



71st LRCA Annual Board Meeting

Lakehead Region Conservation Authority
130 Conservation Road/Microsoft Teams
2025-01-29 16:30 - 18:00 EST

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1. CALL TO ORDER

Declaration: “The Lakehead Region Conservation Authority respectfully acknowledges that the lands on which we live and work are the traditional lands of the Anishinabek Nation and the traditional territory of Fort William First Nation, signatory to the Robinson-Superior Treaty of 1850. As partners in the conservation and protection of the Lakehead Watershed along with 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.

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4.1. APPOINTMENT OF SCRUTINEERS

THAT: Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager, be appointed as scrutineers of the Lakehead Region Conservation Authority 2025 elections.

4.2. ELECTION OF AUTHORITY CHAIR

THAT: the nominations for Chair be closed. THAT: is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2026.

4.3. ELECTION OF AUTHORITY VICE-CHAIR

THAT: the nomination for Vice-Chair be closed. THAT: is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2026.

4.4. BALLOTS

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| 10. IN-CAMERA AGENDA | |
| <p>THAT: we now go into Committee of the Whole (In-Camera) at _____ p.m. THAT: we go into Open Meeting at _____ p.m. THAT: the In-Camera Minutes of the Lakehead Region Conservation Authority October 30, 2024 meeting be adopted as published.</p> | |
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19. NEXT MEETING

The next meeting will be held on Wednesday, February 26, 2025 at 4:30 p.m.

20. ADJOURNMENT

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



| | | | |
|----------------------|---|-------------------|--------------|
| PROGRAM AREA | CORPORATE | REPORT NO. | CORP-01-2025 |
| DATE PREPARED | January 22, 2025 | FILE NO. | |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | Annual Election of Chair and Vice-Chair | | |

RECOMMENDATION

Suggested Resolutions

“THAT: Mark Ambrose, Finance Manager and Ryan Mackett, Communications Manager, be appointed as scrutineers of the Lakehead Region Conservation Authority 2025 elections.”

“THAT: the nominations for Chair be closed.”

“THAT: _____ is appointed as Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2025.”

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

“THAT: _____ is appointed as Vice-Chair of the Lakehead Region Conservation Authority until the Annual General Meeting of 2025.”

“THAT: the ballots of the 2025 Lakehead Region Conservation Authority annual election be destroyed.”

LINK TO STRATEGIC PLAN (2023-2027)

Govern and Enhance

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

EXECUTIVE SUMMARY

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

DISCUSSION

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

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

Duties of Chair and Vice-Chair:

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

Chair

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

Vice-Chair

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

Maximum Term for Chair and Vice-Chair

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

2025 Election

Per direction from the Board (Resolution #114/24) a request was submitted to the Minister of Natural Resources requesting an exception to permit the current Chair and Vice-Chair, if elected during the annual election, to hold the position of Chair and Vice-Chair for more than two consecutive terms and to be from the same municipality. A follow up email was sent on January 3, 2025, with a response received on January 7, 2025, indicating that the request continued to be under review.

As of January 22, 2025, no response had been received in regard to the request for an exception. An update will be provided at the Board meeting if warranted.

2025 Members of the LRCA

| Member | Municipality | Past Appointments | 2025 Chair Eligibility | 2025 Vice-Chair Eligibility |
|-------------------|---------------------|---|------------------------|-----------------------------|
| Donna Blunt | Shuniah | Chair: 2016-2024 Vice-Chair: 2011-2015 | No | Yes |
| Jim Vezina | O'Connor | Vice-Chair 2023-2024 | Yes | No |
| Grant Arnold | Conmee | Vice Chair: 2008-2009, 2019-2022 | Yes | Yes |
| Dan Calvert | Oliver Paipoonge | | Yes | Yes |
| Rudy Buitenhuis | Gillies | | Yes | Yes |
| Brian Kurikka | Neebing | | Yes | Yes |
| Robert Beatty | Dorion | | Yes | Yes |
| Trevor Giertuga | City of Thunder Bay | | Yes | Yes |
| Greg Johnsen | City of Thunder Bay | | Yes | Yes |
| Sheelagh Hendrick | City of Thunder Bay | | Yes | Yes |
| Albert Aiello | City of Thunder Bay | | Yes | Yes |

FINANCIAL IMPLICATIONS

None.

CONCLUSION

The LRCA will hold the 2025 election at their Annual General Meeting to elect a Chair and Vice-Chair for a one-year term per the *Conservation Authorities Act* and Administrative By-Law.

The current Chair, Donna Blunt and Vice-Chair, Jim Vezina are not eligible to run for the positions of Chair and Vice-Chair, respectively in 2025.

BACKGROUND

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

Chair, vice-chair

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

Term of chair, vice-chair

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

Representation from each municipality

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

Exception

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

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

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

Vacancy

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

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

Absence of chair and vice-chairs

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

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

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


The LRCA received two subsequent exceptions from the Minister of Natural Resources and Forestry allowing the Chair to be re-appointed in 2023 and 2024, if elected by the Members of the Authority, and therefore hold office for more than two consecutive terms. The exception also allowed the LRCA to re-appoint as Chair the Member from the same participating municipality.

REFERENCE MATERIAL ATTACHED

Attachment #1 - Procedure for Election of Officers

PREPARED BY:

Tammy Cook, CAO

| | |
|--|---------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 22, 2025 |
|--|---------------------------|

1. Voting

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

2. Acting Chair

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

3. Scrutineer(s)

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

4. Election Procedures

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

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

If one Nominee has accepted:

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

If more than one Nominee have accepted:

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

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

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



November LRCA Board Meeting Minutes

Lakehead Region Conservation Authority

November 27, 2024 at 4:30 PM

130 Conservation Road/Microsoft Teams

Members Present: Albert Aiello, Grant Arnold, Robert Beatty, Donna Blunt, Rudy Buitenhuis, Dan Calvert, Trevor Giertuga, Sheelagh Hendrick, Jim Vezina

Members Present Virtually: Greg Johnsen

Members Absent: Brian Kurikka

Also Present:

Tammy Cook, Chief Administrative Officer

Mark Ambrose, Finance Officer

Ryne Gilliam, Lands Manager

Ryan Mackett, Communications Manager

Melissa Hughson, Watershed Manager

Melanie O'Riley, Administrative Clerk/Receptionist, recorder of Minutes

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

THAT: *the Agenda be adopted as published.*

Motion: #117/24

Motion moved by Rudy Buitenhuis and motion seconded by Robert Beatty. **CARRIED.**

3. DISCLOSURE OF INTEREST

None.

4. MINUTES OF PREVIOUS MEETING

***THAT:** the Minutes of the Lakehead Region Conservation Authority Ninth Regular Meeting held on October 30, 2024 be adopted as published.*

Motion: #118/24

Motion moved by Robert Beatty and motion seconded by Grant Arnold. **CARRIED.**

5. IN-CAMERA AGENDA

No In-Camera meeting was held.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE

None.

8. STAFF REPORTS

8.1. Conservation Lands Inventory

Members reviewed and discussed Staff Report CORP-13-2024 related to the LRCA's Conservation Lands Inventory.

***THAT:** Staff Report CORP-13-2024 be received **AND FURTHER THAT** the Conservation Lands Inventory be approved.*

Motion: #119/24

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

8.2. Watershed-Based Resource Management Strategy

Members reviewed and discussed Staff Report CORP-15-2024 related to the final Watershed-Based Resource Management Strategy.

***THAT:** Staff Report CORP-15-2024 be received **AND FURTHER THAT** the Watershed-Based Resource Management Strategy Version 1.0 be approved.*

Motion: #120/24

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

8.3. Section 28 Permit Timelines and Compliance Reporting Policy

Members reviewed and discussed Policy DEVREG-07-2024 related to Section 28 Permit Timelines and Compliance Reporting Policy.

***THAT:** Development Regulations Policy DEVREG-07-2024, Section 28 Permit Timelines and Compliance Reporting Policy under O. Reg. 41/24 and O. Reg. 686/21 be adopted.*

Motion: #121/24

Motion moved by Robert Beatty and motion seconded by Rudy Buitenhuis. **CARRIED.**

8.4. Stewardship Program Project Summary – 2024

Members reviewed and discussed Staff Report STEW-03-2024 which summarized the 2024 Stewardship Program projects. It was noted that over \$1,000,000 in external funding had been obtained for Stewardship programs since 2020.

***THAT:** Staff Report STEW-03-2024 be received.*

Motion: #122/24

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

8.5. Conservation Area Water Quality Monitoring Report 2024

Members reviewed and discussed Staff Report WM-01-2024 related to the 2024 Conservation Area Water Monitoring Program. It was noted that one occurrence of blue green algae was detected that resulted in Hazelwood Lake being posted with an advisory for two weeks.

***THAT:** the Staff Report WM-01-2024 be received **AND FURTHER THAT** the Conservation Area Water Monitoring Program will continue in 2025.*

Motion: #123/24

Motion moved by Jim Vezina 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 October's Administration and Capital

9.2. Conservation Authorities Act - Transition Plan, Phase I and II Regulations Deliverable Completion

Members reviewed and discussed Staff Report CORP-14-2024 which summarized the final deliverables required in the updated *Conservation Authorities Act* and associated regulations. It was noted that all required deliverables as part of the updates to the *Conservation Authorities Act* have been completed as mandated prior to the December 31, 2024 deadline.

***THAT:** Staff Report CORP-14-2024 be received for information.*

Motion: #124/24

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

***THAT:** The CAO and Chair are authorized to execute a Memorandum of Understanding with the City of Thunder Bay related to the Risk of Natural Hazard Program - Victor Street Erosion.*

Motion: #125/24

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

9.3. Final 2025 Budget

Members reviewed and discussed the 2025 Budget and Levy.

***THAT:** the 2025 Budget levy apportionment as outlined in Version 2.0 of the Lakehead Region Conservation Authority Final Budget be approved **AND FURTHER THAT** a copy of the final budget will be provided to the Minister of Natural Resources and all Member Municipalities.*

Recorded Weighted Vote:

| Municipality | Member | Vote % | Vote |
|------------------|-------------------|--------|---------------|
| Conmee | Grant Arnold | 1.57% | Yes |
| Dorion | Robert Beatty | 1.01% | Yes |
| Gillies | Rudy Buitenhuis | 0.88% | Yes |
| Neebing | Brian Kurikka | 7.88% | Absent |
| O'Connor | Jim Vezina | 1.67% | Yes |
| Oliver Paipoonge | Dan Calvert | 19.63% | Yes |
| Shuniah | Donna Blunt | 17.36% | Yes |
| Thunder Bay | Sheelagh Hendrick | 12.50% | Yes |
| Thunder Bay | Trevor Giertuga | 12.50% | Yes |
| Thunder Bay | Albert Aiello | 12.50% | Yes |
| Thunder Bay | Greg Johnsen | 12.50% | Yes |

Motion: #126/24

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

THAT: in 2025 the following will be appropriated from the following reserves: Operating Capital Reserve \$65,000; Vehicle and Equipment Reserve \$5,470; Conservation Area Major Maintenance Capital Reserve \$299,990; Administrative Facility Reserve \$178,520 and Forest Management Reserve \$4,781.

Motion: #127/24

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

THAT: the Lakehead Region Conservation Authority adopts the 2025 Budget Document, Version 2.0 for a total budget of \$4,574,963.

Motion: #128/24

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

9.4. Corporate Services Policy Update

Members reviewed and discussed Staff Report POLICY-FIN-05-2024 related to the updated Finance Policy for the annual procurement of Corporate Services.

THAT: the updated Finance Policy FIN-05: Corporate Services as outlined in Staff Report POLICY-FIN-05-2024 be adopted.

Motion: #129/24

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

10. PASSING OF ACCOUNTS

THAT: having examined the accounts for the period October 1, 2024 to October 31, 2024 cheque #3378 to #3411 for \$84,573.27 and preauthorized payments of \$173,316.24 for a total of \$257,889.51, we approve their payment.

Motion: #130/24

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

11. REGULATORY ROLE

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

12. PROJECTS UPDATE

12.1. Communications Manager Projects Update

It was noted that the LRCA was successful in acquiring \$5,000 in funding for a mural at the Administrative Office as part of the CEDC Tourism Muralscapes funding application.

It was noted that 10, 000 copies of the 2025 LRCA Fundraising Calendar were ordered, and were being distributed in the Community.

12.2. Lands Manager Projects Update

It was noted that a parking barrier was installed at the top parking lot at Hazelwood Lake Conservation Area to block vehicles from accessing the grassed picnic area and causing damage to the lawn. The gate which was separating the two main parking lots was moved (allowing access to both parking lots) and reinstalled leading to the garage and storage area to restrict public access to that area.

It was noted that a new entrance sign was installed at Cascades Conservation Area. The sign was designed by Luc Despres of Despres Metal Artwork.

12.3. Watershed Manager Projects Update

It was noted that the LRCA's area of jurisdiction remains in a Level I Low Water advisory.

It was noted that Lake Superior water levels continue to be drier than average for the month of October.

It was noted that the GIS/Water Resources Technologist and Environmental Planner attended the Regional Provincial Water Quality Monitoring Network meeting. It was also noted that the LRCA has volunteered to participate in PWQMN's winter sampling program for 2024/2025. The first winter sampling day occurred on November 18, 2024.

It was noted that sampling under the Provincial Ground Water Monitoring Network (PGMN) program was completed for 2024.

13. NEW BUSINESS

None.

14. NEXT MEETING

The next meeting will be held on January 29, 2025 at 4:30 p.m., which will be the Annual General Meeting and elections.

15. ADJOURNMENT

***THAT:** the time being 5:12 p.m. **AND FURTHER THAT** there being no further business we adjourn.*

Motion: #131/24

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

Chair

Chief Administrative Officer



| | | | |
|----------------------|-------------------------|-------------------|-------------|
| PROGRAM AREA | FINANCE | REPORT NO. | FIN-01-2025 |
| DATE PREPARED | January 2, 2025 | FILE NO. | |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | Appointment of Auditors | | |

RECOMMENDATION

***“THAT:** the audit firm of Doane Grant Thornton Thunder Bay LLP is appointed as auditors of the Lakehead Region Conservation Authority for the year 2025.”*

LINK TO STRATEGIC PLAN (2023-2027)

Govern and Enhance:

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

EXECUTIVE SUMMARY

It is the opinion of the CAO that Doane Grant Thornton Thunder Bay LLP provided adequate service in 2024 and are therefore recommended to continue to provide audit services in 2025.

DISCUSSION

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

In 2024, Doane Grant Thornton Thunder Bay LLP provided audit services. Annually a senior representative of the firm attends the Authority Meeting when the respective year Audited Financial Statements are presented to the Board.

All services provided in 2024 were considered to have been provided in a very competent professional manner.

Total fees paid to the firm in 2024 included (exclusive of HST):

| Fees Paid | 2024 | 2023 | 2022 |
|--------------|-----------------|-----------------|-----------------|
| Audit Fees | \$18,745 | \$14,532 | \$13,665 |
| Total | \$18,745 | \$14,532 | \$13,665 |

The fee increase from 2023 to 2024 is due mainly to the new financial statement structure as well as new audit disclosure requirements per GAAP. Staff anticipates 2025 fees to be lower as no new financial statement requirements are anticipated.

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

FINANCIAL IMPLICATIONS

Anticipated audit fees for 2025 have been included in the 2025 Budget.

CONCLUSION

Doane Grant Thornton Thunder Bay LLP provided adequate service in 2024 and are recommended by the CAO to provide continuing service in 2025.

BACKGROUND

LRCA Policy FIN-05: Corporate Services outlines the procedure for the annual appointment of the Auditor:

The General Membership shall appoint an Auditor annually at the Annual Meeting by resolution and in accordance with Section 38 of the *Conservation Authorities Act*. Per Section 38(2) of the Act, no person shall be appointed as an auditor who is or during the preceding year was a Member of the Authority or who has or during the preceding year had any direct or indirect interest in any contract or any employment with the Authority other than for services within his or her professional capacity.

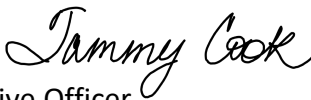
On an annual basis, the CAO will submit a report to the Board outlining the audit services performed by the Auditor summarizing the type of service, fees paid, performance of the firm and recommendation regarding continuing with their service. The Auditor will be provided with a copy of the Staff Report.

REFERENCE MATERIAL ATTACHED

None

PREPARED BY: Mark Ambrose, Finance Manager

REVIEWED BY: Tammy Cook, CAO

| | |
|--|------------------------------|
| THIS REPORT SIGNED AND VERIFIED BY: Tammy Cook  Chief Administrative Officer | DATE: January 2, 2025 |
|--|------------------------------|



| | | | |
|----------------------|---------------------------|-------------------|-------------|
| PROGRAM AREA | FINANCE | REPORT NO. | FIN-02-2025 |
| DATE PREPARED | January 2, 2025 | FILE NO. | |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | Appointment of Solicitors | | |

RECOMMENDATION

***“THAT:** the legal firm of McKitricks is appointed as solicitors of the Lakehead Region Conservation Authority for the year 2025.”*

LINK TO STRATEGIC PLAN (2023-2027)

Govern and Enhance:

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

EXECUTIVE SUMMARY

It is the opinion of the CAO that McKitricks provided excellent legal service in 2024 and are therefore recommended to continue to provide legal services in 2025.

DISCUSSION

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

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

Legal services provided in 2024 included:

- Advice related to the Ward WRIT
- Advice related to Hurkett Cove land titles
- Advice related to general legal matters
- Advice related to the floodway easement agreement. (reimbursed by City and Enbridge)

Total fees paid to the firm in 2024 included:

| | 2024 | 2023 | 2022 |
|------------------------|------------|------------|------------|
| Fees and Disbursements | \$8,515.73 | \$7,307.93 | \$3,930.07 |

**exclusive of HST

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

FINANCIAL IMPLICATIONS

Anticipated legal fees have been incorporated in the draft 2025 budget.

CONCLUSION

McKittricks provided excellent legal service in 2024 and are recommended by the CAO to provide continuing service in 2025.

BACKGROUND

LRCA Policy FIN-05: Corporate Services outlines the procedure for the annual appointment of the Solicitor:

The General Membership shall appoint a solicitor(s) to act as the Authority's legal counsel by Resolution annually at the Annual Meeting.


On an annual basis, the Chief Administrative Officer (CAO) will submit a report to the Board outlining the legal services performed by the current Solicitor for the previous year summarizing the type of service, fees paid, performance of the firm and recommendation regarding continuing with their service. The Solicitor will be provided with a copy of the Staff Report.

REFERENCE MATERIAL ATTACHED

None

PREPARED BY: Tammy Cook, CAO

REVIEWED BY: Mark Ambrose, Finance Manager

| | |
|--|-------------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 20, 2025 |
|--|-------------------------------|



| | | | |
|----------------------|-------------------------------|-------------------|-------------|
| PROGRAM AREA | FINANCE | REPORT NO. | FIN-03-2025 |
| DATE PREPARED | January 8, 2025 | FILE NO. | |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | Appointment of Authority Bank | | |

RECOMMENDATION

***“THAT:** the Royal Bank of Canada, Business Centre is appointed as the bank with which the Lakehead Region Conservation Authority will conduct its financial business during 2025.”*

LINK TO STRATEGIC PLAN (2023-2027)

Govern and Enhance:

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

EXECUTIVE SUMMARY

It is the opinion of the CAO that the Royal Bank of Canada provided adequate service during 2024 and are therefore recommended to continue to provide banking services in 2025.

DISCUSSION

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

The Royal Bank of Canada (RBC) provided banking services to the Lakehead Region Conservation Authority in 2025 including:

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

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

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

Fees and interest earned in 2024 included:

| | 2024 | 2023 | 2022 |
|-----------------------|-------------|-------------|-------------|
| Banking and Visa Fees | \$8,247.62 | \$7,874.77 | \$6,547.70 |
| Interest Earned | \$85,680.17 | \$76,804.71 | \$34,119.19 |

In 2024, the LRCA has all operating funds deposited in the RBC operating account. The general interest from the operating account has varying interest rates each month. Total interest from the operating account amounted to \$85,680.17.

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

FINANCIAL IMPLICATIONS

All banking fees and anticipated interest earnings are incorporated into the draft 2025 budget.

CONCLUSION

The Royal Bank of Canada provided adequate service in 2024 and are recommended by the CAO to provide continuing service in 2025.

BACKGROUND

LRCA Policy FIN-05: Corporate Services outlines the procedure for the annual appointment of the Bank:

The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution annually at the Annual Meeting.


On an annual basis, the CAO will submit a report to the Board outlining the type of banking services provided, fees paid, interest earned and a recommendation regarding continuing with their service. The Bank will be provided with a copy of the Staff Report.

REFERENCE MATERIAL ATTACHED

None

PREPARED BY: Tammy Cook, CAO

REVIEWED BY: Mark Ambrose, Finance Manager

| | |
|--|--------------------------------------|
| <p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p></p> <p>Tammy Cook Chief Administrative Officer</p> | <p>DATE:</p> <p>January 20, 2025</p> |
|--|--------------------------------------|

**Ministry of Natural
Resources**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tel: 416-314-2301

**Ministère des Richesses
naturelles**

Bureau du ministre

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



December 12, 2024

TO: Conservation authorities as listed in the Attachment A “Extension of Minister’s Direction to Not Change Fees”

SUBJECT: Extension of Minister’s direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees

I am writing with regard to conservation authority fees for the 2025 calendar year. Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction, attached to this letter as Attachment A, that extends the previous Directions that were in place for the 2023 and 2024 calendar years.

The purpose of this Direction, which is effective from January 1, 2025, to December 31, 2025, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This Direction is intended to support less costly approvals in order to help increase housing supply and affordability in Ontario.

This Direction applies to the conservation authorities listed in Appendix A, who are encouraged to make the Direction publicly available on the Governance section of their websites.

If you have any questions regarding this Direction, please contact Jennifer Keyes, Director, Development and Hazard Policy Branch, at Jennifer.Keyes@ontario.ca or 705-761-4831.

Sincerely,

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

The Honourable Graydon Smith
Minister of Natural Resources

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

**Minister's Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*
(this "Direction")**

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

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

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

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

NOW THEREFORE pursuant to the authority of the Minister of Natural Resources under section 21.3, the conservation authorities set out under Appendix "A" of this Direction (the "**conservation authorities**" or each, a "**conservation authority**") are hereby directed as follows:

Fee Changes Prohibition

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

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a conservation authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or conservation authority recommended program or service (Category 3) related to reviewing and commenting on planning and

development related proposals, applications, or land use planning policies, or for conservation authority permitting.

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

Application

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


Effective Date and Term

6. This Direction is effective from January 1, 2025 (the “**Effective Date**”).
7. The term of this Direction is the period from the Effective Date to December 31, 2025 (the “**Term**”).

Amendments

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

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



The Honourable Graydon Smith
Minister of Natural Resources
December 12, 2024

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA

R.R. #3
71108 Morrison Line
Exeter ON N0M 1S5
Brian Horner
bhorner@abca.on.ca

Cataraqui Region CA

Box 160
1641 Perth Road
Glenburnie ON K0H 1S0
David Ellingwood
dellingwood@crca.ca

Catfish Creek CA

R.R. #5
8079 Springwater Road
Aylmer ON N5H 2R4
Dusty Underhill
generalmanager@catfishcreek.ca

Central Lake Ontario CA

100 Whiting Avenue
Oshawa ON L1H 3T3
Chris Darling
cdarling@cloca.com

Credit Valley CA

1255 Old Derry Rd
Mississauga ON L5N 6R4
Quentin Hanchard
quentin.hancard@cvc.ca

Crowe Valley CA

Box 416
70 Hughes Lane
Marmora ON K0K 2M0
Tim Pidduck
tim.pidduck@crowevalley.com

Essex Region CA

Suite 311
360 Fairview Ave West
Essex ON N8M 1Y6
Tim Byrne
tbyrne@erca.org

Ganaraska Region CA

Box 328
2216 County Road 28
Port Hope ON L1A 3V8
Linda Laliberte
llaliberte@grca.on.ca

Grand River CA

Box 729
400 Clyde Road
Cambridge ON N1R 5W6
Samantha Lawson
slawson@grandriver.ca

Grey Sauble CA

R.R. #4
237897 Inglis Falls Road
Owen Sound ON N4K 5N6
Tim Lanthier
t.lanthier@greysauble.on.ca

Halton Region CA

2596 Britannia Road West
Burlington ON L7P 0G3
Chandra Sharma
csharma@hrca.on.ca

Hamilton Region CA

P.O. Box 81067
838 Mineral Springs Road
Ancaster ON L9G 4X1
Lisa Burnside
lisa.burnside@conservationhamilton.ca

Kawartha Region CA

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

Kettle Creek CA

R.R. #8
44015 Ferguson Line
St. Thomas ON N5P 3T3
Elizabeth VanHooren
elizabeth@kettlecreekconservation.on.ca

Lake Simcoe Region CA

Box 282
120 Bayview Parkway
Newmarket ON L3Y 3W3
Rob Baldwin
r.baldwin@lsrca.on.ca

Lakehead Region CA

Box 10427
130 Conservation Road
Thunder Bay ON P7B 6T8
Tammy Cook
tammy@lakeheadca.com

Long Point Region CA

4 Elm Street
Tillsonburg ON N4G 0C4
Judy Maxwell
jmaxwell@lprca.on.ca

Lower Thames Valley CA

100 Thames Street
Chatham ON N7L 2Y8
Mark Peacock
mark.peacock@ltvca.ca

Lower Trent Region CA

R.R. #1
714 Murray Street
Trenton ON K8V 5P4
Rhonda Bateman
rhonda.bateman@ltc.on.ca

Maitland Valley CA

Box 127
1093 Marietta Street
Wroxeter ON N0G 2X0
Phil Beard
pbeard@mvca.on.ca

Mattagami Region CA

100 Lakeshore Road
Timmins ON P4N 8R5
David Vallier
david.vallier@timmins.ca

Mississippi Valley CA

10970 Highway 7
Carleton Place ON K7C 3P1
Sally McIntyre
smcintyre@mvc.on.ca

Niagara Peninsula CA

250 Thorold Road West, 3rd Floor
Welland ON L3C 3W2
Leilani Lee-Yates
llee-yates@npca.ca

Nickel District CA

199 Larch St
Suite 401
Sudbury ON P3E 5P9
Carl Jorgensen
carl.jorgensen@conservationsudbury.ca

North Bay-Mattawa CA

15 Janey Avenue
North Bay ON P1C 1N1
Robin Allen
robin.allen@nbmca.ca

Nottawasaga Valley CA

8195 Line 8
Utopia ON L0M 1T0
Doug Hevenor
dhevenor@nvca.on.ca

Otonabee Region CA

250 Milroy Drive
Peterborough ON K9H 7M9
Janette Loveys Smith
jsmith@otonabeeconservation.com

Quinte Region CA

R.R. #2
2061 Old Highway #2
Belleville ON K8N 4Z2
Brad McNevin
bmcnevin@quinteconservation.ca

Raisin Region CA

PO Box 429
18045 County Road 2
Cornwall ON K6H 5T2
Alison MacDonald
alison.macdonald@rrca.on.ca

Rideau Valley CA

Box 599
3889 Rideau Valley Dr.
Manotick ON K4M 1A5
Sommer Casgrain-Robertson
sommer.casgrain-robertson@rvca.ca

Saugeen Valley CA

R.R. #1
1078 Bruce Road #12, Box #150
Formosa ON N0G 1W0
Erik Downing
e.downing@svca.on.ca

Sault Ste. Marie Region CA

1100 Fifth Line East
Sault Ste. Marie ON P6A 6J8
Corrina Barrett
cbarrett@ssmrca.ca

South Nation River CA

38 Victoria Street
P.O. Box 29
Finch ON K0C 1K0
Carl Bickerdike
cbickerdike@nation.on.ca

St. Clair Region CA

205 Mill Pond Crescent
Strathroy ON N7G 3P9
Ken Phillips
kphillips@scrca.on.ca

Toronto and Region CA

101 Exchange Avenue
Vaughan ON L4K 5R6
John MacKenzie
john.mackenzie@trca.ca

Upper Thames River CA

1424 Clarke Road
London ON N5V 5B9
Tracey Annett
annett@thamesriver.on.ca

November 20, 2024

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

RECEIVED

JAN 08 2025

L.R.C.A

Dear Tammy,

I hope this letter finds you well. We are pleased to present your 2023-2024 endowed financial statement for your review. I want to take a moment to express **our heartfelt gratitude for your commitment** to our students which has not only made a significant financial impact but has also inspired them to pursue their academic dreams with confidence and determination.

We are deeply grateful to you for your unwavering support of Lakehead University, which has been recognized as **Ontario's top primarily undergraduate university and ranked fifth in Canada** according to the 2025 Maclean's University Rankings.

Your generosity plays a pivotal role in fostering an environment where students thrive, as demonstrated by Lakehead's **first-place rankings in student awards and faculty-to-student class ratios**. These achievements highlight the university's commitment to supporting students and nurturing their success, and **it is through your contributions** that we continue to uphold this standard of excellence.



Scan me!

We are also pleased to offer you our new digital format of the 2023-2024 Lakehead University Endowment Fund Report by visiting lakeheadu.ca/endowment-report or by scanning this QR code.

Thank you once again for your generous support. We look forward to keeping you updated on the continued impact of your contribution and the remarkable journeys of our students.

Warmest regards,



Michael den Haan
Vice President, External Relations
Lakehead University

Should you have any questions, please do not hesitate to reach out to Tara Monteith, Stewardship Associate at tara.monteith@lakeheadu.ca or alternatively, by phone at 807-343-8010 Ext 8198.



Lakehead
UNIVERSITY

2023-2024

Our Sincere Gratitude

Arthur Shewchuk Memorial Bursary

Check out the **Lakehead University 2023-2024
Endowment Report** by scanning the QR code or
visiting lakeheadu.ca/endowment-report



Your Impact on Students' Lives



"I have so much gratitude for donors who dedicate their time and resources to make many students feel supported and seen when pursuing their academic goals and dreams. As a young Indigenous woman in post-secondary education, there can be a disconnect between culture and school-life, including a sense of not belonging. I wanted to attend Lakehead University because there were many program opportunities curated for Indigenous People."

Kiarra Nowejejick, HBArts, Political Science Major



"As a mature student and a single mother, your generosity as a donor has truly made a difference in my life. Your support allows me to breathe a little easier and focus more on what matters most - more time and energy for my education and my family. I have lived in Orillia my whole life, so Lakehead was an obvious choice as it offers exemplary education, while allowing my family to remain in their home, close to family and friends."

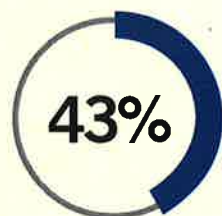
Kerry Ball, HBSocial Work



"Your generosity has profoundly impacted my life in ways that words may not be able to adequately capture. It signifies not only a personal achievement, but also a shared commitment to a cause larger than myself. It reflects the values and aspirations we hold in common, and it reinforces my dedication towards the betterment of our society. Your support has not only made a difference in my life, but also in the lives of those whom I am striving to assist."

Gabrielle Compeau, Juris Doctor Candidate

Thank You for Supporting Access to Education



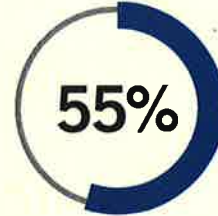
of domestic undergraduate students receive OSAP based on student need



of domestic students are enrolled in Lakehead's unique access programs



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



of domestic undergraduate students are from rural/north communities

Financial Report

FOR THE FISCAL YEAR
MAY 1, 2023 - APRIL 30, 2024

Arthur Shewchuk Memorial Bursary

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

Endowment Capital Account

| | |
|--|-------------------|
| Opening Balance (May 1, 2023): | \$9,172.81 |
| New Contributions: | \$0.00 |
| Inflation Adjustment: | \$311.00 |
| Stabilization Adjustment: | \$0.00 |
| Closing Balance (April 30, 2024): | \$9,483.81 |

Stabilization Account

| | |
|-----------------------------------|-----------------|
| Balance at April 30, 2024: | \$382.00 |
|-----------------------------------|-----------------|

Spend Account

| | |
|---|----------------|
| Opening Balance (May 1, 2023): | \$- 1.00 |
| Annual Spending Allocation | \$321.00 |
| Award Top Up Contributions: | \$0.00 |
| Disbursement to 2023-24 Recipient(s) | \$300.00 |
| Closing Balance (April 30, 2024) | \$20.00 |

| | |
|---|-------------------|
| Total Endowed Funds (April 30, 2024) | \$9,885.81 |
|---|-------------------|

Your 2023-24 Student Recipient(s)

Robert Tyska

Bachelor of Engineering (Mechanical) Yr2 Diploma

Report Definitions

Endowment Capital Account

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

Inflation Adjustment

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

Stabilization Account

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

Stabilization Adjustment

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

Spend Account

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

Spending Allocation

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

Award Top-Up Contribution

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

Disbursement to Recipient

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



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500 University Ave. | Orillia, Ontario | L3V 0B9 | (705) 330-4008
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For more information, please contact:

Tara Monteith

Stewardship & Student Aid
Associate

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tara.monteith@lakeheadu.ca



| | | | |
|----------------------|-------------------------------|-------------------|-----------------|
| PROGRAM AREA | CONSERVATION AREAS | REPORT NO. | CONAREA-01-2025 |
| DATE PREPARED | December 17, 2024 | FILE NO. | 28-25-2 |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | Traffic Counter Report - 2023 | | |

RECOMMENDATION

Suggested Resolution:

“THAT: the Staff Report CONAREA-01-2025 be received”.

LINK TO STRATEGIC PLAN (2023 – 2027)

Connect & Explore:

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

EXECUTIVE SUMMARY

In 2023, TRAFx G3 vehicle counters were deployed at Cascades, Mission Island Marsh, Hazelwood Lake, Silver Harbour, Little Trout Bay, Cedar Falls, Hurkett Cove and Mills Block Forest Conservation Areas. A seasonal trail counter was deployed on the main trail at Mills Block Conservation Area. Visitor estimates were established for the Wishart (1,000 visitors) and Mackenzie Point (1,400 visitors) Conservation Areas based on the 2023 Conservation Areas Survey to provide a more accurate calculation of Conservation Area usage.

In 2023, it is estimated that 172,918 vehicles visited the ten conservation areas, which corresponds to 397,711 people, assuming a count of 2.3 people per vehicle. The total number of vehicles decreased by 9% in 2023, when compared to 2022; however, usage remains higher than pre-pandemic numbers. Based on a review of the eight studied areas in 2023, Mission Island Marsh Conservation Area was the most visited area (30.4%), followed by Cascades Conservation Area (27.3%), Mills Block Forest (17.9%), Silver Harbour Conservation Area (14.7%), Hazelwood Lake Conservation Area (4.7%), Little Trout Bay Conservation Area (2.4%), Hurkett Cove Conservation Area (1.4%) and Cedar Falls Conservation Area (1.3%). The average monthly vehicle count decreased slightly by approximately 132 vehicles from 14,525 in 2022 to 14,393 in 2023.

A trail counter was installed on the wetland trail at the Mills Block Conservation Area in 2023. The average monthly trail count was 1,067. The highest monthly trail count was recorded in October, with 1,803 people walking the trail. The lowest monthly trail count was recorded in June, with 438 people walking the trail.

Total revenue from all coin boxes and pay and display units in 2023 amounted to \$30,331, which equates to approximately 4% of people paying the \$5.00 parking fee via a coin box/pay and display unit during the entire year. Online sales of parking passes generated \$850 in revenue. In 2023, 1,789 Explore Cards were purchased and 53 were donated as promotional items with a total revenue of \$70,975. It is estimated that 41% of visitors to the areas pay for their parking using an Explore Card (assuming each cardholder visits an area 40 times in a year). In total, approximately 45% of all visitors pay the parking fees via pay and display, coin box, online, or Explore Cards. Total revenue generated from Conservation Area parking fees decreased by approximately 5% (\$6,170.43.98) in 2023 when compared to 2022 (i.e., \$102,157.29 in 2023 compared to \$108,327.72 in 2022).

The LRCA has increased enforcement at the Conservation Areas to remind visitors about parking fees and to abide by the rules and regulations outlined in the *Conservation Authorities Act*. A total of 91 parking infractions were given out throughout 2023; 82 at the Cascades Conservation Area and 9 at Mission Island Marsh Conservation Area. Increased enforcement should continue to improve payment compliance, therefore increasing revenue in future years.

DISCUSSION

Annual vehicle traffic counter studies of Cascades, Mission Island, Hazelwood Lake, Silver Harbour, Little Trout Bay, Cedar Falls, Hurkett Cove, and Mills Block Forest Conservation Areas were completed in 2023. A seasonal trail survey was conducted on the wetland trail at Mills Block from May 13 to October 31, 2023. Trail counters provide further insight into the seasonal usage of the trail systems.

Methodology

The TRAFx G3 vehicle counters were placed underground in plastic valve boxes that provided protection from the surrounding soil and were covered with approximately 10 centimetres of native soil or rock on top. The counters were placed in Ziploc bags that have desiccant moisture control packets to control the moisture levels in the bag. A PVC junction box is utilized at Hazelwood Lake, which has been installed on the side of the guardrail along the hill prior to the causeway.

The counters cannot distinguish direction of traffic (i.e., in or out); therefore, areas that only have one entrance to both enter and exit the area had their counts divided by two. The vehicle counters also do not give an estimate of the number of people per vehicle. Since the traffic counters only count vehicles, any visitors who bike or walk to the area would not be included in the usage summary. Traffic counts were not reduced for Authority vehicles visiting the areas.

The following table summarizes the circumstance and the data factor that was applied in calculating usage at the areas:

Table 1: Usage Factors

| Circumstance | Data factor | Area Applied |
|---|-----------------------------|-----------------------------------|
| Only one way into and out of area | All counts are divided by 2 | All areas except Little Trout Bay |
| Only one way into and out from boat launch to parking lot | All counts are divided by 4 | Little Trout Bay |
| Estimate number of people per vehicle | Multiply by a factor of 2.3 | All areas |
| Authority maintenance staff entering area | Not factored into estimates | All areas |

In 2023, the LRCA released a Conservation Areas Survey which indicated that the average person with an Explore Card usage visited the areas 39 times per year. This has been rounded to 40 for calculation purposes.

Volume of Visitors to Conservation Areas

Throughout the 2023 study period, 172,918 vehicles were counted by the traffic counters at the eight Conservation Areas that were assessed. Using a factor of 2.3 people per vehicle, it is estimated that the number of visitors in 2023 was 397,711. Based on these estimates, approximately 21,937 fewer people visited Conservation Areas compared to 2022, which equates to a 5% decrease in usage. However, the total estimated visitors were 6% higher than the average for the Conservation Areas between 2015 and 2022. While the estimated number of visitors is lower than studies completed in 2020, 2021, and 2022 it should be noted that the total is higher than the yearly studies between 2016 and 2018 (i.e., pre-pandemic) as shown in Table 2: Annual Total Vehicles and Visitors to the Conservation Areas.

Table 2: Annual Total Vehicles and Visitors to Conservation Areas

| Year | Total Vehicle Count | Total Estimated Visitors |
|----------------|---------------------|--------------------------|
| 2015 | 138,306 | 304,273 |
| 2016 | 137,331 | 302,128 |
| 2017 | 143,297 | 315,253 |
| 2018 | 147,559 | 324,630 |
| 2019 | n/a | n/a |
| 2020 | 214,128 | 471,082 |
| 2021 | 230,997 | 508,193 |
| 2022 | 190,749* | 419,648* |
| 2023 | 172,918* | 397,711* |
| Average | 171,910 | 380,364 |

*Includes missing data due to data gaps and estimated for unsurveyed Conservation Areas.

Trends in Usage

In 2023, Mission Island Marsh Conservation Area was the most visited area (30.4%), followed by Cascades Conservation Area (27.3%), Mills Block Forest (17.9%), Silver Harbour Conservation Area (14.7%), Hazelwood Lake Conservation Area (4.7%), Little Trout Bay Conservation Area (2.4%), Hurkett Cove Conservation Area (1.4%) and Cedar Falls Conservation Area (1.3%).

Overall, Sundays (17.9%) are the day of the week that sees the most visitors, followed by Saturday (16.8%), Monday (14%), Friday (13.3%), Thursday (12.8%), Tuesday (12.7%), and Wednesday (12.5%).

The average monthly vehicle count from January to December 2023 was 14,393 compared to 14,525 in 2022, this is a decrease of 132 vehicles per month. The highest recorded monthly vehicle count was at Cascades with 5,435 vehicles visiting the area in July. The monthly vehicle count was at Hurkett Cove in January and February as the access road is not maintained during winter months.

A trail counter was installed on the main trail of the Mills Block Conservation Area from May 13 to October 31, 2023. The average monthly trail count during the study period was 1,067 at the Mills Block Conservation Area main trail. The highest monthly trail count was recorded in October, with 1,803 people walking the trail. The lowest monthly trail count was recorded in June, with 438 people walking the trail.

Estimate of Visitors Paying Parking Fees

An analysis of the estimated number of vehicles paying the \$5.00 parking fee was also conducted. Based on the collected revenue of \$30,331, 6,066 vehicles paid the \$5 parking fee, which equates to 4% of the vehicles paying the parking fee by coin box or pay and display unit. Based on the results from the 2023 Conservation Areas Survey, the average person who owns an Explore Card pass visits the areas approximately 39 times per year which was rounded to 40 for calculations (i.e. 1,789 cards x 40 visits/year = 71,560 vehicles), it is estimated that a total 41% of visitors are paying to park in the areas by Explore Card. Therefore, approximately 45% of visitors pay either in the coin box / pay and display unit or by Explore Card to park in the Conservation Areas.

Enforcement

Parking enforcement was conducted at Cascades and Mission Island Marsh Conservation Areas throughout 2023, under the City of Thunder Bay Parking By-Law. Vehicles were given a parking infraction if they did not display an Explore Card or printed ticket from the pay and display unit. A total of 91 parking infractions were issued throughout 2023 (82 at Cascades and 9 at Mission Island). While issuing tickets, if a vehicle displayed an Explore Card or a paid parking receipt, typically a “thank you” slip was placed on their windshield, which provided a “thank you” but also an indication that enforcement had taken place. Staff not designated as parking enforcement employees of the LRCA, would also place “Did You Forget To Pay” slips on vehicles when non-compliance was observed in the areas. To be noted, enforcement has increased significantly in 2024. In addition to LRCA Provincial Offences Officers monitoring the Conservation Areas, APEX

Security was hired to patrol Mission Island Marsh and the Cascades Conservation Areas on weekends.

Additional Pay and Display Unit Installations

A third pay and display Unit was installed at Silver Harbour Conservation Area on August 14, 2023, which is the third most highly visited Conservation Area after Mission Island Marsh and Cascades. The additional pay and display unit is anticipated to increase revenue generation in this area; however, a full analysis of this will not be possible until a full year of collection has occurred (i.e., in 2024). A fourth pay and display unit will be installed in at Mills Block Conservation Area in 2025 as part of the Mills Block Conservation Area Re-Development Project.

FINANCIAL IMPLICATIONS

Total revenue from all coin boxes and pay and display units in 2023 amounted to \$30,331, equating to 6,066 vehicles paying the \$5.00 parking fee (i.e., 4% of people paying via coin box and pay and display). In 2023, 1,789 Explore Cards were purchased with revenue of \$70,975, and 53 additional Explore Cards were donated as promotional items. If it is assumed that each Explore Card holder visited the Conservation Areas 40 times per year, the estimated percentage of people paying by Explore Card is 41%, equating to an estimated 45% of all visitors paying.

The total revenue for 2023 including online sales, coin boxes, pay and displays, and Explore Cards equates to \$102,157, which was a decrease of \$6,170 as compared to 2022, which represents a 5% decrease in revenue. The decrease in revenue generation correlates with fewer visitors to the Conservation Areas in 2023.

CONCLUSION

Based on a review of the 2023 traffic counter data, 172,918 vehicles visited Conservation Areas, which corresponds to an estimated 397,711 people visiting the area in 2023. In 2023, visitors to the area decreased by 5%; and revenue decreased by 5% when compared to 2022.

The study found that Mission Island Marsh and Cascades Conservation Area have continued to be the most visited areas, and Sundays are the most utilized day of the week. The LRCA should continue to advertise and host exciting events at the Conservation Areas to draw visitors to each location, ultimately increasing future revenues.

BACKGROUND

In an effort to estimate the usage of Conservation Areas, the Lakehead Region Conservation Authority conducts vehicle counts in its various areas. Between 2001 and 2013, the Authority undertook seasonal traffic studies utilizing a JAMAR style counter at two Authority owned properties during the summer and fall of the given year. The JAMAR counter utilized a pressure hose that detected the depression of the hose by the tires of the vehicle. The JAMAR study period typically ran from June to September/October with all equipment removed prior to any snowfall.

Since 2014, to collect annual versus seasonal vehicle count data, the Authority purchased nine TRAFx G3 vehicle counters. The TRAFx G3 vehicle counter utilizes a tiny magnetometer and embedded software to detect passing vehicles. The counter is contained in a small weatherproof box and is installed either above or below ground for the entire year. Counters are downloaded in the field with the TRAFx Dock and the data is transferred to the traffic software program at the office. The software program allows for interpretation of the data with various graphing/analyzing options.

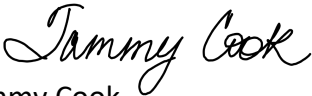
REFERENCE MATERIAL ATTACHED

Executive Summary, 2023 Traffic Counter Report

A copy of the full report will circulate at the meeting and can be made available electronically.

PREPARED BY: Ryne Gilliam, Lands Manager

Michelle Willows, Environmental Planner

| | |
|--|--------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 2, 2025 |
|--|--------------------------|

Executive Summary

The Lakehead Region Conservation Authority conducts vehicle counts at eight Conservation Areas to estimate the usage and income from each location. Wishart Conservation Area and McKenzie Point Conservation Area are not monitored using traffic counters; however, vehicle counts and visitor numbers have been estimated based on the 2023 Conservation Areas Survey to provide a more accurate reflection of Conservation Area usage in 2023.

In 2014, in an effort to collect annual versus seasonal vehicle count data, the Authority purchased five TRAFx G3 vehicle counters. Two additional counters were purchased in 2016 and one in 2021. The TRAFx G3 vehicle counter utilizes a tiny magnetometer and embedded software to detect passing vehicles. The counter is contained in a small weather-proof box and can be either installed above or below ground for the entire year. Counters are downloaded in the field with the TRAFx Dock and the data is transferred to the traffic software program at the office. The software program allows for interpretation of the data with various graphing/analyzing options.

In 2023 the counters were deployed at Mills Block, Cascades, Mission Island Marsh, Hazelwood Lake, Silver Harbour, Little Trout Bay, Cedar Falls, and Hurkett Cove Conservation Areas. A seasonal trail counter was deployed on the Mills Block wetland trail. Visitor estimates were established for the Wishart (1,000 visitors) and Mackenzie Point (1,400 visitors) Conservation Areas based on the 2023 Conservation Areas Survey to provide a more accurate calculation of Conservation Area usage.

Based on a review of the eight studied areas in 2023, Mission Island Marsh Conservation Area is the most highly visited area with 30.4% of vehicle traffic per area. The second most visited area is Cascades Conservation Area (27.3%), followed by Mills Block Forest (17.9%), Silver Harbour Conservation Area (14.7%), Hazelwood Lake Conservation Area (4.7%), Little Trout Bay Conservation Area (2.4%), Cedar Falls Conservation Area (1.3%) and Hurkett Cove Conservation Area (1.4%).

Overall, Sundays (17.9%) have the highest volume of visitors, followed by Saturdays (16.8%), Mondays (14%), Fridays (13.3%), Tuesdays (12.7%), Thursdays (12.8%) and Wednesdays (12.5%).

In 2023, it is estimated that 172,918 vehicles visited the ten conservation areas, which corresponds to 397,711 people, assuming a count of 2.3 people per vehicle. The total number of vehicles decreased by 9% in 2023, when compared to 2022; however, usage remains higher than pre-pandemic numbers. The sharp incline in visitor usage in 2020 and 2021 correlates with the COVID-19 Pandemic, where Conservation Areas were still accessible by the public to recreate during the mandated lockdown. As the borders

opened and travel was once again permitted, it is expected to see a slight decline in visitor numbers.

The average monthly vehicle count from January to December 2023 was 14,393, indicating a decline in vehicle counts when compared to studies conducted between 2020 and 2022. The highest recorded monthly vehicle count was at Cascades with 5,435 vehicles visiting the area in July. The Cascades Conservation Area was closed from July 4 to July 14, 2023, for upgrades which included a newly paved parking lot, an AODA-compliant trail, and a new accessible vault washroom. Despite this brief closure for construction, the reopening of the Conservation Area and news of the new AODA upgrades resulted in a high volume of visitors. Hurkett Cove had the lowest recorded monthly vehicle count in January and February as the access roads are not maintained or plowed in the winter. Therefore, the Hurkett Cove Conservation Area is inaccessible when there are high volumes of snow.

A trail counter was installed on the wetland trail at the Mills Block Conservation Area in 2023. The average monthly trail count was 1,067 (Figure 17). The highest monthly trail count was recorded in October, with 1,803 people walking the trail. The lowest monthly trail count was recorded in June, with 438 people walking the trail.

In 2023, a total of 1,789 Explore Cards were purchased and 53 additional Explore Cards were given away as promotional with revenue of \$70,975.94. The sale of Explore Cards has increased significantly since their introduction in 2003, when the average sales were below 200 cards. Based on results from the 2023 Conservation Areas Survey, each Explore Card purchaser visited the Conservation Areas approximately 40 times per year, therefore it is estimated that 41% of visitors are paying by Explore Card. Total revenue from all coin boxes and pay and display units in 2023 amounted to \$30,331.35, which equates to 6,066 (4%) vehicles paying the \$5.00 parking fee during the entire year, compared to an estimated 172,718 vehicles visiting the areas. Online sales of parking passes generated \$850 in revenue. In total, approximately 45% of all visitors pay the parking fees via pay and display, coin box, online, or Explore Cards.

The total revenue in 2023 was \$102,157.29; while slightly lower than 2022 (\$108,327.72) it exceeds revenue from years past (compared to \$83,942.62 in 2021, \$18,504 in 2020, \$10,269.86 in 2019, \$9,039.29 in 2018, and \$7,590.53 in 2017). Total revenue generated from Conservation Area parking fees decreased by approximately 5% (\$6,170.43.98) in 2023 when compared to 2022 (i.e., \$102,157.29 in 2023 compared to \$108,327.72 in 2022).

On January 1, 2021, the parking fee was increased to \$5.00 per vehicle/day-use fee. In October of the same year, pay and display units were installed at Mission Island Marsh and the Cascades. An additional pay and display unit was installed at the Silver Harbour Conservation Area on August 14, 2023, in an effort to increase revenue and monitor

payment compliance. The remaining coinboxes were installed at Mills Block Forest, Wishart Forest, and Little Trout Bay Conservation Areas to increase the generation of revenue to reduce the dependence on municipal levy to subsidize the operation of the Conservation Areas. The LRCA has continued to promote parking fees and the necessity of a user-pay model, including the installation of large \$5.00 parking fee signage in the areas and increased advertising on social media.

It is recommended that personnel and funding permitting, staff continue the annual vehicle counts at the Conservation Areas; continue developing the marketing strategy with a focus on increasing revenue for all Conservation Areas and creating public awareness of LRCA owned Conservation Areas and associated costs; continue to promote the sale of Explore Card Parking Passes; increase enforcement at the Conservation Areas; and develop a strategy to track usage of Explorer Card users. In response to the increased revenue from Explore Card sales and coinboxes, consideration will be given to improving recreational opportunities at Conservation Areas during the updating of the LRCA's Strategic Plan for the next five-year period (2023-2027). The addition of the new Environmental Planner position in 2022 has provided the capacity for the Authority to achieve identified initiatives and actions in the Strategic Plan.



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|----------------------|--|-------------------|---------------|
| PROGRAM AREA | Flood Forecasting | REPORT NO. | FLFOR-01-2025 |
| DATE PREPARED | December 9, 2024 | FILE NO. | 2-10-4 |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2024 Flood Forecasting and Warning Program Summary | | |

RECOMMENDATION

***“THAT:** the Staff Report FLFOR-01-2025 be received.”*

LINK TO STRATEGIC PLAN

Links to the Strategic Plan (2023 – 2027):

Conserve & Sustain:

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

Protect and Support:

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

EXECUTIVE SUMMARY

In 2024, the Flood Forecasting and Warning Program included updating both the internal and external Flood Warning System materials, operating precipitation gauges, conducting snow surveys and participating in OPG’s Kam River Dam Safety Program. The annual Spring Melt Meeting was held in person at LRCA’s office on April 8, 2024, and the presentation was provided through email to flood forecasting partners and Member Municipalities.

During the year, the LRCA issued one local flood message: Flood Watch Statement on May 21, 2024. The Neebing River did not divert water through the Floodway Diversion Channel at any point in 2024.

The new year started out in a Level II Low Water Condition that was issued on January 3, 2024. Precipitation received during the spring-time months returned to normal, and the Level II was downgraded to a Level I on May 10, 2024. The Level I Low Water Condition was undeclared on June 5, 2024. The summer months received below average amounts of precipitation, and on

October 10, 2024, the LRCA issued a Level I Low Water Conditions advisory which remained in effect for the remainder of the year.

DISCUSSION

As part of the Flood Forecasting and Warning Program, staff conduct daily monitoring of the weather and streamflow conditions and when warranted issue Flood Messages to our Member Municipalities, media and affected organizations. Staff monitor and maintain precipitation gauges and conduct snow surveys during the winter months. Additionally, a Flood Warning System binder for both internal and external users is maintained. Staff participate in OPG's Kaministiquia River Dam Safety Program, and staff hold a Spring Melt Meeting annually with our partners in the Flood Forecasting Program. In October 2024, the GIS/Water Resources Technologist attended the Provincial Flood Forecasting and Warning Workshop.

Flood Warning System Binder

In 2024, the Flood Warning System binder annual update was completed. Internal and External copy holders were provided with updates to the following sections:

Internal Copy Holders:

- Appendix A – Plan Holders
- Appendix C – Contact Booklet
- Appendix D – LRCA Duty Roster
- Appendix F – Flood Warning Call Out
- Appendix P – Spring Thaw Records
- Appendix T – Answering Service Protocol
- Appendix U – OPG Dam Safety Emergency Preparedness and Response Plans

External Copy Holders:

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

OPG Kam River Dam Safety Program

No Kaministiquia River OPG Dam Safety Emergencies were declared in 2024. As part of OPG's high flow notification protocol, LRCA staff are notified of high flows; there were no reports of high flows observed at the Kakabeka generating station in 2024. Staff participated in the annual call test the week of April 1, 2024.

Spring Melt Meeting

The Authority hosted the 35th Annual Spring Melt Meeting in-person at the LRCA office on April 8, 2024. Twenty-six (26) people attended the meeting which included representation from the City of Thunder Bay, Municipality of Oliver Paipoonge, Townships of Conmee and O'Connor,

Ontario Power Generation, Ministry of Natural Resources and Forestry, Fort William Historical Park, and staff and board members from the LRCA. The meeting is held annually to discuss the Flood Forecast and Warning Program including agency roles, flood messaging and distribution, a review of previous years events and discuss existing conditions and future forecasts.

The 2024 Flood Warning Contact Booklet and Flood Forecasting Binder updates were mailed to the partners and all Member Municipality Clerks.

Issued Flood Messages

In 2024, a total of six Provincial Flood Forecasting and Warning program messages were issued by the Provincial Surface Water Monitoring Centre (SWMC) for the LRCA jurisdiction, including two Watershed Conditions Statements and four Flood Watch Messages. Based on local conditions, the LRCA issued one local Flood Watch message.

The following table summarizes the Flood Messages received and distributed in 2024.

| Flood Message Type | Provincial Messages received from the Provincial Surface Water Monitoring Centre within the LRCA Area of Jurisdiction | Local Flood Messages released by the LRCA within the LRCA Area of Jurisdiction |
|---------------------------------------|--|---|
| Watershed Conditions Statement | May 17, 2024 – Northern Regions May 19, 2024 – Northern Regions | None |
| Shoreline Conditions Statement | None | None |
| Flood Watch | April 25, 2024 – NE and NW Regions April 26, 2024 – Ontario including NW Region May 21, 2024 – NW Region August 8, 2024 – Southern and NW Regions | May 21, 2024 – Flood Watch |
| Flood Warning | None | None |

Flood Events in 2024

There were no significant flood events in 2024. The Neebing River did not divert via the Floodway Diversion Channel in 2024.

Low Water

The LRCA participates in the Ontario Low Water Response program. The program is intended to ensure provincial preparedness to assist in coordination and to support local response in the event of a drought. On January 3, 2024, a Level II low water advisory was issued due to below average precipitation being received in the region, and after being in a Level I Low Water Condition since August 2023. A Level II Low Water condition is declared when received precipitation ranges between 40-60% of the average amounts received. A Level II Low Water Condition indicates minor supply problems with the potential for major supply problems. Precipitation received during the spring of 2024 returned to normal, and the Level II Condition was downgraded to a Level I Condition on May 10, 2024; the Level I Low Water Condition was undeclared on June 5, 2024. LRCAs area of jurisdiction received below average precipitation between July to November of 2024. A Level I Low Water Condition was declared on October 10, 2024, and remained in effect for the rest of the year.

FINANCIAL IMPLICATIONS

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

CONCLUSION

In 2024, staff continued to administer the Flood Warning System including hosting the annual spring melt presentation and meeting, participating in the OPG Kaministiquia River Dam Safety Program, and issuing flood messaging. Flood messages issued by the LRCA in 2024 included:

- One – Flood Watch

BACKGROUND

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

Annual measures include:

- Operation and maintenance of stream flow gauges and precipitation gauges
- Snow surveys
- Spring Melt Meeting with Member Municipalities and applicable agencies

- Maintaining Flood Forecasting and Warning System Manual
- Monitor weather conditions 365 days per year
- Issue Flood Messaging as warranted
- Attend the annual Provincial Flood Forecasting Workshop
- Collect streamflow and precipitation data (partnership with Water Survey of Canada)
- Facilitate the CoCoRaHS program (volunteer-based precipitation monitoring program)
- Participate in Ontario Power Generation Kaministiquia River Dam Safety Emergency Preparedness and Response Plan

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

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

2. (1) An authority shall provide programs and services to support its functions and responsibilities related to flood forecasting and warning as set out in subsection (2).
 - (2) The authority's functions and responsibilities with respect to flood forecasting and warning mentioned in subsection (1) are the following:
 1. Maintaining information on surface water hydrology and the areas within the authority's area of jurisdiction that are vulnerable to flooding events.
 2. Developing operating procedures for flood forecasting and warning, including flood contingency procedures to ensure continuity of an authority's operations in respect of flood forecasting and warning.
 3. Maintaining a stream flow monitoring network that, at a minimum, includes stream flow gauges available as part of the provincial-federal hydrometric network and, where the authority considers it advisable, includes additional local stream flow gauges.
 4. Monitoring of weather and climate information, snow surveys and observed water levels and flows utilizing local, provincial, and federal data sources.
 5. Analysis of local surface water hydrologic conditions related to flood potential and risk, including flood forecasting, to understand and quantify


the response and potential impacts within watersheds to specific events and conditions.

6. Communications to inform persons and bodies that the authority considers advisable of the potential or actual impact of flood events in a timely manner.
7. Provision of ongoing information and advice to persons and bodies mentioned in paragraph 6 to support,
 - i. emergency and flood operations during a flood event, and
 - ii. documentation of flood events.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY: Melissa Hughson, Watershed Manager

| | |
|---|--------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 2, 2025 |
|---|--------------------------|



| | | | |
|----------------------|---|-------------------|--------------|
| PROGRAM AREA | Neebing-McIntyre Floodway Flood Control | REPORT NO. | NMFC-01-2025 |
| DATE PREPARED | January 2, 2025 | FILE NO. | 2-13-4 |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2024 Neebing-McIntyre Floodway Summary | | |

RECOMMENDATION

Suggested Resolution:

“THAT: Staff Report NMFC-01-2025 be received.”

LINK TO STRATEGIC PLAN

Links to the Strategic Plan (2023-2027):

Protect and Support:

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

EXECUTIVE SUMMARY

In 2024, the Neebing River did not divert water into the Floodway Diversion Channel. The Neebing-McIntyre Floodway Integrity Evaluation Study that is completed every 10 years was awarded to KGS Group in 2023 and was finalized in 2024. The Study was approved for funding under the Water and Erosion Control Structure Infrastructure (WECS) program administered by the Ministry of Natural Resources (MNR). The Study found that in general, the Floodway continues to operate and function as designed with flood protection up to the Regional Storm. Recommendations from the Study included continuing with the planned dredging schedule based on annual sediment surveys and to prioritize dredging within the Diversion Channel from the Redwood bridge to 300 metres upstream. The Study also recommended installation of an automated water level monitoring system and a focused study regarding potential for overtopping banks. The LRCA followed through with the installation of a water level monitoring system and the focused study in 2024. Dredging near the Redwood bridge to the lip of the Diversion Channel is planned for the Fall of 2025.

Routine monitoring of the Floodway in 2024 included the following: annual sediment survey of the Floodway channel, sediment traps, and the Diversion Channel lip; annual inspection of the Diversion Structure; and, the annual inspection of the Floodway with the City of Thunder Bay. There were no major maintenance projects undertaken in 2024. Minor maintenance completed by LRCA staff included routine grass cutting, the removal of invasive plant species and targeted

vegetation removal. Stewardship projects included continuation of the Floodway Habitat Corridor project funded through Environment and Climate Change Canada (ECCC) and the Ministry of the Environment, Conservation and Parks (MECP) that aims to create a functioning riparian buffer along the entire Floodway corridor. Snapping turtle surveys were also completed near the Diversion Structure and Diversion Channel to ensure the species at risk is protected specifically during required dredging operations. The Floodway Agreement between the City and LRCA is in place until December 31, 2027.

The attached Operation, Maintenance and Surveillance Plan has been updated to include work completed in 2024. Key deliverables noted for 2024 include:

- Neebing-McIntyre Floodway Integrity Evaluation Study – 10-year Update,
- Annual sediment accumulation survey from the ice,
- Annual sediment survey of the lip of the diversion channel to the Redwood bridge,
- Annual Diversion Structure Inspection by a Professional Engineer,
- Annual inspection with staff from the City of Thunder Bay,
- Installation of an automated water level monitoring system,
- Floodplain modelling and mapping study (focused study overtopping banks),
- Wildlife Habitat Rehabilitation along the Floodway Corridor,
- Removal of invasive plant species,
- Snapping turtle surveys, and
- On-going minor maintenance as required.

DISCUSSION

Floodway Diversion in 2024

The Neebing River did not divert water into the Floodway Diversion Channel in 2024. A chart displaying the number of days of diversion during each year of operation of the Floodway is attached.

Neebing-McIntyre Floodway Integrity Evaluation Study

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

The study was approved in 2023 for 50% funding under the Water and Erosion Control Structure Infrastructure (WECS) program administered by the Ministry of Natural Resources (MNR). The Study was finalized in 2024 and found that in general, the Floodway continues to operate as

designed to provide protection up to the Regional Storm. Recommendations from the Study included continuing with the planned dredging schedule based on annual sediment surveys and to prioritize dredging within the Diversion Channel from the Redwood bridge to 300 metres upstream. The Study also recommended installation of an automated water level monitoring system and a focused study regarding potential for overtopping banks.

In 2024 LRCA followed through with the installation of a water level monitoring system as well as further assessment of overtopping banks under certain modeled scenarios; further details are summarized below. Dredging of the Diversion Channel from the Redwood bridge to the lip is planned for the Fall of 2025.

Water Level Monitoring System

The 2023/2024 Integrity Study recommended the installation of an automated water level monitoring system to collect water level readings at various points along the Diversion and Floodway channels that digitally log water level data and automatically send the logger data to the LRCA office via a Solnist telemetry system. The system will provide accurate measurements of water levels and ensures the flood modelling in the area can be properly calibrated in future studies. The information will also be used in LRCAs flood forecasting program by monitoring and assessing precipitation received and water levels on the Floodway during events (spring freshet, heavy rainfall, etc).

KGS Groups proposal to complete the installation of a water level monitoring system was accepted by the Board in June 2024. The project was funded with City of Thunder Bay sole-benefitting levy set aside each year for the continued operation, maintenance and monitoring of the Neebing-McIntyre Floodway.

The water level monitoring units and instrumentation was installed by KGS Group at four (4) locations along the Neebing-McIntyre Floodway as follows:

- 1) Diversion Structure
- 2) Diversion Channel at Redwood Bridge
- 3) Diversion Channel at the Chapples Golf Course Pedestrian Crossing
- 4) Floodway at Balmoral Street Bridge

LRCA staff can receive, view, and download the information through LRCAs account with the Solnist Cloud website <https://solinstcloud.com/>. The continued operation and maintenance of the water level monitoring system will be incorporated into staffs ongoing duties for the maintenance and surveillance of the Neebing-McIntyre Floodway.

The automated water level monitoring system will replace the manual water level measurements recorded by staff from bridges using a tape measure periodically throughout the year and will provide more accurate information.

Diversion Structure Painting – Flood Forecasting and Warning System Colours

In the Fall of 2024, the upstream face of the Diversion Structure was painted in a design to mimic the colours of the Flood Forecasting and Warning System (Green – Normal, Yellow – Water Safety/Flood Outlook Statement, Orange – Flood Watch and Red – Flood Warning). The coloured stripes were measured and painted to correspond with known elevations; the design in turn acts as a staff gauge and will be used to determine the level of water at the Diversion Structure during flood events.

Floodplain Mapping on the Neebing-McIntyre Floodway

The 2023/2024 Integrity Study 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 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 Groups proposal to complete a focused floodplain model/mapping study was accepted by the Board in June 2024. The project was funded with City of Thunder Bay sole-benefitting levy set aside each year for the continued operation, maintenance and monitoring of the Neebing-McIntyre Floodway. The study will be finalized in early 2025; the information will help ensure LRCA staff are aware of areas of concern regarding potential flooding within the Neebing-McIntyre Floodway system and informs where mitigation measures should be prioritized to ensure that the Floodway continues to provide protection up to the Regional Storm and beyond.

Sediment Accumulation Monitoring Program – Floodway Channel

A routine monitoring program was initiated in 2011 to track on-going sediment accumulation within the Floodway channel. The monitoring program is conducted on an annual basis during the winter period from the ice. The surveys are tied into previous benchmarks and control points that were used during previous surveys by staff. Cross sections are completed at approximately 25-metre intervals and are then plotted and compared with design and other recent cross sections in the same areas. Data is input to a database/spreadsheet to record the information for comparison with past and future surveys. Hatch Ltd. conducted the annual sediment survey in February 2024 from the ice to monitor the on-going sediment accumulation within the sediment traps and Floodway channel.

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

- Memorial to Fort William Road – minor accumulation – has been stable at around 500mm for last 5 years. No action considered necessary.
- CPR Trap – this area has shown accumulation year over year to a nominal depth of 1.0m. Last dredged in 2022. May require attention in the next 3-5 years.
- CPR to Island Drive – Sediment is accumulating in this reach and approaching the volume removed in 2011. Should anticipate some attention here in the next 3-5 years.

- Island Drive to shoreline – the reach shows a steady accumulation – currently at about 50% of volume removed in 2012. Should anticipate some action here in next 5-10 years.
- Shoreline into the harbor – complete survey not possible due to thin ice. Sections near shore show accumulation of over 1.0m with a V-channel in the center. Sediment may re-mobilize during high flows.

Hatch also surveyed the lip of the Diversion Channel to the Redwood Bridge; this section is also surveyed on an annual basis. The survey indicated that there is approximately 5600 cubic metres of sediment built up within the section from Churchill Drive to the Redwood bridge; this section was recommended to be dredged as soon as possible by KGS Group in the 2023/2024 Integrity Study. LRCA Staff have budgeted for this section to be dredged in the Fall of 2025; the 2025 dredging project will encompass the area from the lip of the Diversion Channel to the Redwood bridge and will include any potential sediment deposited during the 2025 spring freshet.

Major and Minor Maintenance

No major maintenance was completed along the Floodway in 2024. Minor maintenance completed by LRCA staff included routine grass cutting and removal of invasive plant species that were identified on the banks of the Floodway. Vegetation within the diversion channel with trunks greater than 2" are prioritized to be cut and removed. Brush and tree growth on the channel invert should be kept in control and is reviewed annually or biannually. Trees that were being targeted by beavers along the floodway were protected with wire mesh.

Inspection of the Floodway Diversion Structure

The annual structural inspection of the Floodway Diversion Structure was completed by KGS Group in September 2024. The Diversion Structure was noted to be in good condition with no major concerns identified regarding the integrity of the structural, functionality and safety components. Recommendations at the time of inspection for this structure were minor, which included cleaning efflorescence deposits from the underside of the walkway slab and monitoring of minor cracking. The Diversion Structure is inspected by a professional Engineer annually.

Inspection of the Floodway

LRCA and City of Thunder Bay staff completed the annual inspection of the Floodway on July 23, 2024 from the diversion structure to the outlet at Lake Superior. The inspection consisted of a general discussion of the Floodway, roles and responsibilities, and a visual inspection of the main components of the Floodway as seen from the pedestrian trails and Floodway banks.

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

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

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

An Environment and Climate Change Canada, and Ministry of Environment, Conservation and Parks funded project. The project involves the restoration of riparian habitat along the Neebing-McIntyre Floodway in the Thunder Bay Area of Concern (AOC). The long-term goal of the Floodway Habitat Corridor is to create a functioning riparian buffer along the entire Floodway Corridor, while creating ecologically diverse wildlife habitat and a vibrant greenspace for pollinators, birds, and wildflowers to thrive. The Floodway Corridor envisions restored riparian and meadow habitat along 5 kilometres of urban waterway, promoting community connectivity and augmenting dialogue around climate change. In collaboration with community partners, LRCA will reestablish a shoreline buffer by planting indigenous vegetation that offers unique ecosystem services such as: deeper rooting systems to anchor the bank in place; competition with invasive and non-native species; food, shelter, and nesting grounds for wildlife and waterfowl; and community awareness regarding climate change and wildlife habitat. Three sites were restored from 2021-2022, a fourth was completed in 2023 targeting management of invasive Tatarian Honeysuckle and Narrow-leaved Cattail. In 2024 approximately 850 native plants were planted near the Diversion Structure and an additional 240 plants planted near the Balmoral Street bridge to supplement 2023's planting. A sixth site will be restored in 2025 near Waterford Street.

Progress: Completed –Five sites restored with native trees, shrubs, and perennials, invasive species removed, and habitat structures and signage installed. In 2024, the area downstream of the Diversion Structure was restored with enhanced riparian and meadow habitat plantings and invasive species removal (Himalayan balsam) within the Diversion Channel. *Ongoing* – Plantings near Waterford Street and invasive species management planned for 2025. Engagement with schools to deliver programming related to restoration and climate change, including field trips, is ongoing.

Other stewardship initiatives undertaken in 2024 included snapping turtle surveys near the Diversion Structure and Diversion Channel. One snapping turtle was found during spring surveys. Further research and recommended mitigation measures are being compiled to ensure the protection of snapping turtles specifically during required dredging operations.

Operation, Maintenance and Surveillance Plan

The Floodway Operation, Maintenance and Surveillance Plan for 2025 has been updated with maintenance and monitoring work that was completed in 2024. The Plan outlines completed and anticipated required minor and major maintenance and the on-going monitoring planned. The following are the key deliverables noted for 2024:

- Neebing-McIntyre Floodway Integrity Evaluation Study – 10-year Update,
- Annual sediment accumulation survey from the ice,
- Annual sediment survey of the lip of the diversion channel to the Redwood bridge,
- Annual Diversion Structure Inspection by a Professional Engineer,
- Annual inspection with staff from the City of Thunder Bay,

- Installation of an automated water level monitoring system,
- Floodplain modelling and mapping study (focused study overtopping banks),
- Wildlife Habitat Rehabilitation along the Floodway Corridor,
- Removal of invasive plant species,
- Snapping turtle surveys, and
- On-going minor maintenance as required.

FINANCIAL IMPLICATIONS

The Neebing McIntyre Floodway Program, including surveillance and annual minor maintenance, is included in the 2025 Annual Budget. The Floodway is sole benefitting to the City of Thunder Bay and therefore all maintenance is included as part of their sole benefitting apportionment.

CONCLUSION

In 2024, there were no major issues noted with the operation of the Floodway. Minor maintenance included grass cutting, removal of invasive plant species by LRCA staff and targeted vegetation removal within the diversion channel. The Integrity Evaluation Study was finalized in 2024 by KGS Group. The Study found that the Floodway continues to operate as designed. Additional monitoring and targeted studies were recommended including the installation of a water level monitoring system and further assessment of banks overtopping under certain modelled scenarios. LRCA staff followed up on both recommendations in 2024. Other recommendations within the Integrity Study included the continued planned dredging schedule based on findings from annual sediment surveys and prioritizing the section from the Redwood bridge to approximately 300 metres upstream, continuing minor maintenance including vegetation and brush removal, etc. The Annual routine maintenance will continue in 2025, and LRCA Staff have budgeted for dredging to be completed from the lip of the Diversion Channel to the Redwood bridge in the fall of 2025; this dredging will include potential sediment deposited during the 2025 spring freshet.

BACKGROUND

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

The main features of the Floodway include:

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

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


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

REFERENCE MATERIAL ATTACHED

Neebing-McIntyre Floodway: Operation, Maintenance and Surveillance Plan – 2025

Neebing-McIntyre Floodway: Diversion Chart

PREPARED BY: Melissa Hughson, Watershed Manager

| | |
|--|--------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 3, 2025 |
|--|--------------------------|

Neebing-McIntyre Floodway

Operation, Maintenance and Surveillance Plan – 2025

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

The main features of the Floodway include:

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

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

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

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

Operation

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

Maintenance

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

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

Neebing-McIntyre Floodway

Operation, Maintenance and Surveillance Plan – 2025

Site Restoration

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

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

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

The following table provides a summary of anticipated and completed maintenance. Refer to the Neebing-McIntyre Floodway Maintenance Plan Summary Map 2025 for reference.

| Table 1 – Maintenance Plan Summary | | | | | |
|---|-------------------------|--|---------------------------|-----------------------------------|---|
| Map Ref. No. | Floodway Feature | Description of Activity | Completion Date | *Provincial Funds Provided | Estimated Required Recurrence |
| Entire Floodway | Entire Floodway | Remove invasive plant species - Purple loosestrife, Reed canary grass, Narrow-leaved cattail, Tatarian honeysuckle, Common tansy, Himalayan balsam, etc. | 2021 (purple loosestrife) | no | As required, or on a yearly basis |
| 1 | Balmoral Sediment Trap | Dredge sediment trap 4,500 m ³ sediment removed | 1993 | yes | Approx. every 10 years or as determined by annual sediment surveys (2028) |
| | | Dredge sediment trap 1999 - 2,240 m ³ sediment removed 2000 – 4,565 m ³ sediment removed | 1999/2000 | yes | |
| | | Dredge sediment trap 7,600 m ³ sediment removed | 2008 | yes R.08.007 | |

Neebing-McIntyre Floodway

Operation, Maintenance and Surveillance Plan – 2025

Table 1 – Maintenance Plan Summary

| Map Ref. No. | Floodway Feature | Description of Activity | Completion Date | *Provincial Funds Provided | Estimated Required Recurrence |
|--------------|--------------------------|--|---|---|---|
| | | Dredge sediment trap 4526 m ³ sediment removed from north side, including area of McIntyre River confluence | 2019 | no R.19.029 | |
| | | Experimental management of 0.5 ha Invasive Narrow-Leaved Cattail at Hope and Memory Garden to assess success of different management approaches (cut-to-drown and herbicide) | 2023 | yes MECP Great Lakes Local Action Fund | As required |
| | | Removed invasive Tatarian Honeysuckle on north side, next to Hatch, and replaced with mature native shrubs | 2023 2024 – ~240 additional native plantings | yes MECP Great Lakes Local Action Fund | As required |
| | CPR Bridge Sediment Trap | Dredge sediment trap 5,500 m ³ sediment removed | 1993 | yes | Approx. every 10 years or as determined by annual sediment surveys (~ 2032) |
| | | Dredge sediment trap 5,560 m ³ sediment removed | 1999 | yes | |
| | | Dredge sediment trap 5,500 m ³ sediment removed | 2008 | yes R.08.007 | |
| | | Dredge sediment trap 4,500 m ³ sediment removed | 2022 | Yes R.22.033 | |
| | Diversion Channel | Diversion Channel dredging between Redwood Avenue Bridge and confluence with McIntyre River 2006-10,880 m ³ sediment removed | 2006 | yes R.06.146 | Every 10 years or as determined by Diversion Channel sediment surveys (TBD) |
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Neebing-McIntyre Floodway

Operation, Maintenance and Surveillance Plan – 2025

Table 1 – Maintenance Plan Summary

| Map Ref. No. | Floodway Feature | Description of Activity | Completion Date | *Provincial Funds Provided | Estimated Required Recurrence |
|--------------|-----------------------|--|---|----------------------------|--|
| | | Close-cut clearing between Redwood bridge and McIntyre confluence ~186m targeted section | 2023 | No | As required |
| 3 | | Close-cut clearing from Redwood Bridge to Floodway channel | 2001 | no | As required |
| | | | 2016 removed >2" dia. trees (60 m from Chapples Ped. bridge) | no | As required |
| | | | 2018, 2024 removed shrubs and >2" dia. trees from the bottom & edges at the Chapples Park location. | no | As required, or on a yearly to 2 year basis |
| | | Slumped/erosion area in Chapples Golf Course and replacement of rock apron | 2014 | yes R.14.072 | |
| | | Close-cut clearing from Neebing River to Redwood Bridge | 2020 removed shrubs and cattails from bottom & edges of channel | no | As needed |
| | | Removed Purple Loosestrife invasive species by hand | 2021 2022 | no | As needed |
| 4 | Diversion Channel Lip | Removal of sediment at lip of beginning of channel (Ford Street) 2008 - 1,730 m ³ sediment removed | 2007 2008 | yes R.08.007 | Every 4 years, or as needed after major events; planned for 2025 lip to Redwood bridge based |
| | | 2012- 3,300 m ³ sediment removed and debris | 2012 | no | |
| | | 2017 – 2,811 m ³ sediment removed | 2017 | yes R.17.009 | |

Neebing-McIntyre Floodway

Operation, Maintenance and Surveillance Plan – 2025

Table 1 – Maintenance Plan Summary

| Map Ref. No. | Floodway Feature | Description of Activity | Completion Date | *Provincial Funds Provided | Estimated Required Recurrence |
|--------------|---------------------|--|-----------------------------------|--|---|
| | | 2022 – 6,500 m ³ sediment removed | 2022 | Yes R.22.033 | on 2023/2024 Integrity Study |
| 5 | Diversion Structure | Removal of ice or debris at inlet of structure | 2007 2013 (x2) 2016 2018 | no | As needed after high water events (2-3 years) |
| | | Replace concrete structure, vertical braces, gate columns | 1984 | | Every 81 years 2067** |
| | | Guard rails | 1984 | | 50 years life 2032** |
| | | Chain link fence | 1984 | | 2026** |
| | | Structural steel (steel frame) | 1984 | | Every 81 years 2063** |
| | | Lifting Lugs | 1984 | | Every 81 years 2063** |
| | | Gate timbers | 1984 | | Every 40 years 2023** |
| | | Concrete was cleaned and painted to cover existing graffiti | 2017 2020 | | As needed |
| | | Concrete walkway clear-coated | 2023 | | As needed |
| | | Upstream face of structure painted with Flood Forecasting and Warning colours (green, yellow, orange, red) to gauge water levels during events | 2024 | No | As needed |
| | | ~ 850 plants planted near the Diversion Structure as part of the wildlife habitat restoration project | 2024 | Yes - ECCC Great Lakes Protection Initiative | Maintenance as required |

Neebing-McIntyre Floodway

Operation, Maintenance and Surveillance Plan – 2025

Table 1 – Maintenance Plan Summary

| Map Ref. No. | Floodway Feature | Description of Activity | Completion Date | *Provincial Funds Provided | Estimated Required Recurrence |
|--------------|--|---|-----------------|---|--|
| 6 | Floodway Channel – Fort William Road to CPR Bridge | All trees along the shoreline of the LRCA owned Triangle Property had their limbs removed to a height of 1.5 metres | 2017 | no | As needed |
| | | Meadow habitat established on Triangle Property; 3 bird boxes and 5 bee boxes installed and being used | 2022 | yes ECCC Great Lakes Protection Initiative | Cut every 2 years to maintain meadow habitat |
| | | Triangle property – 1000 #1 potted native plant species were planted by volunteers; habitat structures (bird and bee boxes) were maintained | 2023 | yes MECP Great Lakes Local Action Fund | Maintenance as required |
| 7 | Floodway Channel – CPR Bridge to Island Avenue | Dredge Floodway Channel Actual – 27,868 m ³ | 2011 | yes R.11.009 | Every 15 years (2027) |
| | | Sod area between pathway and PCP fence to cover exposed glass which surfaced after dredging in spring of 2012 | 2012 | yes R.12.017 | N/A |
| | | Small erosion repair, culvert outlet from Port Authority land, Floodway south bank, between McIntosh Street and Slovak Legion land | 2015 | no | N/A |
| 8 | Floodway Channel – Island Avenue to Lake Superior | Dredge Floodway Channel Actual – 12,529 m ³ | 2012 | yes R.12.017 | Every 15 years (2030) |
| | | Trees on pathway side of floodway channel had their limbs removed to a height of 1.5 metres | 2017 | no | As needed |
| | | Removal of invasive Reed Canary Grass | 2022 | no | As required; (reviewed on a yearly basis) |

Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2025

Table 1 – Maintenance Plan Summary

| Map Ref. No. | Floodway Feature | Description of Activity | Completion Date | *Provincial Funds Provided | Estimated Required Recurrence |
|--------------|--|---|-----------------|--|--------------------------------|
| 9 | Floodway Channel – Confluence with Lake Superior | Dredge Floodway Outlet into Lake Superior Actual – 17,627 m ³ | 2015 | Application submitted in 2013 R.13.005 Resubmitted in 2014 R.14.010 Resubmitted in 2015 R.15.007 | Every 20 years 2035 |
| 10 | | Repair to eroded confluence bank | 2009 | yes R.09.018 | >20 years 2029 or as needed |
| | | Repairs to eroded bank and trail | 2020 | no | As needed |

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

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

Neebing-McIntyre Floodway

Operation, Maintenance and Surveillance Plan – 2025

Surveillance Plan

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

| Table 2 – Surveillance Plan Summary | | | | |
|--|--|---------------------------|---|------------------------------------|
| Area of Study | Description of Study | Date | *Provincial Funds Provided | Estimated Recurrence |
| Entire Floodway | Neebing-McIntyre River Sedimentation Study, Dillon | 1988 | yes | - |
| | Neebing-McIntyre Floodway Integrity Evaluation Study, Engineering Northwest Limited | 1998 | yes | Every 10 years (2033) |
| | Neebing-McIntyre Floodway Integrity Evaluation Study, Hatch Mott MacDonald | 2013/2014 | yes S.13.018 | |
| | Neebing-McIntyre Floodway Integrity Evaluation Study, KGS Group | 2023/2024 | Yes S.23.005 | |
| | Annual Inspection of Floodway – LRCA/City Staff | Annual | no | yearly |
| | Invasive Plant Species Management Plan, and annual Inspection of invasive plant species – LRCA | Initiated in 2022, Annual | Yes MECP Great Lakes Local Action Fund | yearly |
| | Overtopping Banks Assessment, KGS Group | 2024 | No | N/A |
| | Water Level Monitoring System Installation | 2024 | No | Ongoing Monitoring and Maintenance |
| Floodway Channel - CPR Bridge to Lake Superior | Neebing McIntyre Floodway Confluence Study, Engineering Northwest Limited | 2008 | yes S.08.003 | |
| Floodway Channel | Survey of bed of channel to determine sediment accumulation, Hatch | Re-initiated in 2011 | no | Yearly from ice |
| | Hydrological survey from boat, Riggs Engineering. | 2013 | yes, included in R.13.005 | To be determined |

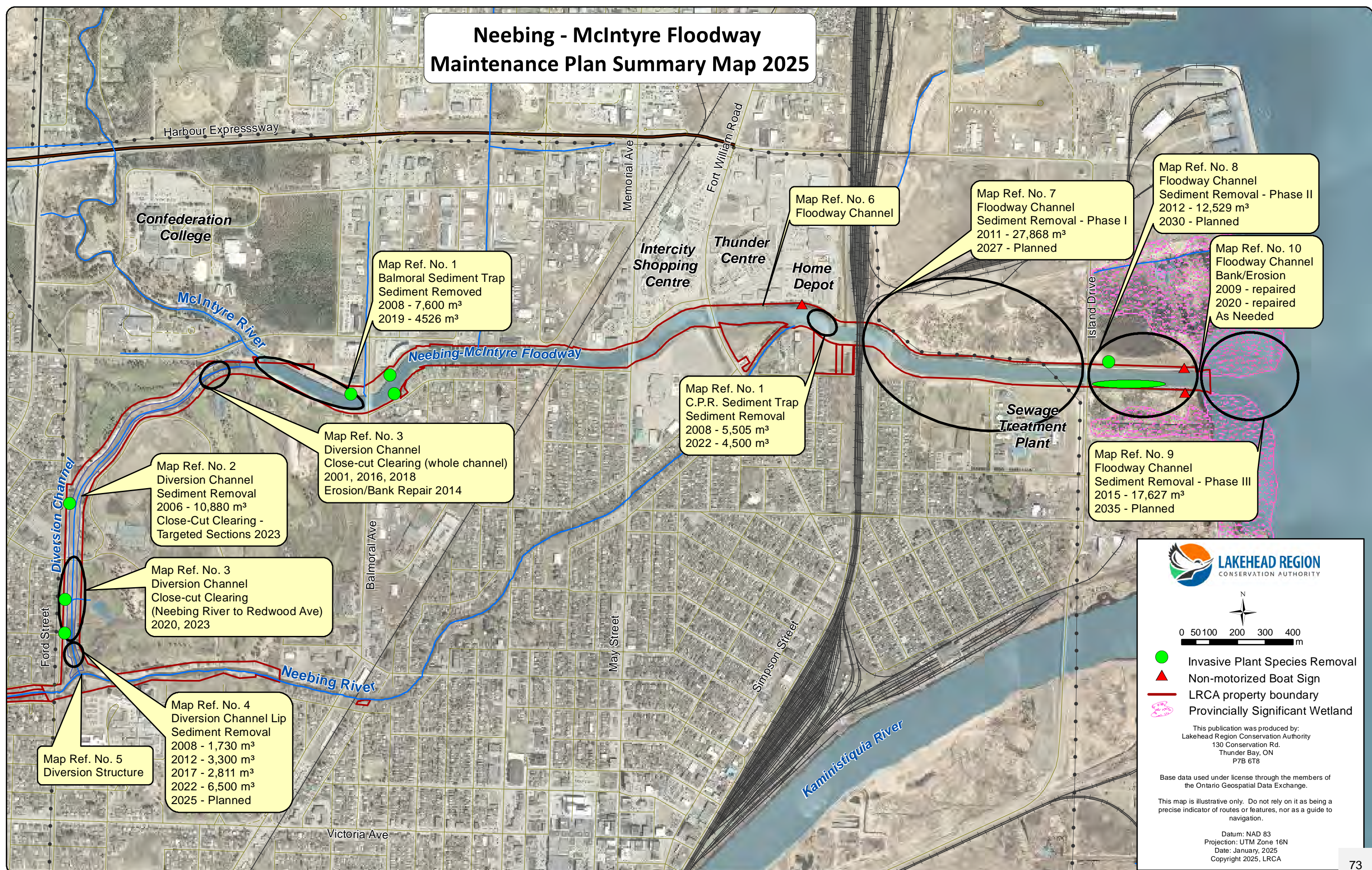
Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan – 2025

| Table 2 – Surveillance Plan Summary | | | | |
|--------------------------------------|---|----------------------|----------------------------|---|
| Area of Study | Description of Study | Date | *Provincial Funds Provided | Estimated Recurrence |
| Diversion Channel | Neebing-McIntyre Floodway Diversion Channel Drainage Investigation, AMEC | 2003 | yes | |
| | Survey of Diversion Channel to determine sediment accumulation | 2013 2018 2023 | no | Every 5 years (2028) |
| | Annual Diversion Channel Lip Survey | Initiated in 2014 | no | Yearly after spring freshet |
| | CCTV inspection of weeping tile and storm sewer along west bank between Neebing River and Redwood Avenue bridge | 2020 | no | As needed |
| | Snapping Turtle surveys (species at risk), LRCA; study completed to inform recommended mitigation measures in the operation and maintenance of the Floodway | 2024-2025 | No | As required |
| Diversion Structure | Inspection by Professional Engineer | On-going | no | Yearly |
| Bridge crossings (various locations) | Water level measurements from various Bridges during events for future model calibration purposes | 2016 to 2024 | no | n/a – replaced with automated water level monitoring system installed in 2024 |

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

Attachments: *Neebing-McIntyre Floodway – Maintenance Plan Summary Map 2025*

Neebing - McIntyre Floodway Maintenance Plan Summary Map 2025



LAKEHEAD REGION
CONSERVATION AUTHORITY

0 50 100 200 300 400
m

- Invasive Plant Species Removal
- ▲ Non-motorized Boat Sign
- LRCA property boundary
- ~ Provincially Significant Wetland

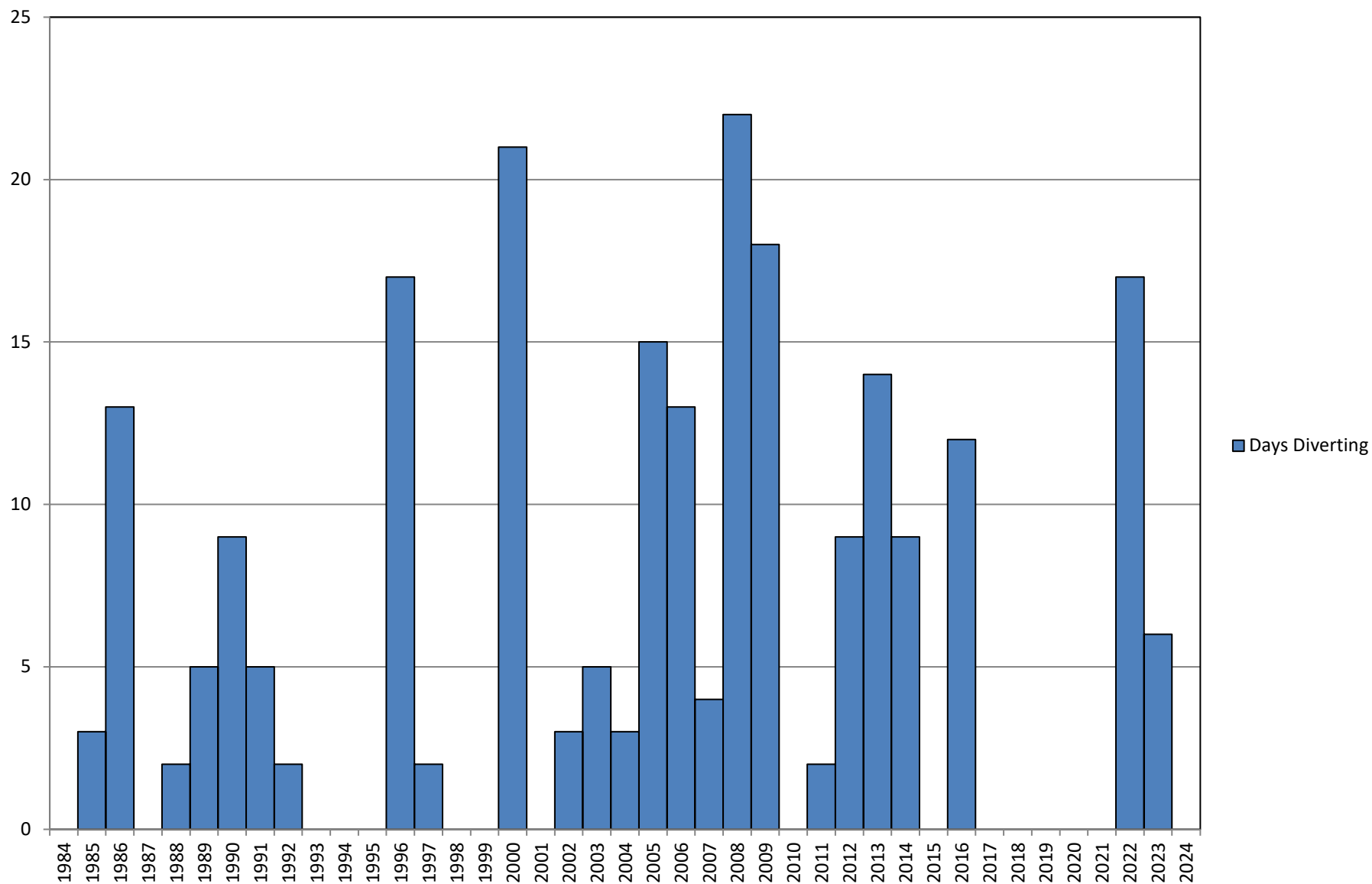
This publication was produced by:
Lakehead Region Conservation Authority
130 Conservation Rd.
Thunder Bay, ON
P7B 6T8

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

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

Datum: NAD 83
Projection: UTM Zone 16N
Date: January, 2025
Copyright 2025, LRCA

Neebing-McIntyre Floodway Number of Days Diverting 1984 - December 2024





| | | | |
|----------------------|--------------------------|-------------------|-------------|
| PROGRAM AREA | Plan Review | REPORT NO. | PIR-01-2025 |
| DATE PREPARED | January 3, 2025 | FILE NO. | 11-6-3 |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2024 Plan Review Summary | | |

RECOMMENDATION

***“THAT:** Staff Report PIR-01-2025 be received.”*

LINK TO STRATEGIC PLAN

Links to the Strategic Plan (2023 – 2027):

Protect and Support:

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

EXECUTIVE SUMMARY

In 2024, a total of 145 Plan Review comments were provided by LRCA staff, which is lower than the 10-year average of 264. Comments were provided on the following planning applications: 26 Official Plan/Zoning By-Law Amendments, 1 Comprehensive Official Plan Reviews, 0 Comprehensive Zoning By-Law Review, 50 Consents and Minor Variances, 2 Plan of Subdivision/Campground, 9 clearance letters, 33 Realty Services requests, 17 Lawyer requests and 7 Letters of Opinion.

The 17 lawyer requests in 2024 generated a revenue of \$1,700.00 and 9 clearance letters generated \$900.00 (\$100.00 per review). Effective January 1, 2021, proponents applying for *Planning Act* applications were charged a fee for LRCA’s comments on the application based on the type of application. LRCA fees for service collected by Member Municipalities/Townships and Lakehead Rural Planning Board generated \$26,150.00. Official Plan Comprehensive Review is partially funded by the MNR Section 39 Transfer Payment, when applicable. The \$26,150.00 in self-generated revenue will be used to fund the mandatory Plan Review program to offset required municipal levy.

DISCUSSION

LRCA has the delegated responsibility to review planning documents and applications on behalf of the province to ensure that adherence to Section 5.2 (natural hazards) of the Provincial Planning Statement (PPS) is met, (note, the new PPS came into effect on October 20, 2024; prior to this, the PPS was titled the Provincial Policy Statement and natural hazards were listed under 3.1 of the document).

The following table outlines a summary of Plan Review in 2024:

| Plan Review Summary | 2024 |
|--|-------------|
| Comprehensive Official Plan Reviews | 1 |
| Comprehensive Zoning By-Law Reviews | 0 |
| Official Plan/Zoning By-Law Amendments | 26 |
| Consents | 42 |
| Minor Variances | 8 |
| Plans of Subdivisions/Campgrounds | 2 |
| Clearances | 9 |
| Realty Services | 33 |
| Lawyer Inquiries | 17 |
| Letters of Opinion | 7 |
| Total | 145 |

The 2024 Plan Review Summary is attached (Attachment #1), which summarizes the Plan Review program over the last 10 years. In 2021, the LRCA implemented applicant fees for LRCA comments on planning applications. Within the City of Thunder Bay, Authority staff now only comment on applications that have LRCA regulated area on the subject site. Given this change in process, the number of comments provided is approximately 46% lower than the 10-year average of 264 (i.e., 145 compared to 264).

Also attached (Attachment #2) is the 2024 Plan Review Administration Summary summarized by Municipality. Similar to previous years, the City of Thunder Bay and Municipality of Oliver Paipooonge received the most Plan Review comments with a total of 61 and 37, respectively. The Municipality of Shuniah received 22 Plan Review comments in 2024, and the Municipality of Neebing received 18.

Effective January 1, 2021, proponents applying for *Planning Act* applications were charged a fee for service for LRCA's comments based on the type of application. All Member Municipalities, Townships, and the Lakehead Rural Planning Board (LRPB) remitted the collected fees to the LRCA at the time of application submission. The LRCA's Plan Review *Planning Act* fees for service recover and partially fund the costs associated with administering and delivering the Plan Review program. The program is partially funded by municipal levy. See Attachment #3 – 2024 Plan Review Program Revenue Summary. It is noted that *Planning Act* application resubmissions are not charged a second fee for updated/resubmitted comments.

FINANCIAL IMPLICATIONS

A fee of \$100 plus HST is charged for a lawyer request or a clearance letter (for private landowners only). In 2024, the 17 lawyer requests generated an income of \$1,700.00 and 9 clearance letters generated \$900.00.

Fees for LRCA comments relating to *Planning Act* applications were collected by Member Municipalities/Townships and LRPB generated \$26,150.00 in revenue. Official Plan Comprehensive Review is partially funded by the MNR Section 39 Transfer Payment, when applicable. The \$26,150.00 in self-generated revenue will be used to fund the mandatory Plan Review program to offset required municipal levy.

On December 28, 2022 a “Minister’s Direction to not Change Fees” was issued to Conservation Authorities, that prohibited the changing of Plan Review fees for the period of January 1, 2023 to December 31, 2023. A similar letter was issued by the Minister to ‘extend the no changes to fees’ on December 13, 2023, where Conservation Authorities are prohibited from changing the Plan Review fees for the period of January 1, 2024 to December 31, 2024. Fees have again been frozen for 2025 as per a letter from the Minister addressed to Conservation Authorities received on December 12, 2024 to extend the previous Directions that were in place for the 2023 and 2024 calendar years, and prohibits the changing of Development Permit fees for the period of January 1, 2025 to December 31, 2025. staff will review and revise the Fee Schedule once permitted.

CONCLUSION

A total of 145 comments were issued by LRCA staff in 2024. The total number of planning comments provided were less than the 10-year average due to staff only commenting on applications with LRCA regulated area on the subject site.

BACKGROUND

As per Section 7 of O. Reg. 686/21 (Mandatory Programs and Services) of the *Conservation Authorities Act*, Conservation Authorities (CAs) are required to provide comments, technical support and information relating to natural hazards at the request of planning authorities responsible for *Planning Act* applications for the purposes of helping to ensure that the decisions under that Act are consistent and conform with natural hazard policies.

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

Conservation Authorities review and provide comments on municipal planning documents and applications (i.e., minor variances, consents, amendments to the zoning by-law, etc.) submitted pursuant to the *Planning Act* as part of the Provincial One-Window Plan Review service.

Comments are also provided on comprehensive zoning by-law and Official Plan updates undertaken by a Township or Municipality. Comments are to ensure that planning decisions are consistent with and take into consideration the natural hazard policies contained within Section 5.2 of the Provincial Planning Statement.

The LRCAs role is as a commenting agency, where comments are provided by the LRCA on all planning documents and applications submitted to the planning authorities within LRCAs Area of Jurisdiction. Comments are provided which advise whether the application meets the intent of Section 5.2 of the Provincial Planning Statement.

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

The LRCA provides a service to Realtors and Solicitors when they are representing their clients during Real Estate transactions. Realtors or Solicitors may request information regarding whether subject properties are regulated under Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits.

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


REFERENCE MATERIAL ATTACHED

Attachment #1 - 2024 Plan Review Administration Summary

Attachment #2 - 2024 Plan Review Summary

Attachment #3 – 2024 Plan Review Program Revenue Summary

PREPARED BY: Melissa Hughson, Watershed Manager

| | |
|--|---------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 22, 2025 |
|--|---------------------------|

2024 Plan Review Administration Summary

In 2024, Authority staff continued to provide Plan Input and Review to the member Municipalities. The following summarizes the Plan Input and Review Administration by Municipality in 2024.

| Municipality | Minor Variance (A) | Consent (B) | Official Plan | | Zoning By-Law (Z) | | Subdivisions | Clearances | Reality Service | Lawyer Inquires | Letter of Opinion (Other) | Total |
|----------------------|--------------------|-------------|----------------------|-----------|----------------------|-----------|--------------|------------|-----------------|-----------------|---------------------------|------------|
| | | | Comprehensive Review | Amendment | Comprehensive Review | Amendment | | | | | | |
| City of Thunder Bay | 3 | 3 | 0 | 5 | 0 | 1 | 1 | 1 | 33 | 10 | 4 | 61 |
| Oliver Paipooonge | 0 | 20 | 0 | 1 | 0 | 10 | 1 | 3 | 0 | 2 | 0 | 37 |
| O'Connor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neebing | 2 | 9 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 3 | 1 | 18 |
| Shuniah | 3 | 5 | 0 | 2 | 0 | 4 | 0 | 5 | 0 | 1 | 2 | 22 |
| Conmee | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Gillies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dorion | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Rural Planning Board | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Total | 8 | 42 | 1 | 8 | 0 | 18 | 2 | 9 | 33 | 17 | 7 | 145 |

2024 Plan Review Summary

In 2024, Authority staff continued to provide Plan Input and Review to the member Municipalities. The following summarizes Plan Input for 2024, compared to the past 10 years.

| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Clearances | 5 | 4 | 8 | 1 | 5 | 4 | 3 | 7 | 1 | 6 | 9 |
| Consents | 208 | 166 | 181 | 131 | 114 | 132 | 119 | 79 | 71 | 47 | 42 |
| Minor Variances | | | | | | | | | | | 8 |
| Official Plan/Zoning By-Law Amendments Total | 48 | 43 | 46 | 35 | 30 | 22 | 32 | 29 | 20 | 14 | 26 |
| Comprehensive Official Plan Review | | | | 2 | 0 | 2 | 1 | 2 | 1 | 3 | 1 |
| Comprehensive Zoning By-Law Review | | | | 0 | 2 | 0 | 0 | 2 | 2 | 1 | 0 |
| Plans of Subdivision/Campgrounds | 7 | 6 | 7 | 3 | 5 | 2 | 3 | 1 | 2 | 4 | 2 |
| Letter of Opinion | 27 | 14 | 20 | 18 | 25 | 16 | 26 | 14 | 11 | 11 | 7 |
| Realty Services | 20 | 42 | 20 | 38 | 27 | 17 | 29 | 20 | 14 | 29 | 33 |
| Lawyer Inquiries | 85 | 67 | 88 | 60 | 55 | 42 | 29 | 30 | 30 | 43 | 17 |
| Total | 400 | 342 | 370 | 288 | 263 | 237 | 242 | 184 | 155 | 159 | 145 |
| Average over 10 Years | 264 | | | | | | | | | | |

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

*As of January 1st, 2021 Applicants are charged a fee per application.

2024 - Plan Review Program Revenue Summary

| | Consent | Minor Variance | Offical Plan | Zoning Bylaw | Subdivisions | Total |
|-----------------------------------|-----------|----------------|--------------|--------------|--------------|-----------|
| City of Thunder Bay | 1,375.00 | 550.00 | 1,485.00 | 345.00 | 2,150.00 | 5,905.00 |
| Municipality of Shuniah | 2,525.00 | | | 690.00 | | 3,215.00 |
| Township of Dorion | 275.00 | | | | | 275.00 |
| Municipality of Neebing | 1,925.00 | 550.00 | | 690.00 | | 3,165.00 |
| Lakehead Rural Planning Board | 1,100.00 | | | | | 1,100.00 |
| Township of Gillies | | | | | | - |
| Township of Conmee | | | | | | - |
| Township of O'Connor | | | | | | - |
| Municipality of Oliver Paipaoonge | 5,225.00 | | 495.00 | 2,070.00 | 2,000.00 | 9,790.00 |
| Lawyer Inquiry | | | | | | 1,700.00 |
| Clearance Letter | | | | | | 1,000.00 |
| | 12,425.00 | 1,100.00 | 1,980.00 | 3,795.00 | 4,150.00 | 26,150.00 |



| | | | |
|----------------------|---|-------------------|----------------|
| PROGRAM AREA | Development Regulations | REPORT NO. | DEVREG-01-2025 |
| DATE PREPARED | January 7, 2025 | FILE NO. | 11-6-3 |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2024 Development Regulations Summary & Annual Report: Permit Timelines and Compliance Summary, 2024 | | |

RECOMMENDATION

“THAT: Staff Report DEVREG-01-2025 be received **AND FURTHER THAT** the Annual Report: Permit Timelines and Compliance Summary, 2024 be approved.”

LINK TO STRATEGIC PLAN

Links to the Strategic Plan (2023 – 2027):

Protect and Support:

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

EXECUTIVE SUMMARY

On February 16, 2024, a new Minister’s regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under subsection 28(1) of the *Conservation Authorities Act* was approved by the Province.

With an effective date of April 1, 2024, this regulation replaced the existing individual conservation authority “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”, regulation O. Reg 180/06 held by the Lakehead Region Conservation Authority (LRCA), and moving forward, O. Reg. 41/24 will be used by all Conservation Authority’s (CA’s) within the province. The enactment of O. Reg. 41/24 also coincided with the proclamation of associated sections within the *Conservation Authorities Act* bringing into force new legislative and regulatory requirements. One of the new requirements includes that all CA’s prepare and publish an annual report outlining statistics on permits, including reporting on the level of compliance with O. Reg. 41/24 regarding the application for and issuance of permits, including any associated timelines.

LRCA has prepared and attached an annual report (Annual Report: Permit Timelines & Compliance Summary, 2024) that meets the legislative and regulatory requirements of the

Conservation Authorities Act. It is noted that this first annual report only covers permits issued under O. Reg. 41/24 between April 1, 2024 and December 31, 2024. 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 2024 Permit Timelines and Compliance Summary (Appendix A of the Annual Report) will be shared with CO for their use in the preparation of an annual report to the CO Council on the collective outcomes of all CAs' annual reports.

In 2024, LRCA staff processed and issued 92 permits – the most permits ever issued by LRCA. Between January 1 and March 31, 2024, LRCA staff processed 28 permits under O. Reg. 180/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, and between April 1 and December 31, 2024, staff processed 64 permits under the new regulation O. Reg. 41/24: Prohibited Activities, Exemptions and Permits. Eight (8) violations were identified where development had commenced within LRCAs regulated area without a LRCA permit in place. Of the 8 violations, 5 have been resolved and 3 remain unresolved and will be carried forward into 2025 for further investigation and resolution.

In 2024, an average of 4.3 days was required to process a permit once a complete application was received by the LRCA. The minimum processing time for a decision was one day and the maximum was 21 days. The total revenue for permit applications in 2024 was \$25,200.00.

In addition to processing permits, a total of 361 general inquiries were received by the LRCA in 2024, in which staff consulted with the public related to property inquiries, map requests and/or general information.

DISCUSSION

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under subsection 28(1) of the *Conservation Authorities Act* was approved by the Province.

With an effective date of April 1, 2024, this regulation replaced the existing conservation authority specific "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation, O. Reg 180/06 held by the Lakehead Region Conservation Authority (LRCA), and moving forward, O. Reg. 41/24 will be used by all conservation authorities within the province. The enactment of O. Reg. 41/24 also coincided with the proclamation of associated amended sections within the *Conservation Authorities Act*.

Included in the legislative and regulatory changes are timelines associated with the permitting process, and a new requirement for all CAs to prepare an annual report outlining statistics on permits and the level of compliance with the requirements of O. Reg. 41/24. In response to these requirements, LRCA staff have created policy: DEVREG-07, Section 28 Permit Timelines and Compliance Reporting that was approved by the Board of Directors on November 27, 2024. This policy outlines standard timelines for LRCA staff to make decisions on permit applications following the notification to applicants that an application is deemed complete and summarizes annual reporting requirements.

Annual Report: Permit Timelines & Compliance Summary, 2024

Attached is LRCA's Annual Report: Permit Timelines & Compliance Summary for 2024 that is a requirement under O. Reg. 686/21 (Mandatory Programs and Services). The Annual Report outlines statistics on permits issued in 2024 including compliance with associated timelines. The report only includes permits issued under O. Reg. 41/24, which is between April 1, 2024 and December 31, 2024. Future reporting will be inclusive of the reporting year (i.e., January 1st to December 31st). Appendix A of the Annual Report is a standard reporting template developed by Conservation Ontario (CO) and ensures comparability between Conservation Authorities (CAs). 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).

The following is a summary of information within the Annual Report: between April 1 and December 31, 2024, LRCA staff issued a total of 64 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 2024. 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 maps of regulated areas was undertaken in 2024; updated maps were printed and available at LRCA's head office and posted to the Authority's website in April of 2024.

LRCA's Annual Report: Permit Timelines & Compliance Summary for 2024 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 2024 Permit Timelines and Compliance Summary (Appendix A) will be shared with CO for their use in the preparation of an annual report to the CO Council on the collective outcomes of all CAs' annual reports.

LRCA Summary of Permits Issued

This section summarizes permits issued for the whole of 2024. Between January 1 and March 31, 2024, LRCA staff processed 28 permits under O. Reg. 180/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, and between April 1 and December 31, 2024, staff processed 64 permits under the new regulation O. Reg. 41/24: Prohibited Activities, Exemptions and Permits; a total of 92 permits were issued by LRCA staff in 2024. Eight (8) violations were identified where development had commenced within LRCAs regulated area without a LRCA permit in place. Of the 8 violations, 5 have been resolved and 3 remain unresolved and will be carried forward into 2025 for further investigation and resolution.

Attached is the 2024 Permit Summary Report, which summarizes the Permit Administration for the last 10 years. Staff issued a total of 92 permits in 2024. This is the most permits LRCA has ever processed and issued in a year and is 29 more permits than the 10-year average of 64.

An average of 4.3 days was required to process a permit once a complete application was received by the LRCA. The minimum processing time for a decision was one day and the maximum was 21 days. The 21-day processing time was for a more complex permit application that was also a violation. All permit processing times (including the 21-day one) met LRCA's decision timelines guidelines outlined in the LRCA's policy DEVREG-07: Section 28 Permit Timelines and Compliance Reporting, 30 days for a Minor application, and 90 days for a Major application as well as LRCA's Rules of Procedure for Permit Application Review and Approval, Version 5.0, of 90-days for all permit applications.

In general, the number of inquiries relating to development regulations has steadily increased over the past 10 years and increased by 3.1% in 2024 compared to the 10-year average of 350. Attached is the General Inquiries Summary Table, which summarizes the total general inquiries, regulated area inquiries and pre-consultation for permits over the last ten years. This number does not reflect all inquiries, as verbal responses are not tracked.

In October 2022, an on-line map viewer that displays the regulated area was launched. The map viewer provides a method for the public to determine whether their land is regulated and may be subject to requiring permits from the LRCA. Additionally, an inquiry form was added to the website to allow the user to request information directly from the LRCA. Based on webpage metrics, it is known that there were 2,226 Map Viewer page views in 2024 which is a significant increase from the 1,750 page views in 2023. Based on the number of page views, it can be assumed that this new screening feature has reduced the number of miscellaneous inquiries processed by staff since its implementation.

FINANCIAL IMPLICATIONS

Fees charged to process permits range from \$150 for a small works project to \$1,000 for a review and approval of major works. A total revenue of \$25,200.00 was generated from permits in 2024. The self-generated revenue and municipal levy are used to fund the Development Regulations Program.

On December 28, 2022 a "Minister's Direction to not Change Fees" was issued to Conservation Authorities, that prohibits the changing of Development Permit fees for the period of January 1, 2023 to December 31, 2023. On December 13, 2023, a letter from the Minister addressed to Conservation Authorities was received to "Extend the Minister's Direction to not Change Fees" that prohibited the changing of Development Permit fees for the period of January 1, 2024 to December 31, 2024. Fees have again been frozen for 2025 as per a letter from the Minister addressed to Conservation Authorities received on December 12, 2024 to extend the previous Directions that were in place for the 2023 and 2024 calendar years, and prohibits the changing of Development Permit fees for the period of January 1, 2025 to December 31, 2025. Staff will review and revise the Fee Schedule once permitted.

CONCLUSION

A total of 92 permits were issued in 2024. LRCA staff received 361 general inquiries. There were eight violations investigated, five were resolved, and three have been carried into 2025 for further investigation.

BACKGROUND

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under subsection 28(1) of the *Conservation Authorities Act* was approved by the Province.

With an effective date of April 1, 2024, this regulation replaced the existing conservation authority specific "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation, O. Reg 180/06 held by the Lakehead Region Conservation Authority (LRCA), and moving forward, O. Reg. 41/24 will be used by all conservation authorities within the province. The enactment of O. Reg. 41/24 also coincided with the proclamation of associated sections within the *Conservation Authorities Act*.

Key Changes

While much of the CA regulatory process remains the same, key changes of interest include the following:

- The definition of a "watercourse" has been amended from "*an identifiable depression in the ground in which a flow of water regularly or continuously occurs*" to "*a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs*".
- The regulated area around wetlands ("other areas") will be consistent at 30 m, including around provincially significant wetlands (previously 120 m).
- Exceptions (no permits required) for certain low-risk activities.
- Maps will be required to be reviewed and updated annually.
- Maps must be posted on the website.
- Must advise applicants within 21 days that a permit application is deemed complete.
- If an applicant is advised that their application is complete, the authority shall not require new studies, technical information or plans unless agreed to by the authority and the applicant. The authority can only ask for clarification or further details regarding the application.
- Permits can now be issued up to 60 months for all permits, previously 24 months, and only 60 months for certain conditions.
- Permit decision criteria changed from not likely to affect "flooding, erosion, dynamic beaches, pollution and conservation of land" to "flooding, erosion, dynamic beaches, unstable soil or bedrock, and not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health and safety of persons or result in the damage or destruction of property".
- The Minister may, by order, direct an authority to not issue a permit.
- The Minister has the power to issue a permit.

- Authority may delegate approval or cancellation of permits or the holding of hearings in relation to the permits to the authority's executive committee (LRCA does not have one) or to any other person or body.
- O. Reg. 686/21: Mandatory Programs and Services updated to add a new requirement for the reporting on the achievement of Conservation Authority permitting standards, including the level of compliance with new regulatory requirements in O. Reg. 41/24 (i.e., meeting timelines).
- In specific circumstances the CA can now issue stop work orders.
- Penalties for offences have been increased and the ability of the court to increase penalties in the amount of any monetary benefit that was acquired as of the result of the commission of an offence.

In response to the legislative and regulatory changes that came into effect on April 1, 2024, LRCA staff have developed the following new and/or updated policies in 2024:

| Policy # | Title | Resolution # | Date of Board Approval |
|-----------|--|--------------|------------------------|
| DEVREG-01 | Rules of Procedure for Permit Approval, Ver. 5.0 | 44/24 | March 27, 2024 |
| DEVREG-02 | Interim Guidelines for the Administration and Implementation of O. Reg. 41/24: Prohibited Activities, Exemptions and Permits | 45/24 | March 27, 2024 |
| DEVREG-03 | Transitional Procedures and Guidelines (Transitioning from O. Reg. 180/06 to O. Reg. 41/24) | 41/24 | March 27, 2024 |
| DEVREG-04 | Process for Administrative Review under Section 8 of O. Reg. 41/24 | 100/24 | September 25, 2024 |
| DEVREG-05 | Complete Application Policy under Section 7 of O. Reg. 41/24 | 112/24 | October 30, 2024 |
| DEVREG-07 | Section 28 Permit Timelines and Compliance Reporting | 121/24 | November 27, 2024 |

Additional policies are continuing to be developed with the goal of being finalized and approved in 2025 including the following:

| Policy # | Title |
|-----------|--|
| DEVREG-06 | Development Regulation Policies |
| DEVREG-08 | Maps of Regulated Areas (<i>anticipated Board Approval January 29, 2025</i>) |

Regulated Areas within the LRCA Area of Jurisdiction include:

- All watercourses that meet the definition in O. Reg. 41/24, including streams, rivers, creeks plus adjacent area,
- Wetlands that meet the definition in the *Conservation Authorities Act* plus 30 meters surrounding the wetland,
- In-land lakes and shorelines,
- 15 metres landward and one kilometre lakeward from the 100-year flood level of Lake Superior,
- Ravines, valleys, steep slopes, and talus slopes,
- Hazardous lands including unstable soil and bedrock, and
- Property zoned “Use Limitation”, “Hazard Land” and “Environmental Protection”.


REFERENCE MATERIAL ATTACHED

Annual Report: Permit Timelines & Compliance Summary, 2024

2024 Permit Summary Report

2024 General Inquiries Summary

PREPARED BY: Melissa Hughson, Watershed Manager

| | |
|--|---------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 22, 2025 |
|--|---------------------------|



LAKEHEAD REGION
CONSERVATION AUTHORITY

Annual Report: Permit Timelines & Compliance Summary 2024

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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 2024 including compliance with associated timelines. It is noted that O.Reg. 41/24 came into effect on April 1, 2024 and as such, this first annual reporting framework has only captured permits issued between April 1, 2024 to December 31, 2024.

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 2024 Annual Permit Timelines and Compliance Summary

Appendix A summarizes LRCA’s 2024 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 April 1 and December 31, 2024, LRCA staff issued a total of 64 permits under O. Reg. 41/24 (Prohibited Activities, Exemptions and Permits). Prior to April 1, 2024, permits were issued under O. Reg. 180/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses); statistics related to permits issued under O.Reg. 180/06 have not been included in this report.

All applicants received a notice of complete application within the 21-day time period. There were no requests received for Administrative Reviews in 2024. 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 maps of regulated areas was undertaken in 2024; updated maps were printed and available at LRCA’s head office and posted to the Authority’s website in April of 2024.

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 2024 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: 2024 Permit Timelines & Compliance Summary

| Conservation Authority: Lakehead Region Conservation Authority (LRCA) | |
|---|--|
| Annual Reporting – Permit Statistics | |
| Total Permits Issued (Overall) (January 1 ¹ – December 31): | 64 |
| Total Major Permits Issued (January 1 ¹ – December 31): | 3 |
| Total Minor Permits Issued (January 1 ¹ – December 31): | 61 |
| Total Applications Subject to Minister's Order (Minister's Review): | 0 |
| Annual Reporting – Permit Timelines | |
| COMPLETE APPLICATION REVIEW Total complete application reviews completed in 21 days: | 64 |
| PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days): | 3 |
| PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days): | 0 |
| PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days): | 61 |
| PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days): | 0 |
| VARIANCE FROM TIMELINES Reason for Variance from Timelines (Optional): | Not applicable – all timelines were met. |
| PERMIT TIMELINES (AVERAGE – ALL) Overall Average Permit Review Timeline (): | 3 days |
| PERMIT TIMELINES (AVERAGE – MAJOR – 90 DAYS) Average Major Permit Review Timeline: | 6 days |
| PERMIT TIMELINES (AVERAGE – MINOR – 30 DAYS) | 3 days |

¹ Note: the first Annual Report using this framework will only capture permits issued from April 1 – December 31, 2024.

| | |
|---|---|
| Average Minor Permit Review Timeline: | |
| Annual Reporting – Compliance with O. Reg. 41/24 | |
| MAPPING Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24) | Yes. All maps of regulated areas/ site screening maps are available in hard copy at the LRCAs head office, as well as online at: https://lakeheadca.com/regulations/screening-maps-1 ; 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 (https://lakeheadca.com/regulations/map-your-property) |
| MAPPING Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24) | Yes. Site Screening Maps were updated in April 2024 to account for changes to the regulated area including the reduction in buffer around Provincially Significant Wetlands from 120m to 30m. Annual updates to LRCAs regulated area mapping will continue in 2025. |
| ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority: | 0 |
| ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days of the request: | n/a – 0 requests for Administrative Review received. |

2024 Permit Summary Report

The following summarizes Permit Administration for 2024, compared to the past 10 years.

| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| General Inquiries (<i>includes general inquiries related to property inquiries, map requests, general information, etc.</i>) | 175 | 260 | 359 | 395 | 370 | 340 | 384 | 430 | 427 | *357 | 361 |
| Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Permits) | 84 | 60 | 51 | 43 | 59 | 70 | 75 | 62 | 64 | 59 | 92 |
| Permit Extensions/Revisions | 0 | 3 | 2 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 |
| Pending Permits (<i>Application submitted, staff awaiting additional requested information</i>) | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Total | 261 | 323 | 412 | 439 | 430 | 410 | 460 | 493 | 492 | 416 | 452 |
| 10 Year Average Permits Issued | 63 | | | | | | | | | | |

The following summarizes the number of Permits issued in 2024 for each Member Municipality.

| Year | City of Thunder Bay | Neebing | Oliver Paipoonge | Shuniah | Dorion | Gillies | O'Connor | Conmee | Total | Average Number of Days to Issue Permit |
|------|---------------------|---------|------------------|---------|--------|---------|----------|--------|-------|--|
| 2024 | 47 | 14 | 8 | 20 | 3 | 0 | 0 | 0 | 92 | 4.3 |

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

2024 General Inquiries Summary

In 2024, Authority staff continued to receive general inquiries regarding Development Regulations. The following summarizes the inquiries by Municipality in 2024, compared to the past 10 years.

| Year | City of Thunder Bay | Mun. of Neebing | Mun. of Shuniah | Mun. of Oliver Paipoonge | Twp of O'Connor | Twp of Conmee | Twp of Gillies | Twp of Dorion | Outside Jurisdiction | Total per Year | * Map Viewer Page Views |
|-----------------|---------------------|-----------------|-----------------|--------------------------|-----------------|---------------|----------------|---------------|----------------------|----------------|-------------------------|
| 2014 | 103 | 20 | 25 | 16 | 1 | 1 | 0 | 3 | 6 | 175 | - |
| 2015 | 149 | 37 | 25 | 26 | 2 | 4 | 7 | 2 | 8 | 260 | - |
| 2016 | 182 | 33 | 39 | 79 | 3 | 6 | 3 | 3 | 11 | 359 | - |
| 2017 | 235 | 48 | 45 | 38 | 3 | 2 | 8 | 5 | 11 | 395 | - |
| 2018 | 227 | 41 | 49 | 37 | 4 | 2 | 2 | 2 | 11 | 370 | - |
| 2019 | 182 | 33 | 68 | 31 | 1 | 5 | 5 | 1 | 14 | 340 | - |
| 2020 | 198 | 39 | 73 | 40 | 5 | 5 | 4 | 8 | 12 | 384 | - |
| 2021 | 224 | 46 | 74 | 48 | 2 | 7 | 10 | 3 | 14 | 430 | - |
| 2022 | 217 | 42 | 66 | 75 | 1 | 6 | 9 | 7 | 4 | 427 | - |
| 2023 | 184 | 47 | 36 | 73 | 4 | 4 | 2 | 3 | 4 | 357 | *1750 |
| 10 Year Average | 190 | 39 | 50 | 46 | 3 | 4 | 5 | 4 | 10 | 350 | - |
| 2024 | 199 | 43 | 52 | 50 | 3 | 9 | 2 | 1 | 2 | 361 | 2226 |

* On-line map viewer on LRCA website was launched in October 2022 (page views estimated from website view tracker).



| | | | |
|----------------------|--|-------------------|-----------------------|
| PROGRAM AREA | POLICY | REPORT NO. | POLICY-DEVREG-08-2025 |
| DATE PREPARED | December 19, 2024 | FILE NO. | |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | Maps of Regulated Areas under Section 4 or O. Reg. 41/24 | | |

RECOMMENDATION

Suggested Resolution

“THAT: Development Regulations Policy DEVREG-08-2025, Maps of Regulated Areas under Section 4 of O. Reg. 41/24 be adopted.”

LINK TO STRATEGIC PLAN (2023-2027)

Links to the Strategic Plan (2023 – 2027):

Protect and Support:

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

EXECUTIVE SUMMARY

LRCA has drafted a policy and procedure document outlining requirements concerning mapping of regulated areas under Section 4 of Ontario Regulation (O. Reg.) 41/24. The document includes information on how LRCA complies with the legislated requirements and details how staff will undertake annual updates to its regulated area mapping including the recording and tracking of all required changes and updates of regulatory mapping produced.

DISCUSSION

On April 1, 2024, the *Conservation Authorities Act* (CA Act) was amended, and Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits was enacted, bringing into force new legislative and regulatory requirements associated with Conservation Authority (CA) permitting including details regarding CA maps of regulated areas. The updated legislation requires CAs to update the maps of regulated areas annually and make the maps available to the public with a copy available at the CAs head office as well as posted to their website. If it is found that significant changes to the areas where development activities are prohibited, the CA shall ensure that proper consultation with affected stakeholders including municipalities, and the public is undertaken to ensure those affected are notified of the proposed changes.

The attached draft policy, DEVREG-08: Maps of Regulated Areas under Section 4 of O. Reg. 41/24, details how the Lakehead Region Conservation Authority (LRCA) will undertake annual updates to its regulated area mapping including the recording and tracking of all required changes and updates of regulatory mapping produced.

Staff are drafting the following additional policies related to the Section 28 Regulations Program, which will be brought to the Board for approval:

- Development Regulations Policy (O. Reg. 41/24)

FINANCIAL IMPLICATIONS

None.

CONCLUSION

The policy provides a document to guide staff and members of the public on the requirements concerning mapping of and mapping updates of LRCA's regulated area.


BACKGROUND

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities Act* was approved by the Province, with an effective date of April 1, 2024. The regulation replaced the individual "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation [O. Reg. 180/06] held by the Lakehead Region Conservation Authority (LRCA) and provided one regulation that is used by all Conservation Authorities.

REFERENCE MATERIAL ATTACHED

Draft Development Regulations Policy DEVREG-08-2025, Maps of Regulated Areas under Section 4 of O. Reg. 41/24.

PREPARED BY: Melissa Hughson, Watershed Manager

| | |
|--|--------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 3, 2025 |
|--|--------------------------|

| | | | |
|-------------------|---|-----------------------|---------------|
| Section: | DEVELOPMENT REGULATIONS | | |
| Title: | DEVREG-08: Maps of Regulated Areas under Section 4 of O. Reg. 41/24 | | |
| Resolution | ##/25 | Approval Date: | Month DD, YYY |
| Revisions | | | |

1.0 Background

On April 1, 2024, the *Conservation Authorities Act* (CA Act) was amended, and Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits was enacted, bringing into force new legislative and regulatory requirements associated with Conservation Authority (CA) permitting including details regarding CA maps of regulated areas. The updated legislation requires CAs to update the maps of regulated areas annually and make the maps available to the public with a copy available at the CAs head office as well as posted to their website. If it is found that significant changes to the areas where development activities are prohibited, the CA shall ensure that proper consultation with affected stakeholders including municipalities and the public is undertaken to ensure those affected are notified of the proposed changes.

This policy, DEVREG-08: Maps of Regulated Areas under Section 4 or O. Reg. 41/24, details how the Lakehead Region Conservation Authority (LRCA) will undertake annual updates to its regulated area mapping including the recording and tracking of all required changes and updates of regulatory mapping produced.

1.1 Legislation Regarding Maps of Regulated Areas

Section 4 of O. Reg. 41/24 outlines requirements concerning mapping of regulated areas, detailed as follows:

1. An authority shall develop maps depicting the areas within the authority's area of jurisdiction where development activities are prohibited under paragraph 2 of subsection 28 (1) of the Act (i.e., hazardous lands, wetlands, river or stream valleys, shoreline of lakes, other areas as determined by the regulations, etc.) which shall be filed at the head office of the authority and made available to the public on the authority's website, and by any other means that the authority considers advisable.
2. At least once annually, the authority shall,
 - a) review the maps referred to in subsection (1) and determine if updates to the maps are required;

- b) make and file such updates to the maps at its head office if required; and
 - c) make the updated maps available to the public on its website and by any other means it considers advisable.
3. Where new information or analysis becomes available that may result in significant updates to the areas where development activities are prohibited under paragraph 2 of subsection 28 (1) of the Act, including enlargements or reductions to such areas, the authority shall ensure that stakeholders, municipalities and the public are notified of the proposed changes in any manner that the authority considers advisable, including making any relevant information or studies available online at least 30 days prior to an authority meeting during which the proposed changes are on the agenda.
4. Where significant changes to the areas where development activities are prohibited have been made in accordance with subsection (3), the authority shall promptly update the maps described in subsection (1).
5. For greater certainty, in case of a conflict regarding the boundaries of the areas where development activities are prohibited under paragraph 2 of subsection 28 (1) of the Act, the description of those areas in that paragraph and in section 2 of this Regulation prevail over the depiction of the areas in the maps referred to in subsection (1) of this section.

2.0 LRCA Maps of Regulated Areas

The LRCA has developed Screening Maps showing LRCA's approximate regulated area; the maps are used in administering LRCA's Plan Review and Section 28 Development Regulations Program areas to determine if a development proposal is within the regulated area. The mapping was developed by LRCA staff following the *Guidelines for Developing Schedules of Regulated Areas, 2005* (prepared by Conservation Ontario, in co-operation with the Ontario Ministry of Natural Resources), and the *Procedure for updating Section 28 Mapping* (Conservation Ontario, 2018).

As per Section 28 (1) paragraph 2 of the CA Act, regulated features within the authority's area of jurisdiction include the following:

- i. hazardous lands,
- ii. wetlands,
- iii. river or stream valleys the limits of which shall be determined in accordance with the regulations,
- iv. areas that are adjacent or close to the shoreline of the Great Lakes-St. Lawrence River System or to an inland lake and that may be affected by flooding, erosion or dynamic beach hazards, such areas to be further determined or specified in accordance with the regulations, or
- v. other areas in which development should be prohibited or regulated, as may be determined by the regulations. 2017, c. 23, Sched. 4, s. 25; 2022, c. 21, Sched. 2, s. 7 (1).

Technical spatial information supporting LRCA's regulated areas mapping includes floodplain mapping studies, wetland delineation studies, ecological land classification mapping, digital elevation models, aerial photography, watercourse location mapping, etc. Further details of past

studies completed by the authority can be found within the LRCA's Watershed-Based Resource Management Strategy.

2.1 Public Availability of Maps of Regulated Areas

The LRCA's Screening Maps are available at the LRCA's head office at 130 Conservation Road, and are also available on the authority's website at the following link: <https://lakeheadca.com/regulations/screening-maps-1>. Members of the public are also able to view the regulated area using LRCA's online Mapping Tool or Map Viewer, available on the website at the following link: <https://lakeheadca.com/regulations/map-your-property>.

3.0 Updates to Maps of LRCA's Regulated Areas

LRCA's maps of regulated areas are used as a screening tool in administering the Plan Review and Section 28 Development Regulations program areas within the LRCA's area of jurisdiction. The information depicted on the mapping is not always exact and can be altered over time for reasons such as changing landscapes due to development, natural processes, climate change, updated information, etc. As per the CA Act and O. Reg. 41/24, in case of a conflict regarding the boundaries of the areas where development activities are prohibited, the description of those areas within the legislation prevail over the depiction of the regulated areas in LRCA's maps of regulated areas, **(i.e., in cases where there is a discrepancy between the mapping and text of the regulation, the text prevails)**.

3.1 Minor Mapping Changes

Within a given year, LRCA staff may refine various data layers based on site-specific field investigations by LRCA staff or other qualified professionals. These are typically minor modifications. Examples might include wetland boundary modifications, confirmation of stable top-of bank obtained through site-specific geotechnical studies, surveyed floodlines, updates to the location of a watercourse, etc. These modifications generally relate to individual properties (although the regulation limit may impact several properties) and are made as a result of the permit or plan review process.

Minor updates to site specific locations will be made by LRCA staff as required to facilitate mandatory programs and services throughout the year (e.g., to issue a permit, provide comments to a municipality on a *Planning Act* application, issue a Clearance Letter, etc.). In general, the affected property owner(s) will be made aware of the changes to the regulated area through the pre-consultation process of the program areas. Staff will track all minor updates completed throughout the year to ensure that they are captured in an overall update to the Screening Maps that will be completed on an annual basis (see Section 3.4 below for further information).

3.2 Major Mapping Changes

More extensive mapping changes made at the watershed, subwatershed, watercourse or shoreline reach, or multi-property scale are considered more significant. Examples of these changes might include floodplain mapping, geotechnical mapping defining the limit of the erosion hazard, comprehensive wetland mapping, etc. Changes to modelling standards and availability of higher resolution data may result in a more accurate representation of the hazards; this usually requires large scale changes. As per section 4(1) of O. Reg. 41/24, when significant changes are required to the mapping, LRCA staff will update the regulated area mapping

promptly following appropriate stakeholder consultation (see Section 3.3 for further details regarding public consultation).

3.3 Public Consultation

Public consultation requirements are detailed in section 4(1) of O. Reg. 41/24. LRCA staff will undertake public consultation regarding more significant changes to the regulated area mapping in a manner the authority deems appropriate. Where new information or analysis becomes available that may result in significant updates to the areas where development activities are prohibited, including enlargements or reductions to regulated areas, the LRCA will undertake public consultation appropriate to the level of significance to ensure that applicable stakeholders, municipalities and the public are notified of the proposed changes. Examples include the following:

- Notification to property owners
- Notification to stakeholders, government agencies, affected municipalities
- Public open houses
- Social media posts
- Notice and information available on LRCA's website (if relevant, the LRCA will post any information or studies on its website at least 30 days prior to an authority meeting during which the proposed changes are on the agenda).

When significant updates are required based on a new or updated study, staff will develop a Consultation Plan that will include a contact list of stakeholders and planned notifications. A Consultation Record will be developed and maintained for each project that will summarize the contact list, notifications issued, and a summary of all correspondence received, and responses provided by the LRCA.

3.4 Record of Mapping Updates

LRCA staff will record all required updates (major and minor) in the GIS metadata associated with the digital mapped feature/layer. GIS map layers of the regulation limit and regulated features will be archived and retained for each iteration of changes. All mapping updates will be reported to the LRCA Board annually in an itemized summary (see Section 3.5 below).

3.5 Annual Update

Annually, a Staff Report regarding Updates to LRCA's Maps of Regulated Areas will be presented to the LRCA's Board of Directors for acceptance. The Staff Report will include a complete summary of both minor and major updates completed. Once accepted by the Board, the updated Screening Maps will be made available to the public in printed copy at LRCA's head office, and online through LRCA's website. Updates will be noted within the revision block on the screening map sheet. The following is an example of a paper map revision block:

| LRCA Update ID (linked to GIS metadata) | DATE | CHANGE |
|---|------|--------|
|---|------|--------|

| | | |
|------|------------|--|
| 1003 | Sept. 2018 | - Flood hazard limit added to ABC watercourse based on floodplain estimation which expands the regulation limit. |
| 1004 | Nov. 2018 | - Wetland boundary removed and area of interference – wetland does not exist based on field truthing – regulation limit is decreased. |
| 1005 | May 2019 | - Mapping revisions to the regulation limit have been completed as referenced in policy document or separate document - Name of who authorized the change |

Reference Documents

- O. Reg. 41/24 Prohibited Activities, Exemptions and Permits, Section 4 Maps of Regulated Areas
- Guidelines for Developing Schedules of Regulated Areas, (Conservation Ontario, 2005)
- Procedure for Updating Section 28 Mapping, (Conservation Ontario, 2018)

| | | | |
|----------------------|----------------------------------|-------------------|------------|
| PROGRAM AREA | Land Management | REPORT NO. | LM-01-2025 |
| DATE PREPARED | December 17, 2024 | FILE NO. | 11-4-4 |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2024 Hazard Tree Removal Program | | |

RECOMMENDATION

“THAT: Staff Report LM-01-2025 be received for information.”

LINK TO STRATEGIC PLAN

Connect and Explore:

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

EXECUTIVE SUMMARY

Lakehead Region Conservation Authority (LRCA) field staff conducted the annual Hazard Tree Removal Program during the month of October and into November. Trees were felled in all areas where there could be a danger to people and/or LRCA property. Hazard trees are chosen to be felled if they appear to be dead, dying and/or damaged. These trees can include large trees up to and over two feet in diameter and trees as small as four inches in diameter. A total of 267 hazard trees were removed from LRCA property during 2024. Increased beaver activity at Hazelwood Lake and Cascades Conservation Areas resulted in several large trees being felled and additionally 35 larger trees wrapped with wire to prevent future beaver concerns. Professional contractors were hired to remove trees deemed as a safety hazard to LRCA staff and hazard trees with potential liability concerns.

Any trees posing an immediate danger (i.e. half-fallen trees, trees across trails) are felled as soon as possible.

DISCUSSION

In total, a total 267 trees were felled in 2024. The attached spreadsheet summarizes the location and species cut down per area.

Fallen trees are left in the general area to where they have fallen. Most often trees are cut and made to fall away from the trails or any structures; however, there are times when the trees must be felled along or across trails. When this occurs the trees are cut into manageable sections in

order to be removed from the trail. As the hazard trees decompose throughout the years they become nutrients for the soil, other vegetation such as mosses will grow on them and they will add to a healthier overall ecosystem. These trees also become habitat for smaller animals and insects.

During the 2024 felling season staff continued to identify hazard trees within LRCA properties and remove them in a timely fashion. The LRCA also hired a professional tree contractor to fell two trees. Professional tree contractors are hired when hazard trees are in positions where they become a safety risk to LRCA staff during felling or if they are near infrastructure that can lead to possible litigation if a mistake during felling occurs. Rutter Urban Forestry felled two large trees ranging from 40-50 feet in height that were situated in precarious positions along the Neebing-McIntyre Floodway adjacent to the Forest Street location.

FINANCIAL IMPLICATIONS

Staff time for this program is budgeted yearly as part of the LRCA levy process. Professional contractors were hired at a total cost of \$1,065.31 which is also budgeted yearly.

CONCLUSION

In total 267 trees were removed from LRCA owned lands in 2024. The hazard tree program proactively addresses tree hazards to ensure the safety of staff and visitors to LRCA owned land and also minimizes risk to LRCA owned infrastructure.

BACKGROUND

The Hazard Tree Removal Program was passed by the LRCA Board of Directors on October 22, 2003. It stated:

“THAT: the Hazard Tree Evaluation and Abatement Guidelines will be endorsed by Lakehead Region Conservation Authority as a minimum standard for this activity.”

To date since 2003 the LRCA has felled 5,574 hazard trees from LRCA owned properties.

All individuals involved in the Hazard Tree Removal Program have their Chainsaw Safety and Operators Certification.

REFERENCE MATERIAL ATTACHED

2024 Hazard Tree Removal Summary Table

Photo

PREPARED BY:

Ryne Gilliam, Lands Manager

| | |
|--|---------------------------|
| THIS REPORT SIGNED AND VERIFIED BY: <i>Tammy Cook</i> Chief Administrative Officer | DATE: January 20, 2025 |
|--|---------------------------|



Photo: Example of large poplar tree half fallen across the Hazelwood Lake Conservation Area Forest Community Trail, due to beaver activity.

2024 Hazard Tree Removal Summary

| Property | Area | Tree Species | | | | | | | Total Trees Removed | Notes |
|---------------------------|------------------------|--------------|----------|--------|-------|--------|----------|--------|---------------------|--|
| | | Poplar | Red Pine | Spruce | Birch | Balsum | Jackpine | Willow | | |
| Cascades | Picnic Area | | | | | | | | 48 | |
| | Red Trail | 5 | | 7 | 1 | | | | | |
| | Orange Trail | 6 | | 4 | 2 | | | | | |
| | Blue Trail | 7 | | 4 | | | | | | |
| | Yellow Trail | 2 | | 5 | | 1 | | | | |
| | Paved/Green Trail | 1 | | 3 | | | | | | |
| Hazelwood Lake | Picnic Area | | | | | | | | 47 | |
| | Beach Trail | 2 | | 10 | 1 | 2 | 2 | | | |
| | Forest Community Trail | 15 | | 10 | | | 1 | | | |
| | Dam Trail | 1 | | | 1 | 2 | | | | |
| Hurkett Cove | Picnic Area | | | | | | | | 9 | |
| | Trail System | 1 | | 8 | | | | | | |
| Cedar Falls | Picnic Area | | | | | | | | 23 | |
| | Trail System | 6 | | 11 | 5 | 1 | | | | |
| Little Trout Bay | Picnic Area | 1 | | 3 | 1 | | | | 20 | |
| | Lookout Trail | | | | | | | | | |
| | Lake Front Trail | 2 | | 9 | 2 | 2 | | | | |
| Mission Island | Picnic Area | | | | | | | | 8 | |
| | Trail System | 6 | | 2 | | | | | | |
| Silver Harbour | Picnic Area | | | | | | | 6 | 6 | |
| Mills Block Forest | Trail System | 2 | | 11 | 1 | 2 | | 5 | 21 | |
| Wishart Forest | Trail System | 2 | | 55 | 6 | 8 | 12 | | 83 | |
| Neebing McIntyre Floodway | Forest Street | | | 2 | | | | | 2 | Trees removed by profesional tree contractor |
| Broadway/Victor | | | | | | | | | 0 | |
| TOTAL: | | 59 | 0 | 144 | 20 | 18 | 15 | 11 | 267 | |



| | | | |
|----------------------|-------------------------------------|-------------------|------------|
| PROGRAM AREA | LAND MANAGEMENT | REPORT NO. | LM-02-2025 |
| DATE PREPARED | January 9, 2025 | FILE NO. | 3-15-12 |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2024 LRCA Lands Maintenance Summary | | |

RECOMMENDATION

Suggested Resolution:

“THAT: Staff Report LM-01-2025 be received for information.”

LINK TO STRATEGIC PLAN (2023-2027)

Connect and Explore:

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

Protect and Support:

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

EXECUTIVE SUMMARY

This report provides an overview of the 2024 field maintenance season summarizing work within the Conservation Areas, Neebing-McIntyre Floodway and the River Cleanup Program.

The 2024 maintenance was conducted by the Conservation Maintenance Lands Team, which included a six-person team. Staff continued to generally work as a full group; however, separated to accomplish other tasks as needed. Staff continued the cleanup of the river and banks along the Neebing-McIntyre Floodway; a continued increase in frequency of maintenance was required behind the LCBO-Home Depot section of the Floodway due to heavy usage and quantity of discarded garbage. Assisting in this, in 2024 the LRCA utilized the City of Thunder Bay Solid Waste and Recycling Services Community Clean-Up Trailer on two separate occasions.

Staff were able to accomplish additional projects throughout the season along with traditional day to day maintenance work. Additional work completed in 2024 included: a new metal entrance sign and dog refuse bag dispenser and sign installed at Cascades Conservation Area; development of new wetland trail with boardwalk sections along with signage, upper parking lot barrier with gate relocation and portable outhouse shell at Hazelwood Lake Conservation Area; upgrade to Dive Park water entrance at Silver Harbour Conservation Area; installation of new floating dock and kayak launch along with steps on fixed dock at Little Trout Bay Conservation Area and new entrance signs at both Mackenzie Point and Wishart Conservation Areas.

Revenue generation fluctuated at the individual areas in 2024 compared to 2023; however, with increases in Explore Card sales along with payment increases within Conservation Areas such as Cascades and Silver Harbour revenue increased by \$14,819.72 between 2023 and 2024.

Parking enforcement within the Conservation Areas increased between 2023 and 2024 with the number of parking infractions totaling 168 which is an increase of 88. Much of this was accomplished by hiring APEX Security to enforce parking on evening and weekends. Enforcement of Section 29 regulations increased by 67 site specific visits. Section 29 enforcement mainly included Provincial Offences Officers speaking with visitors regarding leashing dogs, general rules and that the LRCA does conduct enforcement within Conservation Areas.

DISCUSSION

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

- Ryan Harris: Full Time
- Amanda Donolovitch: March 27, 2024 - December 14, 2024.
- Casey Van de Sande: May 23, 2024 – October 18, 2024.
- Drew Zurevinski: May 23, 2024 - September 1, 2024.
- Rachel McTavish: May 23, 2024 - August 25, 2024.
- Sam De La Mothe: May 23, 2024 – July 21, 2024.

Maintenance:

Each Conservation Area, Neebing-McIntyre Floodway property and other LRCA maintained properties were cut four to six times during the 2024 season. Along with grass cutting, the maintenance crew cleaned parking lots, washrooms, pavilions, trails and removed garbage when required with the exception of Cascades and Mission Marsh, which have in-ground garbage/recycling cans where removal is contracted out to numbered company 2611943 Ontario Ltd. Field Staff cut grass and maintained areas this season by again alternating between Conservation Areas and the Neebing-McIntyre Floodway properties. This process was chosen so staff could stay on top of all maintenance areas and that no areas became unsightly due to overgrowth. Working as a six-person crew decreased the time it took to cut and maintain areas allowing for more grass to be cut on a daily basis. Mackenzie Point, Mills Block and Wishart Conservation Areas have no open areas to cut; however, staff occasionally trimmed and cleaned the trails and around the parking areas. Additionally, all LRCA maintained trails were brushed multiple times by field staff throughout the season.

The following table is a breakdown of the area and time it typically takes to cut and maintain each property. It is noted that in 2024, the areas were maintained by a six-person crew which resulted in less time needed at each area, thus allowing staff to cut multiple areas within the day.

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

Neebing-McIntyre Floodway

Per the Neebing-McIntyre Floodway Agreement between the City of Thunder Bay and the LRCA, the LRCA is required to cut the Floodway a minimum of three times throughout the season. Throughout the 2024 season, the Neebing-McIntyre Floodway was cut four times due to the steady growth of grass.

New to 2024 LRCA field staff spent additional time assisting in the maintenance of the Hope and Memory Garden which is located along the Neebing-McIntyre Floodway. Staff regraded and leveled the walking paths by adding crusher fines to the surfaces, added new upgrades sprinkler heads of the watering system and rebranded the signage to reflect LRCA ownership of the garden.

The following table is a breakdown of time it typically takes to cut and maintain each property; however, by working with a six-person crew instead of the normal two-person crew during the 2024 season these times were lowered and allowed for multiple sections to be cut within the day. Staff continue to cut less grass adjacent to the water (no mow zones) to allow increased natural plant growth to establish itself and better secure the Floodway banks against erosion and filter run off for water quality.

| Area | Required Time (days) |
|--|----------------------|
| Neebing Weir Area | 0.5 |
| Ford Street Area (Top Section) | |
| Monument Side | 0.5 to 1 |
| Chapple's Side | 0.5 to 1 |
| Ford Street Side | 0.5 to 1 |

| Separate Sections (Middle Section) | |
|---|------------------------|
| William Street | 0.5 |
| Rust Check to Cancer Garden | 1 to 1.5 |
| Forrest Street | 1 to 1.5 |
| McIntyre Centre Side | 0.5 |
| Safety Net Security Side | 0.5 |
| Intercity Side | 0.5 to 1 |
| CLE Side | 0.5 |
| LRCA owned Triangle Property | 1 to 1.5 |
| LCBO to Home Depot Side | 1 |
| Island Drive Area | |
| Slovak Side | 1 |
| Lafarge Side | 1 |
| Port Authority Side | 1 |
| TOTAL | 11.5 to 15 days |

River Cleanup Program

Field staff cleaned the banks and shorelines of the Floodway prior to cutting the grass. Subsequent trips to high use areas along the Floodway were needed at times, such as the highly visited area behind the LCBO-Home Depot where garbage accumulates a lot faster compared to all other areas along the Floodway. Weights of total amount cleaned was not documented as it would have been time prohibitive to make specific trips to the dump just for this garbage. Along with the typical LCBO bags, cardboard, alcohol containers and food wrappers some other items of interest cleaned from these areas included: shopping carts, clothing, drug paraphernalia, used adult diapers, concrete curbing and enough discarded needles to fill twelve sharps containers. New for 2024 the LRCA utilized the City of Thunder Bay Solid Waste and Recycling Services Community Clean-Up Trailer on two separate occasions. As part of this program the City of Thunder Bay will bring the trailer to clean-up site and provide users with clean-up tools, PPE and garbage bags. On both occasions the Clean-Up Trailer was used at the Intercity and LCBO-Home Depot sections of the Neebing-McIntyre Floodway.

Additional Conservation Lands Projects:

Mission Island Marsh Conservation Area:

- Water entry steps constructed and installed.

Cascades Conservation Area:

- New entrance sign installed.
- New dog refuse bag dispenser and sign installed.
- Pavilion display wall painting.

Silver Harbour Conservation Area:

- Dive Park water entry upgraded.

Hazelwood Lake Conservation Area:

- Upper parking lot barrier installation.
- Portable outhouse shell constructed at causeway near floating kayak dock; unit installed June to October.
- Road gate relocated.
- New Wetland Lookout trail developed with 60-meter wetland boardwalk.
- Two Wetland Lookout Trail signs installed.

Little Trout Bay Conservation Area:

- New Floating Dock and Kayak Launch Installed.
- Steps (small ladder) on fixed dock installed.
- Pavilion display wall painting.

Mackenzie Point Conservation Area:

- New entrance sign installed.

Cedar Falls Conservation Area:

- Re-paint main entrance sign.

Mills Block Conservation Area:

- JML Engineering hired to design and oversee Mills Block Re-Development project.

Wishart Forest Conservation Area:

- New entrance sign installed.

Neebing-McIntyre Floodway:

- Diversion Structure Flood Status band painting on west side of structure.

Hope and Memory Graden:

- Crusher fines added to pathways of the Hope and Memory Graden.
- Two no harvesting signs installed.
- Two LRCA branded signs added to existing signage.
- Sprinkler heads for Hope and Memory watering system.

The Neebing-McIntyre Floodway Stewardship Projects:

In 2024, LRCA's stewardship team and volunteers planted 1,096 native shrubs and perennials along the Neebing-McIntyre Floodway. With funding from Environment and Climate Change Canada, 856 plants were installed at the Diversion Structure with the help of Ontario Power Generation volunteers. Of the 866 plants, 656 were grown by LRCA through the new Seeds for Conservation program, increasing survival rates by using locally adapted seed. In addition, 240 Seeds for Conservation plants supplemented the 2024 Ministry of Environment Conservation and Parks-funded planting site at the Balmoral Street bridge.

A dense patch of Himalayan Balsam, (approximately 3 square metres in size) was removed from the Diversion Channel between the Diversion Structure and Chapples Drive bridge. Additional invasive species were tracked along the Floodway and will contribute to an Invasive Species Management Strategy for the corridor.

Enforcement:

Section 29 of the Conservation Authorities Act:

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

Throughout 2024, 67 site specific enforcement visits were conducted under Section 29 of the *Conservation Authorities Act*. Highly enforced areas include Cascades, Mills Block and Mission Island Marsh Conservation Areas. During enforcement 42 verbal interactions occurred with visitors, these discussions included topics such as dogs off leash, no overnight camping, no harvesting and general regarding enforcement on LRCA owned properties.

City of Thunder Bay Parking By-Law:

The LRCA hired APEX security to conduct parking enforcement at both Cascades and Mission Island Marsh Conservation Areas on weekends and evenings. The LRCA continues its strong social media presence which resulted in an increased awareness of the need to pay for parking at Conservation Areas. LRCA Staff along with APEX Security continued enforcement by giving out parking infractions to those who do not pay at Cascades and Mission Island Marsh Conservation Areas, under the City of Thunder Bay Parking By-Law. The number of parking tickets more than doubled between 2023 and 2024 with 168 tickets issued in 2024, compared to 80 tickets issued in 2023.

FINANCIAL IMPLICATIONS

Conservation Area Revenue:

As of date all Pay and Display units at Mission, Cascades and Silver Harbour accept debit in addition to credit and coin, as well as a tap function. This has made the payment process easier for LRCA patrons. There are plans for an additional Pay and Display Unit to be installed at Mills Block Conservation Area as part of the re-development project.

Revenue fluctuated at the individual areas in 2024 compared to 2023; however, most conservation areas did see an increase with the areas experiencing a decrease only being minor. Increases in Explore Card sales along with payment increases within Conservation Areas such as Cascades and Silver Harbour, led to an overall revenue increase of \$14,819.72 compared to 2023.

Revenue Comparison Table

| Revenue Type | 2023 (Jan – Dec) | 2024 (Jan – Dec) | Difference |
|---------------------------------------|---------------------|---------------------|----------------------|
| Cascades Pay and Display Unit | \$16,896.00 | \$22,721.60 | + \$5,825.60 |
| Mission Marsh Pay and Display Unit | \$5,136.75 | \$5,974.20 | + \$837.45 |
| Cedar Falls Coin Box | \$693.95 | \$603.45 | - \$90.50 |
| Hazelwood Lake Coin Box | \$1,284.92 | \$1,093.84 | - \$191.08 |
| Hurkett Cove Coin Box | \$346.43 | \$372.03 | + \$25.60 |
| Little Trout Bay Coin Box | \$914.75 | \$1,339.33 | + \$424.58 |
| Silver Harbour Pay and Display | \$1,317.74 | \$3,323.25 | + \$2,005.51 |
| Mills Block Coin Box | \$846.85 | \$783.18 | - \$68.67 |
| Wishart Coin Box | \$160.35 | \$212.50 | + \$52.15 |
| Parking Payments through PayPal | \$320.00 | \$475.00 | + \$155.00 |
| Parking Payments through Online Store | \$490.00 | \$740.00 | + 250.00 |
| Explorer Card Sales | \$69,975.94 | \$74,841.15 | + \$ 4,865.21 |
| Donations to Conservation Areas | \$10,672.13 | \$11,396.00 | + \$723.87 |
| Total | \$109,055.81 | \$123,875.53 | + \$14,819.72 |

The following table summarizes the expenses associated with various work carried out in 2024:

| Material / Service | Cost |
|--|---------------------------------------|
| Staff Wages | Included annually in LRCA Budget |
| Cascades New Entrance Sign Installation | \$ 25,000 |
| Cascades Dog Refuse Bag Dispenser and Sign | \$ 533.22 |
| Little Trout Bay Floating Dock and Kayak Launch | \$ 12,052.92 |
| Little Trout Bay Fixed Dock Ladder Installation | \$327.69 |
| Neebing-McIntyre Floodway vegetation plantings | \$17,500 (Climate Change Canada Fund) |
| Hazelwood Lake Upper Parking Lot Barrier and Gate Relocation | \$ 9,548.50 |
| Hazelwood Wetland Trail Development and Signage | \$1,270.00 |
| Silver Harbour Pay and Display with Wind Break Installation | \$ 12,588.97 |
| Hope and Memory Garden Path Leveling with Crusher Fines | \$648.82 |
| Hope and Memory Garden additional signage | \$ 446.35 |
| Hope and Memory Garden sprinkler heads upgrade | \$ 377.43 |
| APEX Security Enforcement Costs | \$ 3,169.67 |

CONCLUSION

In 2024, field staff continued with a full staff compliment thus allowing for greater coverage of areas being maintained in a timely fashion. Through scheduling of maintenance and the cooperation of weather throughout the field season, staff were able to maintain all LRCA lands fully without any complaints from the public.

To maintain and enhance user experience at LRCA owned land, maintenance and improvements were completed at the Conservation Areas, Neebing-McIntyre Floodway and other owned lands in 2024. Overall, Conservation Area revenue increased in 2024.

BACKGROUND

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

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

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

REFERENCE MATERIAL ATTACHED

Photos.

PREPARED BY: Ryne Gilliam, Lands Manager

| | |
|--|---------------------------|
| THIS REPORT SIGNED AND VERIFIED BY: <i>Tammy Cook</i> Tammy Cook Chief Administrative Officer | DATE: January 21, 2025 |
|--|---------------------------|

Photos – 2024 Maintenance Season



Photo 1- New Cascades Entrance Sign



Photo 2- Cascades Dog Refuse Bag Dispenser and Sign



Photo 3- Little Trout Bay Floating Dock and Kayak Launch



Photo 4- Wishart Entrance Sign



Photo 5- Boardwalk section of Hazelwood Wetland Trail



Photo 6- Hazelwood Lake Upper Parking Lot Barrier

| | | | |
|----------------------|---|-------------------|---------------|
| PROGRAM AREA | FOREST MANAGEMENT | REPORT NO. | FORMG-01-2025 |
| DATE PREPARED | January 9, 2025 | FILE NO. | 22A-11-2 |
| MEETING DATE | February 28, 2025 | | |
| SUBJECT | Forest Management Plan: Annual Summary – 2024 | | |

RECOMMENDATION

Suggested Resolution:

“THAT: Staff Report FORMG-01-2025 be received.”

LINK TO STRATEGIC PLAN (2023-2027)

Conserve and Sustain:

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

Connect and Explore:

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

EXECUTIVE SUMMARY

The Authority currently participates in the Ontario Managed Forest Tax Incentive Program (MFTIP). Through the MFTIP, ‘Managed Forest’ properties pay 25% of the municipal tax rate set for residential properties based on forest management uses. The LRCA has a total of ten Forest Management properties.

The current MFTIP Plan covers the term of January 1, 2017 to December 31, 2026. In 2024, the total taxes paid for the ten properties was \$10,720.09. Total coin box/pay and display payments at the Forest Management properties amounted to \$33,125.93. No harvesting was conducted within the Forest Management Properties during 2024.

DISCUSSION

The Authority currently participates in the Ontario Managed Forest Tax Incentive Program (MFTIP). Through the MFTIP, 'Managed Forest' properties pay 25% of the municipal tax rate set for residential properties based on forest management uses. The LRCA has a total of ten Forest Management properties.

The LRCA's Forest Management Plan ten-year term is from January 1, 2017 to December 31, 2026. A requirement of the MFTIP is to complete a five-year progress report by July 31 of the fifth year in the MFTIP which was completed in 2021. The Report of Activities is used by the LRCA to document actions undertaken in the Forest Management Areas every year. Activities in the MFTIP are to be carried out according to "good forestry practices" as defined in the *Forestry Act*. Appropriate management activities for the MFTIP includes:

- Tree planting of native tree species, tending, thinning, pruning and harvesting,
- Recreational activities,
- Wildlife management involving habitat work or participating in monitoring programs,
- Protecting environmentally sensitive areas by limited disturbance, and
- Learning about your forest.

Attached is the Report of Activities that provides greater details on general activities at each Managed Forest property area. Below are the activities that were reported between the January 1 and December 31, 2024 term.

| 2024 Report of Activities Summary | | | | | |
|-----------------------------------|---------------------|---------------------|--------------------|-------------------------|-----------------------|
| Managed Forest Property Areas | Taxes Paid | Visitation Revenue | Harvesting Revenue | Planting / Habitat Work | Recreation / Learning |
| Cascades | \$ 296.17 | \$ 22,721.60 | - | - | ✓ |
| Cedar Falls | \$ 92.90 | \$ 603.45 | - | - | ✓ |
| Granite Point* | \$ 160.10 | - | - | - | - |
| Hazelwood Lake | \$ 5,438.88 | \$ 1,093.84 | - | - | ✓ |
| Hurkett Cove | \$ 953.35 | \$ 372.03 | - | - | ✓ |
| Little Trout Bay | \$ 183.44 | \$ 1,339.33 | - | - | ✓ |
| Wishart | \$ 727.25 | \$ 212.50 | - | Yes | ✓ |
| Mills Block | \$ 345.25 | \$ 783.18 | - | - | ✓ |
| Harpell/ Bocking* | \$ 324.03 | - | - | - | - |
| William's Forest* | \$ 2,199.09 | - | - | - | - |
| Total Cost | \$ 10,720.46 | \$ 33,125.93 | - | - | - |

* not publicly accessible Managed Forest Property Areas.

The LRCA's publicly accessible Managed Forest Properties (Conservation Areas) are regularly used by the general public for outdoor recreation activities such as hiking, trail running, wildlife viewing, snowshoeing, nature appreciation, birding, photography, swimming, canoeing, kayaking, fishing, etc. The areas are also regularly used by the LRCA for our Environmental Education Programming and other workshops, field trips, guided hikes, etc.

Additionally, local schools, user groups such as Guides and Scouts and the Thunder Bay Field Naturalists as well as Lakehead University and Confederation College regularly use the areas for education programming, workshops, guided hikes and outdoor experiential learning initiatives.

During 2024, tending occurred within Blocks 9 and 22 in Wishart Conservation Area, which have already been harvested and planted. This tending will ensure the planted trees will have enough space around them to provide adequate light, water and nutrients which are necessary for the trees survival. An additional 500 one-year white spruce seedlings were planted within Block 9 to supplement the previous years planting.

FINANCIAL IMPLICATIONS

Costs to manage the forestry component of the Forest Management Properties are funded through self-generated forestry revenue. Funds are maintained in the Forest Management Reserve.

CONCLUSION

Every year the LRCA documents the activities in the ten Forest Management properties as part of the Ontario Forest Management Tax Incentive Program (MFTIP). Activities are to be carried out according to "good forestry practices" as defined in the *Forestry Act*. In 2024, the total property taxes paid was \$10,720.46. The revenue collected from the coin boxes was \$33,125.93 at the ten properties.

BACKGROUND

The Authority participates in the Ontario Managed Forest Tax Incentive Program (MFTIP), which is a program to bring a greater fairness to the property tax system by valuing forestland according to its current use. The program is also designed to increase landowner awareness about forest stewardship. By participating in the program, properties assessed and managed under the managed forests property class, have the land taxed at 25 percent of the municipal tax rate set for residential properties.


The Authority currently has Forest Management Plans (Plan number 12707) for the following properties, which are owned and maintained by the Authority: Cascades Conservation Area, Cedar Falls Conservation Area, Granite Point, Hazelwood Lake Conservation Area, Hurkett Cove Conservation Area, Little Trout Bay Conservation Area, Mills Block Conservation Area, Williams Forest, Wishart Conservation Area and the Harpell/Bocking property.

KBM Resources Group developed the Managed Forest Plans for the 20-year period from January 1, 2007 to December 31, 2026; however, the MFTIP current term is 10 years. The current plan was developed by KBM Resources Group and covers the term of January 1, 2017 to December 31, 2026. The current plan was approved by the Board per Resolution #93/16.

REFERENCE MATERIAL ATTACHED

MFTIP Activity Reports – January 1, 2017 to December 31, 2024

PREPARED BY: Ryne Gilliam, Lands Manager

| | |
|--|---------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 21, 2025 |
|--|---------------------------|

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2024

(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | | Comments | |
|-------------|---|---------|-----------|-------|-----------------------------|-------------|----------|----------|
| | Description | Planned | Completed | | | | | |
| Cascades | Maintenance of parking areas, picnic facilities, pavilion, privy; garbage pick-up; clear trails of fallen trees; replace signage as required. | yes | Annually | | Coin Boxes/ Pay and Display | | Taxes | |
| | | | | | 2017 | \$1,871.61 | 2017 | \$199.67 |
| | | | | | 2018 | \$1,261.10 | 2018 | \$218.88 |
| | | | | | 2019 | \$2,377.33 | 2019 | \$235.49 |
| | | | | | 2020 | \$3,208.30 | 2020 | \$256.12 |
| | | | | | 2021 | \$7,357.91 | 2021 | \$256.48 |
| | | | | | 2022 | \$15,975.00 | 2022 | \$237.70 |
| | | | | | 2023 | \$18,167.25 | 2023 | \$282.08 |
| | | | | | 2024 | \$22,721.60 | 2024 | \$296.17 |
| | | | | | 2025 | | 2025 | |
| | | | | | 2026 | | 2026 | |
| | Flag approximate property boundaries | yes | Not done | | | | | |
| | Improve trails, particularly in wet areas | yes | Not done | | | | | |
| | Obtain new aerial photography for Forest Management purposes | yes | Not done | | | | | |
| | Collect contributions from collection boxes (pay and display unit) | yes | Annually | | | | | |
| | Explore other opportunities to generate income | yes | Not done | | | | | |
| | Acquire the private land that separates LRCA properties | yes | Not done | | | | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2024

(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | Comments |
|-------------|--|---------|-----------|-------------|----------|----------|
| | Description | Planned | Completed | | | |
| | Two payment information signs installed | no | 2017 | \$169.94 | | |
| | New hand railing replaced at Red Trail | no | 2018 | \$4,548.25 | | |
| | Trail Bench installed along paved trail | no | 2019 | \$1,131.57 | | |
| | 2 No Winter Maintenance Signs Installed | no | 2019 | \$85.00 | | |
| | New Concrete Picnic Table Installed | no | 2020 | \$1,680.31 | | |
| | New Handrailing Built at Yellow Trail | no | 2020 | \$4665.70 | | |
| | Emergency Information Sign Installed | no | 2020 | \$42.50 | | |
| | No Harvesting Sign Installed | no | 2020 | \$42.50 | | |
| | No Camping or Overnight Parking Sign Installed | no | 2020 | \$42.50 | | |
| | No Fires Sign Installed | no | 2020 | \$42.50 | | |
| | No Harvesting Sign Installed | no | 2020 | \$42.50 | | |
| | Large \$5 Fee Sign Installed | no | 2021 | \$449.00 | | |
| | Refinish main entrance sign | no | 2021 | \$100.00 | | |
| | Pay and Display Unit Installation | no | 2021 | \$10,740.30 | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2024

(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | Comments |
|-------------|---|---------|-----------|--------------|----------|---|
| | Description | Planned | Completed | | | |
| | Municipal By-Law Sign Installed | no | 2021 | \$259.00 | | |
| | Pay and Display Location Signage (2) Installed | no | 2021 | \$98.00 | | |
| | Parking Line Painting | no | 2021 | \$901.29 | | |
| | Coin Boxes Removed (2) | no | 2021 | \$0.00 | | |
| | Parking Lot and Paved Trail Redesign and Consultation | no | 2022 | \$21,752.51 | | |
| | Parking Lot Repaving and AODA Trail Paving | no | 2023 | \$284,410.00 | | \$97,624.75 paid by NOHFC Funding Program |
| | AODA Outhouse Installation | no | 2023 | \$32,375.25 | | |
| | Infographic Sign Installed | no | 2023 | \$199.63 | | |
| | New Entrance Sign Installed | no | 2024 | \$25,000 | | |
| | Dog Refuse Bag Dispenser and Sign Installed | no | 2024 | \$533.22 | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2024

(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | | Comments | |
|-------------|--|---------|-----------|--------------------|----------|------------|----------|---------|
| | Description | Planned | Completed | | | | | |
| Cedar Falls | Maintenance of parking areas, picnic facilities; garbage pick up; clear trails of fallen trees; replace signage as required. | yes | Annually | | Coin Box | | Taxes | |
| | | | | | 2017 | \$321.43 | 2017 | \$58.07 |
| | | | | | 2018 | \$375.67 | 2018 | \$64.91 |
| | | | | | 2019 | \$523.54 | 2019 | \$69.15 |
| | | | | | 2020 | \$1,172.73 | 2020 | \$72.78 |
| | | | | | 2021 | \$1,954.26 | 2021 | \$74.69 |
| | | | | | 2022 | \$489.05 | 2022 | \$76.30 |
| | | | | | 2023 | \$708.20 | 2023 | \$84.69 |
| | | | | | 2024 | \$603.45 | 2024 | \$92.90 |
| | | | | | 2025 | | 2025 | |
| | | | | | 2026 | | 2026 | |
| | Flag approximate property boundaries | yes | Not done | | | | | |
| | Obtain new aerial photography for Forest Management purposes | yes | Not done | | | | | |
| | Collect contributions from collection boxes | yes | Annually | | | | | |
| | Explore opportunities to generate income and/or reduce operating costs. | yes | Not done | | | | | |
| | One payment information sign installed | no | 2017 | \$84.97 | | | | |
| | New Entrance Sign Installed | no | 2020 | \$120.00 materials | | | | |
| | New Concrete Picnic Table Installed | no | 2020 | \$1,680.31 | | | | |
| | Emergency Information Sign Installed | no | 2020 | \$42.50 | | | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2024

(to be completed as activities are completed in forest)

| | | | | | | |
|--|---|----|------|----------|--|--|
| | Not a Designated Swim Area Sign Installed | no | 2020 | \$42.50 | | |
| | No Harvesting Sign Installed | no | 2020 | \$42.50 | | |
| | Large \$5 Fee Sign Installed | no | 2021 | \$449.00 | | |
| | Emergency Turn Around Section Developed Along Trail | no | 2022 | \$0 | | |
| | Infographic Sign Installed | no | 2023 | \$199.63 | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2024

(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | Comments | |
|---------------|--------------------------------------|---------|-----------|-------|----------|--------------------------|----------|
| | Description | Planned | Completed | | | | |
| Granite Point | No activity | yes | | | | Taxes | |
| | | | | | | 2017 | \$117.30 |
| | | | | | | 2018 | \$125.54 |
| | | | | | | 2019 | \$135.79 |
| | | | | | | 2020 | \$146.77 |
| | | | | | | 2021 | \$149.61 |
| | | | | | | 2022 | \$152.11 |
| | | | | | | 2023 | \$154.75 |
| | | | | | | 2024 | \$160.10 |
| | | | | | | 2025 | |
| | | | | | | 2026 | |
| | Flag approximate property boundaries | yes | Not done | | | Note: no access to date. | |
| | Obtain new aerial photography | yes | Not done | | | | |
| | Explore new opportunities | yes | On-going | | | | |
| | Harvesting | no | Not done | | | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2024

(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | Comments | |
|-----------------|--------------------------------------|---------|-----------|-------|----------|--------------------------|----------|
| | Description | Planned | Completed | | | | |
| Harpell/Bocking | No activity | yes | | | | Taxes | |
| | | | | | | 2017 | \$363.18 |
| | | | | | | 2018 | \$173.24 |
| | | | | | | 2019 | \$270.32 |
| | | | | | | 2020 | \$271.48 |
| | | | | | | 2021 | \$271.95 |
| | | | | | | 2022 | \$272.88 |
| | | | | | | 2023 | \$322.87 |
| | | | | | | 2024 | \$324.03 |
| | | | | | | 2025 | |
| | | | | | | 2026 | |
| | Flag approximate property boundaries | yes | Not done | | | Note: no access to date. | |
| | Obtain new aerial photography | yes | Not done | | | | |
| | Explore new opportunities | yes | On-going | | | | |
| | Harvesting | no | Not done | | | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

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(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | | Comments | |
|----------------|---|---------|-----------|----------|------------|------------|----------|------------|
| | Description | Planned | Completed | | | | | |
| Hazelwood Lake | Maintenance of parking areas, picnic facilities, beach area, canoe launch area and assoc. infrastructure; garbage pick-up; clear trails of fallen trees; replace signage as required. | yes | Annually | | Coin Boxes | | Taxes | |
| | | | | | 2017 | \$713.16 | 2017 | \$4,351.47 |
| | | | | | 2018 | \$813.84 | 2018 | \$4,347.84 |
| | | | | | 2019 | \$1,003.25 | 2019 | \$4,604.99 |
| | | | | | 2020 | \$1,899.58 | 2020 | \$5,054.59 |
| | | | | | 2021 | \$2,521.76 | 2021 | \$5,349.96 |
| | | | | | 2022 | \$1,121.69 | 2022 | \$5,423.28 |
| | | | | | 2023 | \$1,317.27 | 2023 | \$5,631.10 |
| | | | | | 2024 | \$1,093.84 | 2024 | \$5,438.88 |
| | | | | | 2025 | | 2025 | |
| | | | | | 2026 | | 2026 | |
| | Flag approximate property boundaries | yes | Not done | | | | | |
| | Obtain new aerial photography for Forest Management purposes | yes | Not done | | | | | |
| | Two payment information signs installed | no | 2017 | \$169.94 | | | | |
| | Pursue purchase of non-LRCA properties that touch Hazelwood Lake so that a trail can be created that circumnavigates the lake. | yes | Not done | | | | | |
| | Collect contributions from collection boxes | yes | Annually | | | | | |

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| | | | | | | | |
|--|---|--|-----|----------|-------------------------|--|--|
| | Explore other opportunities to generate income or reduce costs. | | yes | Not done | | | |
| | New pavilion built | | yes | 2017 | \$65,293.48 | | |
| | Guard rail replaced along causeway on access road | | no | 2017 | \$24,931.20 | | |
| | Fixed dock – removed and replaced with roll-in – roll-out dock | | no | 2018 | Donated by Union Gas | | |
| | Trail extension cut at Dam Trail | | no | 2018 | Completed by Jr Rangers | | |
| | Refinished all three outhouses | | no | 2019 | \$570.00 | | |
| | No Camping or Overnight Parking Sign Installed | | no | 2020 | \$42.50 | | |
| | No Harvesting Sign Installed | | no | 2020 | \$42.50 | | |
| | Emergency Information Sign Installed | | no | 2020 | \$42.50 | | |
| | Life Saving Station Installed | | no | 2020 | \$444.09 | | |
| | Unsupervised Swimming Area, No Lifeguard on Duty Sign Installed | | no | 2020 | \$42.50 | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

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(to be completed as activities are completed in forest)

| | | | | | | |
|--|--|-----|------|----------------------|--|--|
| No Fires Sign Installed | | no | 2020 | \$42.50 | | |
| Snowmobiles Prohibited Sign Installed | | no | 2020 | \$42.50 | | |
| No Gasoline Powered Engines Sign Installed | | no | 2020 | \$42.50 | | |
| Large \$5 Fee Sign Installed | | no | 2021 | \$449.00 | | |
| Refinish main entrance sign | | no | 2021 | \$100.00 | | |
| Garage Repairs | | no | 2021 | \$3,694.24 | | |
| Dam Repairs | | no | 2021 | \$182,299.53 | | |
| Concrete Picnic Table Installed | | | 2022 | \$2,216.89 | | |
| Picnic Shelter Demolition | | yes | 2022 | \$6,610.50 | | |
| Floating Dock/Kayak Launch Installation | | yes | 2023 | \$10,175.28 | | |
| Infographic Sign Installed | | no | 2023 | \$199.63 | | |
| Upper Parking Lot Barrier Installation | | yes | 2024 | \$9,548.50 | | |
| Portable outhouse shell Installation | | no | 2024 | \$367.00 (materials) | | |
| Wetland lookout trail development | | no | 2024 | \$1,270.00 | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2024

(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | | Comments | |
|--------------|---|---------|-----------|----------|----------|----------|----------|----------|
| | Description | Planned | Completed | | Coin Box | | Taxes | |
| Hurkett Cove | Maintenance of parking areas, picnic facilities, pavilion, privy; garbage pick-up; clear trails of fallen trees; replace signage as required. | yes | Annually | | | | | |
| | | | | | 2017 | \$180.65 | 2017 | \$335.41 |
| | | | | | 2018 | \$184.53 | 2018 | \$258.83 |
| | | | | | 2019 | \$182.65 | 2019 | \$313.89 |
| | | | | | 2020 | \$498.82 | 2020 | \$303.64 |
| | | | | | 2021 | \$880.45 | 2021 | \$376.58 |
| | | | | | 2022 | \$368.67 | 2022 | \$386.60 |
| | | | | | 2023 | \$351.58 | 2023 | \$909.56 |
| | | | | | 2024 | \$372.03 | 2024 | \$953.35 |
| | | | | | 2025 | | 2025 | |
| | | | | | 2026 | | 2026 | |
| | Obtain new aerial photography for Forest Management purposes | yes | Not done | | | | | |
| | Flag approximate property boundaries for marketing purposes | yes | Not done | | | | | |
| | Explore opportunities to generate income and/or reduce operating costs. | yes | Not done | | | | | |
| | Collect contributions from collection box | yes | Annually | | | | | |
| | One payment information sign installed | no | 2017 | \$84.97 | | | | |
| | Trail spur cut to new lookout point from existing trail. | no | 2019 | \$50.00 | | | | |
| | New trail head sign installed | no | 2019 | \$200.00 | | | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

Plan Term: January 1, 2017 to December 31, 2026

Report Summary Period: January 1, 2017 to December 31, 2024

(to be completed as activities are completed in forest)

| | | | | | | |
|--|--------------------------------------|----|------|-----------------------|--|---|
| | Bird feeder installed | no | 2019 | \$150.00 | | |
| | Emergency Information Sign Installed | no | 2020 | \$42.50 | | |
| | No Harvesting Sign Installed | no | 2020 | \$42.50 | | |
| | New Floating Dock Installed | no | 2020 | \$19,566.94 | | Paid for by Parks Canada (NMCA) |
| | Large \$5 Fee Sign Installed | no | 2021 | \$449.00 | | |
| | Refinish main entrance sign | no | 2021 | \$100.00 | | |
| | AODA Picnic Table Installed | no | 2022 | \$1,700.00 (Donation) | | Paid for by Superior Picnics Program funded by Superior Country |
| | Infographic Sign Installed | no | 2023 | \$199.63 | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

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(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | | Comments | |
|------------------|--|---------|-----------|------------|------------|--|----------|----------|
| | Description | Planned | Completed | | Coin Boxes | | Taxes | |
| Little Trout Bay | Maintenance of parking areas, boat launch, docks, picnic facilities, pavilion; garbage pick up; clear trails of fallen trees; replace signage as required. | yes | Annually | | 2017 | | 2017 | \$142.86 |
| | | | | | 2018 | | 2018 | \$160.66 |
| | | | | | 2019 | | 2019 | \$177.56 |
| | | | | | 2020 | | 2020 | \$190.55 |
| | | | | | 2021 | | 2021 | \$190.61 |
| | | | | | 2022 | | 2022 | \$176.44 |
| | | | | | 2023 | | 2023 | \$180.04 |
| | | | | | 2024 | | 2024 | \$183.44 |
| | | | | | 2025 | | 2025 | |
| | | | | | 2026 | | 2026 | |
| | Flag approximate property boundaries | yes | Not done | | | | | |
| | Obtain new aerial photography for Forest Management purposes | yes | Not done | | | | | |
| | Explore opportunities to generate income and/or reduce operating costs. | yes | Not done | | | | | |
| | Collect contributions from collection box | yes | Annually | | | | | |
| | One payment information sign installed | no | 2017 | \$84.97 | | | | |
| | Recycling/garbage unit installed | no | 2017 | \$20.00 | | | | |
| | Replace older information kiosk with new kiosk | yes | 2017 | \$2,250.79 | | | | |

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| | | | | | | |
|--|---|----|------|--|--|--|
| | Damaged dock removed | no | 2018 | \$4,859.00 | | |
| | Installed 120 meters of boardwalk sections along Lookout trail. Provided connection to NCC trail. | no | 2019 | Materials Donated by Nature Conservancy of Canada. | | |
| | New interpretive sign installed in pavilion | no | 2019 | \$675.31 | | |
| | No Camping or Overnight Parking Sign Installed | no | 2020 | \$42.50 | | |
| | No Fires Sign Installed | no | 2020 | \$42.50 | | |
| | Emergency Information Sign Installed | no | 2020 | \$42.50 | | |
| | Certified Scuba Divers Only Sign Installed | no | 2020 | \$42.50 | | |
| | No Parking Sign Installed | no | 2020 | \$42.50 | | |
| | Large \$5 Fee Sign Installed | no | 2021 | \$449.00 | | |
| | Refinish main entrance sign | no | 2021 | \$100.00 | | |
| | Installed 36 meters of boardwalk sections along Lookout trail. | no | 2021 | \$500.00 | | |
| | Additional Coin Box Installed | no | 2021 | \$726.96 | | |
| | Installed AODA Concrete Outhouse | no | 2022 | \$33,408.45 | | |
| | Infographic Sign Installation | no | 2023 | \$199.63 | | |
| | Dock Re-Decking | no | 2023 | \$12,771.57 | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

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| | | | | | | |
|--|--|-----|------|-------------|--|--|
| | Life Saving Station | no | 2023 | \$230.00 | | |
| | Floating Dock and Kayak Launch Installed | yes | 2024 | \$12,052.92 | | |
| | Fixed Dock Ladder Installation | no | 2024 | \$327.69 | | |

| Compartment | Activities | | | Costs | Revenues | Comments | |
|---------------------------|---|---------|-----------|---|--|--|----------|
| | Description | Planned | Completed | | | Taxes | |
| Wishart Conservation Area | Maintenance of parking areas, garbage pick-up; clear trails of fallen trees; replace signage as required. | yes | Annually | | Coin Box | Taxes | |
| | | | | | Removed Coin Box from Cascades installed October 2021. | 2017 | \$428.21 |
| | | | | | | 2018 | \$630.99 |
| | | | | | | 2019 | \$755.36 |
| | | | | | | 2020 | \$790.70 |
| | | | | | | 2021 | \$790.70 |
| | | | | | | 2022 | \$891.39 |
| | | | | | | 2023 | \$991.39 |
| | | | | | 2024 | \$212.50 | \$727.25 |
| | | | | | 2025 | | |
| | | | | | 2026 | | |
| | KBM hired to oversee forest management operations | yes | 2017 | 2017 - \$4,579.20 2018 - \$867.49 2019 - \$763.20 | | KBM Fees are based on time and materials with an upset limit of \$21,900 | |
| | Open House held to inform public about harvesting schedule and methodology | yes | 2017 | | | | |
| | Eco Logging hired to Harvest Block 7 and Block 22 (Phase 1 – 2017-2019) | yes | Ongoing | | 2018 - \$6,887.87 2019 - \$2,685.66 | 2018 – Block 7, 1,076 cords removed 2019 – Block 22, 445.91 cords removed | |
| | Post informative signs where harvesting abuts trail system | yes | 2017 | | | | |

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(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | Comments |
|-------------|---|---------|-----------|---|------------|--------------------------------------|
| | Description | Planned | Completed | | | |
| | Trees planted in harvested areas Block 7 – 5,000 trees, by 11 volunteers | yes | May 2018 | Trees donated by KBM, Resolute; planted by KBM, Resolute, Outland, LRCA | | |
| | Flag approximate property boundaries | yes | Not done | | | |
| | Explore opportunities to generate income and/or reduce operating costs. | yes | Not done | | | |
| | Investigate more favourable lease agreement with fire department | yes | Not done | | | |
| | Trees planted in harvested areas Block 22 – 2,000 trees | yes | 2019 | Trees donated by KBM, Resolute; planted by LRCA staff. | | |
| | Trees planted in harvested areas Block 22 - 1000 | yes | 2020 | Trees donated and planted by KBM, Resolute. | | |
| | Emergency Information Sign Installed | no | 2020 | \$42.50 | | |
| | No Harvesting Sing Installed | no | 2020 | \$42.50 | | |
| | Large \$5 Fee Sign Installed | no | 2021 | \$449.00 | | |
| | Installation of Coin Box | no | 2021 | \$726.91 | | |
| | Eco-Logging harvested block 9 | yes | 2023 | | \$4,446.97 | 2023- Block 9, 685.26 chords removed |
| | Trees planted in harvested area Block 9 – 1000 30, 3-4 ft Spruce Trees Planted | yes | 2023 | Trees donated and planted by KBM, Resolute. | | |

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(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | Comments |
|-------------|---|---------|-----------|-------------------------------------|----------|----------|
| | Description | Planned | Completed | | | |
| | | | | \$900.00 for 3-4 ft Spruce trees | | |
| | Infographic Sign Installed | no | 2023 | \$199.63 | | |
| | New Entrance Sign Installed | no | 2024 | \$105.00 (materials) | | |
| | Trees planted in harvested area Block 9 – 500 | yes | 2024 | Trees donated by Hill's Greenhouse. | | |

| Compartment | Activities | | | Costs | Revenues | | Comments | |
|-------------------------------|---|----------|-----------|-------|---|----------|----------|----------|
| | Description | Planned | Completed | | | | | |
| Mills Block Conservation Area | Maintenance of parking areas, garbage pick up; clear trails of fallen trees; replace signage as required. | yes | Annually | | Removed Coin Box from Mission Marsh Installed October 2021. | | Taxes | |
| | | | | | | | 2017 | \$497.86 |
| | | | | | | | 2018 | \$524.32 |
| | | | | | 2019 | \$530.58 | | |
| | | | | | 2020 | \$554.89 | | |
| | | | | | 2021 | \$575.03 | | |
| | | | | | 2022 | \$592.90 | | |
| | | | | | 2023 | \$611.08 | | |
| | | | | | 2024 | \$345.25 | | |
| | 2025 | | | | | | | |
| | 2026 | | | | | | | |
| | Flag approximate property boundaries | yes | Not done | | | | | |
| | Obtain new aerial photography for Forest Management purposes | yes | Not done | | | | | |
| Create/update brochures | yes | Not done | | | | | | |

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| | | | | | | |
|--|--|-------|----------|-------------------------------------|--|--|
| | Explore opportunities to generate income and/or reduce operating costs | yes | Not done | | | |
| | Harvesting in compartments | maybe | Not done | | | |
| | Installed concrete picnic table | no | 2017 | \$2,653.90 | | |
| | Boardwalk sections installed, 60 meters. | yes | 2019 | \$500.00 | | |
| | Access Bridge Installed | no | 2019 | Donated and constructed by Enbridge | | |
| | Emergency Information Sign Installed | no | 2020 | \$42.50 | | |
| | No Harvesting Sign Installed | no | 2020 | \$42.50 | | |
| | No Winter Maintenance Sign Installed | no | 2020 | \$42.50 | | |
| | Large \$5 Payment Sign Installed | no | 2021 | \$449.00 | | |
| | Coin Box Installed | no | 2021 | \$726.96 | | |
| | Infographic Sign Installed | no | 2023 | \$199.63 | | |
| | Seasonal Outhouse Rental Installed (May to October) | no | 2023 | \$1,099.02 | | |

Section 9: Managed Forest Plan # 12707 - Report of Activities

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(to be completed as activities are completed in forest)

| Compartment | Activities | | | Costs | Revenues | Comments | |
|------------------|--|---------|-----------|----------|-------------|-----------------------------------|------------|
| | Description | Planned | Completed | | | | |
| William's Forest | Obtain new aerial photography for Forest Management purposes | yes | Not done | | | Taxes | |
| | | | | | | 2017 | \$1,626.13 |
| | | | | | | 2018 | \$1,758.37 |
| | | | | | | 2019 | \$1,865.90 |
| | | | | | | 2020 | \$2,027.33 |
| | | | | | | 2021 | \$2,027.35 |
| | | | | | | 2022 | \$2,068.09 |
| | | | | | | 2023 | \$2,134.70 |
| | | | | | | 2024 | \$2,199.09 |
| | | | | | | 2025 | |
| | | | | | | 2026 | |
| | Attempt to purchase properties that separate the LRCA holdings | yes | Not done | | | | |
| | Explore opportunities to generate income and/or reduce operating costs | yes | Not done | | | | |
| | Flag approximate property boundaries | yes | Not done | | | | |
| | Follow operations plan when forestry operations conducted. | yes | On going | | | | |
| | Forestry Operations Conducted in Block D | yes | 2020 | | \$20,544.83 | Block-D 1,909.01 Cords removed | |
| | 3 No Hunting Signs Installed | no | 2020 | \$127.50 | | | |



| | | | |
|----------------------|--------------------------------|-------------------|-------------------|
| PROGRAM AREA | CORPORATE | REPORT NO. | CORP-03-2025 |
| DATE PREPARED | January 8, 2025 | FILE NO. | H&S Policy Binder |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2024 Health and Safety Summary | | |

RECOMMENDATION

Suggested Resolutions

***“THAT:** Staff Report CORP-03-2025 be received for information.”*

LINK TO STRATEGIC PLAN (2023-2027)

Govern and Enhance:

- Build upon and nurture a healthy, diverse, and positive workplace through a dynamic culture of learning, safety, inclusion, and mental well-being.

EXECUTIVE SUMMARY

The Lakehead Region Conservation Authority (LRCA) is committed to the health and safety of its employees and visitors to LRCA-owned properties such as the Administrative Office and Conservation Areas, etc. The LRCA continued to participate in the WSIB Health and Safety Excellence Program in 2024, however the policies typically created through participation in this program will be completed in 2025.

2024 was the first year that the LRCA operated with a Joint Health and Safety Committee (JHSC).

In 2024, there were no lost time injuries, critical injuries, near misses or occurrences reported. Two incidents were reported, one related to vehicle damage due to a minor collision, and one related to a slips, trips, and falls incident, however no lost-time injuries resulted in association with the incidents.

DISCUSSION

The LRCA is committed to implementing and maintaining health and safety programs at all levels of its operation to a standard not less than that required by the *Ontario Occupational Health and Safety Act, R.S.O. 1990*, Section 25, and all other applicable regulations and legislation. In an effort to further the LRCA’s commitment to health and safety, staff continue to participate in WSIB’s Health and Safety Excellence program, with 2024 being the sixth year in the program (formerly Workplace Safety North Northern Ontario Safety Groups program).

The prevention of accidents, injury and occupational illness is an integral part of every job activity associated with the LRCA. There were no lost time injuries, critical injuries, near misses or occurrences reported. Two incidents were reported, one related to vehicle damage due to a minor collision (which occurred on Golf Links Road), and one related to a slips, trips, and falls incident, however no lost-time injuries resulted in association with the incidents.

Policy Development

The action plan submitted to the WSIB Health and Safety Excellence Program for 2024-2025 was approved in November of 2024. Policy development will continue in 2025, and the new policies will be brought to the Board for adoption upon their completion.

The following Health and Safety policies will be developed and implemented for 2025:

- Control of Hazards - Mental Health Supports
- Corrective Action
- Control of Hazards - Safe Lifting
- Control of Hazards - Safe Driving
- Hazard Reporting

JHSC

2024 was the first year that the LRCA operated with a Joint Health and Safety Committee (JHSC). The LRCA's JHSC is comprised of a Manager Representative (Communications Manager) and a Worker Representative (Environmental Planner), as per requirements out of the *Occupational Health and Safety Act*. The two JHSC Members received full JHSC Certified Training provided by Workplace Safety North. Regular JHSC Committee Meetings occur every three months.

FINANCIAL IMPLICATIONS

By participating in the WSIB/Workplace Safety North, Safety Excellence Program the LRCA will be eligible for up to \$1,000.00 in rebates for each completed policy. A \$5,000 rebate is anticipated in 2025 upon completion of the five policies. In 2024, the LRCA paid approximately \$28,000.00 in WSIB premiums factoring in the \$8,000.00 rebate earned from participating in the Health and Safety Excellence Program in 2023).

In general, a robust Health and Safety program will reduce the number of potential injuries to our staff, thereby reducing WSIB claims and potential increases to LRCA's WSIB premiums.

CONCLUSION

The LRCA did not report any major Health and Safety issues during 2024.

The LRCA's participation in the WSIB Health and Safety Excellence Program and the Health and Safety Policies outlined in this report are all integral parts of the LRCA's overall Health and Safety Program. The LRCA is committed to health and safety and providing its employees with a safe work environment.

BACKGROUND

Health and safety policies and procedures approved to date include:

- Health and Safety Policy Statement
- HS-01: Personal Protective Equipment
- HS-02: Written Roles & Responsibilities
- HS-03: Workplace Anti-Violence and Sexual Harassment
- HS-04: Return to Work
- HS-05: Inspection Procedures
- HS-06: Slips, Trips, and Falls
- HS-07: Supervisor Competency
- HS-08: Near Miss
- HS-09: Sharps Procedure
- HS-10: Health and Safety Orientation
- HS-11: Incident Investigation
- HS-12: Return to Work Self-Assessment
- HS-13: Equipment Training
- HS-14: Occurrence Reporting
- HS-15: Wildlife Encounters Policy
- HS-16: Contractor Management Program
- HS-17: Risk Assessment and Control of Hazards
- HS-18: Working Alone
- HS-19: Workplace Health Promotion
- HS-20: Emergency Response
- HS-21: Extreme Weather
- HS-22: Lockout/Tagout
- HS-23: Ticks & Insects
- HS-24: Working Near Water
- HS-25: First Aid
- HS-27: Health and Safety Communication
- HS-28: Health and Safety Participation
- HS-29: Control of Hazards – Sharps

Approved policies related specifically to COVID-19 include:

- HS-COVID-1: Best Practices During Pandemic
- HS-COVID-2: Site Inspections During Pandemic
- HS-COVID-3: Field Staff Operations During Pandemic
- HS-COVID-4: Return to Work After Closure Due to Pandemic
- HS-COVID-5: Mandatory Use of Masks or Face Coverings within LRCA Office (rescinded)
- HS-COVID-6: Vaccines (rescinded)

PREPARED BY: Ryan Mackett, Communications Manager

| | |
|--|-----------------------------------|
| <p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p><i>Tammy Cook</i></p> <p>Tammy Cook Chief Administrative Officer</p> | <p>DATE: January 20, 2025</p> |
|--|-----------------------------------|



| | | | |
|----------------------|---|-------------------|----------------|
| PROGRAM AREA | Environmental Education | REPORT NO. | ENVEDU-01-2025 |
| DATE PREPARED | January 20, 2025 | FILE NO. | 32-18-4 |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | LRCA Environmental Education Program 2024 Summary | | |

RECOMMENDATION

Suggested Resolution:

“THAT: Staff Report ENVEDU-01-2025 be received for information.”

LINK TO STRATEGIC PLAN (2023-2027)

Conserve & Sustain

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

Protect & Support

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

Connect & Explore:

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

EXECUTIVE SUMMARY

The Lakehead Region Conservation Authority's (LRCA) environmental education program has demonstrated substantial growth since its inception in 2011. To date, the education program has reached approximately 32,134 participants through 895 programs over the last decade, while earning \$62,762.51 in revenue for paid programming during that time. Over the last 13 years, the education program has also generated an additional \$545,361.32 in self-generated revenue through grants, charitable donations and sponsorships.

During 2024, a total of 91 education programs were delivered, reaching approximately 3,310 participants. A total of \$6,571.17 in revenue was generated through paid programs during 2024. The LRCA plans to continue to provide the education program and employ an Education Coordinator position into the future, provided adequate funding is available.

DISCUSSION

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

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

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

The LRCA's education program continued to make progress during 2024. Staff conducted regular field trips to Conservation Areas as well as in-class programming, carried out guided workshops and hikes, and conducted programs at stakeholder events.

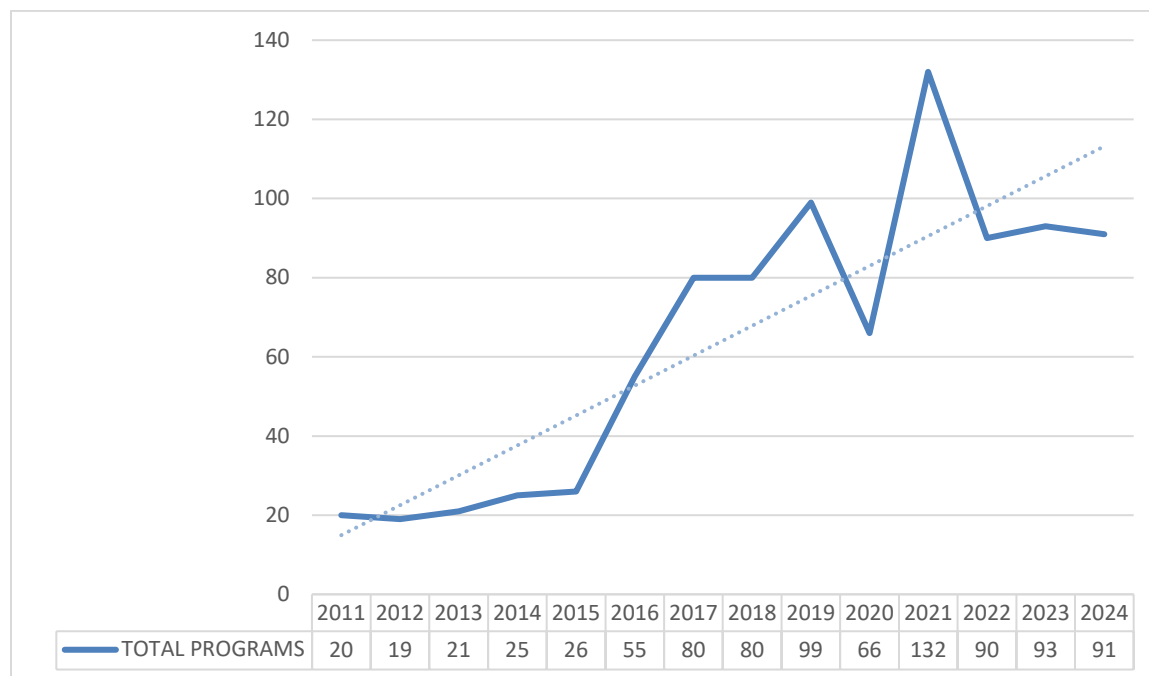
During 2024, staff conducted a total of 91 environmental education programs (paid and unpaid) from 39 schools, reaching approximately 3,310 participants. The education program brought in \$6,571.17 in revenue during 2024, which goes directly toward paying for the program itself, including the Education Coordinator position wages.

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

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

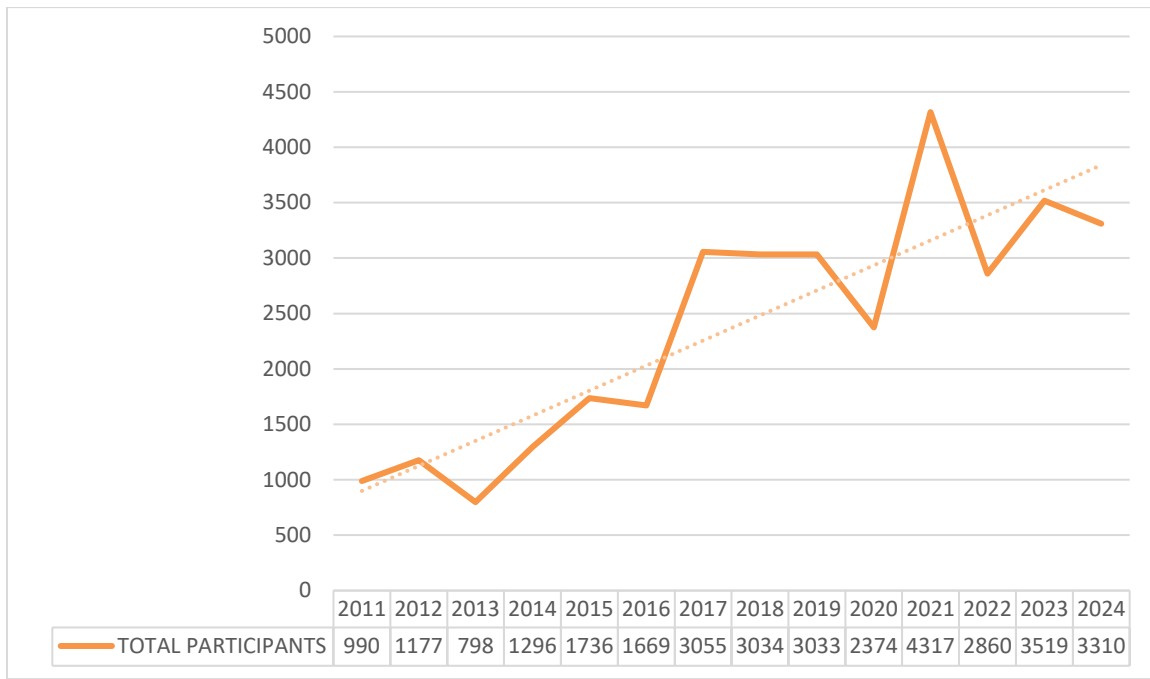
Also note that the decline observed in 2022 can be attributed to a combination of internal human resources considerations (i.e., a new Education Coordinator was hired and trained during 2021, however they left the position shortly thereafter which necessitated the hiring and training of another new Education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

Total Education Programs:



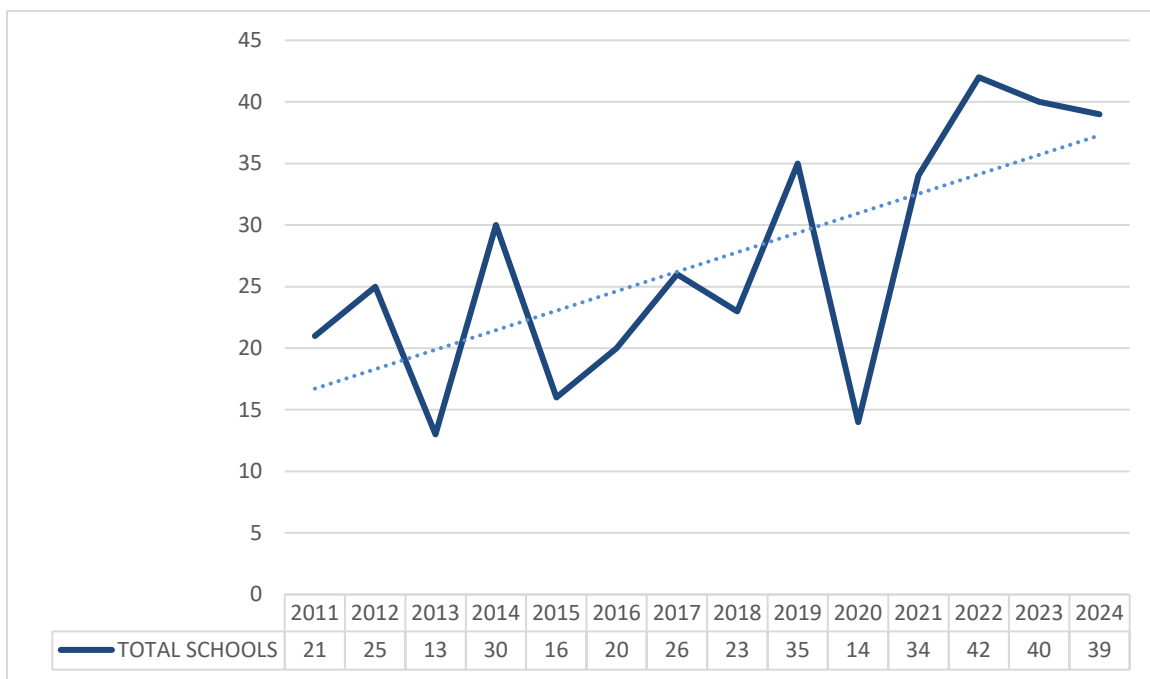
Total education programs to-date: 895

Total Education Participants:



Total education participants to-date: 32,134

Total Number of Booking Schools:



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

Notable Trends:

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

FINANCIAL IMPLICATIONS

In 2024, the education program component of the LRCA's Education Coordinator position was funded primarily through charitable donation, grants and self-generated revenue via programming fees. Additionally, some wages were funded through the LRCA's Risk of Natural Hazards. Funding sources also include corporate contributions from Ontario Power Generation, Enbridge, and TC Energy; another regular funding body for the LRCA's education program is the TD Friends of the Environment Fund. In 2024, some wages were funded by self-generated Forest Management funds in relation to programming surrounding trees and Arbor Week.

| <i>2024 Education Coordinator Position Budget Allocation:</i> | | <i>Category:</i> |
|---|---|------------------|
| 48% | Environmental Education | 3 |
| 32% | Nature Interpretive Programming | 3 |
| 8% | Communications and Outreach – Risk of Natural Hazards | 1 |
| 6% | Tree Seedling Program | 3 |
| 5% | Lakehead Children's Water Festival | 3 |
| 1% | Dorion Birding Festival | 3 |

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

The LRCA's education deferred fund (i.e., accumulated restricted surplus funds allocated to the education program) balance is estimated to be between \$190,000.00 – \$200,000.00, as of December 31, 2024 (note that final year-end processes had not yet been completed at the time of this writing; the final deferred amount will vary). The fund (non-levy funds) provides available funds in the event of a shortage of funds in a given year, or unforeseen expenses. Note that the Education deferred fund has recently been amalgamated with the Water Festival deferred.

Funding for some of the Education Coordinator's time and wages has been incorporated into select stewardship program grant applications to allow for assisting the Watershed Biologist and Stewardship Technician with outreach and education initiatives associated with those fully funded programs.

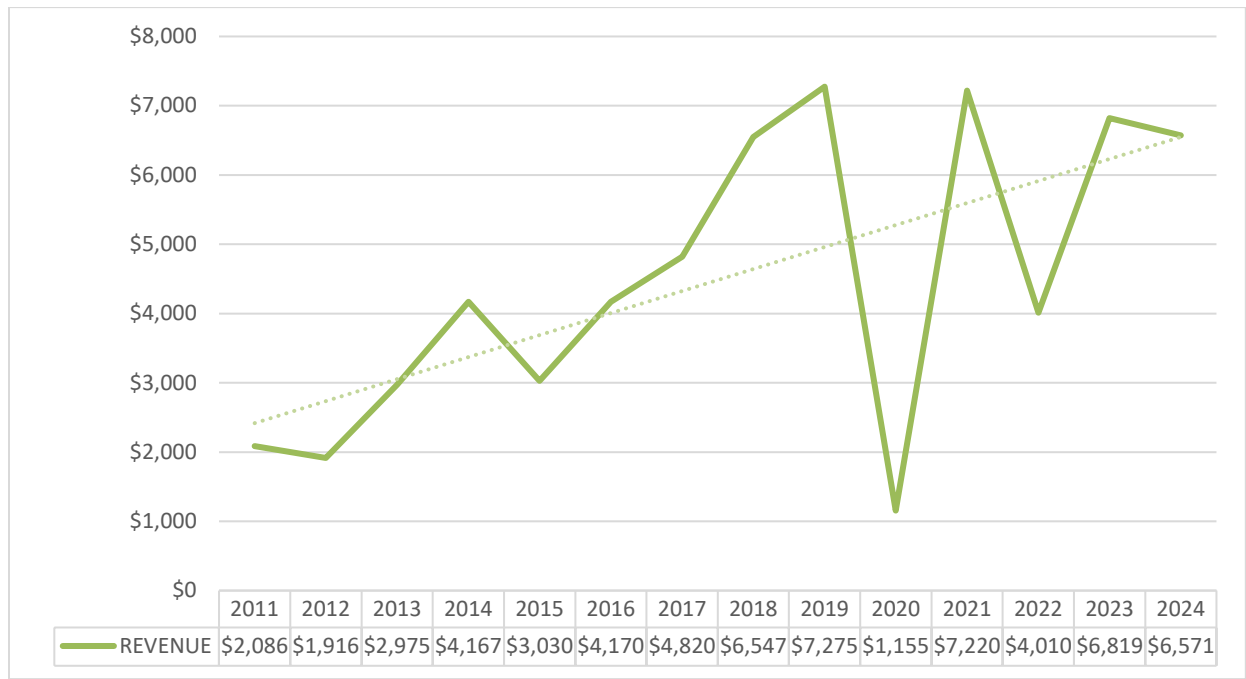
During 2025, the LRCA will be partnering with the Thunder Bay Catholic District School Board (TBCDSB) on a pilot project for outdoor education programming, with an approved budget from the TBCDSB up to \$4,600.00. This pilot project will determine the viability of a longer-term partnership wherein the LRCA will be a primary provider of outdoor education programming to the TBCDSB.

Generated Revenue Summary:

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

In 2024, the education program generated \$6,571.17 in revenue through the charging of fees, and collected \$49,542.95 in grants, corporate donations, and individual donations.

Education Paid Program Revenue:



Paid program revenue total to-date: \$62,762.51

Self-Generated Revenue, Charitable Donations and Sponsorships:

| REVENUE SOURCE | REVENUE GENERATED TO-DATE (2011-Present) |
|---|---|
| Lakehead Conservation Foundation (LCF) | \$253,500.00 |
| Ontario Power Generation (OPG) | \$92,335.00 |
| TD Friends of the Environment Fund (TD FEF) | \$106,049.92 |
| Enbridge | \$8,400.00 |
| RBC Blue Water Program | \$13,000.00 |
| Seniors Community Grant Program | \$9,474.72 |
| Living Classroom Fund donations | \$39,367.41 |
| Union Gas | \$7,000.00 |
| TC Energy | \$3,090.47 |
| Ministry of the Environment, Conservation and Parks | \$3,500.00 |
| Canada Helps | \$50.00 |
| City of Thunder Bay | \$2,000.00 |
| CP Rail | \$500.00 |
| Lakehead University | \$500.00 |
| Bean Foundation Grant | \$700.00 |
| Hill's Greenhouses | \$5,893.80 |
| TOTAL TO-DATE: | \$545,361.32 |

CONCLUSION

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

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

BACKGROUND

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

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

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

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

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

Agreements with conservation authorities, etc.

(7) A board may enter into an agreement with a conservation or other appropriate authority under which the board may, with the approval of the Minister, construct and

maintain on lands owned by the authority the necessary facilities for the purpose of conducting a natural science program or other out-of-classroom program. R.S.O. 1990, c. E.2, s. 197 (7).

Idem

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

Idem

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


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

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY:

Ryan Mackett, Communications Manager

| | |
|---|-------------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook, Chief Administrative Officer | DATE: January 20, 2025 |
|---|-------------------------------|

| 2024 TREASURER'S REPORT MONTHLY EXPENSES | | | | |
|--|------------------|----------------|------------------|----------------------|
| | 2024 BUDGET | November | TOTAL TO DATE | BALANCE REMAINING |
| REVENUE | | | | |
| Provincial Grants | 348,732 | 76,661 | 478,705 | - 129,973 |
| Municipal Levy | 1,854,691 | | 1,961,551 | - 106,860 |
| Self Generated | 341,214 | 39,428 | 859,714 | - 518,500 |
| Other Revenue | 414,019 | | 133,239 | 280,780 |
| TOTAL REVENUE | 2,958,656 | 116,089 | 3,433,209 | - 474,553 |
| | | | | |
| EXPENSES | | | | |
| Category 1 Mandatory Programs and Services | | | | |
| Corporate Services | 959,560 | 68,879 | 874,602 | 84,958 |
| Risk of Natural Hazards | 1,048,714 | 46,654 | 614,712 | 434,002 |
| Conservation and Management of Lands owned and controlled by the Authority | 455,875 | 44,191 | 526,904 | - 71,029 |
| Source Water Protection | 68,792 | 4,265 | 50,514 | 18,278 |
| Other Programs and Services | 22,870 | 3,439 | 26,090 | - 3,220 |
| Total Category 1 Mandatory Programs and Services | 2,555,811 | 167,428 | 2,092,821 | 462,990 |
| Category 2 Non-Mandatory Programs and Services at the Request of a Municipality | | | | |
| Mapping Services | 16,000 | - | 11,335 | 4,665 |
| Total Category 2 Non-Mandatory Programs and Services at the Request of a Municipality | 16,000 | - | 11,335 | 4,665 |
| Category 3 Non-Mandatory Programs and Services | | | | |
| Education | 103,882 | 4,949 | 67,298 | 36,584 |
| Stewardship | 272,963 | 9,937 | 292,704 | - 19,741 |
| Other | 10,000 | | 3,816 | 6,184 |
| Total Category 3 Non-Mandatory Programs and Services | 386,845 | 14,886 | 363,818 | 23,027 |

| 2024 TREASURER'S REPORT MONTHLY EXPENSES | | | | |
|--|------------------|----------------|------------------|----------------------|
| | 2024 BUDGET | December | TOTAL TO DATE | BALANCE REMAINING |
| REVENUE | | | | |
| Provincial Grants | 348,732 | - | 461,405 | - 112,673 |
| Municipal Levy | 1,854,691 | - | 1,961,551 | - 106,860 |
| Self Generated | 341,214 | 81,935 | 953,383 | - 612,169 |
| Other Revenue | 414,019 | 38,000 | 185,539 | 228,480 |
| TOTAL REVENUE | 2,958,656 | 119,935 | 3,561,878 | - 603,222 |
| | | | | |
| EXPENSES | | | | |
| Category 1 Mandatory Programs and Services | | | | |
| Corporate Services | 959,560 | 86,969 | 961,493 | - 1,933 |
| Risk of Natural Hazards | 1,048,714 | 25,508 | 591,538 | 457,176 |
| Conservation and Management of Lands owned and controlled by the Authority | 455,875 | 39,773 | 567,196 | - 111,321 |
| Source Water Protection | 68,792 | 15,065 | 65,579 | 3,213 |
| Other Programs and Services | 22,870 | 4,544 | 30,634 | - 7,764 |
| Total Category 1 Mandatory Programs and Services | 2,555,811 | 171,860 | 2,216,440 | 339,371 |
| Category 2 Non-Mandatory Programs and Services at the Request of a Municipality | | | | |
| Mapping Services | 16,000 | - | 11,335 | 4,665 |
| Total Category 2 Non-Mandatory Programs and Services at the Request of a Municipality | 16,000 | - | 11,335 | 4,665 |
| Category 3 Non-Mandatory Programs and Services | | | | |
| Education | 103,882 | 9,697 | 76,995 | 26,887 |
| Stewardship | 272,963 | 123,114 | 415,818 | - 142,855 |
| Other | 10,000 | - | 3,816 | 6,184 |
| Total Category 3 Non-Mandatory Programs and Services | 386,845 | 132,811 | 496,630 | - 109,785 |
| Total All Expenses | 2,958,656 | 304,671 | 2,724,405 | 234,251 |



LAKEHEAD REGION

CONSERVATION AUTHORITY

Board of Directors Meeting Schedule – 2025

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

If required, special meetings will be called.

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

Revision Date: January 20, 2025



| | | | |
|----------------------|-------------------------|-------------------|----------------|
| PROGRAM AREA | FINANCE | REPORT NO. | FIN-04-2025 |
| DATE PREPARED | January 07, 2025 | FILE NO. | Finance Office |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2024 Investment Summary | | |

RECOMMENDATION

Suggested Resolution

“THAT: the Staff Report FIN-04-2025 be received.”

LINK TO STRATEGIC PLAN (2023-2027)

Govern and Enhance:

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

EXECUTIVE SUMMARY

In 2024, the LRCA invested \$6,000,000 from January 2024 to May of 2024 at a rate of 5.15% in a redeemable GIC. In May of 2024, interest rates declined to 4.86% and the Authority redeemed the \$6,000,000 and invested \$6,500,000 in a GIC at the reduced rate.

Throughout the year the LRCA earned \$313,480.26 of interest investing in both GIC's. The operating account (RBC) also generated \$85,680.14 in interest revenue in the year, with a total interest revenue in 2024 of \$399,160.43. All revenue is recorded in the Administration Fund to offset the annual administration portion of the municipal levy. The 2024 interest was \$249,160.43 higher than budgeted due to the increase in GIC rates.

DISCUSSION

Authority funds are invested annually as outlined in Finance Policy FIN-02: Investment of Authority Funds. The Authority is in a positive cash flow position that allows for short term investments. In 2024, the positive cash flow allowed the LRCA to invest in the RBC GIC Program.

| Type of Investment | Interest Rate | Date Invested | Interest to Year End | Interest Earned |
|-------------------------------|---------------|-----------------|----------------------|---------------------|
| GIC | 5.15/4.86% | January 1, 2024 | December 31, 2024 | \$313,480.26 |
| General Interest | Variable | January 1, 2024 | December 31, 2024 | \$85,680.17 |
| Total Interest Revenue | | | | \$399,160.43 |

In 2024, the LRCA had all operating funds deposited in the RBC operating account. The general interest from the operating account had varying interest rates each month.

From January 2024 to May 2024 the LRCA invested \$6,000,00 in a GIC with RBC at a rate of 5.15%. From May 2024 until December 2024 the LRCA invested \$6,500,000 in GIC's at a rate of 4.86%. The 2024 interest generated revenue was \$249,160.43 higher than budgeted. The increase is due to higher than anticipated rates.

FINANCIAL IMPLICATIONS

In 2024, The RBC GIC's earned interest revenue of \$313,480.26 while the operating account interest revenue earned was \$85,680.17 with a total investment income revenue of \$399,160.43. Per the Investment Policy, interest was recorded in the Administration Fund to offset levy. The 2024 interest was \$249,160.43 higher than budgeted due to the increase in GIC investments in 2024.

CONCLUSION

Higher than anticipated rates of return in the GIC's were realized in 2024, resulting in an increase of \$249,160.43 in interest revenue, as compared to the anticipated revenue included in the 2024 budget. Overall, \$399,160.43 in interest was earned in 2024, which was recorded in the Administration Fund to offset required municipal levy.

BACKGROUND


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

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY: Mark Ambrose, Finance Manager

REVIEWED BY: Tammy Cook, Chief Administrative Officer

| | |
|--|---------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 20, 2025 |
|--|---------------------------|



| | | | |
|----------------------|------------------------|-------------------|----------------|
| PROGRAM AREA | FINANCE | REPORT NO. | FIN-05-2025 |
| DATE PREPARED | December 18, 2024 | FILE NO. | Finance Office |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2024 Donations Summary | | |

RECOMMENDATION

Suggested Resolution

“THAT: Staff Report FIN-05-2025 be received.”

LINK TO STRATEGIC PLAN (2023-2027)

Govern and Enhance:

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

EXECUTIVE SUMMARY

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

The total value of donations in 2024 was \$97,220.91, which was up considerably from 2023.

DISCUSSION

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

Donation Summary

| Program area donation applied | Description | 2024 \$ | 2023 \$ | 2022 \$ |
|------------------------------------|--|------------------|------------------|------------------|
| Environmental Education | General Donations | 812.84 | 5,875.00 | 3,855.00 |
| | Donations in Memory of | 275.00 | 740.00 | 60.00 |
| | LRCA Staff Donations | 960.00 | 1,024.00 | 932.00 |
| | Canada Helps | 100.00 | 245.02 | 424.25 |
| | Lakehead Conservation Foundation | 20,000.00 | 20,000.00 | |
| | Westfort Foods | | | 3,000.00 |
| | OPG | 12,935.00 | 11,800.00 | 11,800.00 |
| | TC Energy | 30.00 | 3,090.47 | - |
| | Dawson Trail Brewery | 382.50 | | - |
| | Hills Greenhouse | 6,408.00 | 4,560.00 | |
| | Enbridge | 5,000.00 | | 1,900.00 |
| | United Way | 272.62 | | |
| Stewardship | Copperfin Credit Union | 299.44 | 766.70 | |
| | General Donations | 42.00 | | |
| | Bears Bees Honey | | | 300.00 |
| | Lakehead University | 5,000.00 | | |
| | Conservation Seeds | 40.00 | | |
| | In Memory of | 400.00 | | |
| Events | Greenwich Wind Farm - Dorion Bird Festival | 4,500.00 | 4,500.00 | 1,075.00 |
| | RBC | | 1,400.00 | |
| | OPG – Waterfowl Viewing Day | | | 1,000.00 |
| Conservation Areas | Daniel Schebesh - Silver Harbour | | 4,000.00 | |
| | General Donations | 310.00 | 6,358.00 | 484.30 |
| | Steve Ward Contracting – Dive Park | | 2,000.00 | |
| | Canada Helps | 11.01 | 14.13 | 231.88 |
| | Sponsorship – OPG – Viewing Scopes Mission Island Marsh | | | 1,200.00 |
| | Northern Casket | | | 26.00 |
| | Despres Metal Arts-Mermaids | 25,000.00 | | |
| | Dawson Trail Brewery | 382.50 | | |
| | LCF – Urban Conservation Area | 10,000.00 | | |
| Misc | Hope and Memory Garden | 60.00 | | |
| Land Acquisitions | Land Donations – Beaver Avenue Doug & Elona Latham | | 10,000.00 | |
| Adopt A Bench | Nancy Fleming | 4,000.00 | | |
| TOTAL | | 97,220.91 | 76,373.32 | 26,288.43 |

FINANCIAL IMPLICATIONS

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

CONCLUSION

The Authority benefits from donations from the public and agencies by offsetting the cost of the Education Coordinator position as well as funding other Authority run programs. In 2024, the total donations were up considerably compared to 2023, in part due to the donations to the Dive Park (Mermaids) at Silver Harbour.

BACKGROUND


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

REFERENCE MATERIAL ATTACHED

None

PREPARED BY: Mark Ambrose, Finance Manager

REVIEWED BY: Tammy Cook, Chief Administrative Officer

| | |
|--|----------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: December 18, 2024 |
|--|----------------------------|



| | | | |
|----------------------|--------------------------|-------------------|----------------|
| PROGRAM AREA | FINANCE | REPORT NO. | FIN-06-2025 |
| DATE PREPARED | January 21, 2025 | FILE NO. | Finance Office |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | 2025 Fee Schedule Review | | |

RECOMMENDATION

Suggested Resolution

“THAT: the 2025 Fee Schedule be adopted.”

LINK TO STRATEGIC PLAN (2023-2027)

Govern and Enhance:

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

EXECUTIVE SUMMARY

Annually the Fee Schedule is reviewed by staff to provide a recommendation to the Board of Directors regarding increases or changes. Per the Minister’s Direction prohibiting changing fees to Plan Review and Development Regulations Fees, no changes have been made to those Fee Schedules. No other fee changes are proposed in 2025. Promotional sales items and other items that are sold (i.e. seeds, plants, etc.) will be added to the webstore when warranted.

No appeals were made in 2025 of any fees.

DISCUSSION

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

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

On December 28, 2022 a “Minister’s Direction to not Change Fees” was issued to Conservation Authorities, that prohibits the changing of Plan Review and Development Regulation fees for the period of January 1, 2023 to December 31, 2023. Similar letters were issued by the Minister to ‘extend the no changes to fees’ on December 13, 2023 and December 14, 2024, where Conservation Authorities were prohibited from changing the fees in 2024 and 2025; therefore,

no changes are proposed to those fee schedules. The Development Regulations Fee Schedule was updated to reflect the transition from O. Reg. 180/06 to O. Reg. 41/24 on April 1, 2024.

No fee changes are proposed in 2025 to any fees.

No appeals were made in 2025 of any fees.

FINANCIAL IMPLICATIONS

The Minister's Direction prohibiting any changes to Plan Review and Development Regulation fees, reduces the ability of the LRCA to increase revenue to offset the subsidizing of the programs use of municipal levy. No other fee changes are recommended in 2025. Promotional sales items and other items sold (i.e. seeds, plants, etc.) will be added to the webstore when warranted.

CONCLUSION

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

BACKGROUND


Section 21.2 of the *Conservation Authorities Act* outlines the requirements related to conservation authorities charging fees for programs and services. LRCA Policy FIN-08: Fee Policy establishes guidelines for the charging of Conservation Authority fees, exemptions and the appeal process.

REFERENCE MATERIAL ATTACHED

2025 Fee Schedule

PREPARED BY: Tammy Cook, Chief Administrative Officer

REVIEWED BY: Mark Ambrose, Finance Manager

| | |
|--|---------------------------|
| THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer | DATE: January 21, 2025 |
|--|---------------------------|

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

| Category | Description of Activity | Fee |
|---|---|----------------------------|
| Sales | Enamel Pin | \$4.42 + HST = \$5.00 |
| | LRCA Sticker | \$1.77 + HST = \$2.00 |
| | Black Snap Back Hat | \$35.40 + HST =\$40.00 |
| | Cloth Hat/Mesh Snap Back Hat | \$20.00 + HST = \$22.60 |
| | Tote Bag | \$8.85 + HST = \$10.00 |
| | Water Bottle | \$17.70 + HST = \$20.00 |
| | LRCA Buttons | \$0.87 + HST = \$1.00 |
| | Nylon Foldable Tote Bag | \$5.31 + HST =\$6.00 |
| | Fishing Lure | \$10.00 |
| Services | Photocopying | |
| | Black and White | \$0.10 + HST = \$0.11 |
| | Black and White by LRCA Staff | \$0.25 + HST = \$0.28 |
| | Colour | \$0.15 + HST = \$0.17 |
| | Colour by LRCA Staff | \$0.30 + HST = \$0.34 |
| | 11x17 colour map | \$5.00 + HST = \$5.65 |
| Mapping Service | Creation of Maps | \$100.00 per hour + HST |
| | Preparation of GIS data/data sharing agreements | |
| Parking at Conservation Areas | Parking fee (per vehicle) (Established 1996, updated 2021) | \$5.00 |
| | Bus Parking fee | \$25/bus + HST = \$28.25 |
| Programming in Conservation Areas | Fee to determined based on cost of service at the time of the event | Variable |
| Filming (i.e. movie production) on LRCA owned land | Fee to be determined based on the scale of the production. | Variable |

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

Attached Fee Schedules:

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

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

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

Notes:

- 1 **Accessory buildings and structures** include sheds, retaining walls, gazebos, decks, etc. which are non-habitable.
- 2 **Maintenance** means repair to a structure involving no change in size, location or shape.
- 3 **Fill activity** includes placement, removal and/or grading material originating on the site or elsewhere.
- 4 **Shoreline alteration** includes boat launches, groynes, breakwalls, etc.
- 5 **Natural erosion control** means measures to control erosion using live plants, natural and native rock (i.e. rip-rap/blast rock, etc.).
- 6 **Channel/lake bed alteration** means dredging, channel diversion or re-alignments, etc.
- 7 The Lakehead Region Conservation Authority reserves the right to revise the Fee Schedule per Policy FIN-08: Fee Policy.
- 8 Permit fees are considered a processing fee and are non-refundable.
- 9 Member Municipalities are not charged fees for the processing of permits related to applications under O. Reg. 41/24.

Effective Date of Fee Schedule: November 30, 2016
Board Resolution No. #138/16
LRCA Revision Date: April 1, 2024 (rev.02)



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

Notes:

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

Effective Date of Fee Schedule: January 1, 2021

Version: 2.0

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

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

Notes:

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

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

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



| | | | |
|----------------------|--|-------------------|----------------|
| PROGRAM AREA | DEVELOPMENT REGULATIONS | REPORT NO. | DEVREG-02-2025 |
| DATE PREPARED | January 22, 2025 | FILE NO. | |
| MEETING DATE | January 29, 2025 | | |
| SUBJECT | New Regulation (O. Reg. 474/24) for Minister's Review and Minister's Orders related to Section 28.1.1 of the <i>Conservation Authorities Act</i> | | |

RECOMMENDATION

Suggested Resolution

"THAT: Staff Report DEVREG-02-2025 be received. "

LINK TO STRATEGIC PLAN

Links to the Strategic Plan (2023 – 2027):

Protect and Support:

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

EXECUTIVE SUMMARY

Effective January 1, 2025, O. Reg 474/24: Minister's Reviews Under Sections 28.1 and 28.1.2 of the Act and Minister's Orders Under Section 28.1.1 of the Act, came into effect. The regulation outlines the process related to development permits in which applicants can make requests to the Minister to review Conservation Authority permit decisions, request the Minister order an Authority to not issue a permit, and request the Minister issue a permit. For each case, the proposed development activity must relate to a matter of provincial interest.

DISCUSSION

Ontario Regulation 474/24 – Minister's Reviews Under Sections 28.1 and 28.1.2 of the Act and Minister's Orders Under Section 28.1.1 of the Act (attached) came into effect on January 1, 2025. The regulation outlines the process related to development permits in which:

- A person can request the Minister to review an Authority's decision, including any proposed conditions on a permit to which the applicant objects.
- A person can request that the Minister make an order to direct an Authority to not issue a permit.

- An applicant can request that the Minister issue a permit.

In each case the proposed development activity or other activity that is subject to an application for a permit must pertain to or support a matter of provincial interest. Activities specified in the regulation of provincial Interest include:

(a) the provision of housing;

(b) the provision of community services such as education, long-term care, public health, recreation, security and safety or socio-cultural activities;

(c) the provision of infrastructure, including communication, transportation, waste management, electrical power, energy, sewage and water services and systems;

(d) the provision of employment opportunities through the establishment of manufacturing, industrial, agricultural, commercial or agricultural enterprises; or.

(e) any other matter that, in the opinion of the Minister, is in the provincial interest.

FINANCIAL IMPLICATIONS

None.

CONCLUSION

Staff have reviewed the new regulation and will reference it in the event a request is made to the Minister related to development in the LRCA Area of Jurisdiction.


BACKGROUND

Effective April 1, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities Act* came into effect, which is applicable to all 36 Conservation Authorities. This regulation replaced the individual "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation [O. Reg. 180/06] held by the Lakehead Region Conservation Authority. The enactment of O. Reg. 41/24 also coincided with the proclamation of associated sections within the *Conservation Authorities Act*.

REFERENCE MATERIAL ATTACHED

Ontario Regulation 474/24: Minister's Reviews Under Sections 28.1 and 28.1.2 of the Act and Minister's Orders Under Section 28.1.1 of the Act

PREPARED BY: Tammy Cook, CAO

| | |
|--|-----------------------------------|
| <p>THIS REPORT SIGNED AND VERIFIED BY:</p> <p></p> <p>Tammy Cook Chief Administrative Officer</p> | <p>DATE: January 22, 2025</p> |
|--|-----------------------------------|

January 29, 2025

Moved By _____

Seconded By _____

"THAT: having examined the accounts for the period November 1, 2024 to November 30, 2024 cheque #3412 to #3440 for \$62,742.03, and preauthorized payments of \$117,770.78 for a total of \$180,512.81 we approve their payment."

| | | | |
|------|---|--|-------------------|
| 3412 | 2611943 Ontario Ltd. | Cascades garbage, recycling Oct 21 | 452.00 |
| 3413 | Benjamin Bohemier | Intro to Field Mycology Workshop | 600.00 |
| 3414 | Gordon Porter | Supplies for Hope & Memory Garden 2024 | 546.78 |
| 3415 | Innovated Solutions | 2024 Cloud Protection | 847.50 |
| 3416 | McKitricks | Review titles Hurkett Cove | 2,570.69 |
| 3417 | Michelle Sixsmith | 2024 Boot allowance | 200.00 |
| 3418 | Tammy Cook | Vision Care allowance 2024 | 200.00 |
| 3419 | Thunder Bay Answering Service Inc. | Answering Service November 2024 | 258.72 |
| 3420 | Thunder Bay Broom & Chemicals | Supplies for Office | 228.66 |
| 3421 | Thunder Bay Chamber of Commerce | Membership Dues | 257.30 |
| 3422 | Walleye Media Inc | November 2024 advertising | 335.61 |
| 3423 | Apex Security | Patrols for various CA's | 528.28 |
| 3424 | Blue Green Labs | Cyanobacteria Monitoring Project 2024 | 1,727.62 |
| 3425 | Despres Metal Artwork | Balance owing for Cascades sign | 10,000.00 |
| 3426 | Grassia's Auto Body Ltd. | Deductible/ HST repairs to dodge Ram | 1,775.33 |
| 3427 | JML Engineering | Progress billing Mills Block re-development | 6,761.92 |
| 3428 | KGS Group Consulting Engineers | Floodway Water Level Monitoring System | 8,559.75 |
| 3429 | Lowery's | Storage Cabinet/Office Supplies | 5,261.48 |
| 3430 | Michelle Willows | Expenses Re PWQMN Sudbury Nov 3-5, 2024 | 159.00 |
| 3431 | Mr. Lube | Oil Changes | 301.53 |
| 3432 | Premier Printing Ltd. | 2025 Calendars | 8,921.35 |
| 3433 | Rachael Z Bezanson | Police Vulnerable Sector Check | 67.80 |
| 3434 | RAS Maintenance Services | Office cleaning October 2024 | 515.23 |
| 3435 | Scott Drebit | Expenses Re PWQMN Sudbury Nov 3-5, 2024 | 201.00 |
| 3436 | Tammy Cook | Mileage/Per Diem for Coastal Hazard Workshop/Toronto | 165.00 |
| 3437 | Thunder Bay Broom & Chemicals | Foam soap for office | 142.04 |
| 3438 | Northern Turf Equipment | Riding Mower | 8,205.23 |
| 3439 | RAS Maintenance Services | Cleaning Services November 2024 | 644.04 |
| 3440 | Rutter Urban Forestry | Removal of Trees | 2,308.17 |
| | | | <u>62,742.03</u> |
| PA | Payroll and Per Diems | | 80,788.43 |
| PA | Royal Bank Group Retirement RRSP and TFSA | | 2,403.60 |
| PA | RWAM and Lifeworks Benefits | | 4,015.54 |
| PA | Enbridge | | 137.54 |
| PA | Synergy North | | 692.52 |
| PA | Esso | | 1,697.57 |
| PA | Visa Routine Monthly Expenses | | 12,196.73 |
| PA | Banking and Visa Fees | | 548.57 |
| PA | Postage | | - |
| PA | Omers September | | 15,003.38 |
| PA | Photocopier Lease | | 286.90 |
| PA | Property Taxes | | |
| PA | GIC | | - |
| | | | <u>117,770.78</u> |
| | | | <u>180,512.81</u> |

Chair

Res# _____/24

January 29, 2025

Moved By _____

Seconded By _____

"THAT: having examined the accounts for the period December 1, 2024 to December 31, 2024 cheque #3441 to #3458 for \$116,022.29 and preauthorized payments of \$136,695.59 for a total of \$252,717.88 we approve their payment."

| | | | |
|------|---|--|-------------------|
| 3441 | ALS Sewage Services | Various CA toilet pump out | 1,101.75 |
| 3442 | Innovated Solutions | 2024 Cloud Protection | 847.50 |
| 3443 | Jessie McFadden | Mileage Aug 12 - Nov 14, 2024 | 184.80 |
| 3444 | KGS Group Consulting Engineers | 2024 Structure Inspections | 3,362.07 |
| 3445 | Lowery's | Photocopy charges | 187.59 |
| 3446 | Marsh Canada | Property update for renewal | 178.20 |
| 3447 | Melanie O'Riley | 2024 Mileage | 86.10 |
| 3448 | Michelle Sixsmith | Mileage 2024 | 132.09 |
| 3449 | Ryan Mackett | Mileage 2024 | 71.43 |
| 3450 | Salt & Pepper Catering Inc. | 2024 Christmas Social Catering | 4,356.18 |
| 3451 | SGC Inc. | Boulevard Wetland LID construction | 90,400.00 |
| 3452 | Thunder Bay Answering Service Inc. | Answering Service December | 268.04 |
| 3453 | Walleye Media Inc | Advertising in the Walleye | 335.61 |
| 3454 | ALS Sewage Services | Mission Island Marsh pump out | 898.35 |
| 3455 | CDS Consulting Limited | Technical Services March - November 2024 | 1,265.60 |
| 3456 | Englobe Corp. | Victor Street Monitoring October 2024 | 2,745.90 |
| 3457 | Pioneer Construction | Salt/Sand | 52.58 |
| 3458 | SGC Inc. | Hazelwood Boulder Installation Project | 9,548.50 |
| | | | <u>116,022.29</u> |
| PA | Payroll and Per Diems | | 81,652.74 |
| PA | Royal Bank Group Retirement RRSP and TFSA | | 1,760.44 |
| PA | RWAM and Lifeworks Benefits | | 3,648.58 |
| PA | Enbridge | | 380.52 |
| PA | Synergy North | | 553.75 |
| PA | Esso | | 707.42 |
| PA | Visa Routine Monthly Expenses | | 31,884.90 |
| PA | Banking and Visa Fees | | 1,054.02 |
| PA | Postage | | 56.50 |
| PA | Omers September | | 14,709.82 |
| PA | Photocopier Lease | | 286.90 |
| PA | Property Taxes | | |
| PA | GIC | | - |
| | | | <u>136,695.59</u> |
| | | | <u>252,717.88</u> |

Chair

Res# _____/24

| Monthly Plan Input/Review and Fill Regulations Administration November 1 to 30, 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 | A-69-2024 | B-68-2024 | | | | | | 2100 Baker Avenue | 1020 Dawson Road | 933 Alloy Drive | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 5 |
| Oliver Paipoonge | | 1B/20/24 | OPA-06 | | | | | | | | |
| | | 1B/21/24 | | | | | | | | | |
| | | 1B/11/24 | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| O'Connor | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neebing | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Shuniah | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Conmee | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gillies | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dorion | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rural Planning Board | | 1B/06/24 | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Monthly Total | 1 | 5 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 10 |

| Monthly Plan Input/Review and Fill Regulations Administration | | | | | | | | | | | |
|---|-----------------------|----------------|---------------|--|----------------------|--------------|------------|---------------------|---------------------|---------------------------------------|-------|
| December 1 to 31, 2024 | | | | | | | | | | | |
| Municipality | Minor Variance (A) | Consent (B) | Official Plan | Official Plan/ Zoning By-Law Comprehensive Review | Zoning By-Law (Z) | Subdivisions | Clearances | Reality Services | Lawyer Inquiries | Letter of Opinion (Other) | Total |
| City of Thunder Bay | | | | | | | | 1305 Victoria Ave E | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Oliver Paipoonge | | | | | ZBLA13-2024 | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| O'Connor | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neebing | | B09-2024 | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Shuniah | | B23-3 | | | | | | | | Hwy 11/17 Four-laning from Pearl Lake | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Conmee | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gillies | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dorion | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rural Planning Board | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Monthly Total | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 5 |

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

| Monthly Plan Input/Review and Fill Regulations Administration January 1 to 22, 2025 | | | | | | | | | | | |
|--|-----------------------|----------------|---------------|--|----------------------|--------------|------------|------------------|-----------------------|------------------------------|-------|
| Municipality | Minor Variance (A) | Consent (B) | Official Plan | Official Plan Comprehensive Review | Zoning By-Law (Z) | Subdivisions | Clearances | Reality Services | Lawyer Inquiries | Letter of Opinion (Other) | Total |
| City of Thunder Bay | | | | | | | | 3220 Wilroy Ave | | | |
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| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Oliver Paipoonge | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| O'Connor | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neebing | B10-2024 | B11-2024 | | | Z04-2024 | | | | | | |
| | | | | | | | | | | | |
| Total | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Shuniah | | | | | | | | | | PTTW Mount Baldy Ski Area | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Conmee | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gillies | | | | | | | | | 458 Hymers Fair Drive | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Dorion | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rural Planning Board | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Monthly Total | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 6 |

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 | | | | | Minor OR Major Application (Timeline BP Minor = 30d Major = 90d) | Within Timelines |
|----------|----------|----------|------------------------------|---------------------|--|--|---|--|--|--------------------------------------|--|---|------------------|
| | | | | | | | 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 | Minor | 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 | Minor | 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 | Minor | Yes |
| #28/24 | Standard | \$300.00 | Trojan Management Services | City of Thunder Bay | 133 Bruin Crescent | Dwelling | 5/8/2024 | 5/9/2024 | 1 | 5/11/2024 | 2 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Major | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | 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 | Minor | Yes |
| #48/24 | Small | N/A | Municipality of Neebing | Neebing | 710 Cloud Lake Rd | Shoreline Alteration | 6/13/2024 | 6/14/2024 | 2 | 6/18/2024 | 5 | Minor | Yes |

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 | | | | | Minor OR Major Application (Timeline BP Minor = 30d Major = 90d) | Within Timelines |
|----------|----------|----------|--|---------------------|--|--|---|--|--|--------------------------------------|--|---|------------------|
| | | | | | | | 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) | | |
| #49/24 | Standard | N/A | City of Thunder Bay | City of Thunder Bay | 5140 Willrod Road | Culvert Replacement | 6/18/2024 | 6/25/2024 | 7 | 6/25/2024 | 1 | Minor | Yes |
| #50/24 | Large | \$600.00 | Hydro One - Waasigan Transmission Line | Shuniah | 3 locations parallel to existing transmission line | Transmission Towers | 6/18/2024 | 6/18/2024 | 0 | 6/28/2024 | 10 | Minor | Yes |
| #51/24 | Standard | \$300.00 | Mickelson Family Inc | Shuniah | Mickelson Drive | Access Road & Boardwalk to Lake Superior | 6/13/2024 | 6/18/2024 | 5 | 6/28/2024 | 10 | Major | Yes |
| #52/24 | Small | \$150.00 | Robert Tuchenhausen | City of Thunder Bay | 1507 John Street Road | Fill Placement | 7/5/2024 | 7/5/2024 | 0 | 7/9/2024 | 4 | Minor | Yes |
| #53/24 | Small | \$150.00 | Elaina Roberts | Neebing | 200 Island Ave | Slope Regrading for Boat Ramp | 7/8/2024 | 7/16/2024 | 8 | 7/16/2024 | 0 | Minor | Yes |
| #54/24 | Large | \$600.00 | L. Sebastianis | City of Thunder Bay | Lot 24 Bruin Cres (Parkdale) | New Dwelling Construction | 7/9/2024 | 7/17/2024 | 8 | 7/17/2024 | 0 | Minor | Yes |
| #55/24 | Standard | \$300.00 | Leigh Mork | Shuniah | 472 East Floral Beach Rd | Garage Construction | 7/18/2024 | 7/18/2024 | 0 | 7/18/2024 | 0 | Minor | Yes |
| #56/24 | Small | \$150.00 | Robert Bates | Neebing | 58 Cottage Drive | Shed Construction | 7/23/2024 | 7/25/2024 | 2 | 7/29/2024 | 4 | Minor | Yes |
| #57/24 | Standard | \$300.00 | George Biniaris | City of Thunder Bay | 137 Bruin Cres Lot 10 Parkdale | New Dwelling Construction | 7/22/2024 | 7/24/2024 | 2 | 7/24/2024 | 0 | Minor | Yes |
| #58/24 | Small | \$300.00 | Vincenzo Giorgio | City of Thunder Bay | 1690 Paquette Road | Site Grading & Fill Placement | 7/25/2024 | 7/26/2024 | 1 | 7/26/2024 | 0 | Minor | Yes |
| #59/24 | Standard | \$300.00 | Gino Garritano | Oliver Paipoonge | 94 Vibert Road | Driveway Construction & Bridge Removal | 7/26/2024 | 7/29/2024 | 3 | 7/31/2024 | 2 | Minor | Yes |
| #60/24 | Standard | \$300.00 | Mackenzie Blackwood | Neebing | 892B Cloud Lake Road | Erosion Protection & Fill Placement | 7/29/2024 | 7/29/2024 | 0 | 7/30/2024 | 1 | Minor | Yes |
| #61/24 | Small | \$150.00 | Melissa McAlister | Neebing | 50 Griffis Road | Deck/Dock & Stairs | 8/2/2024 | 8/6/2024 | 4 | 8/8/2024 | 2 | Minor | Yes |
| #62/24 | Standard | \$300.00 | Jordan Carroll | Oliver Paipoonge | 126 Haquoil Road | Driveway Construction | 7/16/2024 | 8/1/2024 | 16 | 8/1/2024 | 0 | Minor | Yes |
| #63/24 | Small | \$300.00 | Michael Goch | Neebing | 11 Cloud Bay Road | Site Grading | 8/8/2024 | 8/8/2024 | 0 | 8/13/2024 | 5 | Minor | Yes |
| #64/24 | Large | \$600.00 | Michael Goch | Neebing | 11 Cloud Bay Road | House | 8/8/2024 | 8/12/2024 | 4 | 8/14/2024 | 2 | Minor | Yes |
| #65/24 | Standard | \$300.00 | Cory Bruno | Shuniah | 699 East Bay Rd | Deck | 8/9/2024 | 8/12/2024 | 3 | 8/15/2024 | 3 | Minor | Yes |
| #66/24 | Small | \$150.00 | Derek Egeberg | City of Thunder Bay | 6251 Mapleward Road | House Demolition & Fill | 8/16/2024 | 8/19/2024 | 3 | 8/20/2024 | 1 | Minor | Yes |
| #67/24 | Standard | \$300.00 | Triad Contracting | City of Thunder Bay | 157 Bruin Crescent | Dwelling | 8/16/2024 | 8/19/2024 | 3 | 8/20/2024 | 1 | Minor | Yes |
| #68/24 | Standard | N/A | City of Thunder Bay | City of Thunder Bay | 169 Little Norway Road | Culvert Replacement | 8/19/2024 | 8/26/2024 | 7 | 8/26/2024 | 0 | Minor | Yes |
| #69/24 | Standard | \$300.00 | Walter Modin | Shuniah | 212 Alder road | New Deck Construction | 8/12/2024 | 8/26/2024 | 14 | 8/27/2024 | 1 | Minor | Yes |
| #70/24 | Standard | \$300.00 | Carolyn Hughes | Oliver Paipoonge | 446 Calvert Road | Shed Construction | 8/27/2024 | 8/27/2024 | 0 | 8/28/2024 | 1 | Minor | Yes |
| #71/24 | Large | \$600.00 | Thomas Owen | City of Thunder Bay | 300 Owen Drive | Shop/Storage Building | 8/28/2024 | 9/3/2024 | 6 | 9/5/2024 | 2 | Minor | Yes |
| #72/24 | Small | \$150.00 | James Ward | City of Thunder Bay | 1391 Arthur St. West | Erosion Protection | 9/4/2024 | 9/5/2024 | 1 | 9/6/2024 | 1 | Minor | Yes |

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 | | | | | Minor OR Major Application (Timeline BP Minor = 30d Major = 90d) | Within Timelines |
|----------|----------|----------|--------------------------|---------------------|-----------------------------------|--|---|--|--|--------------------------------------|--|---|------------------|
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| #73_24 | Small | \$150.00 | Reg Rosengren | Oliver Paipoonge | 510 River Road | Site Grading | 9/5/2024 | 9/5/2024 | 0 | 9/9/2024 | 5 | Minor | Yes |
| #74/24 | Standard | \$300.00 | JW Michieli Construction | City of Thunder Bay | Bruin Cres. Lot 6 Parkdale | Dwelling Construction | 9/5/2024 | 9/9/2024 | 4 | 9/9/2024 | 0 | Minor | Yes |
| #75/24 | Standard | \$300.00 | Triad Contracting | City of Thunder Bay | 205 Bruin Cres - Lot 29 -Parkdale | Dwelling Construction | 9/5/2024 | 9/9/2024 | 4 | 9/9/2024 | 0 | Minor | Yes |
| #76_24 | Small | \$150.00 | Michael Racoo | Neebing | 650 Cloud Lake Rd | Shoreline Regrading | 9/9/2024 | 9/10/2024 | 1 | 9/12/2024 | 2 | Minor | Yes |
| #77/24 | Small | \$150.00 | Gregory Heroux | Shuniah | 1664 Coral Bay Drive | Shoreline Regrading & Fill Placement | 9/12/2024 | 9/13/2024 | 1 | 9/17/2024 | 4 | Minor | Yes |
| #78/24 | Standard | \$150.00 | Brad McKinnon | City of Thunder Bay | 2365 15th Side Road | Fill Placement/Lot Development & Landscaping | 9/24/2024 | 9/25/2024 | 1 | 9/26/2024 | 1 | Minor | Yes |
| #79/24 | Small | \$150.00 | Jamie Deck | Neebing | 690 Memory Road | Shoreline Regrading for Boat Ramp | 9/26/2024 | 9/26/2024 | 0 | 10/1/2024 | 5 | Minor | Yes |
| #80/24 | Standard | \$300.00 | Lucy Turgeon | City of Thunder Bay | 325 Gus Wouri Rd | Fill Placement | 10/2/2024 | 10/3/2024 | 1 | 10/8/2024 | 5 | Minor | Yes |
| #81/24 | Standard | \$300.00 | Brent Sylvester | Neebing | 235 Margaret St | Fill Placement | 10/7/2024 | 10/8/2024 | 1 | 10/11/2024 | 3 | Minor | Yes |
| #82/24 | Standard | \$300.00 | George Biniaris | City of Thunder Bay | 141 Bruin Cres. | Dwelling | 10/9/2024 | 10/10/2024 | 1 | 10/11/2024 | 1 | Minor | Yes |
| #83/24 | Standard | \$300.00 | Antonio Donato | City of Thunder Bay | 145 Bruin Cres | Dwelling | 10/10/2024 | 10/15/2024 | 5 | 10/16/2024 | 1 | Minor | Yes |
| #84/24 | Large | \$600.00 | Wenco Properties | Shuniah | 362 Lakeshore Drive | Dwelling & Site Grading | 10/16/2024 | 10/17/2024 | 1 | 10/22/2024 | 5 | Minor | Yes |
| #85/24 | Large | \$600.00 | Wenco Properties | Shuniah | 362 Lakeshore Drive | Dwelling & Site Grading | 10/16/2024 | 10/17/2024 | 1 | 10/22/2024 | 5 | Minor | Yes |
| #86/24 | Small | \$150.00 | Pauline Sameshima | Neebing | 640 Cloud Lake Road | Shoreline Alteration | 10/23/2024 | 10/23/2024 | 0 | 10/25/2024 | 2 | Minor | Yes |
| #87/24 | Standard | \$300.00 | Brandon Brown | Dorion | 0 Black Bay Road | Cottage Construction | 10/18/2024 | 10/23/2024 | 5 | 10/28/2024 | 5 | Minor | Yes |
| #88/24 | Standard | N/A | City of Thunder Bay | City of Thunder Bay | 173 Balsam St. | Stormwater (LID) Fill Placement and Removal | 10/24/2024 | 10/25/2024 | 1 | 10/28/2024 | 3 | Minor | Yes |
| #89/24 | Standard | \$300.00 | Jaime Hill | Neebing | 1333 Hwy 608 | Garage Construction | 11/7/2024 | 11/8/2024 | 1 | 11/12/2024 | 4 | Minor | Yes |
| #90/24 | Small | N/A | City of Thunder Bay | City of Thunder Bay | 173 Balsam St. | Stormwater (LID) | 11/6/2024 | 11/15/2024 | 9 | 11/19/2024 | 4 | Minor | Yes |
| #91/24 | Standard | \$150.00 | Mike Pajala | Shuniah | 1841 Mackenzie Beach Ave | Shoreline Slope Stability Work | 11/19/2024 | 11/19/2024 | 0 | 11/21/2024 | 2 | Major | Yes |
| #92/24 | Standard | \$300.00 | Frank Vettraino | Oliver Paipoonge | 21 Twin City Crossroads | Entrance Driveway | 12/18/2024 | 12/19/2024 | 1 | 12/20/2024 | 1 | Minor | Yes |
| | | | | | | | | | 0 | | 0 | | |
| | | | | | | | | | 0 | | 0 | | |
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| | | | | | | | | | 0 | | 0 | | |

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

Year: 2025

| Permit # | Category | Fee | Applicant Name | Municipality | Subject Property Address | Type of Work | Key Dates | | | | | Minor OR Major Application (Timeline BP Minor = 30d Major = 90d) | Within Timelines |
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| #1/25 | Small | \$150.00 | Paul Muller | Neebing | 10 Van Johnson Blvd | Shoreline Regrading | 1/2/2025 | 1/6/2025 | 4 | 1/8/2025 | 2 | Minor | Yes |
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Monthly Project Update

| | |
|---------------------|------------------------|
| MEETING DATE | January 29, 2025 |
| STAFF NAME | Ryan Mackett |
| POSITION | Communications Manager |

Ontario Seniors Community Grant

Staff have applied for an Ontario Seniors Community Grant for funding towards outdoor education programming geared towards senior Veterans, which is a special focus area of the grant for 2025. If successful, staff will prepare and deliver programming similar to how the TD Friends of the Environment Fund Watershed Explorers programs are delivered. Staff will be partnering with Port Arthur Legion Branch No. 5, the Thunder Bay 55+ Centre, Dorset Pier Mental Health, and Age BIG. Staff requested an amount of approximately \$18,000 for the program. An update will be provided once funding has been awarded.

Age BIG Partnership

Nancy Angus of Age BIG approached staff in order to pursue a partnership for her “Park Your Stories” program, which will involve groups of seniors participating in social gathering circles at important parks/places located around Thunder Bay. Staff have agreed to host one of the sharing circles at Mission Island Marsh Conservation Area in the Fall.

Monthly Project Update

| | |
|---------------------|-------------------|
| MEETING DATE | January 29, 2025 |
| STAFF NAME | Melissa Hughson |
| POSITION | Watershed Manager |

Lakehead Resilience Coastal Management Plan

The Watershed Manager attended the Climate Resilient Coastal Communities (CRCC) Project Steering Committee Workshop facilitated by Conservation Ontario in Toronto on January 17, 2025. The workshop focused on discussions regarding the recently announced \$3.1 million in funding from Natural Resources Canada (NRCan) through the CRCC Program for four pilot projects in the Great Lakes-St. Lawrence Region, Lakehead being one of them.

Lakehead's project is titled the Lakehead Resilience Coastal Management Plan and will focus on completing a technical analysis to determine the existing natural hazards (flooding, erosion and dynamic beaches) along the Lake Superior shoreline within LRCA's area of jurisdiction as well as modelling and mapping the future natural hazards due to climate change. The information will then be used to identify existing and future infrastructure that may be at risk and to develop a Coastal Management Plan that identifies at risk areas and best management practices for mitigating and adapting to climate change including assessing the potential economic impact of climate change along the Lake Superior Shoreline and developing innovative short- and long-term solutions.

LRCA's project has received \$651,500 in funding over four years (2024-2027) from Natural Resources Canada which is 75% of the project costs; \$153,500 will be used from LRCA's Risk of Natural Hazards deferred funds and \$78,500 is in-kind from the LRCA (overhead costs). No additional funds have been requested from the member Municipalities.

LRCA staff are currently writing the Request for Proposal (RFP) for the project and setting up a Steering Committee of interested parties (municipalities, Indigenous groups, provincial and federal agencies, campers' associations and special interest groups). This phase of the project is expected to be completed shortly with a consultant hired by the end of March 2025. The CAO has recently completed media interviews regarding the project with TBT News and the CBC.

Source Water Protection – Annual Report

The Municipality of Oliver Paipoonge and the Thunder Bay District Health Unit, which are the two implementing bodies of the Lakehead Source Protection Plan, are required to submit their Annual Report to the Source Protection Authority by February 1, 2025 to report on their progress in Source Protection Plan Implementation. The Reports will be provided to the Source Protection Authority after the next Source Protection Committee Meeting, which will be held in March. Staff are beginning to work on the tenth annual report from the Source Protection Authority due to the Ministry of Environment, Conservation and Parks by May 1, 2025. A draft report will be provided to the Board in April during a Source Protection Authority (SPA) Meeting. In addition to the annual reporting, it is anticipated that draft Section 36 updates (minor administrative changes to source protection policies) as per the MECP approved Section 36 workplan will be complete for the SPA review and approval at the April SPA meeting.

Snow Surveys

Staff conduct snow surveys on a bimonthly basis on the 1st and 15th of the month between November and May of each year. Staff started the snow sampling season as of November 15, 2024. There are three historical snow survey locations which are located at Hazelwood Lake Conservation Area (Current River), Madeline Street (McVicar Creek), and Vibert Road (Pennock Creek). Snow depth and weight (water content) are collected and forwarded to the MNR's Surface Water Monitoring Centre as part of the Flood Forecasting Program.

The January 15, 2025 snow surveys indicate that the snow survey locations are below average for snow depth and water content, when compared to the historical averages for January 15. The snow depth results were: Current River (Hazelwood) – 31.3 cm (27% below average), McVicar Creek – 15.0 cm (50% below average) and Pennock Creek – 23.3 cm (30% below average).

The water content results were also below average for all three snow courses, with an equivalent water content ranging from, 34.9 millimetres (mm) at Pennock Creek to 74.4 mm at Hazelwood (Current River), while McVicar Creek results were on average at 34.9 mm equivalent water content. The next snow survey measurements will be taken on January 31, 2025 (as the 1st falls on a Saturday). MNR's snow monitoring data is now available to the public through the [Ontario GeoHub](#). The site contains information including a list of all active and historical snow survey locations, mapping of snow survey locations as well as historic and current snow survey data (1933 – 2024).

Low Water

LRCA's area of jurisdiction remains in a Level 1 Low Water advisory (established on October 10, 2024). Based on available precipitation data, the one-month and three-month amounts received are slightly above average, whereas the 18-month summary is still less than 80% of the monthly average. The Level 1 condition will remain in effect until spring. Conditions will be reassessed at that time.