



**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

**Annual Report:  
Permit Timelines &  
Compliance Summary  
2025**

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## 1 BACKGROUND

On April 1, 2024, the *Conservation Authorities Act* (CA Act) was amended, bringing into force new legislative and regulatory requirements associated with Conservation Authority (CA) permitting; O. Reg. 686/21 (Mandatory Programs and Services) was amended to include annual reporting requirements for Conservation Authorities (CAs). Further to Section 8.1 of the regulation, all CAs are required to prepare and publish (“make public”) an annual report outlining statistics on permits, including reporting on the level of compliance with requirements of O. Reg. 41/24 (Prohibited Activities, Exemptions and Permits) regarding the application for and issuance of permits, including any associated timelines.

As per the regulatory requirements, Lakehead Region Conservation Authority (LRCA) staff have prepared this annual report that outlines statistics on permits issued in 2025 including compliance with associated timelines. It is noted that O. Reg. 41/24 came into effect on April 1, 2024 and this is the first full year (January to December) of reporting on permits issued under O. Reg. 41/24.

In addition to reporting on permit statistics and timelines, the annual report provides details on compliance with the following elements of O. Reg. 41/24:

- Public availability and annual review of CA mapping;
- Notification of complete applications; and,
- Completion of administrative reviews (within 30 days following a request).

### 1.1 Policy DEVREG-07 Section 28 Permit Timelines and Compliance Reporting

LRCA policy DEVREG-07, Section 28 Permit Timelines and Compliance Reporting was developed as per Section 12 of O. Reg. 41/24, whereby all CAs must develop policy and procedure documents outlining standard timelines for the Authority to make decisions on permit applications following the notification to applicants that an application is deemed complete. The Policy also outlines annual reporting requirements. The policy is used by LRCA staff in administering the Section 28 Development Regulations program and has been followed in the preparation of this annual report.

### 1.2 Legislated Permit Application Review Timelines

Timelines associated with CA permit reviews are specified in Section 7 of O. Reg. 41/24 and under Section 28.1 of the *Conservation Authorities Act*; there are two distinct timelines associated with CA reviews of permit applications listed as follows:

1. Upon receipt of an application and applicable fee, the Authority has **21 days** to notify the applicant in writing whether or not the application is deemed a “complete application”.
2. Once an application is deemed “complete”, the CA will complete their review and make a decision. Per subsection 28.1 (22) of the CA Act, if the CA has not made a decision within **90 days**, the applicant may appeal the application directly to the Ontario Land Tribunal on the basis of a non-decision. All timelines presented are in calendar days and exclude statutory holidays.

## **2 2025 Annual Permit Timelines and Compliance Summary**

Appendix A summarizes LRCA’s 2025 permit statistics, timelines and compliance. The table is a standard reporting template developed by Conservation Ontario and ensures comparability between CAs. Where variances from the timelines or other regulatory elements exist, LRCA staff have provided brief commentary on common reasons for such variances if required.

In summary, between January 1 and December 31, 2025, LRCA staff issued a total of 68 permits under O. Reg. 41/24 (Prohibited Activities, Exemptions and Permits).

All applicants received a notice of complete application within the 21-day time period. There were no requests received for Administrative Reviews in 2025. LRCA staff met all required timelines for the issuance of both minor and major permits (within 30 and 90 days respectively).

An annual review of LRCA’s regulated area maps was undertaken in 2025. Staff Report DEVREG-03-2025 was received by the LRCA Board of Directors, and updates to LRCA’s Screening Maps were approved during the March 2025 Board meeting. Updated maps were printed, made available at LRCA’s head office, and posted to the Authority’s website in April of 2025.

## **3 Conclusion**

This annual report meets the legislative and regulatory requirements of the *Conservation Authorities Act*. Once accepted by the LRCA Board of Directors, the report will be published on LRCA’s website on the “Governance” webpage, as well as on the “CA Permitting / Regulations” webpage. LRCA’s 2025 Permit Timelines and Compliance Summary (Appendix A) will be shared with Conservation Ontario (CO) for their use in the preparation of an annual report to the CO Council on the collective outcomes of all CAs’ annual reports.

# **A APPENDIX: 2025 Permit Timelines & Compliance Summary**

<b>Conservation Authority: Lakehead Region Conservation Authority (LRCA)</b>	
<b>Annual Reporting – Permit Statistics</b>	
<b>Total Permits Issued (Overall)</b> (January 1 – December 31):	68
<b>Total Major Permits Issued</b> (January 1 – December 31):	6
<b>Total Minor Permits Issued</b> (January 1 – December 31):	62
<b>Total Applications Subject to Minister’s Order (Minister’s Review):</b>	0
<b>Annual Reporting – Permit Timelines</b>	
<b>COMPLETE APPLICATION REVIEW</b> Total complete application reviews completed in 21 days:	68
<b>PERMIT TIMELINES (MAJOR)</b> Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	6
<b>PERMIT TIMELINES (MAJOR)</b> Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	0
<b>PERMIT TIMELINES (MINOR)</b> Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	62
<b>PERMIT TIMELINES (MINOR)</b> Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	0
<b>VARIANCE FROM TIMELINES</b> Reason for Variance from Timelines (Optional):	Not applicable – all timelines were met.
<b>PERMIT TIMELINES (AVERAGE – ALL)</b> Overall Average Permit Review Timeline ():	4.5 days
<b>PERMIT TIMELINES (AVERAGE – MAJOR – 90 DAYS)</b> Average Major Permit Review Timeline:	14.3 days
<b>PERMIT TIMELINES (AVERAGE – MINOR – 30 DAYS)</b> Average Minor Permit Review Timeline:	3.6 days
<b>Annual Reporting – Compliance with O. Reg. 41/24</b>	
<b>MAPPING</b> Are maps of regulated areas available at the CA head office and on the CA website?	Yes. All maps of regulated areas/ site screening maps are available in hard copy at the LRCAs head office, as well as online

(ss. 4(1) of O. Reg. 41/24)	at: <a href="https://lakeheadca.com/planning-permits/screening-maps/">https://lakeheadca.com/planning-permits/screening-maps/</a> ; in addition, members of the public are able to use LRCAs online map viewer tool on LRCA’s website to search a property to determine if there are regulated areas <a href="https://lakeheadca.com/planning-permits/map-your-property/">https://lakeheadca.com/planning-permits/map-your-property/</a>
<p><b>MAPPING</b> Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)</p>	<p>Yes; minor mapping revisions were undertaken as a result of in-person site assessments, (refer to Staff Report DEVREG-03-2025 and Resolution #56/25 for further details).</p> <p>Annual updates to LRCAs regulated area mapping will continue in 2026.</p>
<p><b>ADMINISTRATIVE REVIEWS</b> Total requests for administrative reviews made to the Authority:</p>	0
<p><b>ADMINISTRATIVE REVIEWS</b> Total administrative reviews completed within 30 days of the request:</p>	n/a – 0 requests for Administrative Review received.