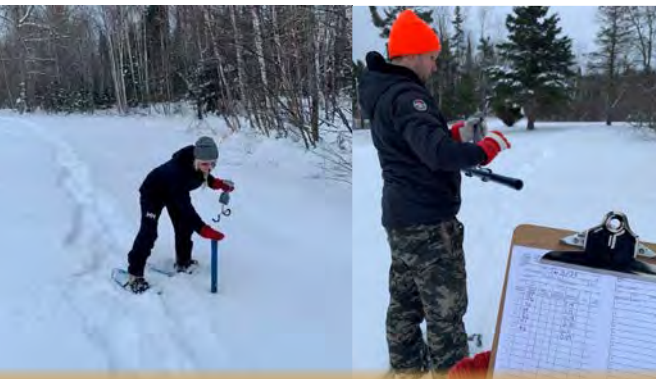
Staff continued to conduct bi-monthly snow surveys between November and May at the three historic snow survey locations (Hazelwood Lake, Vibert Road, and McVicar Creek). Snow surveys have been conducted as part of the Flood Forecasting and Warning program since 1974. Additionally, in partnership with Water Survey of Canada, staff continued to monitor and maintain streamflow gauges and tipping bucket precipitation gauges along various watercourses within the Lakehead Watershed.



Provincial Groundwater Monitoring Network well data collection.

Due to below average precipitation received in the watershed every month beginning in May to the end of the year, the LRCA declared a Level I Low Water Condition in August 2023, due to received precipitation falling between 60-80% of the normal average.

In 2023, KGS Group was hired to update the Neebing-McIntyre Floodway Integrity Study, which will be used to plan and budget for future required maintenance in order to ensure the Floodway continues to provide flood protection to the lower Neebing River and Intercity Area. As part of the study the potential impacts of the invasive species phragmites and climate change are also being reviewed. Once the report is completed in 2024, recommendations will be used to update the Floodway's Operation, Maintenance and Surveillance Plan. The annual sediment survey was completed as well as a full survey of the Diversion Channel.



Staff conducting bi-weekly winter snow surveys.

In 2023, 59 permits were issued under O. Reg. 180/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and 357 consultations were undertaken with landowners related to planning and permits. Additionally, staff provided 803 property maps related to property inquiries. The development regulations and plan review programs work with landowners to direct development away from natural hazards. This proactive approach reduces the need to financially or physically rescue people from the impacts of flooding or erosion. The new public online mapping tool which was introduced in 2022 received significant online traffic through the LRCA website. The tool remains available for public use on our website at www.lakeheadca.com/regulations/map-your-property.



Examples of erosion (bank scour), at Mountdale Boat Launch.

Two LRCA staff members successfully completed Ontario Wetland Evaluation System (OWES) training and became certified evaluators. The trained evaluators will use their knowledge to assess wetlands on LRCA owned land as well as assist in the Development Regulations and Plan Review program areas.



FLOOD MESSAGES

1

WATER SAFETY STATEMENTS

High flows, unsafe banks, melting ice or other factors could be dangerous for recreational users such as anglers, hikers, canoeists, children, pets, etc. Flooding is not expected.

0

FLOOD OUTLOOK STATEMENTS

Early notice of the potential for flooding based on weather forecasts calling for heavy rain, snow melt, high wind or other conditions.

1

FLOOD WATCH

Indicates that there is the potential for flooding within specific watercourses and municipalities.

0

FLOOD WARNINGS

Indicates that flooding is imminent or occurring within specific watercourses and municipalities.

6

FLOODWAY DIVERSION (DAYS)

The Neebing-McIntyre Floodway affords riverine flood protection to the lower Neebing River and Intercity areas.

1

LEVEL I LOW WATER CONDITION

Declared on August 3, 2023, and remained in effect into 2024.



PLANNING & PERMITS



59

PERMITS ISSUED

Under Ontario Regulation 180/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.



159

PLANNING ACT COMMENTS

As per delegated commenter role regarding Section 3.1 (Natural Hazards) of the Provincial Policy Statement.



803

PROPERTY MAPS ISSUED

Maps are provided to illustrate regulated features on properties and during pre-consultation.



357

GENERAL INQUIRIES

Property, planning and permit consultations.



CONNECT & EXPLORE

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



Upgraded AODA-compliant paved trail and parking lot at Cascades.



Accessible kayak launch at Hazelwood Lake.



Sta accepting the Innovation Award for Silver Harbour Dive Park.



Students participating in an LRCA Outdoor Education Program.

During 2023 the LRCA's field staff were busy carrying out regular day-to-day maintenance and upkeep of the 10 Conservation Areas in the Lakehead Region. Additionally, several special projects were also completed, including the installation of an accessible kayak launch at Hazelwood Lake, the re-paving of the parking lot and AODA-accessible trail at Cascades, refurbishment of several existing outhouses, the installation of a memorial bench at Hazelwood Lake, removal of several buried tires at Mills Block and re-decking of the dock at Little Trout Bay, among many other projects. The LRCA's field staff consists of two full-time employees, one seasonal employee and four summer student positions. This modest staff complement is tasked with the maintenance and upkeep of 2,500 hectares of land, including a combined 28 kilometres of trails.

Another exciting development during 2023 was the creation of the Silver Harbour Dive Park. Staff were awarded the Innovation Award at the annual Conservation Areas Workshop in Southern Ontario, an award voted on by peers from the Province's 36 Conservation Authorities. The project, in collaboration with Thunder Country Diving and thanks to the generous support of a private donation and contributions from Steve Ward Contracting provides safer access to Lake Superior for certified scuba divers and supervised divers in training.

The LRCA hosted its first-ever Outdoor Health and Wellness Day at Cascades Conservation Area in partnership with Dorset Pier Mental Health. The popular Dorion Birding Festival also occurred at the end of May 2023. The LRCA also hosted the bi-annual Silver Harbour Day in August, in partnership with the Municipality of Shuniah. Additionally, the TD Friends of the Environment Fund provided support for the LRCA's annual Watershed Explorers Programs, which included outdoor guided hikes with expert guest speakers on a wide range of topics including birds and birding, plants and wildflowers, fish and aquatics, and more.

Another highlight of 2023 was the Two-Eyed Seeing Archaeology Workshop held at the LRCA Administrative Office. Guest experts Dr. Jill Taylor-Hollings and Chris McEvoy of Lakehead University's Department of Anthropology, Dr. David Norris of Woodland Heritage Northwest and Elder Cindy Crowe led a discussion about the archaeological and anthropological findings and observations showcasing Indigenous Peoples through time in the region. Participants were also able to view actual and replica artifacts up-close.

The LRCA's outdoor environmental education program was once again highly subscribed during 2023. Staff led multiple education and nature interpretive programs for schools, organized clubs and groups and the general public, with approximately 3,072 participants. Educators are encouraged to book educational outdoor field trips to Conservation Areas through the LRCA website, or to reach out to staff at education@lakeheadca.com.



OUTREACH & EVENTS

3,072

PROGRAM PARTICIPANTS

Estimated number of participants in our outdoor education and nature interpretive programs.

EDUCATION PROGRAMS

- ↳ 1,760
- SPRING WATER AWARENESS
- ↳ 256
- WATERSHED CONNECTIONS
- ↳ 174
- ARBOR WEEK
- ↳ 274
- CHILDREN'S WATER FESTIVAL
- ↳ 328
- WATERSHED EXPLORERS
- ↳ 280

93

EDUCATION PROGRAMS

Includes Environmental Education programming such as school field trips to Conservation Areas and in-class presentations.

22

PUBLIC EVENTS

Includes events such as the Dorion Birding Festival, Fall Waterfowl Viewing Day, Silver Harbour Day, etc.

43

TRADESHOWS & PRESENTATIONS

Includes LRCA appearances at other community events, as well as presentations to the community.

16

WORKSHOPS

Includes Nature Interpretive Programs such as guided hikes and nature-based programming.

660+

EVENT ATTENDEES

Estimated number of guests attending our public events.

17

GUEST SPEAKERS

Expert guest speakers assist with the delivery and development of specialized education and outreach programs.

375K+

ESTIMATED VISITORS TO CONSERVATION AREAS (based on partial data)



COMMUNITY

11

CORPORATE SPONSORS

- Avista Realty
- Copperfin Credit Union
- Enbridge (Greenwich Windfarm)
- Hill's Greenhouse
- Invasive Species Centre
- Lakehead Conservation Foundation (LCF)
- Northern Ontario Heritage Fund Corporation
- Ontario Nature
- Ontario Power Generation
- RBC Foundation
- Steve Ward Contracting
- Synergy North
- TC Energy
- TD Friends of the Environment Fund

40

PRIVATE DONORS

Generous contributions from members of the public towards education, Conservation Areas projects, land donations, and more.

156

VOLUNTEERS

Hardworking volunteers help in various capacities, including at plantings, clean-ups, special events, and the Foundation.

67

COMMUNITY PARTNERS

- | | | | |
|---------------------------------------|---|-----------------------------------|-----------------------------------|
| Blue Sky Strategic Group | Harris Ecological Consulting | Nature Conservancy of Canada | Thunder Bay 55+ Centre |
| Blue-Green Labs | HIMCS Gri on | North Shore Steelhead Assoc. | TB Catholic District School Board |
| Boy Scouts | Hope & Memory Garden | North/South Consultants | TB District Health Unit |
| Canada Summer Jobs | Invasive Species Centre | Northern Ontario Heritage Fund | TB District Stewardship Council |
| Canadian Forces Naval Reserve | Kay Lee Photography | Ontario Nature | Thunder Bay Field Naturalists |
| City of Thunder Bay | KBM Resources Group | Ontario Parks | TB Indigenous Friendship Centre |
| Confederation College | Lake Superior National Marine CA | Ontario Power Generation | Thunder Country Diving |
| Conservation Ontario | Lakehead University | Parks Canada | Township of Conmee |
| Copper n Credit Union | LU C.A.R.I.S. | Regional Food Distribution Assoc. | Township of Dorion |
| D&R Sporting Goods | Magnus Theatre | Remedial Action Plan Committee | Township of Gillies |
| Dark Forest Photographic | Métis Nation of Ontario | Resolute Forest Products | Township of O'Connor |
| Dept. of Fisheries and Oceans | Ministry of Natural Resources and Forestry | Richardson International | United Way |
| EarthCare | Ministry of the Environment, Conservation and Parks | Rowan Tree Collective | Upriver Running |
| EcoSuperior | Ministry of Transportation | Royal Bank of Canada | Wildlife Conservation Society |
| Enbridge Inc. | Municipality of Neebing | Science North | Woodland Heritage Northwest |
| Environment and Climate Change Canada | Municip. of Oliver Paipoonge | Shuniah Emergency Services | |
| Epica Pictures | Municipality of Shuniah | | |
| Fort William First Nation | | | |



GOVERN & ENHANCE

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



LRCAs Five-Year Strategic Plan 2023-2027.

The LRCA's new Five-Year Strategic Plan 2023-2027, which was developed during 2022, came into effect January 1st, 2023, and will continue to provide a trail guide for the organization in service of the LRCA's Mission to lead the conservation and protection of the Lakehead Watershed and Vision of a healthy, safe and sustainable Lakehead Watershed for future generations. The four Pillars of the new Strategic Plan remain the same: Conserve & Sustain, Protect & Support, Connect & Explore, Govern & Enhance.

As per Provincial mandate, further updates were made to the LRCA's Administrative By-Law in 2023, in addition to an updated fee policy, all of which can be viewed on the LRCA website.



New pay-and-display unit being installed at Silver Harbour.

A new pay-and-display unit was installed at Silver Harbour; it, in addition to the units already present at Cascades and Mission Island Marsh, were all upgraded to include debit and "tap" functionality, making compliance even easier for visitors to those areas. Daily parking and day-use fees and Explore Card Parking Pass sales revenue all go towards the ongoing upkeep and maintenance of the LRCA's 10 Conservation Areas.

Maintenance work was carried out at the LRCA's Administrative Office in Thunder Bay, as per the LRCA's Asset Management Plan. Some of the work carried out included the removal of lead pipes and other plumbing work, as well as a required electrical system upgrade, including the addition of a generator in the event of a power outage, allowing staff to continue flood forecasting duties and the issuing of flood messages during extreme weather events. Also included in the electrical upgrade, utilizing funding from the CEDC, was the addition of an electric vehicle charging station at the office for public and staff use. This will also allow for the charging of potential future electric LRCA fleet vehicles.



Staff participating in the annual Spring-Up to Clean-Up event.

Thanks to two successful fundraising events held during 2023 (the annual Conservation Dinner & Auction and annual Wine Tasting & Dinner at Whitewater), the Lakehead Conservation Foundation (LCF) was able to provide the LRCA with a cheque in the amount of \$20,000.00. These funds are designated for the LRCA's environmental education and nature interpretive program, which relies on charitable donations, special grants, corporate sponsorships, and self-generated user fees in order to operate.

Currently, five staff members are designated Provincial Offences Officers for enforcement of Section 29 Conservation Areas Regulations and Section 28 Development Regulations under the *Conservation Authorities Act*. Additional staff may be designated as warranted.



LRCA Board Members and staff on a tour of the Conservation Areas.

Note that effective April 1, 2024, Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits replaces O. Reg. 180/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.



ADMINISTRATION



4

HEALTH & SAFETY POLICIES

LRCA strives to be a healthy, diverse, and positive workplace through a dynamic culture of learning, safety, inclusion, and mental well-being.



7

POLICIES CREATED & AMENDED

Various operational and administrative policies to ensure efficient and transparent governance of the Authority.



31

STAFF TRAINING SESSIONS

Professional development and continuous knowledge opportunities for staff.



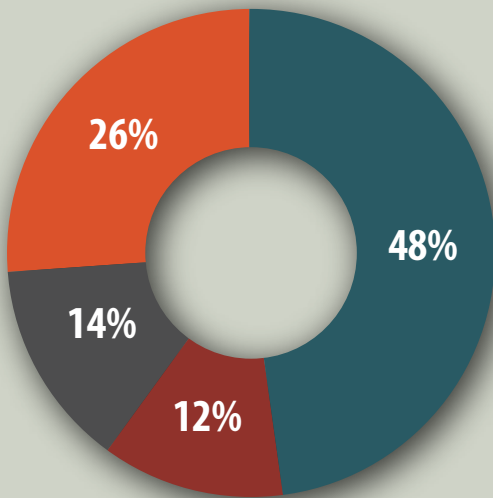
5

PROVINCIAL OFFENCES OFFICERS

Staff designated as Provincial Offences Officers under the Conservation Authorities Act to enforce Development and Conservation Areas Regulations.



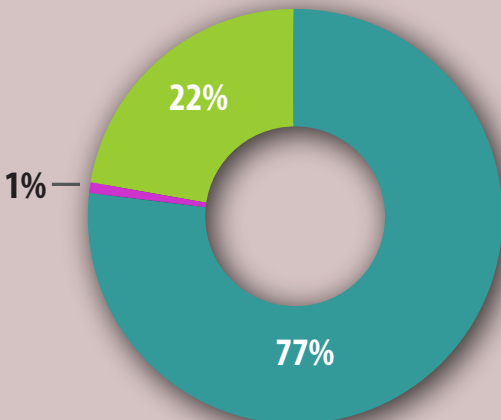
FUNDING SOURCES



48%	\$1,185,703	MUNICIPAL LEVY (FOR CATEGORY 1 PROGRAMS ONLY)
26%	\$650,601	SELF-GENERATED REVENUE & DONATIONS (FOR CATEGORY 1, 2 & 3 PROGRAMS)
14%	\$354,019	PROVINCIAL, FEDERAL & OTHER GRANTS (FOR CATEGORY 1 & 3 PROGRAMS)
12%	\$291,135	PROVINCIAL GRANTS (FOR CATEGORY 1 PROGRAMS ONLY)
\$2,481,458		TOTAL FUNDING SOURCES

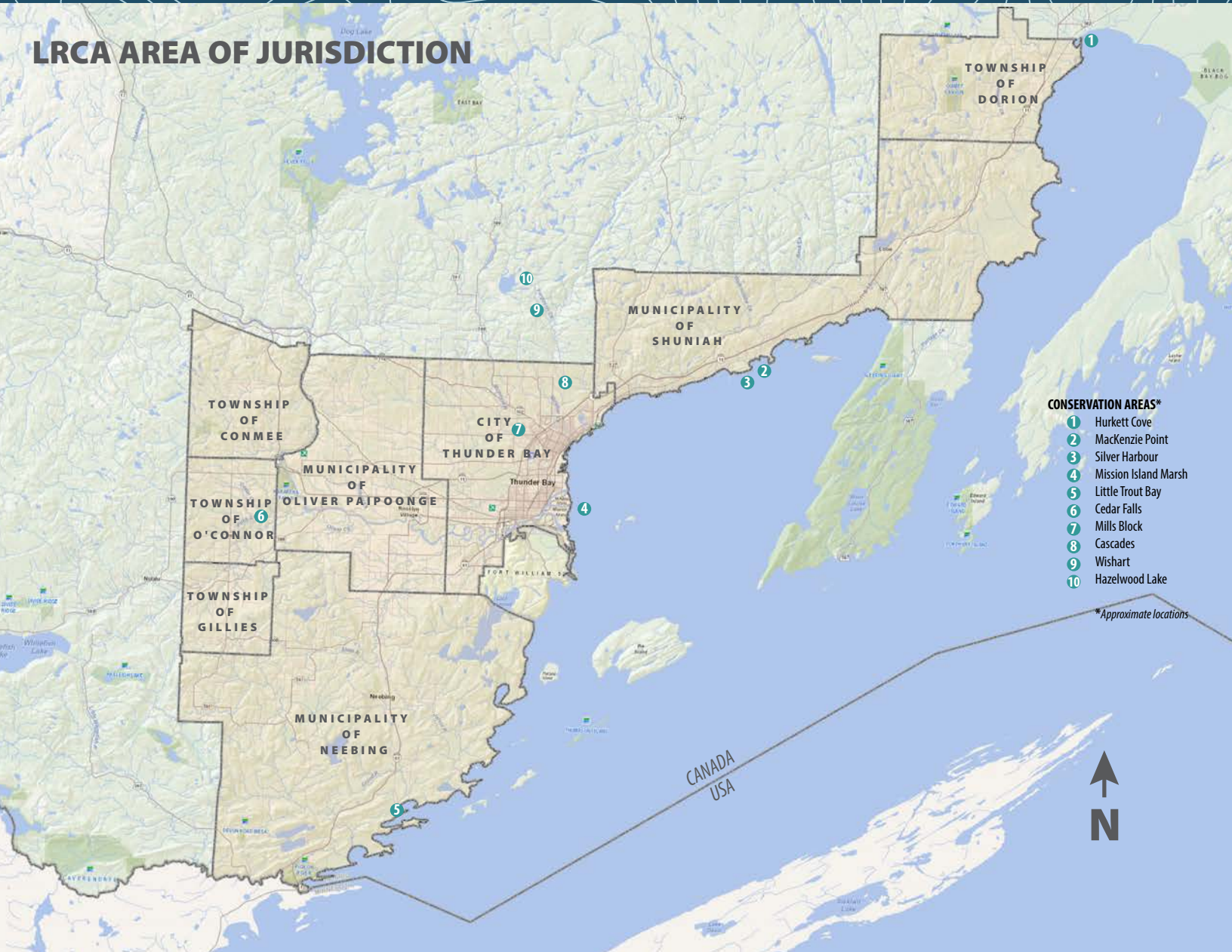


FUNDING SOURCE ALLOCATIONS BY PROGRAM AREA



77%	1%	22%
CATEGORY 1: Mandatory Programs & Services	CATEGORY 2: Non-Mandatory Programs & Services at the Request of a Municipality	CATEGORY 3 Non-Mandatory Programs & Services
<ul style="list-style-type: none"> Corporate Services Risk of Natural Hazards Management, Operation & Maintenance of LRCA-Owned Lands Source Water Protection Other Programs & Services (PGMN; PWQMN) 	<ul style="list-style-type: none"> Municipal Mapping Service (Oliver Paipoonge; Dorion; Lakehead Rural Planning Board) 	<ul style="list-style-type: none"> Stewardship Environmental Education & Nature Interpretive Programming Environmental Research

LRCA AREA OF JURISDICTION



"CONSERVE TODAY... FOR A BETTER TOMORROW"

LAKEHEAD REGION CONSERVATION AUTHORITY

130 Conservation Road
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LAKEHEAD REGION
CONSERVATION AUTHORITY

Member of



Conservation ONTARIO
Natural Champions





Monthly Project Update

MEETING DATE	April 24, 2024
STAFF NAME	Ryne Gilliam
POSITION	Lands Manager

Wishart Conservation Area Sign

LRCA Staff have constructed a new entrance sign for Wishart Conservation Area. The sign will replace the older outdated sign and be installed in the near future. This sign has similar design features to the Cedar Falls entrance sign.



Field Staff Starting

Floodway Laborer Amanda Donolovitch will begin work April 4, 2024, and continue until December 14, 2024. She is a returning staff member and will act in a supervisory manner when the Lands Manager and Lead Hand are away.

Alaskan Mill

The LRCA has purchased a chainsaw attachment know as an Alaskan Mill. An Alaskan Mill is an attachment that is secured to a chainsaw to allow a log to be cut lengthwise at different thicknesses. The LRCA will be utilizing this Alaskan Mill to make benches along trails within the Conservation Areas as well as utilizing cut planks for future signage.







Monthly Project Update

MEETING DATE	April 24, 2024
STAFF NAME	Melissa Hughson
POSITION	Watershed Manager

Source Protection Authority Meeting

A Source Protection Authority Meeting will be held immediately after the April 24, 2024, Board Meeting. This meeting will receive and adopt the 9th Annual Progress Report, which is prepared annually by the Source Protection Authority and submitted to the Director of the Ministry of the Environment, Conservation and Parks (MECP) prior to May 1st, as required in the *Clean Water Act*. In addition, the Drinking Water Source Protection Committee Procedural Manual was updated during 2023; the updated manual will be discussed and approved at the April 2024 SPA meeting.

OPG Test Call

On March 26, 2024, LRCA participated in OPGs Dam Safety Emergency Preparedness and Response Plan program for the Kaministiquia River. The primary purpose of the program is to ensure appropriate response in the event of an emergency such as dam failure, overtopping, terrorism, etc. The LRCA is responsible for notifying the elected officials of the affected Member Municipalities, (City of Thunder Bay, Municipality of Oliver Paipoonge, Township of Conmee and Township of O’Connor) so that they can initiate their emergency response plans. The call test program is a valuable tool to help with preparedness in the event of a real emergency.

WISKI Training

LRCA’s Watershed Manager and GIS/Water Resources Technologist attended KISTER’s WISKI Training facilitated through Upper Thames River Conservation Authority in London, Ontario on April 10th and 11th. WISKI stands for ‘Water Information System’ (WIS) created and managed by a company called KISTERS (KI) and is a software package that the LRCA uses to manage our river gauge data (temperature, flow, water level, etc.). The software facilitates our alarm manager system that we use as part of our flood forecasting program to notify staff of significant water levels during flood events.

Watershed Conditions – Snow Surveys and Lake Levels

The April 1st snow surveys indicated that the snow survey locations are below average for snow depth and water content when compared to the historical averages for April 1st. The snow depth results were:

- McVicar Creek – 14.4 cm (54% of normal)
- Pennock Creek – 14.4 cm (68% of normal) and
- Current River – 24.3 cm (52% of normal)

This averages to 42% below the historical average for depth for April 1st. The water content results were on average 62% below average for the three snow courses, with an equivalent water content ranging from 52.0 mm at Hazelwood (Current River), 30.5 mm at McVicar Creek, and 18.8 mm at Pennock Creek.

Lake Superior's beginning of April level was 2 cm below its period-of-record (1918-2021) beginning of month average, and 20 cm below last years level in April. Ice cover on Lake Superior as of April 11, 2024 was reported to be very minimal (0.3%), continuing to be below average for this time of year which was the case throughout 2024.

Watershed Conditions – Flood Forecasting

It has been an uneventful spring freshet so far from a riverine perspective. There is below average snow depth and water content for this time of year. Watercourses are now open and are below bankfull conditions. Weather forecasts for the next couple of weeks are predicting near normal to slightly above normal temperatures with minimal precipitation.

LRCA's area of jurisdiction remains in a Level II low water condition. Below average precipitation has been recorded from May 2023 to February 2024 (10 months); March recorded near normal precipitation.

35th Annual Spring Melt Meeting

The Authority held the 35th Annual Spring Melt Meeting on Monday, April 8, 2024. The Meeting Minutes and presentation will be sent out to invitees after the meeting. The annual meeting is held to discuss the spring melt conditions and to keep the lines of communication open with staff and personnel who may be involved during a flood emergency. The updated Flood Warning Booklet was distributed at the meeting to those in attendance and mailed to others on the flood contact list not in attendance. All Flood Warning System Binder holders will be receiving their annual update by mail as well.

Twenty-five people attended the meeting including representatives from the Municipality of Oliver Paiponge and Neebing, the City of Thunder Bay, and the Townships of Dorion, Conmee, and O'Connor, as well as from the Ontario Power Generation, Ministry of Natural Resources and Forestry, Ministry of the Environment, Conservation and Parks, and staff and board members from the LRCA.