



June LRCA Board Meeting
 Lakehead Region Conservation Authority
 130 Conservation Road/Microsoft Teams
 2024-06-27 16:30 - 18:00 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

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THAT: the Minutes of the Lakehead Region Conservation Authority 5th Regular Meeting held on Wednesday, May 29, 2024 be adopted as published.

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5. IN-CAMERA AGENDA

No In-Camera meeting will be held.

6. DELEGATION

Ontario Power Generation (OPG) will provide a presentation regarding their redevelopment project that is taking place at Kakabeka Falls Generation Station over the next few years. OPG will provide an overview on what the redevelopment is, what work they have already done and the current status of the project, the projected timelines for the construction phase of the project, and what the impact on the Kaministiquia River will be.

7. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

8. CORRESPONDENCE

None.

9. STAFF REPORTS

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THAT: KGS’s proposal to complete floodplain mapping on the Neebing-McIntyre Floodway at a cost of \$34,900.00 plus HST be accepted AND FURTHER THAT the funds will be appropriated from the Neebing-McIntyre Floodway deferred fund.

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14. NEW BUSINESS

15. NEXT MEETING

Wednesday, August 28, 2024

16. ADJOURNMENT

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



May LRCA Board Meeting
Lakehead Region Conservation Authority
May 29, 2024 at 4:30 PM
130 Conservation Road/Microsoft Teams

Members Present: Donna Blunt, Rudy Buitenhuis, Dan Calvert, Trevor Giertuga, Greg Johnsen, Brian Kurikka, Jim Vezina

Members Present (Virtual): Grant Arnold

Members Absent: Albert Aiello, Robert Beatty, Sheelagh Hendrick

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
Michelle Willows, Environmental Planner, part of Meeting
Rosy Brizi, Grant Thornton LLP, part of Meeting

1. CALL TO ORDER

The Chair called the meeting to order at 4:30 p.m.

2. ADOPTION OF AGENDA

The Agenda was amended to reflect that no In-Camera Meeting was going to be held.

THAT: the Agenda be adopted as amended.

Motion: #64/24

Motion moved by Dan Calvert 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 4th Regular Meeting held on Wednesday, April 24, 2024 be adopted as published.

Motion: #65/24

Motion moved by Dan Calvert and motion seconded by Jim Vezina. **CARRIED.**

5. IN-CAMERA AGENDA

No In-Camera meeting was held.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE

7.1 Conservation Ontario comments on the “Regulation detailing new Minister’s Permit and Review powers under the *Conservation Authorities Act*.”

Members discussed correspondence received from Conservation Ontario related to the “Regulation detailing new Minister’s Permit and Review powers under the *Conservation Authorities Act*.”

8. STAFF REPORTS

8.1. GIC Purchase

Members reviewed and discussed Staff Report FIN-08-2024 related to the purchase of a GIC.

THAT: the purchase of \$6,500,000 GIC for one year maturing May 8, 2024, at a rate of 4.86% be approved.

Motion: #66/24

Motion moved by Brian Kurikka and motion seconded by Dan Calvert. **CARRIED.**

8.2 Audited Financial Statements

Members reviewed and discussed the draft Audited Financial Statements, presented by Rosy Brizi, Grant Thornton LLP.

THAT: *the 2023 Audit Report and Financial Statements are adopted as presented AND FURTHER THAT each Member Municipality will be forwarded a copy of the final version.*

Motion: #67/24

Motion moved by Dan Calvert and motion seconded by Rudy Buitenhuis. **CARRIED.**

8.3 NMFC-04-2024 Neebing McIntyre Floodway Integrity Study Report

Members reviewed and discussed Staff Report NMFC-04-2024 related to the final Neebing McIntyre Floodway Integrity Study Report.

THAT: *the Lakehead Region Conservation Authority Neebing-McIntyre Floodway Integrity Study completed by KGS Group, May 2024, be approved.*

Motion: #68/24

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

8.4 CORP-08-2024: Conservation Area Strategy

Members reviewed and discussed Staff Report CORP-08-2024 regarding the first draft of LRCA's Conservation Area Strategy, presented by Michelle Willows, Environmental Planner.

THAT: *Staff Report CORP-08-2024 be received.*

Motion: #69/24

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

9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

9.1. Monthly Treasurer's Report

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

10. PASSING OF ACCOUNTS

THAT: having examined the accounts for the period April 1, 2024 to April 30, 2024 cheque #3210 to #3242 for \$168,825.31 and preauthorized payments of \$ 171,306.12 for a total of \$340,131.43, we approve their payment.

Motion: #70/24

Motion moved by Jim Vezina and motion seconded by Rudy Buitenhuis. **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 advised that the 2024 Dorion Birding Festival was successful. 77 people participated on the first day and 51 people participated on the second day. 101 species of birds were sighted.

Members were advised that the Wine Tasting Event was successful with 80 tickets sold. The event generated a profit of \$6,800.00 after expenses.

It was noted that the Lakehead Conservation Foundation will not be holding a Dinner Auction in 2025 and will be exploring other fundraising opportunities.

12.2. Lands Manager Projects Update

Members were advised that as per the Forest Management Plan for Wishart Conservation Area, Block 2 will be harvested during the summer and fall month of 2024. It was noted that there are no active trails in Block 2; therefore, the Wishart Conservation Area will not be closed to the public.

12.3. Watershed Manager Projects Update

It was noted that on May 10, 2024 the LRCA downgraded the Level II Low Water Condition to a Level I Condition.

It was noted that LRCA Staff participated in the Lake Superior Partnership Management Committee meeting and the Kaministiquia River Standing Advisory Committee (SAC) meeting.

Members were advised that the Provincial (Stream Water Quality Monitoring Network (PWQMN) sampling program had begun for the season.

Members were advised that the LRCA Greenhouse had been filled with hundreds of native perennial seedlings grown from sustainably harvested seeds from LRCA's Conservation Areas. A plant sale is planned for early June, with funds raised going to the Stewardship Program.

It was noted that LRCA staff met with the funders from the Invasive Species Centre to discuss Invasive Phragmites Management in the Thunder Bay area.

It was noted that the Hurkett Cove Invasive Cattail project is pending final approval through Parks Canada.

It was noted that the Shoreline Protection Program has reached capacity for the 2024 season.

Members were advised that the LRCA had been contracted by the Department of Fisheries and Oceans (DFO) to monitor the sea lamprey traps on the McIntyre and Neebing Rivers for the 2024 season. A permanent trap (currently portable traps are used) is scheduled to be installed at the Neebing River weir by DFO in 2024.

13. NEW BUSINESS

None.

14. NEXT MEETING

Thursday, June 27, 2024 at 4:30 p.m.

15. ADJOURNMENT

THAT: the time being 5:54 p.m. AND FURTHER THAT there being no further business we adjourn.

Motion: #71/24

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

Chair

Chief Administrative Officer



PROGRAM AREA	Neebing-McIntyre Floodway	REPORT NO.	NMFC-05-2024
DATE PREPARED	June 17, 2024	FILE NO:	Audit File
MEETING DATE	June 27, 2024		
SUBJECT	Engineering Services for Floodplain Mapping – Assessment of Overtopping Banks of the Neebing McIntyre Floodway		

RECOMMENDATION

Suggested Resolution:

*“THAT: KGS’s proposal to complete floodplain mapping on the Neebing-McIntyre Floodway at a cost of \$34,900.00 plus HST be accepted **AND FURTHER THAT** the funds will be appropriated from the Neebing-McIntyre Floodway deferred fund.”*

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

The recently completed Neebing-McIntyre Floodway Integrity Study completed by KGS Group found that under certain conditions, the Neebing-McIntyre Floodway banks between the CPR bridge and the confluence with the McIntyre River would be overtopped, and water would flow into the floodplain. The Integrity Study recommended a focused study be completed to determine the lateral extents of the overtopping banks including updated modelling and development of updated floodplain maps.

KGS Group provided a proposal to complete the recommended study at a cost of \$34,900.00 plus HST. LRCA staff set aside City of Thunder Bay sole-benefitting levy each year to fund the continued operation, maintenance and monitoring of the Neebing-McIntyre Floodway which has adequate funds for the project.

Based on KGSs in depth knowledge of the Neebing-McIntyre Floodway, their recent completion of the Integrity Study, their expertise in floodplain modelling and mapping as well as their reliable delivery of services to the LRCA over the last several years, LRCA staff recommend accepting and approving KGSs recommendation and proposal to model and delineate the

extent of flooding and to determine if any infrastructure may be impacted under certain circumstances.

Upon completion of the project and pending Board approval, the information would be adopted for use to administer several program areas including the continued operation of the Neebing-McIntyre Floodway, Section 28 development regulations under the *Conservation Authorities Act*, O. Reg. 41/24 as well as and LRCAs Flood Forecasting Program.

DISCUSSION

An Integrity Evaluation Study of the Neebing-McIntyre Floodway was recently completed by KGS Group. 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. Recommendations from the Integrity Study included 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.

LRCA Staff recommend following through with the proposed scoped floodplain study to determine if further action is required (i.e., build up banks) and to ensure that the Neebing-McIntyre Floodway continues to provide protection up to the Regional storm.

FINANCIAL IMPLICATIONS

KGS Group has estimated that the floodplain model and mapping study will cost \$34,900.00 plus HST. Per the Purchasing Policy, section 4.0 purchases from \$10,001 to \$50,000 require three (3) written quotations and services be purchased from the supplier offering the lowest compliant bid, otherwise written rationale must be provided and approved by the CAO. Three quotations were not obtained, rather, based on KGS's recent completion of the Integrity Study, their in depth knowledge of the Neebing-McIntyre Floodway, their expertise in floodplain modelling and mapping as well as their reliable delivery of services to the LRCA over the last several years, LRCA Staff recommend accepting and approving KGS's recommendation and proposal to model and delineate the extent of flooding and to determine if any infrastructure may be impacted under certain circumstances.

LRCA staff set aside City of Thunder Bay sole-benefitting levy each year to fund the continued operation, maintenance and monitoring of the Neebing-McIntyre Floodway which has adequate funds for the project.

CONCLUSION

LRCA staff recommend accepting and approving KGSs proposal for engineering services to model and delineate the extent of flooding on the Neebing-McIntyre Floodway and to determine if any infrastructure may be impacted under certain circumstances.

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 40 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 recently completed by KGS 2023/2024.

Based on recommendations from the most recent Integrity Study, LRCA staff advise that a focused study be completed to assess the potential and extent of overtopped banks under certain circumstances on the Neebing-McIntyre Floodway. If necessary, further action to address deficient banks may be required to ensure that the Floodway continues to provide protection up to the designed level of the Regional Storm.

REFERENCE MATERIAL ATTACHED

- KGS Proposal – Neebing-McIntyre Floodway Floodplain Mapping Proposal for Engineering Services.

PREPARED BY: Melissa Hughson, Watershed Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: June 18, 2024
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June 3, 2024

Lakehead Regional Conservation Authority (LRCA)
130 Conservation Road; PO Box 10427
Thunder Bay, Ontario P7B 6T8

Attention: Ms. Tammy Cook
Chief Administrative Officer

**Re: Neebing-McIntyre Floodway Floodplain Mapping
Proposal for Engineering Services**

Dear Ms. Cook:

As per your request, Kontzamanis Graumann Smith MacMillan Inc. (KGS Group) is pleased to submit this proposal to provide engineering services to prepare updated floodplain mapping for the Neebing-McIntyre Floodway, based on the results of the recent Floodway Integrity Study. The work will include completing model updates to accurately represent floodplain flows and producing maps that demonstrate the extent of flooding for various return periods.

1.0 PROJECT UNDERSTANDING

KGS Group has recently completed a Floodway Integrity Study for the Lakehead Region Conservation Authority. The study consisted of a comprehensive review of the entire Floodway to ensure that it will continue to provide protection up to the Regional flood event. The study utilized a 1D HEC-RAS model to simulate water levels in the Floodway and Diversion Channel. Model results indicated that under certain conditions, the Floodway banks would be overtopped and water would flow into the floodplain. Additional work is required to determine the lateral extents of the overtopping, including updated modelling and development of floodplain maps.

2.0 SCOPE OF SERVICES

The scope of work for the project is described below:

Hydraulic Model Updates

The existing 1D HEC-RAS model will be adapted for use in this project. Given that detailed LiDAR data is available for the Thunder Bay area, we propose to update the model to include 2D model areas for the floodplains. This will allow us to more accurately simulate overland flows and estimate the extent of overland flooding. The 2D modelling will be focused on the areas where potential overtopping was identified in the Floodway Integrity Study (i.e. just upstream of the McIntyre confluence to Lake Superior). The lower Neebing River will also be included in the 2D analysis, as it is expected to back flood from very high levels on the Floodway. Additional small model updates will be required to accurately represent overland flows, including the addition of some drainage culverts through urban roads.

Once the model has been updated, we will confirm the model calibration using the established water surface profiles from the Floodway Integrity Study.

Hydraulic Model Simulations

The updated model will be used to complete simulations for all flood events that resulted in overtopping of the Floodway banks based on the modelling completed for the Floodway Integrity Study. This will include simulations of the 50-yr, 100-yr, and Regional flood event.

Floodplain Map Development

The results of model simulations will be used to generate maps depicting the estimated extent of flooding. For the mapping, we are proposing a 1:2,500 scale at 11x17 (there will be approximately 6-8 map sheets total for coverage over the study area), with an imagery background. Three scenarios will be mapped (i.e. 50-yr, 100-yr and Regional).

On past projects, LRCA has provided NWOOP (Northwestern Ontario Orthophotography imagery) for KGS to use as background imagery on flood maps under a data-sharing agreement. There is open-source 2017 NWOOP imagery available that we can access, but if LRCA can share the 2022 NWOOP, we will utilize it instead.

Project Report

The model development and results will be documented in a brief project report. The flood maps will be appended to the report. An electronic copy of the draft report will be submitted to LRCA for review and comment.

After receiving LRCA's comments and feedback on the draft report and maps, KGS Group will update the report, as required, and submit the final version to LRCA. The submission of the final report will be accompanied by a digital copy of the updated hydraulic model.

3.0 PERSONNEL

The staff assigned to this project are summarized in the table below.

SUMMARY OF PROJECT PERSONNEL

Name	Role	Years of Experience	Location
Melissa Haresign, P.Eng.	Project Manager / Lead Water Resources Engineer	12	Winnipeg
Kevin Schmidt, P.Eng.	Intermediate Water Resources Engineer	11	Saskatoon
Brooke Irving, C.E.T.	GIS Lead	15	Winnipeg
David Brown, P.Eng.	Senior Reviewer	26	Winnipeg

4.0 SCHEDULE

KGS is available to begin work on this project immediately upon project award. Draft floodplain maps and a project report will be submitted to the LRCA within 12 weeks of the project award. Final maps and deliverables will be provided 3 weeks after receiving comments on the draft maps.

5.0 ESTIMATE FEES

The basis of compensation for the proposed engineering services will be a Fixed Fee, due at the completion of the project. The total estimated cost to complete the assignment is \$34,900.00 (excluding taxes). A breakdown of our proposed total project fees presented in Table 1.

TABLE 1: ESTIMATED FEES

FEES FOR PROJECT	
Item	Total
Hydraulic Model Updates	\$15,400.00
Hydraulic Model Simulations	\$3,000.00
Floodplain Map Development	\$5,200.00
Project Report	\$7,300.00
Project Management and Quality Control	\$4,000.00
Total Estimated Fees (Excluding Taxes)	\$34,900.00

6.0 FORM OF AGREEMENT

KGS Group's Standard Agreement and Terms and Conditions, or any other mutually agreeable form of agreement, will apply for the Services outlined in this proposal.

7.0 CLOSURE

We thank you for this opportunity to provide engineering services on this project and appreciate your consideration on the above matter. Please contact the undersigned with any questions or comments you may have.

Prepared By:

Approved By:

Melissa Haresign, P.Eng.
Water Resources Assistant Department Head

David S. Brown, P.Eng.
Principal

MAH/as
Attached



PROGRAM AREA	Neebing-McIntyre Floodway	REPORT NO.	NMFC-06-2024
DATE PREPARED	June 17, 2024	FILE NO:	Audit File
MEETING DATE	June 27, 2024		
SUBJECT	Engineering Services for Installation of a Water Level Monitoring System on the Neebing-McIntyre Floodway		

RECOMMENDATION

Suggested Resolution:

*“THAT: KGS’s proposal to complete the installation of a water level monitoring system on the Neebing-McIntyre Floodway at a cost of \$32,300.00 plus HST be accepted **AND FURTHER THAT** the funds will be appropriated from the Neebing-McIntyre Floodway deferred fund.”*

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

The recently completed Neebing-McIntyre Floodway Integrity Study completed by KGS Group recommended that an automated water level monitoring system be installed along the Diversion and Floodway channels to digitally log water level data and automatically send logger data to the LRCA office. Keeping water level records for the Floodway is important because it allows the LRCA to regularly assess the performance of the Floodway. In addition, recorded water levels are a valuable tool to use in future hydraulic modelling studies for calibration and validation of the models.

KGS Group provided a proposal to complete the installation of a water level monitoring system and train LRCA staff at a cost of \$32,300.00 plus HST. LRCA staff set aside City of Thunder Bay sole-benefitting levy each year to fund the continued operation, maintenance and monitoring of the Neebing-McIntyre Floodway which has adequate funds for the project.

Based on KGS’s in depth knowledge of the Neebing-McIntyre Floodway, their expertise in floodplain monitoring as well as their reliable delivery of services to the LRCA over the last several

years, LRCA Staff recommend accepting and approving KGS's recommendation and proposal to install a water level monitoring system.

The continuous water level data would be used to administer several program areas including the continued operation of the Neebing-McIntyre Floodway as well as and LRCA's Flood Forecasting Program.

DISCUSSION

An Integrity Evaluation Study of the Neebing-McIntyre Floodway was recently completed by KGS Group. 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.

LRCA staff currently obtain water level measurements of the Neebing-McIntyre Floodway from the bridge decks throughout the system by manually reading a tape measure and recording the distance between the bridge deck and the water surface. KGS found while completing the Integrity Study that the current system is not producing accurate measurements which leads to issues in calibrating the hydrologic and hydraulic models of the system.

One of the recommendations from the Integrity Study was to install an automated system to collect water level readings at various points along the Diversion and Floodway channels that would digitally log water level data and automatically send the logger data to the LRCA office via a Solinst cloud telemetry system. This system in turn would provide accurate measurements of water levels and ensure the flood modelling can be properly calibrated in future studies.

LRCA Staff recommend following through with the proposed installation of a water monitoring system on the Neebing-McIntyre Floodway as it will help in monitoring efforts by providing continuous accurate data of the system and will help to ensure that the Neebing-McIntyre Floodway continues to provide protection up to the Regional storm.

FINANCIAL IMPLICATIONS

KGS Group has estimated that the installation of the water level monitoring system will cost \$32,300.00 plus HST. Per the Purchasing Policy, section 4.0 purchases from \$10,001 to \$50,000 require three (3) written quotations and services be purchased from the supplier offering the lowest compliant bid, otherwise written rationale must be provided and approved by the CAO. Three quotations were not obtained, rather, based on KGSs in depth knowledge of the Neebing-McIntyre Floodway, their expertise in floodplain monitoring as well as their reliable delivery of services to the LRCA over the last several years, LRCA Staff recommend accepting and approving KGSs recommendation and proposal to install a water level monitoring system on the Neebing-McIntyre Floodway.

LRCA staff set aside City of Thunder Bay sole-benefitting levy each year to fund the continued operation, maintenance and monitoring of the Neebing-McIntyre Floodway which has adequate funds for the project.

CONCLUSION

LRCA staff recommend accepting and approving KGS’s proposal for engineering services to install a water level monitoring system on the Neebing-McIntyre Floodway.

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 40 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 recently completed by KGS 2023/2024.

REFERENCE MATERIAL ATTACHED

- KGS Proposal for Engineering Services – Installation of a Water Level Monitoring System on the Neebing-McIntyre Floodway

PREPARED BY: Melissa Hughson, Watershed Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: June 18, 2024
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May 13, 2024

Lakehead Region Conservation Authority
130 Conservation Rd.
Thunder Bay, Ontario P7B 7A4

Attention: Tammy Cook
Chief Administrative Officer

**Re: Installation of a Water Level Monitoring System on the Neebing-McIntyre Floodway
Proposal for Engineering Services**

Dear Ms. Cook:

As per your request, Kontzamanis Graumann Smith MacMillan Inc. (KGS Group) is pleased to submit this proposal to provide engineering services to install and set up automatic water level recorders with telemetry on the Neebing-McIntyre Floodway. The work will also include setting survey control at each water level location and provide training to Lakehead Region Conservation Authority (LRCA) staff on how to maintain and use the Solinst equipment and software.

This proposal outlines KGS Group's project understanding, proposed scope of services, fees, and schedule for this assignment.

1.0 PROJECT UNDERSTANDING

LRCA is currently completing water level measurements manually from bridge decks by approximating the distance between the bridge deck and the water surface. Their current system is not producing accurate measurements and therefore an upgraded system is required. KGS Group will install water level loggers at specified sites to digitally log water level data and automatically send the logger data to the LRCA office via Solinst cloud telemetry system.

Based on discussions with the LRCA, loggers would be installed at the following three locations:

- 1) Diversion Channel at Redwood Bridge
- 2) Diversion Channel at Golf Course Bridge
- 3) Floodway at Balmoral Street

It is also highly recommended that the LRCA collect water level records upstream of the Diversion Structure. However, the LRCA has indicated that there is a staff gauge on the Diversion Structure that will be read manually. For this reason, installation of a water level logger at the Diversion Structure was not included in our base project scope and price. Consideration could also be given to collecting water level records downstream of the Diversion Structure and further downstream on the Floodway (at Memorial Street). To provide flexibility, we have included pricing for additional logger installations beyond the three base sites listed above.

2.0 SCOPE OF SERVICES

The scope of work for the project will be as follows:

- **Purchase and Configuration of Solinst LevelSender and Leveloggers/Barologger** – KGS Group will purchase the following.
 - Three Solinst LevelSenders to wirelessly relay water level data via cellular communication (Appendix A - Solinst Datasheets).
 - Three Leveloggers to monitor water levels by recording changes in absolute pressure with time at each station (Appendix A - Solinst Datasheets).
 - One Barologger to barometrically compensate for atmospheric pressure to correct the recorded Levellogger data.
 - All cabling, connectors and deployment material required for the proper installation of all loggers.
 - The configuration of the LevelSender and Leveloggers will be configured using Solinst software (Levellogger 4.6.3 and LevelSender Field Utility).
- **Site Visit** – Prior to the installation, KGS Group will assess the identified sites (Redwood Bridge, Golf course bridge and Balmoral Street bridge) where the water leveloggers will be installed. Site access and other site conditions will be taken into consideration.
- **Public Locates (Ontario One Call)** – KGS Group will request a utility locate with Ontario One Call to identify utilities in the work area.
- **Installation of Solinst Water Level Monitoring Equipment** – The installation of the Solinst Levelsender (telemetry), Solinst leveloggers and Solinst barologger will be completed at the three identified sites.
 - The telemetry systems will be installed on 4x4 posts, with the levellogger cabling running into the river inside a flexible metal conduit to a four-inch perforated pipe that will house the levellogger. If a logger is requested at the head wall of the Diversion Structure, a two inch metal conduit will be mounted and secured to the head wall of the dam (with LRCA's approval) to house the cabling in place of the flexible metal conduit.
 - A Solinst Barologger will also be installed at one of the sites to compensate for atmospheric pressure to barometrically correct the recorded Levellogger data.
- **Establishing Geodetic Benchmarks at Each Water Level Monitoring Station** – Benchmarks will be established at each location using Real Time Kinematic (RTK) Global Positioning System (GPS). These values

will be provided to LRCA and be used to capture and update water levels at the time of the inspections. All site water levels and logger positions within the channel will be captured at the time of installation for reference and to calibrate the data in the Solinst levellogger software (Solinst Levellogger 4.6.3).

- **On-Site Training of Solinst Equipment** – KGS Group will provide on-site training to LRCA staff on how to maintain the telemetry system in the field and demonstrate the necessary checks to be completed during the maintenance visits (i.e. changing of telemetry batteries, cleaning of levelloggers, checks on cables, how to download the loggers manually).
- **Solinst Software Training, User guide and Memo** – Upon completion of the installation and on-site training, KGS Group will provide the necessary training on how to download the levellogger data from the cloud and compensate the barologger to the levellogger to correct the recorded levellogger data. Once compensated, the levellogger data can be corrected to the geodetic water level elevations to monitor the water levels along the Neebing-McIntyre Floodway. These steps will be documented in a short user guide. KGS Group will also provide a memo describing the benchmarks and work completed.

3.0 PERSONNEL

The staff assigned to this project are summarized in the table below.

Summary of Project Personnel			
Name	Role	Years of Experience	Location
Melissa Haresign, P.Eng.	Project Manager	12	Winnipeg
Jamie Childs, C.Tech.	Survey Lead	17	Thunder Bay
Mark Wilcox, C.E.T.	GIS Senior Review	22	Winnipeg

4.0 SCHEDULE

Upon receiving of approval to proceed on this project, KGS will order the Solinst water level monitoring gear. Acquisition of this equipment will likely take 2-3 weeks. During this time, the project team will complete preliminary planning activities, including a site visit and utility locates. The installation of the Solinst water level, telemetry and geodetic benchmarks will take 2-3 days. Once all field tasks/ installations have been completed, KGS Group will complete onsite walkthroughs to verify that all stations are operational and in-office training with LRCA to ensure they are able to compensate and export the necessary water level data needed on their end. Final documentation (memo and user guide) will be provided within 8 weeks of approval to proceed.

5.0 ESTIMATED FEES

The basis of compensation for the proposed engineering services will be a Fixed Fee, due at the completion of the project. The total estimated cost to complete the assignment is \$32,300.00 (excluding taxes). A detailed breakdown of our proposed total project fees and disbursements is presented in Table 1.

TABLE 1: ESTIMATED FEES

FEES FOR PROJECT	
Item	Total
Engineering Fees	
Preparation and Site Visit with LRCA	\$1,500.00
Utility Clearances – Ontario One Call	\$200.00
Solinst Telemetry, Logger and Geodetic Benchmark Installation	\$5,200.00
Data Processing and Compensation	\$2,800.00
Memo and User Guide	\$4,500.00
LRCA Training (on-site and office software)	\$1,300.00
Project Management and Quality Control	\$3,500.00
Subtotal (excluding taxes)	\$19,000.00
Disbursements	
Solinst Telemetry, Loggers and Installation Material	\$11,500.00
Vehicle, Expenses, Survey Gear (RTK GPS, Collectors)	\$1,800.00
Subtotal (excluding taxes)	\$13,300.00
Total Estimated Fees (Excluding Taxes)	\$32,300.00

If additional logger installations are required, the incremental cost would be \$7,000.00 per site. This cost includes time and disbursements required for a complete installation. Note that this pricing assumes extra loggers will be installed at the same time as the base loggers.

LRCA will be responsible for paying for the data plans (not included in the estimated fee table) that are required to store and transmit the data collected. The approximate data plan rates for Canada are listed below. A data plan would be required for each level logger. The selection of data plan will depend on the frequency that data is

transmitted from the loggers to the LRCA office. KGS Group will discuss options with the LRCA to choose an appropriate plan.

Monthly Billed:

5Mb Data Plan - \$5.90 CDN

20Mb Data Plan - \$7.80 CDN

50Mb Data Plan - \$15.00 CDN

100Mb Data Plan - \$23.40 CDN

Yearly Billed:

5Mb Data Plan - \$67.00 CND

20Mb Data Plan - \$89.00 CND

50Mb Data Plan - \$171.00 CND

100Mb Data Plan - \$267.00 CND

6.0 FORM OF AGREEMENT

KGS Group's Standard Agreement and Terms and Conditions, or any other mutually agreeable form of agreement, will apply for the Services outlined in this proposal.

7.0 CLOSURE

We thank you for this opportunity to provide engineering services on this project and appreciate your consideration on the above matter. Please contact the undersigned with any questions or comments you may have.

Prepared By:

Approved By:

Melissa Haresign, P.Eng.
Water Resources Assistant Department Head

David S. Brown, P.Eng.
Principal

**2024 TREASURER'S REPORT
MONTHLY EXPENSES**

	2024 BUDGET	May	TOTAL TO DATE	BALANCE REMAINING
REVENUE				
Provincial Grants	348,732	-	141,545	207,187
Municipal Levy	1,854,691	-	1,854,691	-
Self Generated	341,214	74,937	370,221	- 29,007
Other Revenue	414,019	42,800	95,937	318,082
TOTAL REVENUE	2,958,656	117,737	2,462,394	496,262
EXPENSES				
Category 1 Mandatory Programs and Services				
Corporate Services	959,560	65,677	477,786	481,774
Risk of Natural Hazards	1,048,714	24,593	296,371	752,343
Conservation and Management of Lands owned and controlled by the Authority	455,875	108,249	238,807	217,068
Source Water Protection	68,792	3,318	25,917	42,875
Other Programs and Services	22,870	1,644	5,162	17,708
Total Category 1 Mandatory Programs and Services	2,555,811	203,481	1,044,044	1,511,767
Category 2 Non-Mandatory Programs and Services at the Request of a Municipality				
Mapping Services	16,000	1,925	7,063	8,937
Total Category 2 Non-Mandatory Programs and Services at the Request of a Municipality	16,000	1,925	7,063	8,937
Category 3 Non-Mandatory Programs and Services				
Education	103,882	14,219	31,622	72,260
Stewardship	272,963	15,355	75,309	197,654
Other	10,000	-	3,816	6,184
Total Category 3 Non-Mandatory Programs and Services	386,845	29,574	110,747	276,098
Total All Expenses	2,958,656	234,979	1,161,854	1,796,803



PROGRAM AREA	POLICY	REPORT NO.	Policy-FIN-12-2022
DATE PREPARED	June 12, 2024	FILE NO.	Finance Office
MEETING DATE	June 27, 2024		
SUBJECT	Land Acquisition and Disposition Policy		

RECOMMENDATION

Suggested Resolution

“THAT: Finance Policy FIN-12 2024: Land Acquisition and Disposition Policy be approved.”

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

Staff have prepared a Land Acquisition and Disposition Policy as required as part of development of the Conservation Areas Strategy that is mandated to be completed by December 31, 2024. The policy will provide a consistent method to assess and approve proposed land transactions including sale, purchase, easements, donations, etc.

DISCUSSION

Under the *Conservation Authorities Act*, Ontario Regulation 686/21, Sections 9 and 10, requires the Lakehead Region Conservation Authority (LRCA) to develop a Conservation Area Strategy by December 31, 2024. As required in the legislation, the Strategy is to include a policy related the acquisition and disposition of land. Once approved, the policy will be included as an appendix to the Conservation Areas Strategy that is currently being developed.

Policy FIN-12: Land Acquisition and Disposition of Land Policy has been developed to outline the procedure to be followed to evaluate, approve and facilitate the acquisition and disposition of land. The general procedure will include a staff review of conservation considerations, financial considerations and other mitigating factors related to the proposed circumstance. If deemed warranted for Board consideration, a staff report with a staff recommendation would be presented to the Board of Directors, who would then either approve or deny the transaction by resolution. If approved, staff would follow the general applicable check list included in the policy to complete the transaction.

FINANCIAL IMPLICATIONS

The proposed policy will provide a consistent method to assess proposed land acquisitions and dispositions, including the consideration of all financial implications related to the transaction.

CONCLUSION

The proposed policy is a requirement of the Conservation Areas Strategy that is currently being developed. The policy will provide a consistent procedure to assess and approve proposed land transactions.

BACKGROUND

The *Conservation Authorities Act RSO 1990 C.27*, Section 21(1) outlines the powers of the authority to accomplish objects. Sections related to the acquisition and disposition of land include:

- (c) to acquire by purchase, lease or otherwise any land that may require, and, subject to subsections (2) and (4) to sell, lease or otherwise dispose of land so acquired;*
- (d) despite subsection (2) to lease for a term of five years or less land acquired by the authority;*
- (g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project.*

O. Reg. 686/21: Mandatory Programs and Services outlines the following:

Section 9(2), Programs and Services provided by an authority with respect to the conservation and *management of lands... shall include the following:*

- vi. the development of one or more policies governing land acquisitions and land dispositions.*

Section 10(1), a Conservation Area Strategy must be developed with the following component:


- 1. Objectives established by the authority that will inform the authority’s decision-making related to the lands it owns and controls, including decision related to policies governing the acquisition and disposition of such lands.*

REFERENCE MATERIAL ATTACHED

Land Acquisition and Disposition Policy

PREPARED BY: Tammy Cook, Chief Administrative Officer

REVIEWED BY: Mark Ambrose, Finance Manager

<p>THIS REPORT SIGNED AND VERIFIED BY:</p>  <p>Tammy Cook Chief Administrative Officer</p>	<p>DATE: June 12, 2024</p>
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Section:	FINANCE		
Title:	FIN-12: Land Acquisition and Disposition Policy		
Resolution	##/24	Approval Date:	June 27, 2024
Revisions			

1.0 Purpose

This policy establishes the framework for the acquisition and disposition of land by the Lakehead Region Conservation Authority (LRCA).

2.0 Legislative Framework

The *Conservation Authorities Act RSO 1990 C.27*, Section 21(1) outlines the powers of the authority to accomplish objects. Sections related to the acquisition and disposition of land include:

- (c) *to acquire by purchase, lease or otherwise any land that may require, and, subject to subsections (2) and (4) to sell, lease or otherwise dispose of land so acquired;*
- (d) *despite subsection (2) to lease for a term of five years or less land acquired by the authority;*
- (g) *to enter into agreements with owners of private lands to facilitate the due carrying out of any project.*

O. Reg. 686/21: Mandatory Programs and Services outlines the following:

Section 9(2), Programs and Services provided by an authority with respect to the conservation and *management of lands... shall include the following:*

- vi. *the development of one or more policies governing land acquisitions and land dispositions.*

Section 10(1), a Conservation Area Strategy must be developed with the following component:

- 1. *Objectives established by the authority that will inform the authority's decision-making related to the lands it owns and controls, including decision related to policies governing the acquisition and disposition of such lands.*

3.0 Definitions

"Bequest" is an act of transferring a parcel of land to the Authority, often by means of a will or trust.

“Conservation Easement” is a legal agreement between the Conservation Authority and a landowner that outlines permissible and restricted land uses on the property. Also commonly referred to as a Land Protection Agreement.

“Cooperative Land Use Agreement” is a land agreement that gives the Authority or second party the right to use land for mandatory programs and services or passive recreation.

“Donation of Land” refers to a gratuitous transfer of property to the Authority, transferring full title of the parcel and property rights. Variations to this type of acquisition include donation with a retained life interest or donation of land through a bequest.

“Hazard Lands” are parcels of land that are subject to bank instability, flooding, shoreline erosion, or dynamic beach hazards.

“Fee Simple Ownership” refers to a landowner’s outright purchase of a property and transfer of land title to the owner.

“Land Acquisition” refers to the procurement of a parcel of land intended for conservation purposes from a willing landowner in response to an offer of sale or donation.

“Land Disposition” refers to the sale, exchange, or long-term lease of a lot or parcel of land to a willing buyer.

“Land Securement” attainment of land title for long-term conservation purposes.

“Natural Heritage” refers to the diversity and connectivity of the natural features on a parcel of land. The long-term ecological function should be maintained, restored, or improved to protect linkages between

“Right of First Refusal” is a contractual right to have the first opportunity to purchase a parcel of land upon the owner's decision to sell on the same terms.

4.0 Policy Application

The LRCA does not actively seek out properties to purchase but will consider securement of lands located within the watershed, on a parcel-by-parcel basis, to increase its Conservation Lands base and contribute to its vision, mission and objectives.

Land securement includes obtaining from a willing landowner, interest in land title for conservation purposes through land bequest, land trading, donation, and fee simple purchase, as well as other means of holding rights on land such as leasing, restrictive covenants, and easements. When protecting environmentally significant lands, the preferred tool is holding title to land.

Disposition of land will be considered on a case-by-case basis.

5.0 Approval Authority

The LRCA's Board of Directors is the approval authority for land acquisition and disposition, including the approval of any related agreements, plans, or policies.

All proposed acquisitions and dispositions will be outlined in a staff report for the Board's consideration, with approval or denial by resolution.

6.0 Land Acquisition

6.1 Land Securement Criteria

All land considered for securement must be assessed to determine whether or not the property adds value to the land base owned by the LRCA. A property considered for securement must meet one of the following five primary criteria:

1. Lands near or adjacent to existing LRCA land holdings or other secured public natural areas.
2. Land identified with public outdoor recreation opportunities (e.g. linkage to existing Conservation Authority trails, access to Lake Superior).
3. Protects people and property from natural hazards (i.e., floodplain, erosion prone land, etc.).
4. Lands that protect natural heritage features (i.e. riparian zone, fish habitat, wildlife corridors, wetlands, species at risk habitat, species at risk, etc.).
5. Identified for securement (through a Conservation Area Master Plan or other Strategy/Plan/Priority List developed by the Conservation Authority or in conjunction with partners).

6.2 Acquisition Costs

While there are many benefits to ownership of Conservation Lands, there are also associated costs:

- Securement costs (e.g. appraisal, purchase price, surveys, legal fees, etc.)
- Property development costs (e.g. fencing, trails, signage, etc.)
- Ongoing maintenance costs (e.g. taxes, insurance, grass mowing, etc.)
- Potential management issues (e.g. trespassing, invasive species, accessibility, etc.)

A "Land Securement Evaluation Form" (Appendix A) is to be completed to assist with evaluating the conservation qualities of the property, identifying any other assets on the property, and estimating the short-term and long-term costs of securement. This form should be completed for potential securements (including donations, easements, and securement through partnerships) that consider the criteria.

Following completion of the "Land Securement Evaluation Form", staff will prepare a report for potential acquisitions that warrant Board of Directors consideration. The report will consider both the benefits and the short-term/long-term costs for Board decision making purposes.

Finance Policy FIN:04- Reserve Policy, Section 4.9 Land Acquisition, outlines the reserve funds available for this purpose.

6.3 Land Donations

If a land donation is accepted, a charitable tax receipt in the amount of the fair market value of the property will be issued. For property valued at less than \$10,000 an appraisal by a Real Estate Agent is acceptable. For property valued in excess of \$10,000 the appraisal must be completed by an accredited appraiser.

The LRCA will pay all costs associated with a land donation (i.e., appraisal costs, legal costs, etc.).

6.4 Land Leased to the Authority

Lands leased to the Authority must be for a term not greater than five years (per Section 21(1)(d) of the *Conservation Authorities Act*).

6.5 Land Acquisition Process

The following process is to be completed:

1. Complete Land Securement Evaluation Form (Appendix A).
2. CAO to review Land Securement Evaluation and if warranted, prepare a Staff Report for the Board's consideration with a recommendation.
3. Board of Directors to review and approve or deny acquisition by resolution.
4. If approved complete Land Acquisition Checklist (Appendix B).

7.0 Land Disposition

LRCA will consider disposing of any of its properties that do not contribute to its conservation objectives. Disposal may also be considered for any land that has significant management or liability issues.

7.1 Land Disposal Criteria

All land considered for disposal must be assessed considering the following:

1. Are lands near or adjacent to existing LRCA land holdings or other secured public natural areas.
2. Are lands identified with public outdoor recreation opportunities (e.g. Conservation Area, linkage to existing Conservation Authority trails, access to Lake Superior).
3. Do the lands protect people and property from natural hazards (i.e., floodplain, erosion prone land, etc.).
4. Are the lands used for access or the on-going and long-term maintenance of the Neebing-McIntyre Floodway.
5. Do the lands protect natural heritage features (i.e., riparian zone, fish habitat, wildlife corridors, wetlands, species at risk habitat, species at risk, etc.).
6. How was the land acquired (i.e., expropriation, donation, provincially funded, etc.).

7. Financial considerations (i.e., source of original funds, disposal costs, on-going ownership costs, offered price meets or exceeds fair market value).

7.2 LRCA initiated Sale of Land

If the Board of Directors determines land to be surplus, it will first offer Right of First Refusal to:

- Municipality in which the land resides.
- Other Member Municipalities.
- Other like-minded agencies (i.e., Thunder Bay Field Naturalists, Nature Conservancy of Canada, etc.).
- Adjacent land-owners.

7.3 Disposition Costs and Proceeds from Sale

Costs associated with a disposition should be funded by sale proceeds or covered by the group requesting an easement, etc.

Finance Policy FIN:04- Reserve Policy, Section 4.9 Land Acquisition, outlines that proceeds from the sale of LRCA owned land will be appropriated to the Land Acquisition Reserve.

7.3.1 Section 39 Funded Lands

If the Province provided a grant under section 39 of the *Conservation Authorities Act* with respect to a given property, disposal (to sell, lease or otherwise dispose) of the lands must follow the procedures set out by the Province under Section 21(2) of this Act.

A summary of this process includes:

1. Provide a written notice of the proposed disposition to the Minister at least 90 days before the disposition.
2. Consultation and written notice to the Minister is not required if:
 - the disposition is for provincial or municipal infrastructure and utility purposes;
 - the province, the provincial agency, board or commission affected by the disposition or the municipal government, agency, board or commission affected by the disposition has approved it; and
 - the authority informs the Minister of the disposition.
3. Conduct public consultation and post a notice of the consultation on the Authority's website with the public for a minimum of 45 days for any properties that include:
 - areas of natural and scientific interest or wetlands as defined in section 1 of the *Conservation Authorities Act*;
 - the habitat of threatened or endangered species;
 - natural hazard lands (as per subsection 1 (1) of Ontario Regulation 686/21)
4. Describe how the comments received during the public consultation, if any, were considered by the Conservation Authority prior to the disposition, and provide this in the notice to the Minister (under item 1 above).

It should be noted that the Minister may, within 90 days after receiving the notice, direct the Conservation Authority to apply a specified share of the proceeds of the disposition to support programs and services provided by the Conservation Authority under section 21.1 of the *Conservation Authorities Act*.

7.4 Land Disposition Process

The following process is to be completed if a land disposition is considered:

1. Complete Land Disposition Evaluation Form (Appendix C).
2. CAO to review Land Disposition Evaluation and if warranted, prepare a Staff Report for the Board's consideration with a recommendation.
3. Board of Directors to review and approve or deny disposition by resolution.
4. If approved complete Land Disposition Checklist (Appendix D).
5. If denied, advise prospective purchaser/easement requestor in writing.

Attachments:

Appendix A: Land Acquisition Evaluation Form

Appendix B: Land Acquisition Checklist

Appendix C: Land Disposition Evaluation Form

Appendix D: Land Disposition Checklist

APPENDIX A:

LAND SECUREMENT EVALUATION FORM

Date	
Completed by	
Reviewed by	

1. Type of Land Acquisition

Type	Y/N – specify any specific details
Offer to Purchase	Price -
Offer of Donation	
Bequest	
Conservation Easement	
LRCA desired Purchase	Price -
Other	

2. Landowner

Name	
Mailing Address	
Telephone	
Email	

3. Agent for landowner (if applicable)

Name	
Mailing Address	
Telephone	
Email	

4. Property Description

Property Address	
Municipality	
Lot/Concession	
Roll Number	
Size	
UTM Coordinates	
Attach map	
Details/Comments	

5. Conservation Considerations

The property must meet one of the five primary criteria below to be considered for acquisition.

Primary Criteria	Yes	No
1. Lands near or adjacent to existing LRCA land holdings or other secured public natural areas.		
2. Land identified with public outdoor recreation opportunities (e.g. linkage to existing Conservation Authority trails, access to Lake Superior).		
3. Protects people and property from natural hazards (i.e., floodplain, erosion prone land, etc.).		
4. Lands that protect natural heritage features (i.e. riparian zone, fish habitat, wildlife corridors, wetlands, species at risk habitat, species at risk, etc.).		
5. Identified for securement (through a Conservation Area Master Plan or other Strategy/Plan/Priority List developed by the Conservation Authority or in conjunction with partners).		
Details/Comments		

If the property meets one of the primary criteria, identify any of the following on the subject parcel:

Secondary Criteria	Yes	No
Significant Wildlife Habitat, including wildlife corridors		
Significant Area of Natural and Scientific Interest (ANSI - Earth or Life Science)		
Access to Lake Superior		
Provincially Significant Wetland		
Evaluated or Unevaluated Wetland		
Environmentally Significant Area or Significant Features and Vegetation Community		
Fish Habitat		
Species at Risk and Habitat of Species at Risk		
Significant Water Resources (e.g. headwaters, floodplain, significant		

recharge/discharge areas, riparian lands)		
Hazard Lands (floodplain, erosion prone, etc.)		
Improves access to existing LRCA property		
Other – provide details		
Details/Comments		

6. Financial Considerations

a. Available Funding

Available Funding Source	
Available amount of Funding	
Secured	Y/N

b. Securement Costs

Acquisition Cost Estimate	Estimated Cost
Land appraisal fee (less an \$10,000 value - real estate appraisal, over \$10,000 to be completed by an accredited appraiser)	
Purchase price	
Legal fees	
Survey cost	
Partnership arrangements	
Staff resources	
Easement costs, if applicable	
Other	
TOTAL	
Details/Comments	

c. Property Development Costs

Property Development Costs	Estimated Cost
Preparation of Management/Master Plan	
Fencing	
Existing infrastructure that needs removal	
Trail development	
Signage needs	
Partnership arrangements	
Future capital needs	
Other	



TOTAL	
Details/Comments	

d. Ongoing Maintenance Costs

Ongoing Maintenance	Estimated Cost
Property taxes	
<ul style="list-style-type: none"> Eligibility for tax incentive programs (CLTIP, MFTIP) 	Y/N
Insurance	
Easement costs, if applicable	
Grass mowing	
Winter maintenance	
Litter, tree removal, etc.	
Invasive species management	
Other	
TOTAL (annually)	
Details/Comments	

e. Beneficial Property Assets

Beneficial Property Assets	Estimated Revenue
Surplus lands that can be severed and sold	
Existing infrastructure that adds value	
Partnership arrangements	
Ongoing revenue opportunity	
Other	
TOTAL	
Details/Comments	

f. Potential Management Issues

Potential Management Issues	Yes	No
Evidence of ongoing trespassing		
Presence of invasive species		
Significant degradation/environmental damage		
Significant numbers of neighbouring properties		

Lack of accessibility		
Other management issues		
Details/Comments		

7. Overall Analysis

8. Staff Recommendation

APPENDIX B:

LAND ACQUISITION CHECKLIST

Date	
Completed by	
Reviewed by	

1. Landowner

Name	
Mailing Address	
Telephone	
Email	
Name to be used on Charitable Tax Receipt (if warranted)	

2. Agent for landowner (if applicable)

Name	
Mailing Address	
Telephone	
Email	

3. Property Description

Property Address	
Municipality	

4. Tasks to be Completed

Task	Completed	Notes
1. Staff report to the Board.		
2. Board resolution obtained to acquire property.		
3. Appraisal completed		
4. Survey completed or provided (if warranted).		
5. Confirm any restrictions limiting future sale, use, requirements, etc. (i.e., ownership reverts back to donator if sold, required signage acknowledging donation, naming of property, etc.).		
6. Engage solicitor to process purchase/donation.		
7. Issue Charitable Tax Receipt, if warranted.		
8. Add land to Land Inventory.		
9. Inform Insurer of land addition.		
10. Apply for MFTIP/CLTIP, if warranted.		

APPENDIX C:

LAND DISPOSITION EVALUATION FORM

Date	
Completed by	
Reviewed by	

1. Type of Land Disposal

Type	Y/N – specify any specific details
Offer to Purchase	Price -
Request for Easement	
LRCA desires to sell	
Other	

2. Prospective Landowner/Easement Holder

Name	
Mailing Address	
Telephone	
Email	

3. Agent for landowner (if applicable)

Name	
Mailing Address	
Telephone	
Email	

4. Property Description

LRCA Property Number	
Property Address	
Municipality	
Lot/Concession	
Roll Number	
Size	
UTM Coordinates	
Attach map	
Details/Comments	

5. Conservation Considerations

Primary Criteria	Yes	No
1. Lands near or adjacent to existing LRCA land holdings or other secured public natural areas.		
2. Land identified with public outdoor recreation opportunities (e.g. Conservation Area, linkage to existing Conservation Authority trails, access to Lake Superior).		
3. Protects people and property from natural hazards (i.e., floodplain, erosion prone land, etc.).		
4. Lands are used for access or the on-going and long-term maintenance of the Neebing-McIntyre Floodway.		
5. Lands that protect natural heritage features (i.e. riparian zone, fish habitat, wildlife corridors, wetlands, species at risk habitat, species at risk, etc.).		
Details/Comments		

Identify any of the following on the subject parcel:

Secondary Criteria	Yes	No
Significant Wildlife Habitat, including wildlife corridors		
Significant Area of Natural and Scientific Interest (ANSI - Earth or Life Science)		
Access to Lake Superior		
Provincially Significant Wetland		
Evaluated or Unevaluated Wetland		
Environmentally Significant Area or Significant Features and Vegetation Community		
Fish Habitat		
Species at Risk and Habitat of Species at Risk		
Significant Water Resources (e.g. headwaters, floodplain, significant recharge/discharge areas, riparian lands)		
Hazard Lands (floodplain, erosion prone, etc.)		



Provides access to existing LRCA property		
Easements on the land		
Other – provide details		
Details/Comments		

6. Financial Considerations

a. Source of original funds to acquire property:

Provincial Section 39 funds	Y/N
Donated lands	Y/N
Municipal funds	
Other	

b. Disposal Costs

Disposal Cost Estimate	Estimated Cost
Land appraisal fee (less an \$10,000 value - real estate appraisal, over \$10,000 to be completed by an accredited appraiser)	
Legal fees	
Survey cost	
Partnership arrangements	
Staff resources	
Easement costs, if applicable	
Other	
TOTAL	
Details/Comments	

c. Ongoing Cost of Ownership

Ongoing Maintenance	Estimated Cost
Property taxes	
<ul style="list-style-type: none"> Eligibility for tax incentive programs (CLTIP, MFTIP) 	Y/N
Insurance	
Easement costs, if applicable	
Annual maintenance costs	
Other	
TOTAL (annually)	
Details/Comments	

d. Items for Consideration

Easements on land	
Land was expropriated by the LRCA	
Restrictions on sale (i.e., ownership reverts to donator)	
Land offered to municipality in which it resides prior to sale	
Source of original funds to acquire property	
Public consultation required (may be required if Section 39 funds provided)	
Any disclosure requirements (i.e., known contamination, invasive species, designated substances, etc.)	
Other	
Details/Comments	

7. Overall Analysis

8. Staff Recommendation

APPENDIX D:

LAND DISPOSITION CHECKLIST

Date	
Completed by	
Reviewed by	

1. Landowner

Name	
Mailing Address	
Telephone	
Email	
Name to be used on Charitable Tax Receipt (if warranted)	

2. Agent for landowner (if applicable)

Name	
Mailing Address	
Telephone	
Email	

3. Property Description

LRCA Property Number	
Property Address	
Municipality	

4. Tasks to be Completed

Task	Completed	Notes
1. Staff report to the Board.		
2. Board resolution obtained to dispose of property/grant easement.		
3. Appraisal completed.		
4. Survey completed, if warranted.		
5. If Section 39 funds provided for acquisition, CA Act requirements are determined and met.		
6. Conduct public consultation, if warranted.		
7. Engage solicitor to process disposal/easement.		
8. Easement executed, if warranted.		
9. Remove land from Land Inventory/add easement to Land Inventory.		
10. Inform insurer of land disposal.		



PROGRAM AREA	CORPORATE	REPORT NO.	CORP-09-2024
DATE PREPARED	June 19, 2024	FILE NO.	
MEETING DATE	June 27, 2024		
SUBJECT	Conservation Lands Strategy and Watershed-Based Resource Management Strategy Consultation Materials		

RECOMMENDATION

Suggested Resolution

“THAT: the consultation materials for the Conservation Lands Strategy and Watershed-Based Resource Management Strategy are received.”

LINK TO STRATEGIC PLAN

All areas.

EXECUTIVE SUMMARY

All Conservation Authorities are mandated to complete a Conservation Areas Strategy and a Watershed-Based Resource Management Strategy by December 31, 2024. Due to the potential confusion that the Conservation Areas Strategy only relates to Conservation Areas and not all LRCA owned land, the strategy will be renamed the “Conservation Lands Strategy”.

In preparation for public consultation on both strategies, staff have prepared a summary of the completed Conservation Lands Strategy and a summary of what will be included in the Watershed-Based Resource Management Strategy, as this document is still being developed (attached). The summaries will be used to create display panels and consultation fact sheets that will be available at the 70th Anniversary event. The fact sheets will also be posted online and on the LRCA website and sent to member municipalities/partners to solicit public input on the documents. During the consultation, the full documents will be available for public review via a link on the website.

DISCUSSION

As mandated, staff are working on the Conservation Areas Strategy and the Watershed-Based Resource Management Strategy that are required to be completed by each Conservation Authority by December 31, 2024. Staff presented the first draft of the Conservation Areas Strategy to the Board on May 29, 2024. To date no comments have been received from the Board. Due to the potential confusion with the title “Conservation Areas” Strategy implying that it only relates to Conservation Areas, the title of the Strategy will be changed to “Conservation Lands Strategy”.

In preparation for public consultation on both strategies, staff have prepared a summary of the completed Conservation Lands Strategy and a summary of what will be included in the Watershed-Based Resource Management Strategy, as this document is still being developed (attached). The summaries will be used to create display panels and consultation fact sheets that will be available at the 70th Anniversary event. The fact sheets will also be posted online and on the LRCA website and sent to member municipalities/partners to solicit public input on the documents. During the consultation, the full documents will be available for public review via a link on the website. It is anticipated to present the draft Watershed-Based Resource Management Strategy at the September Board Meeting and the final versions of both strategies at the November Board Meeting.

FINANCIAL IMPLICATIONS

Staff time to complete both strategies has been included in the 2024 budget.

CONCLUSION

Consultation materials are being developed to solicit public input on the Conservation Lands Strategy and the Watershed-Based Resource Management Strategy that are mandated to be completed by all Conservation Authorities by December 31, 2024.

BACKGROUND

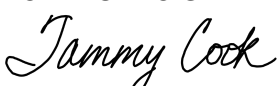
Ontario Regulation 686/21 under the *Conservation Authorities Act* outlines the Mandatory Programs and Services which must be delivered by all Conservation Authorities in Ontario. As outlined in subsection 9(1)1, each Conservation Authority is required to prepare a “Conservation Area Strategy” on or before December 31, 2024. Section 12(1)3 of the regulation requires all Conservation Authorities to prepare a “watershed-based resource management strategy” in accordance with subsection 12(9) through (9) on or before December 31, 2024.

REFERENCE MATERIAL ATTACHED

Attachment #1 – Conservation Lands Strategy Summary

Attachment #2 - Watershed-Based Resource Management Strategy Summary

PREPARED BY: Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: June 19, 2024
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Conservation Lands Strategy

Conservation Authorities have been mandated to complete a Conservation Lands Strategy by December 31, 2024 which is to summarize the following:

- Classification of all LRCA owned land into use categories.
- Mandatory and non-mandatory programs conducted on owned lands.
- Funding used to maintain and operate owned lands.
- Development of objectives to guide decision-making related to owned land.
- Process for periodic review and update of the Strategy.

The Conservation Lands Strategy will serve as a complimentary document to LRCA's Strategic Plan, that specifically relates to the lands owned and operated by the LRCA and the associated programs and services. The two documents encompass similar themes, focused on achieving goals and objectives that align with the LRCA's mandate. The Strategy will encompass the LRCA's vision to provide a healthy, safe, and sustainable Lakehead Watershed for future generations, with a mission to lead in the conservation and protection of the Lakehead Watershed. The Strategy will follow the same Strategic Plan pillars focusing on the four priorities: Conserve and Sustain, Protect and Support, Connect and Explore, and Govern and Enhance.

LRCA Owned Land

As of 2024, the LRCA owns 2,603 hectares of land. The lands owned by the LRCA offers a diversity of services in the watershed including recreation, water management, protection of natural heritage features, flood protection, erosion control and forest management.

Land Use Categories

The properties owned by the LRCA fall in three land use categories as indicated within the Land Inventory:

1. **Conservation Area for Passive Recreation:** intended for passive recreation, accessible to the public (i.e., 10 Conservation Areas) (1550 hectares)
2. **Conservation Authority Administration Area:** LRCA's administration office and grounds (130 Conservation Road, Thunder Bay) (3.4 hectares)
3. **Management Area:** public accessibility varies or is completely restricted (e.g. Floodplain and Erosion Control Lands, Forest Management Property, Nature Reserves, Neebing-McIntyre Floodway, Hope and Memory Garden)

Programs and Services

Conservation and management of lands owned by the Authority is considered a mandatory program per the *Conservation Authorities Act*. Passive recreation (i.e., trails, public access to recreational spaces, etc.) is a mandatory program area; however active recreation requiring direct support or supervision is not considered mandatory. Educational programming is conducted on LRCA land; however, under the non-mandatory LRCA education program. Stewardship programming is offered at the LRCA on private and public lands as a non-mandatory program. Stewardship programming on LRCA land is considered to be a mandatory program as it relates to managing LRCA owned land.

Both minor and major maintenance is conducted on LRCA owned land. An Asset Management Plan has been developed to plan for required funds and scheduling of required maintenance. Long-term funding strategies are employed to ensure adequate funds are on-hand when major maintenance is required. Routine maintenance is undertaken at all publicly open properties and the Office Administration Facility. Water quality monitoring is conducted at Hazelwood and Mission Island Marsh as part of the bathing beach program, where the beach facilities would be posted with a swimming advisory when warranted. Cyanobacteria (blue-green algae) monitoring is conducted as a protective measure to better understand its presence in Conservation Areas (Mission Island, Silver Harbour, Hazelwood and Hurkett Cove). Studies and monitoring is on-going to document the natural heritage features on LRCA owned land.

The enforcement of Section 29 of the *Conservation Authorities Act* is a mandatory program under the Lands Program. Section 29 patrolling occurs at the Conservation Areas that are open to the public for passive recreation. Designated Provincial Offences Officers patrol the Conservation Area to encourage compliance with the *Conservation Authorities Act R.S.O 1990*, Part VII Enforcement and Offence, Section 30.1., and under the City of Thunder Bay Parking By-Law at Cascades and Mission Island Marsh Conservation Areas.

As of 2024, the Lands Program staff complement includes 3 full-time staff (Lands Manager, Environmental Planner and Field Operations Lead Hand) and one 33-week recurring contract position (Floodway Labourer). Additionally, four summer students are hired annually during the summer months.

Funding

During the annual budget process, costs associated with the operation and maintenance of LRCA owned land are estimated for the year. Expenses related to land management include: property taxes, staff wages and benefits, regular and major maintenance, equipment, vehicle, garbage removal, plowing, health and safety, tree removals, structural inspection, training, monitoring supplies, outhouse rentals, tools, etc. As a private landowner, the LRCA pays property taxes to the Municipality/Township in which the land resides. The Asset Management Plan provides guidance on scheduling required maintenance and the estimate life span of assets.

Levy collected from the Member Municipalities funds the majority of the costs associated with the Lands Program. The LRCA's self-generated funding used to partially fund the Lands Program and comes from the collection of parking fees/day use fees, Explore Card Sales and fees charged for the public to hold a wedding or rent a picnic shelter.

The Land Management Programs offered by the LRCA are funded by both municipal levy, external funding and self-generated funds. Table 1 outlines the funding type used for each of the Land Management Categories. The LRCA participates in the Conservation of Land Tax Incentive Program (CLTIP) and the Managed Forest Tax Incentive Program (MFTIP) where applicable.

Table 1: Funding sources of Programs related to Land Management

Land Management Program Areas	Funding Type					
	Levy-All	Levy Sole-Benefitting (City of Thunder Bay)	Provincial Funding	Federal Funding	Other Grants and Donations	Self-Generated (Fees)
Category 1 – Mandatory Programs						
Needing-McIntyre Floodway		X	*WECI projects			
Victor Street Erosion - City Lands		X	*WECI projects			
Conservation Areas	X				X	X
Section 29 Regulations	X					
Other Owned Land						
• Admin Office	X					
• Nature Reserves	X					
• Floodplain and erosion lands	X					X
• Forest Management Land	X					X
Category 2 – Non-Mandatory at the request of a Municipality						
No programs						
Category 3 – Non-Mandatory Programs and Services						
Environmental Education					X	X
Nature Interpretive Programming					X	X

*WECI – Water and Erosion Control Infrastructure Funding (used for major maintenance)

**When available, funding applications are submitted for special projects on LRCA land

Objectives

The objectives of the Conservation Lands Strategy provide high-level context and guidance and direction for actions related to the lands owned or controlled by the LRCA. Aligning with the LRCA's Five-Year Strategic Plan, the objectives focus on four pillars relating to the programs and services provided by the LRCA. Objectives may vary for each parcel dependent on the land use category, specifically if they are Conservation Areas open to the public for passive recreation.

Strategic Plan Pillar	Objective
Conserve and Sustain	Promote the Stewardship of the Lakehead Watershed by leading by example on all LRCA owned land.
	Assess and Monitor LRCA owned land to understand the current status of natural heritage and natural hazards and to monitor for emerging issues and trends.
	Create and maintain Land Management Policies, Procedures and Plans to promote a consistent level of management on all LRCA owned lands.
Protect and Support	Maintain the Integrity of the Neebing-McIntyre Floodway.
	Protect People from Natural Hazards by owning undevelopable land.
	Utilize users of LRCA land to aid in identifying issues on LRCA owned land
	Consider climate change, impacts to habitat and threats to biodiversity during the planning of any updates or new development on LRCA Land.
	Solicit Public Input on the operation of Conservation Areas and projects on LRCA land.
Connect and Explore	Increase Accessibility in Conservation Areas when feasible.
	Advertise and Promote Conservation Areas.
	Provide Educational Programming on LRCA Owned Land.
	Increase available amenities at Conservation Areas utilizing partnerships with other organizations.
	Enhance User Experience at Conservation Areas.
	Maintain and enhance amenities provided.
	Provide adequate signage at Conservation Areas.
Govern and Enhance	Increase Compliance to Rules and Regulations.
	Reduce Liability.
	Maintain a long-term financial plan to maintain the assets on LRCA owned lands.
	Increase Revenue Generation.
	Reduce Costs to Operate Lands.

Process for updating and Reviewing the Strategy

The Conservation Lands Strategy will be reviewed and updated every five years or sooner if conditions warrant. Updates to the Strategy will align with the LRCA's Five-Year Strategic Plan. Changes to the Strategy will be at the discretion of the Board of Directors and approved by resolution. Stakeholders and the public will be consulted as considered advisable during the periodic review and update process for the Strategy.

Watershed- Based Resource Management Strategy

Conservation Authorities have been mandated to complete a Watershed-Based Resource Management Strategy by December 31, 2024. The Strategy will assist the LRCA with evolving or enhancing the delivery of Mandatory Programs and Services and assess issues and risks that impact effective delivery. The Strategy will:

- Set guiding principles and objectives to inform the design and delivery of Mandatory Programs.
- Characterize the System by summarizing existing technical studies, monitoring programs and other information on the natural resources within the LRCA area of jurisdiction or in specific watersheds that directly informs and supports the delivery of the LRCA's Mandatory Programs and Services.
- Review the Mandatory Programs and Services for the purposes of determining if they comply with the mandatory programs and services regulation.
- Assess and identify any issues and risks which may limit effective delivery of the Mandatory Programs and Services.
- Develop Risk Mitigation Actions by identifying future programs, reports, services, and actions to meet objectives and long-term goals and identify where opportunities exist for improving and/or maintaining watershed health. Include a cost estimate for the implementation of the identified actions.
- Create a business plan for the next 5-years.
- Process for periodic review and update of the Strategy.

Guiding Principles and Objectives

LRCA's Strategic Plan (2023-2027) provides a framework for the LRCA outlining the Authority's guiding principles (pillars), vision and mission.

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

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

The objectives of the Watershed-Based Resource Management Strategy provide high-level context and guidance and direction for actions related to the Mandatory Programs and Services provided by the LRCA. Aligning with the LRCA's Five-Year Strategic Plan, the objectives will focus on the Strategic Plan's four pillars relating to the programs and services provided by the LRCA.

Strategic Plan Pillar (guiding principles)	Objective
Conserve and Sustain <i>Enhance the management and sustainability of natural habitats and ecosystems through an integrated approach.</i>	To be determined.
Protect and Support <i>Safeguard people, property and communities through robust watershed management.</i>	
Connect and Explore <i>Maximize intergenerational educational, engagement and recreational opportunities through strong collaborations.</i>	
Govern and Enhance <i>Distinguish the organization as a leader in environmentally- sustainable practices and responsible stewardship.</i>	

Characterize the System (Information Gathering)

Existing Reports, Studies and Information

Existing reports, studies and information will be summarized to assess available information and any required information to effectively deliver the Mandatory Programs and Services of the LRCA. Studies include:

- Watershed Report Cards
- Floodplain Mapping
- Erosion Studies
- Wetland Studies
- Drinking Water Source Protection
- Forest Management Plans
- Asset Management Plan

Existing Monitoring Programs

A summary will be completed of all the current monitoring programs administered by the Authority.

Programs and Services

A summary of all Mandatory and Programs and Services will be undertaken. Staff will assess:

1. Mandatory Programs and Services (defined in regulation)
2. Other Programs and Services (Category 2 and 3 (non-mandatory) that support Category 1 (Mandatory) Programs.
3. Programs and services that do not currently exist but are needed to support Category 1 (Mandatory) programs.

Assess and Identify Issues and Risks

Mandatory Programs and Services will be assessed to determine compliance and effectiveness, including identifying any missing information, data, etc. (i.e., areas not floodplain mapped or have the erosion hazard delineated, etc.).

Risk Mitigation Actions

Risk mitigation actions will be developed to incorporate programs and services that are required to address any identified issues and risks.

Business Plan

Each year the Board of Directors reviews and approves the annual budget. The budget includes projects that align with the Authority's priorities for the given year. The budget takes into account the Strategic Plan and Asset Management Plan. The budget categorizes the programs and services into Category 1, 2 and 3 Program areas (i.e., Mandatory, Municipal Programs, Non-Mandatory). Future Budgets will take into consideration the Conservation Lands Strategy and the Watershed-Based Resource Management Strategy.

Process for Updating and Reviewing the Strategy

The Watershed-Based Resource Management Strategy will be reviewed and updated every five years or sooner if conditions warrant. Updates to the Strategy will align with the LRCA's Five-Year Strategic Plan. Changes to the Strategy will be at the discretion of the Board of Directors and approved by resolution. Stakeholders and the public will be consulted as considered advisable during the periodic review and update process for the Strategy.



PROGRAM AREA	FINANCE	REPORT NO.	FIN-09-2024
DATE PREPARED	June 11, 2024	FILE NO.	
MEETING DATE	June 27, 2024		
SUBJECT	2025 Preliminary Budget - Levy Review		

RECOMMENDATION

For discussion.

LINK TO STRATEGIC PLAN

Govern and Enhance:

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

EXECUTIVE SUMMARY

The preliminary estimated levy-all percentage increase for 2025 is being brought forward for Board discussion, prior to the finalization of the Draft Budget. Based on current estimates the 2025 budget will result in a 3.08% increase to levy-all compared to 2024. The final percentage and dollar amount for levy-all will be presented, along with all other budget items, at the August 28, 2024, Board Meeting for approval of the Draft Budget. After consultation, the Final Budget will be brought forward in November for Board approval. The 2025 budget will be completed per O. Reg. 422/22: Budget and Apportionment.

DISCUSSION

Staff are beginning the process of developing the 2025 budget (first phase of budget process), with the Draft Budget (second phase of budget process) presented to the Board in August for review. Prior to finalization of the Draft Budget, staff request direction from the Board on the anticipated levy-all increase for 2025 compared to 2024. Based on a preliminary review of expected expenditures, the budget is estimated to increase 3.08% in levy-all in 2025 compared to 2024 (\$34,162 increase). This increase is required in order to maintain LRCA’s current level of service. Staff will take Board direction into consideration when finalizing the Draft Budget.

The 2025 budget will be structured and approved in accordance with O. Reg. 402/22: Budget and Apportionment. Budget categories will follow LRCA’s Inventory or Programs, and each program area will be classified into:

- Category 1: Mandatory Programs and Services

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

As in previous budgets, no municipal levy will be used for Non-Mandatory Category 3 programs (i.e., education and stewardship).

Some proposed items included in the budget in addition to the regular programming include:

- Mills Block Conservation Area construction including entrance and parking lot upgrades.
- Board Room and Server room renovations, including new air conditioning units.
- Audio/Visual replacement for Board Room.
- Security Systems upgrade.

The Authority is mandated in O. Reg. 422/22 to specify what opportunities they considered to raise and use self-generated revenue to help finance the authority's operations. Items considered include:

- Surplus administrative funds
- Interest revenue
- Deferred funds
- Reserve funds (Vehicle and Equipment)
- Donations (LCF, other)
- Fees (planning, regulations, education, parking/day use (coin boxes and pay and display units))
- Explore Card revenue
- Other funding opportunities (other funding as it arises during the year will be applied for)

FINANCIAL IMPLICATIONS

The preliminary 2025 budget contains an estimated 3.08 % increase to levy-all compared to 2024, which results in a total increase of approximately \$34,162. Staff will take Board direction into consideration when finalizing the Draft Budget. The City of Thunder Bay sole-benefitting levy increase is estimated to be approximately \$23,000.

CONCLUSION

Based on initial review of expenditures for 2025, the estimated levy-all increase compared to 2023 results in a 3.08% increase, which is approximately \$34,162.

BACKGROUND

O. Reg. 402/22: Budget and Apportionment specifies that the 2025 budget and all subsequent budgets must adhere to this regulation. It provides details on the budget process and municipal apportionment methods for levying participating municipalities and includes revocation of the previous regulations that governed municipal levies (O. Reg. 670/00 and O. Reg. 139/96).

The regulated budget process includes:

First Phase

Budget must include:

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

Budget must:

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

Second Phase

Draft Budget Process:

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

Third Phase

Final Budget Approval Process:


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

REFERENCE MATERIAL ATTACHED

Attachment 1– Budget Summary Checklist

PREPARED BY:

Mark Ambrose, Finance Manager
Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: June 10, 2024
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Budget Summary Checklist

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

Budget Year - 2025		
Task	Date	Completed
First Phase		
Identify all sources of revenue including: <ul style="list-style-type: none"> • Fees • Donations • Grants • Self-generated • Reserve funds • Deferred funds • From agreements • Other sources • Total revenue 	June	June
Identify operating expenses into Cat. 1,2, 3. Specify total operating expenses for year.	June	June
Identify capital costs into Cat. 1,2 ,3. Specify total capital costs for year.	June	June
Apportion operating expense or capital costs to participating municipalities (levy-all, and sole-benefitting).	June	June
Preliminary % levy-all increase Board Review	June Board Meeting	
Second Phase – Draft Budget and Consultations		
Prepare Draft Explanatory Budget Document <ul style="list-style-type: none"> • Include all items in First Phase • Specify if the authority considered opportunities to raise and use self-generated revenue to help finance the authority’s operations, including the programs and services it provides, a description of what the authority considered. 	July/August	
Prepare Budget Summary	July/August	
Meeting on Draft Budget <ul style="list-style-type: none"> • Hold majority vote to approve Draft Budget for consultation purposes 	August Board Meeting	

Send each participating municipality a copy of approved draft budget including apportionment	September	
Post draft budget on Governance section of LRCA website	September	
Conduct consultations with participating municipalities as warranted	September	
Third Phase – Final Budget Approval		
Provide notice of Board Meeting to participating municipalities of Final Budget approval 30 days prior to meeting to approve Final Budget <ul style="list-style-type: none"> • Include most recent draft of budget • Specify levy apportionments 	September/October Must post prior to October 29, 2024	
Hold a recorded weighted majority vote to approve apportionment. <ul style="list-style-type: none"> • 51% or more is required to approve. • Tie is a lost vote 	November Board Meeting	
Hold a recorded majority vote to approve Final Budget	November Board Meeting	
Provide copy of Final Budget to Minister	December	
Provide copy of Final Budget to participating municipalities	December	
Post Final Budget on Governance section of website	December	



LAKEHEAD REGION
CONSERVATION AUTHORITY

June 27, 2024

Moved By _____
Seconded By _____

“THAT: having examined the accounts for the period May 1, 2024 to May 31, 2024 cheque #3243 to #3262 for \$119,138.05 and preauthorized payments of \$6,642,741.24 for a total of \$6,761,879.29, we approve their payment.”

3243	Thunder Bay Broom & Chemicals	CA and Office Supplies	282.05
3244	iA Financial Group	Group Accident Insurance Apr 1 2024 - Apr 1, 2025	454.25
3245	Innovated Solutions	2024 Cloud Protection	847.50
3246	McKittricks	Legal Advice various Items	2,599.00
3247	Northern Turf Equipment	Supplies	165.77
3248	RAS Maintenance Services	Office Cleaning	515.23
3249	Superior Outdoors Inc. The Walleye	Ad In Walleye	335.61
3250	Thunder Bay Answering Service Inc.	Answering Service	258.72
3251	Willis Technical Services	Boulevard Lake Shoreline Project - Construction Bid Package	4,141.45
3252	2611943 Ontario Ltd.	Garbage removal Mission, Cascades	904.00
3253	Community Arts & Heritage Education Project (CAHEP)	70th Anniversary event	550.00
3254	Darlene Harrison	Refund Bird Fest tickets Harrison	237.30
3255	Jessie McFadden	Mileage Jan - April 2024	150.10
3256	Lakehead University	Undergraduate student support	3,786.58
3257	Lowery's	Office Supplies and Photocopier Charges	1,099.77
3258	Perfect Parties	Tent for 70th Anniversary party	1,412.50
3259	Premier Printing Ltd.	2023 Annual Report	11,792.68
3260	Prezio Electric	Electrical Work Final Payment	83,590.66
3261	Thunder Bay Broom & Chemicals	Office, CA Supplies	141.14
3262	Whitewater Golf Club	Winetasting dinner May 9, 2024	5,873.74
			<u>119,138.05</u>
PA	Payroll and Per Diems		89,740.97
PA	Royal Bank Group Retirement RRSP and TFSA		2,403.60
PA	RWAM and Lifeworks Benefits		3,382.81
PA	Enbridge		886.38
PA	Synergy North		581.51
PA	Esso		1,275.99
PA	Visa Routine Monthly Expenses		26,417.10
PA	Banking and Visa Fees		1,024.70
PA	Postage		286.90
PA	OMERS April		13,759.44
PA	Computer Consulting		1,525.00
PA	Photocopier Lease		-
PA	Property Taxes		1,456.84
PA	GIC		6,500,000.00
			<u>6,642,741.24</u>
			<u>6,761,879.29</u>

Chair

Res# _____/24

Monthly Plan Input/Review and Fill Regulations Administration
May 1 to 21, 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								Portion of Lands on Mission Island			
								940 Memorial Ave			
								16 Cumberland St N			
								1181 Golf Links Rd			
								463 Hodder Ave			
								15C St Paul Street			
							139 Heron St				
Total	0	0	0	0	0	0	0	7	0	0	7
Oliver Paipoonge							243 Harstone Road				
Total	0	0	0	0	0	0	1	0	0	0	1
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing		B05-2024									
Total	0	1	0	0	0	0	0	0	0	0	1
Shuniah		B24-2						Mackenzie Heights Lot			
Total	0	1	0	0	0	0	1	0	0	0	2
Conmee				Adopted Official Plan Review							
Total	0	0	0	1	0	0	0	0	0	0	1
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	2	0	1	0	0	2	7	0	0	12

Monthly Plan Input/Review and Fill Regulations Administration
June 1 to 18, 2023

Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay								422 Court St	817 McLaughlin St		
								242 Red River Road			
								2121 Mahogany Way			
								555 Dunlop St			
Total	0	0	0	0	0	0	0	4	1	0	5
Oliver Paipoonge		1B/11/24									
		1B/10/24									
Total	0	2	0	0	0	0	0	0	0	0	2
O'Connor											
Total	0	0	0	0	0	0	0	0	0	0	0
Neebing											
Total	0	0	0	0	0	0	0	0	0	0	0
Shuniah								71 Grann Drive			
Total	0	0	0	0	0	0	1	0	0	0	1
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	2	0	0	0	0	0	1	4	1	8



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

Prohibited Activities, Exceptions and Permits- Ontario Regulation 41/24

Year: 2024

Permit #	Category	Fee	Applicant Name	Municipality	Subject Property Address	Type of Work	Key Dates					Within Timelines	Notes (violation, reason for timeline, etc.)
							Complete Application Received with Permit Fee Paid (YYYY-MM-DD)	Notice of Complete/ Incomplete Application ISSUED (YYYY-MM-DD)	Days to Issue Notice of Complete/ Incomplete Application (21 day timeline)	Permit Issued / Refused (YYYY-MM-DD)	Days to Issue /Refuse Permit (90 day timeline)		
#25/24	Standard	\$300.00	Brian Belluz	Oliver Paipoonge	Vacant Lot West of 412 Barrie Dr.	Shed Construction, Fill Placement & Site Grading	4/11/2024	4/16/2024	5	4/17/2024	1	Yes	
#26/24	Small	\$150.00	Rob Frenette	Shuniah	620 Bryan Avenue	Retaining Wall Reconstruction	4/11/2024	4/12/2024	1	4/15/2024	3	Yes	
#27/24	Standard	\$300.00	Confederation College	City of Thunder Bay	1450 Nakina Drive	Disc Golf Course	4/22/2024	4/29/2024	7	5/1/2024	2	Yes	
#28/24	Standard	\$300.00	Trogan Management Services	City of Thunder Bay	133 Bruin Crescent	Dwelling	5/8/2024	5/9/2024	1	5/11/2024	2	Yes	
#29/24	Standard	\$300.00	Tracey Lazzarotto	Shuniah	677 E. Green Bay Rd	Garage	5/8/2024	5/10/2024	2	5/13/2024	3	Yes	
#30/24	Standard	\$300.00	Allen Koistinen	Dorion	251 Wolf River Road	Erosion Protection	5/8/2024	5/13/2024	5	5/14/2024	1	Yes	
#31/24	Standard	\$300.00	Dwight Anderson	City of Thunder Bay	2537 Cypress Drive	Garage	5/6/2024	5/14/2024	8	5/14/2024	1	Yes	
#32/24	Standard	\$300.00	Jeff Salmela	City of Thunder Bay	3111 Feaver Avenue	Garage Addition	5/16/2024	5/17/2024	1	5/21/2024	4	Yes	
#33/24	Small	\$150.00	Deb Bissonnette	Shuniah	2701 Knoble Point	Retaining Wall, Site Grading, Rock Placement	5/21/2024	5/23/2024	2	5/23/2024	2	Yes	
#34/24	Large	\$600.00	Amerigo Coltellaro	City of Thunder Bay	3300 Government Road	Dwelling Construction	5/21/2024	5/24/2024	3	5/27/2024	4	Yes	
#35/24	Large	\$600.00	Brad McKinnon	City of Thunder Bay	1659 Mountain Road	Dwelling & Driveway Construction	5/30/2024	5/31/2024	1	6/3/2024	4	Yes	
#36/24	Standard	\$600.00	Craig Kashak	Shuniah	1109 Cedar Bay Road	Garage Construction	5/24/2024	5/29/2024	7	5/30/2024	1	Yes	
#37/24	Standard	\$300.00	Leigh Shonosky	Neebing	100 Milne Road	Garage Construction	6/4/2024	6/4/2024	1	6/6/2024	2	Yes	
#38/24	Small	N/A	Nature Conservancy of Canada	Dorion	Vacant Lot west of Meyers Road	Culvert Removal & Site Grading	5/24/2024	6/3/2024	13	6/5/2024	3	Yes	
#39/24	Small	\$150.00	Marvin Butikofer	Shuniah	792 Wild Goose Bay Road	Retaining Wall Replacement	5/29/2024	6/3/2024	6	6/5/2024	3	Yes	
#40/24	Standard	\$150.00	Brad McKinnon	City of Thunder Bay	1655 Mountain Road	Driveway Installation	6/4/2024	6/6/2024	2	6/6/2024	2	Yes	
#41/24	Standard	\$300.00	Valard Construction	Shuniah	Locations Parallel to Transmission Lines	Temporary Access Roads	5/17/2024	5/31/2024	14	6/11/2024	11	Yes	
#42/24	Standard	\$300.00	Valard Construction	Shuniah	Locations Parallel to Transmission Lines	Temporary Culvert Installations	5/17/2024	5/31/2024	14	6/11/2024	11	Yes	
#43/24	Small	\$150.00	Jarvis McComber	Shuniah	859 Superior Shores Road	Rock Relocation in Lake Superior	6/12/2024	6/12/2023	1	6/13/2024	1	Yes	
#44/24	Small	\$150.00	James Colby	Shuniah	855 Superior Shores Road	Rock Relocation in Lake Superior	6/12/2024	6/12/2024	1	6/13/2024	1	Yes	
#45/24	Small	\$150.00	Fred Wagenaar	Shuniah	861 Superior Shores Road	Rock Relocation in Lake Superior	6/12/2024	6/12/2024	1	6/13/2024	1	Yes	
#46/24	Large	\$600.00	Port of Thunder Bay	City of Thunder Bay	Mission River - Mobile Ex Terminal	Mission River Dredging	6/11/2024	6/13/2024	2	6/13/2024	1	Yes	
#47/24	Standard	\$300.00	Allison Belluz	Neebing	498 Memory Rd	Cottage Addition	6/13/2024	6/14/2024	2	6/17/2024	4	Yes	
#48/24	Small	N/A	Mun. of Neebing	Neebing	710 Cloud Lake Rd	Shoreline Alteration	6/13/2024	6/14/2024	2	6/18/2024	5	Yes	



Monthly Project Update

MEETING DATE	June 27, 2024
STAFF NAME	Ryan Mackett
POSITION	Communications Manager

Children’s Water Festival

The 2024 Lakehead Children’s Water Festival was held on June 11, 12, and 13 at the LRCA Administrative Office. A total of 324 students from 10 different schools participated in the Water Festival. This event is one of the LRCA’s signature events and was once again extremely well-received by the teachers and parents that attended with their classes this year. Outside organizations that assisted with the delivery of activity centres were the City of Thunder Bay, Ontario Power Generation, Confederation College – Let’s Talk Science program, Thunder Bay Museum, Lakehead University CARIS, and Elder Cindy Crowe from the Blue Sky Healing Centre. The Water Festival is sponsored by Ontario Power Generation (\$5,000 contribution); additionally, the City of Thunder Bay pays for the school bus charters covering off bussing costs.

LRCA Flag Raising at City Hall

Board Member Sheelagh Hendrick has arranged for a ceremonial flag raising at City Hall in celebration of the LRCA’s 70th Anniversary. The flag raising event is scheduled for Tuesday, July 16 at 10:30 a.m. Members are encouraged to attend if able. There will also be a staff presence as well.

70th Anniversary Celebration Event

Planning is underway for the 70th Anniversary Celebration Event, being held at the LRCA Administrative Office from 3:00 p.m. – 8:00 p.m. on Thursday, July 18. Thus far, the event itinerary includes:

- Science North science show/demos at 3:45 p.m., 6:00 p.m. and 7:45 p.m.
- VIP speakers/media photo op at 4:00 p.m.
- Thunderbird Wildlife Rescue free-flying falconry demo at 4:45 p.m.
- Free Carol’s Cakes cupcakes (while supplies last)
- Beefcakes Burger Factory food truck (cash and card accepted)
- Epic Cones ice cream truck (cash only)
- Canada West Maple maple sugar candy-making demo

- Art activities with CAHEP
- Interactive displays/activities from:
 - MNR Enforcement
 - EcoSuperior
 - Thunder Bay Field Naturalists
 - Fort William Historical Park
 - RFDA
- LRCA display related to the Conservation Lands Strategy and Watershed-Based Resource Management Strategy
- LRCA education activities
- LRCA stewardship information plus free milkweed plants for the first 70 people

Board Members are encouraged to attend. For planning purposes, please notify Ryan Mackett or Tammy Cook if you plan to attend.



Monthly Project Update

MEETING DATE	June 27, 2024
STAFF NAME	Ryne Gilliam
POSITION	Lands Manager

Little Trout Bay Floating Dock and Kayak Launch

A floating dock and kayak launch was installed at Little Trout Bay Conservation Area. It was installed east of the existing fixed dock and ramps where it will be sheltered from larger waves by the break wall. This is the third launch installed on LRCA land in addition to Hazelwood Lake and Hurkett Cove Conservation Areas.



Hazelwood Lake Portable Outhouse Shell and Unis Installation

A shell to house the portable outhouse was constructed at the Causeway parking lot at Hazelwood Lake Conservation Area. A standard portable outhouse unit was installed within the shell. This unit gives visitors a closer outhouse unit to use mitigating having to travel up the road to the fixed outhouse units. This was a suggestion from the previous Conservation Areas Survey.



Hazelwood Lake Wetland Trail Access

A new 75 meter trail was created off the (Orange) trail which leads to a lookout to the substantial wetland and floating bog located on the east side of Hazelwood Lake. This trail will give access to visitors to a unique feature within Hazelwood Lake Conservation Area and will also be utilized during educational field trips. Development of a ground level viewing platform and section of floating boardwalk within the wetland is planned for the fall months.



Trail access from existing Orange Trail.



Trail as it leads to wetland area.



Trail opening to wetland area.



View of wetland area from floating bog.

Wishart Sign Installation

The entrance sign for Wishart Conservation Areas which was developed in house has now been installed.



Cascades Dog Refuse Bag Dispenser Installation

A dog refuse bag dispenser station has been installed at Cascades Conservation Area. This station is to promote users to pick up after their dogs. Staff will monitor the usage of the station and hopefully visitors will use it respectfully.





Monthly Project Update

MEETING DATE	June 27, 2024
STAFF NAME	Melissa Hughson
POSITION	Watershed Manager

Watershed Conditions – Low Water

LRCA staff undeclared the Level I Low Water condition on June 5, 2024. The current water level status is ‘Normal’. The measured precipitation received in May 2024 was approximately 22% higher than the monthly average, (i.e., 86.6 mm received compared to 70.7 mm average). Similarly, the 3-month (March, April, May) actual precipitation received was approximately 18% higher than average. Prior to March 2024, the Thunder Bay region received 10 consecutive months of below average precipitation.

Bathing Beach Sampling

Staff have begun bathing beach sampling at Hazelwood Lake and Mission Island Marsh Conservation Areas under the Thunder Bay District Health Unit’s Beach Program. Between June 1st and August 31st, staff will sample weekly. As part of the operation of the bathing beach area, the water is tested to ensure swimmers are advised of current swimming conditions. High levels of *E. coli* in recreation water may cause health related problems in swimmers. Staff will post an Advisory at the beach when warranted, per the Bathing Beach Protocol. The last Advisory posted at Hazelwood occurred in 2007. Sampling at Mission Island Marsh was discontinued in 2009 but resumed in 2022 due to the increased recreational usage in the area.

Cyanobacteria Monitoring

Cyanobacteria (previously known as blue-green algae) monitoring, sampling, and cyanotoxin testing will be conducted weekly as part of the Beach Bathing Program from July 15 to August 12, 2024. LRCA’s program began in 2022 as a protective measure to better understand the presence of cyanobacteria within four of our Conservation Areas, (Mission Island Marsh, Hazelwood Lake, Silver Harbour and Hurkett Cove). On August 24, 2023, LRCA staff observed a blue-green algae bloom at the Hazelwood Lake Beach. Once confirmed by the Ministry of Environment, Conservation, and Parks on August 30, 2023, an Advisory for Cyanobacteria was posted at the Hazelwood Lake Beach and remained in place for two weeks. Cyanobacteria are microorganisms that can cause harmful algal blooms that can result in ill-effects ranging from skin-itch, to nausea, and even death in severe cases for humans and animals exposed to cyanotoxins during these blooms. Understanding the presence and patterns in which cyanobacteria occurs within our Conservation Areas is essential for the protection of visitors and their pets. The project encompasses two methods for testing and identifying cyanobacteria: the Eurofins Algal Toxin

(Microcystins) Recreational Water Test Strips Kit and a micrology assessment conducted by Blue Green Labs. Any observations or positive test results are reported to the Spills Action Center online or by phone. Increasing monitoring and public awareness provides a significant step in developing better communication and dissemination of water-related issues to the public.

Mosquito and Pennock Creek Surface Water Sampling

At the request of the City of Thunder Bay Engineering & Operations Division, LRCA staff are completing surface water sampling along Mosquito Creek (10 sites) and Pennock Creek (2 sites) within the City of Thunder Bay once per month, from June through October. The City of Thunder Bay is interested in tracking water quality within Mosquito Creek and Pennock Creek within their area of jurisdiction. Mosquito Creek and Pennock Creek are both watersheds where there are residents serviced by municipal water and private septic systems. A Watershed Assessment for Mosquito Creek was last completed in 2022. Since that time, the City has used LRCA's resources and expertise to continue to collect surface water samples for water quality analysis to continue to track exceedances specifically related to nutrients (nitrates, nitrites, phosphorus) within the watershed. Two additional sites along Pennock Creek have been added to the 2024 sampling season. The Category 2 program is funded through direct billing to the City of Thunder Bay Engineering & Operations Division and does not use municipal levy.

Neebing-McIntyre Floodway Annual Inspection Tour

The annual Neebing-McIntyre Floodway inspection tour is scheduled with the City of Thunder Bay's engineering division for the end of the month. The inspection takes place annually in accordance with the Neebing-McIntyre Floodway Agreement between the City of Thunder Bay and the LRCA. The onsite meeting consists of an inspection of the main features of the system, (i.e., diversion structure, diversion channel, sections of the floodway moving east from Balmoral Street to the outlet at Lake Superior, etc.). The purpose of the tour is to identify and discuss any issues/concerns requiring attention to ensure the Floodway continues to operate as designed. The annual inspection also aids in preparation of the Operation, Maintenance and Surveillance Plan completed yearly.

Drinking Water Source Protection

The Watershed Manager attended the in person Drinking Water Source Protection Project Managers' meeting hosted by the Ministry of the Environment, Conservation and Parks (MECP) and Conservation Ontario, held in Peterborough June 3-4, 2024. The multi-year Transfer Payment Agreements (TPAs) for 2024-2027 were discussed along with general program information such as completing technical work, the 2021 Technical Rules, Section 34 guidance, MECP review processes, strengths and weaknesses of the program, etc. Following the meeting, draft TPAs were distributed by MECP to the 19 Source Protection Authorities, including Lakehead. LRCA staff have provided comments to MECP on the draft document; the final TPA is anticipated to be in place in the coming weeks. The agreement secures funding for the program for the next three years.