



June LRCA Board Meeting

Lakehead Region Conservation Authority
130 Conservation Road/Microsoft Teams
2025-06-26 16:30 - 18:00 EDT

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1. CALL TO ORDER

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

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

2. ADOPTION OF AGENDA

THAT: the Agenda is adopted as published.

3. DISCLOSURE OF INTEREST

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THAT: the Minutes of the Lakehead Region Conservation Authority 5th Regular Meeting held on Wednesday, May 28, 2025 be adopted as published.

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5. IN-CAMERA AGENDA

No In-Camera Meeting will be held.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE

None.

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13. NEW BUSINESS

14. NEXT MEETING

Wednesday, August 27, 2025 at 4:30 p.m.

15. ADJOURNMENT

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



May LRCA Board Meeting
Lakehead Region Conservation Authority
May 28, 2025, at 4:30 PM
130 Conservation Road/Microsoft Teams

Members Present:

Albert Aiello, Robert Beatty, Donna Blunt, Rudy Buitenhuis, Dan Calvert, Trevor Giertuga, Brian Kurikka, Jim Vezina

Member Present (Remote):

Greg Johnsen

Members Not Present

Grant Arnold, Sheila Hendrick

Also Present:

Tammy Cook, Chief Administrative Officer
Mark, Ambrose, Finance Manager
Ryne Gilliam, Lands Manager
Ryan Mackett, Communications Manager
Melanie O'Riley, Administrative Clerk/Receptionist, recorder of Minutes

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

***THAT:** the Agenda be adopted as published.*

Motion: #74/25

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

3. DISCLOSURE OF INTEREST

None.

4. MINUTES OF PREVIOUS MEETING

***THAT:** the Minutes of the Lakehead Region Conservation Authority 4th Regular Meeting held on Wednesday, April 30, 2025, be adopted as published.*

Motion: #75/25

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

5. IN-CAMERA AGENDA

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

Motion: #76/25

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

***THAT:** we go into Open Meeting at 4:54 p.m.*

Motion: #77/25

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

***THAT:** the In-Camera Minutes of the Lakehead Region Conservation Authority April 30, 2025 meeting be adopted as published.*

Motion: #78/25

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

***THAT:** Staff Report CORP-06-2025 is received **AND FURTHER THAT** effective June 1, 2025, the Watershed Stewardship Technician position will become a permanent full-time position.*

Motion: #79/25

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

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE

7.1. Letter from City of Thunder Bay re: Temporary Village Initiative

Correspondence received from John Collin, City Manager, City of Thunder Bay was noted.

7.2. Arthur Shewchuk Memorial Bursary

Members were advised that the 2024-2025 recipient of the Arthur Shewchuk Memorial Bursary was Destiny Eissner who is enrolled in the Bachelor of Engineering with Diploma and Co-op (Chemical Engineering) Degree Program.

8. STAFF REPORTS

8.1. Neebing-McIntyre Floodway Bathymetric Survey

Members reviewed and discussed Staff Report NMFC-03-2025 related to KGS' proposal to complete a bathymetric survey of the Neebing-McIntyre Floodway.

***THAT:** KGS's proposal to complete a bathymetric survey of the Neebing-McIntyre Floodway at a cost of \$33,600.00 plus HST be accepted **AND FURTHER THAT** the funds will be appropriated from the Neebing-McIntyre Floodway deferred fund.*

Motion: # 80/25

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

9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

9.1. Monthly Treasurer's Report

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

10. PASSING OF ACCOUNTS

***THAT:** having examined the accounts for the period April 1, 2025 to April 30, 2025 cheque #3530 to #3560 for \$172,436.18 and preauthorized payments of \$183,196.37 for a total of \$355,632.55, we approve their payment.*

Motion: #81/25

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

11. REGULATORY ROLE

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

12. PROJECTS UPDATE

12.1. Communications Manager Projects Update

It was noted that the Dorion Bird Festival was very well attended with 88 people on Saturday and 66 people on Sunday. 116 different species of birds were sighted around the Dorion Township area.

It was noted that the 2025 Wine Tasting and Dinner event at Whitewater was very successful. Total profit of \$10,500 was raised for Environmental Education programming.

12.2. Lands Manager Projects Update

It was noted that a significant blockage at the Diversion Structure was removed by the City of Thunder Bay as per the Neebing-McIntyre Floodway maintenance agreement.

It was noted that the LRCA partnered with the University of Waterloo to install “CoastReach” units at Mission Island Marsh and Hurkett Cove Conservation Areas. CoastReach encourages Conservation Area users to contribute important community science data through taking photos on the mounted units to document the Coast over time.

It was noted as per the Forest Management Plan, harvesting will begin in June within Block 2 of Wishart Conservation Area. It was also noted that the location of the harvesting is not near the public open area of the Conservation Area; therefore, the area will remain open to the public.

12.3. Watershed Manager Projects Update

It was noted that the Level I Low Water Condition was undeclared on May 6, 2025.

It was noted that Lake Superior’s water level continues to be below average.

It was noted that Staff have conducted the annual inspection at the nine rain gauge stations maintained by the LRCA.

It was noted that Staff participated in the Lake Superior Partnership Management Committee call led by Environment and Climate Change Canada (ECCC) and the United States’ Environmental Protection Agency (EPA).

It was noted that LRCA Staff participated in the Kaministiquia River Standing Advisory Committee (SAC) meeting at Fort William Historical Park.

It was noted that Staff have begun the Provincial Water Quality Monitoring Network (PWQMN) sampling program facilitated by the Ministry of Environment, Conservation and Parks (MECP).

It was noted that funding from MECP was received to complete an education and shoreline restoration program to improve the understanding of cyanobacteria and harmful algal blooms in the Lakehead Watershed.

It was noted that funding was received from TD Friends of the Environment for a shoreline restoration project at Hazelwood Lake Conservation Area. Shoreline restoration with native plants will improve the health of the lake through nutrient uptake and filtration.

It was noted that MECP had funded a project along the Neebing-McIntyre Floodway near Waterford Street with a long-term goal to create a functioning riparian buffer along the entire Floodway Habitat Corridor.

It was noted that funding was received from MECP to complete a Culvert Assessment Project within the Municipality of Neebing.

It was noted that LRCA's Seeds for Conservation program was underway. Seeds that were sustainably harvested from LRCA's Conservation Areas in the fall were stratified over the winter and planted. The program produces locally sourced, native plants for restoration projects within the Lakehead Watershed.

It was noted that funding had been received from TC Energy to develop a demonstration rain garden on the south side of the LRCA Administration Office.

It was noted that the LRCA was contracted for a second year by the Department of Fisheries and Oceans to monitor sea lamprey traps on the McIntyre and Neebing Rivers for the 2025 season.

It was noted that funding was received from the Invasive Species Centre to complete a project to map the location and size of Black Ash stands at selected Conservation Areas to determine if there is evidence of Emerald Ash Borer.

It was noted that funding was received from Parks Canada Lake Superior Marine Conservation Area (NMCA) for a project to implement a management strategy to address Narrow-Leaved Cattail within Hurkett Cove Conservation Area.

It was noted that funding through the Invasive Species Centre was continued in 2025 for the LRCA to lead and facilitate the Thunder Bay Regional Phragmites Collaboration. It was also noted that in 2024, the LRCA successfully managed twenty-three stands of invasive phragmites, covering an area of approximately 10,521 square meters.

It was noted that COA (Canada-Ontario Agreement) funding in the amount of \$40,000 was approved from the Ministry of Natural Resources to support the Superior Stewards – Shoreline Restoration Program.

13. NEW BUSINESS

Tammy Cook, CAO, attended the Great Lakes and St. Lawrence Cities Initiative Annual General Meeting in Milwaukee, Wisconsin with Conservation Ontario staff. Costs of attending the meeting were paid for by Conservation Ontario.

It was noted that funding was received from the Northern Ontario Heritage Fund for the Planning and Regulation Technician position for a one-year internship.

14. NEXT MEETING

Thursday, June 26, 2025 at 4:30 p.m.

15. ADJOURNMENT

***THAT:** the time being 5:17 p.m. **AND FURTHER THAT** there being no further business we adjourn.*

Motion: #82/25

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

Chair

Chief Administrative Officer



PROGRAM AREA	CONSERVATION AREAS	REPORT NO.	CONAREA-02-2025
DATE PREPARED	June 16, 2025	FILE NO.	37-12-1
MEETING DATE	June 26, 2025		
SUBJECT	Contract Award for Mills Block Conservation Area Re-development Project		

RECOMMENDATION

Suggested Resolution

“THAT: the Contract to complete the Mills Block Conservation Area Re-Development Project be awarded to Precambrian Trail Development Inc. for a cost of \$512,233.51 plus HST as outlined in their Bid Form dated June 17, 2025 AND FURTHER THAT funds will be appropriated from the Conservation Areas Capital Reserve as approved in the 2025 budget AND FURTHER THAT any remaining costs not covered by external funding will be appropriated from the Operating Reserve.”

LINK TO STRATEGIC PLAN (2023 to 2027)

Connect and Explore:

- *Provide spaces, opportunities, and experiences that focus on physical and mental well-being through a connection to the land.*
- *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 proposed Mills Block Conservation area Redevelopment Project consists of four items: a relocated upgraded gravel parking area and picnic area; vaulted toilet; AODA-compliant boardwalk; and AODA compliant crusher fines loop trail that will connect to the existing network of trails.

The project was tendered on May 27, 2025, with two bids received on June 17, 2025, from RJ Concrete and Precambrian Trail Development Inc. It is recommended to award the contract to the lowest bidder, Precambrian Trail Development Inc. for a cost of \$512,233.51 plus HST for all items in the bid, with the project funded from LRCA Reserves and acquired external funding.

DISCUSSION

As outlined in the LRCA's Conservation Land Strategy, improving amenities within the Conservation Areas is an ongoing objective. The Mills Block Conservation Area is popular amongst community members; however, in its current condition, the location has no AODA amenities, limiting who can access the location for recreational enjoyment or LRCA events and has limited parking area. To improve parking and increase accessibility of the Mills Block Conservation Area, the LRCA plans to decommission the existing undersized parking lot and relocate the parking area to accommodate more vehicles, accessible parking, and school buses. Additionally, the improvements to the Mills Block Conservation Area will include an AODA-compliant boardwalk and looping-trail system that will connect both to the new parking area and the existing trail system. In the future other features can be added such as picnic tables, pavilion, benches, interpretive panels, etc.

JML Engineering Limited was previously hired to design and act as contract administrator for the project. A Request for Tender, accompanied by engineered drawings, was issued on May 27, 2025, through the Merx website—a platform used for tendering and procurement. A mandatory site meeting was held on June 4, 2025, with participation from ten contractors including:

- Pete's Backhoe Service LTD.
- Renokrew
- Thunder Bay Multi Trades Inc.
- SLR Contracting Corp.
- Brunos Contracting (Thunder Bay) Ltd.
- Precambrian Trail Development
- RJ Concrete and Construction Ltd.
- Allen Contracting Corp.
- LTL Group Ltd.
- PDR Contracting

The tender closed on June 17, 2025 with two bids received:

Contractor	Cost per Item				
	Gravel Parking lot and picnic area	Vaulted Toilet	AODA Compliant Boardwalk	AODA Compliant Crusher Fines Trail	Total Cost (not including HST)
Precambrian Trail Development Inc.	\$174,781.85	\$43,275.00	\$127,595.78	\$166,580.88	\$512,233.51
RJ Concrete	\$675,576.21	\$59,946.69	\$236,253.80	\$591,638.86	\$1,563,425.56

*JML Engineering was reviewing bids at the time of report preparation, tender recommendation award letter to be provided prior to Board meeting.

Staff recommend awarding the contract to the lowest bidder, Precambrian Trail Development Inc., subject to confirmation of recommendation from JML Engineering.

FINANCIAL IMPLICATIONS

The approved 2025 budget for the Mills Block Redevelopment Project included \$ 293,500 appropriated from the Conservation Areas Capital Reserve. An additional \$60,000 has been awarded from the Community Economic Development Fund (CEDC) – Tourism Development Fund and an additional \$20,000 in funding from Doane Grant Thornton’s Greater Purpose Program over four years for the project (\$5,000 per year). Additionally, LRCA applied to the NOHFC Community Enhancement Program in April of 2024 for a total eligible funding request of \$320,090 (50% of eligible costs which do not include any parking lot costs), which was based off estimated costs at the time of application. The project is currently in the evaluation phase, with the next step requiring an evaluation package to be reviewed by the NOHFC Board of Directors.

Total approved funds for the project to date amount to \$358,500, with a total project cost of \$530,248.82 including applicable HST. It is recommended to approve all items in the bid, with the remaining required funds being appropriated from the Operating Reserve (\$162,748.82). The current balance in the Operating Reserve is \$1,459,479. If NOHFC funding is approved, no Operating Reserve withdrawal is anticipated to be required for the project. It is anticipated that costs to complete items separately at a later date will be considerably higher.

CONCLUSION

Staff recommend approving the contract to the lowest bidder, Precambrian Trail Development Inc. The completed project will improve the user experience a Mills Block Conservation Area as well as improve access to all persons, including those with mobility issues.

BACKGROUND


The Mills Block Conservation Area is one of the most popular Conservation Areas, averaging approximately 57,500 visitors annually. Improving accessibility to the Mills Block Conservation Area directly enhances the quality of life of community members by providing equitable access to nature for everyone and increasing environmental education opportunities at the Area. In its current condition, the Conservation Area has no AODA amenities, limiting who can access the location for recreational enjoyment or LRCA events. Further, the parking lot fits a maximum of five vehicles, with significant depressions and potholes, which contribute to the accessibility issues at the location. The Area holds high potential, as it is located within city limits and is ideal for LRCA watershed events, educational programming, and social clubs, including the 55 Plus Center, Northern Trail Runners, Thunder Bay Field Naturalists, and Thunder Bay Hiking and other tourism opportunities. The project’s proposed AODA-compliant improvements will create a more inclusive community and enable shared outdoor experiences.

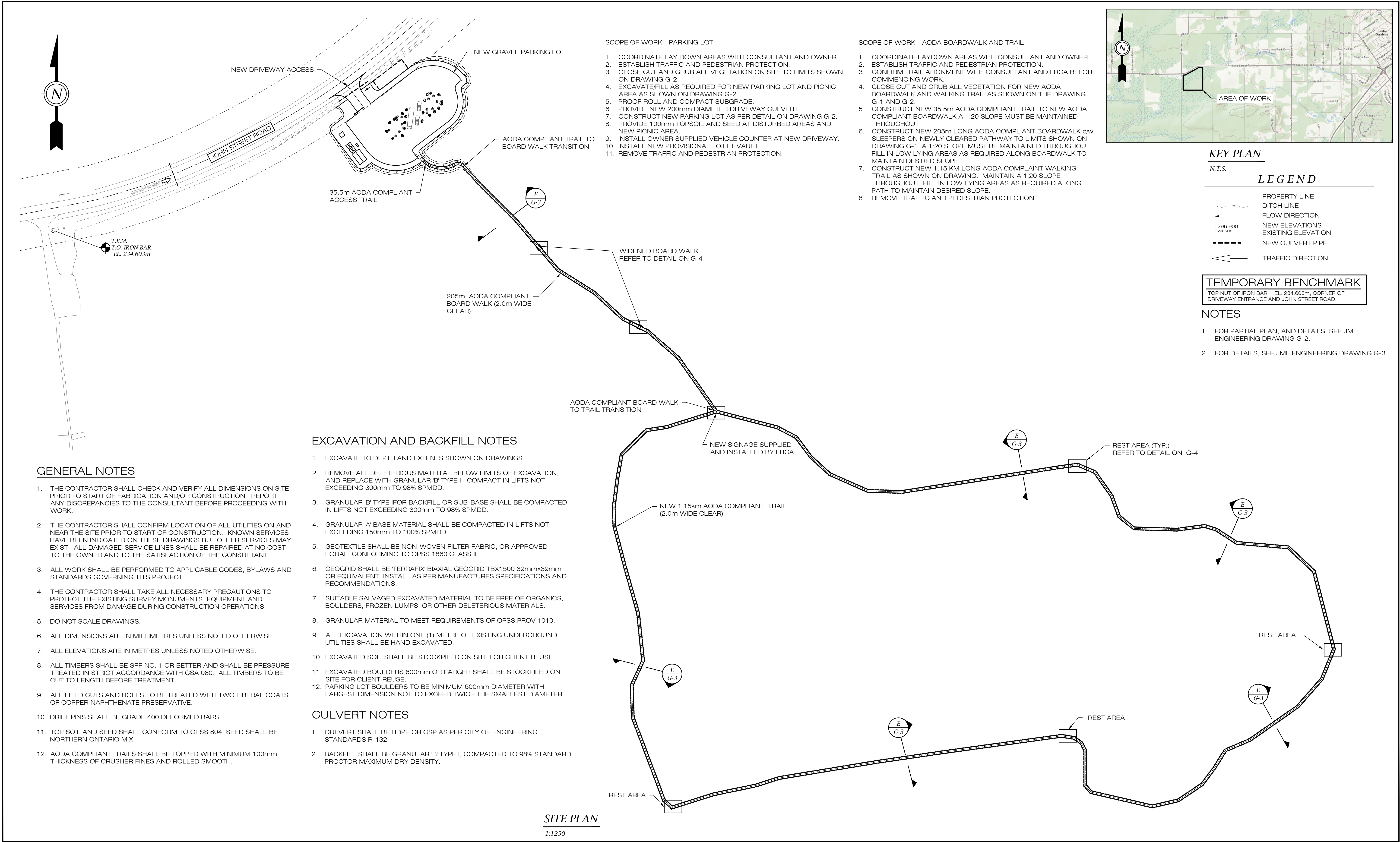
Identified in the LRCA's Conservation Lands Strategy, improving amenities within the Conservation Areas is an on-going objective; therefore, Mills Block Conservation Area was chosen for redevelopment to offer improved parking and AODA trail standards. The project is focused on improving accessibility at the Conservation Area by installing AODA-approved amenities, including a new trail system, a concrete vault washroom, and an updated parking area. The project aims to contribute to developing a barrier-free community by reducing social isolation and improving mental health for those with disabilities, mobility issues, or young families. Offering unique and accessible trail systems directly improves the well-being, mental health, and social values of local community members.





REFERENCE MATERIAL ATTACHED

Site Plan, Drawing G-1, March 19, 2025

PREPARED BY: Ryne Gilliam, Lands Manager
Michelle Willows, Environmental Planner

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: June 18, 2025
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				<div><div>105 Villa Street, 2nd Floor Thunder Bay, ON P7A 7W5 Phone: 807.345.1131 Fax: 807.345.1229 Email: info@jmleng.com</div></div>	<div></div>	Client	<div><div>MILLS BLOCK RE-DEVELOPMENT 605 COMMUNITY HALL RD. THUNDER BAY, ON.</div></div>	Drawing	Scale AS NOTED			
						Designer JH			Date 03/2025			
						Drafter BA			Date 03/2025			
						Checked by GAM			Date 03/19/2025			
0	ISSUED FOR TENDER	BA	05/26/2025			CAD File No. 2024082set.dwg			Plot Scale 1:1			
No.	Description	By	Date (mm/dd/yyyy)			Ref. No. 2024082			Drawing No. G-1		Rev. 	
Revisions												



PROGRAM AREA	Neebing-McIntyre Floodway Flood Control	REPORT NO.	NMFC-04-2025
DATE PREPARED	June 18, 2025	FILE NO.	Audit File
MEETING DATE	June 26, 2025		
SUBJECT	Floodway Diversion Channel Sediment Removal – Design & Contract Administration		

RECOMMENDATION

Suggested Resolution

“THAT: the Contract for the Design, Tender and Contract Administration of the 2025 Neebing-McIntyre Floodway Diversion Channel Sediment Removal be awarded to _____ for a cost of \$ _____ not including HST.”

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

Based on annual sediment surveys and KGS’s recommendation from the 2024 Neebing-McIntyre Floodway Integrity Study, sediment is required to be removed from the diversion channel from the lip to the Redwood Bridge to ensure that the Floodway continues to operate as designed. In order to facilitate the work, a Request for Proposal to complete the design, tender and contract administration for the sediment removal was released on June 3, 2025 to five consultants including Hatch Ltd., Stantec, KGS Group, North Rock Engineering and TBT Engineering. Submissions are due on or before June 24, 2025 at 2:00 pm., after the completion of the Staff Report. Staff will review all proposals prior to the Board meeting and will advise which consultant is recommended to be awarded the contract at the June 26, 2025 Board meeting.

Once the design is complete, the tender will be posted. LRCA staff will work with the successful consultant to procure a contractor to complete the work. The construction contract for the sediment removal is expected to begin in the fall of 2025.

The City of Thunder Bay will fund 100% of the costs, as they are the sole benefitting Member Municipality.

DISCUSSION

A Request for Proposal to complete the design, tender and contract administration for sediment removal from the diversion channel from the lip to the Redwood Bridge was released on June 3, 2025 to five consultants including Hatch Ltd., Stantec, KGS Group, North Rock Engineering and TBT Engineering. Submissions are due on June 24, 2025 at 2:00 pm. The submitted bids will be reviewed by LRCA's CAO and Watershed Manager once received. As outlined in the RFP, the proposals will be evaluated based on set criteria. Staff will provide a recommendation for proposal acceptance at the June 26, 2025 Board meeting.

Sediment removal is required to ensure that the Floodway remains operational and capable of handling rainfall up to and including the Regional Storm. The diversion channel is surveyed annually to track sediment accumulation and to help determine when it is time to dredge/remove sediment to ensure that the Floodway continues to operate as designed. The lip of the diversion channel to the Churchill Street outfall was last dredged in 2022; the diversion channel experienced 16 consecutive days of diversion during the 2022 spring freshet which resulted in 6,500 m³ of material being removed in 2022. Since the last sediment removal in the Diversion Channel the Floodway has diverted for nine days (six in 2023 and 3 in 2025). KGS's Integrity Study of the Neebing-McIntyre Floodway completed in 2024 recommended that the accumulated sediment between the Churchill Street outfall to the Redwood Bridge be prioritized for removal.

Once the design for this project is complete, a tender will be posted. LRCA staff will work with the successful consultant to procure a contractor to complete the work. The construction contract for the sediment removal is currently scheduled to begin in the fall of 2025 and be complete before December 31, 2025.

A long-term major maintenance schedule for the Neebing-McIntyre Floodway is kept helping ensure that appropriate funds are levied to the City of Thunder Bay (sole-benefitting) to fund major maintenance projects when required.

FINANCIAL IMPLICATIONS

The City of Thunder Bay will fund 100% of the costs, as they are the sole benefitting Member Municipality. Staff applied to the MNR Water and Erosion Control Infrastructure (WECI) Fund to cover 50% of the total project costs; however, the project was determined to be ineligible as the Diversion Channel dredging was considered routine maintenance, not major maintenance. Sufficient sole benefitting City of Thunder Bay funds are available to fund the entire project.

CONCLUSION

Staff will advise which consultant is recommended to be awarded the project at the June 2025 Board Meeting.

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 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-kilometre Diversion Channel to the widened deepened Neebing-McIntyre Floodway Channel to Lake Superior.

As part of the Floodway's Operation, Maintenance and Surveillance Plan (updated annually), Floodway Channel 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 approximately every 4 years. This maintenance ensures that the Floodway remains operational and capable of handling rainfall up to and including the Regional Storm.


Sediment surveys are completed annually to track the sediment accumulation. That data is used to determine when it is time to dredge/remove sediment to ensure that the Floodway continues to operate as designed. The lip of the diversion channel to the Churchill Street outfall was last dredged in 2022; the diversion channel experienced 16 consecutive days of diversion during the 2022 spring freshet which resulted in 6,500 m³ of material being removed in 2022. KGS's Integrity Study of the Neebing-McIntyre Floodway completed in 2024 recommended that the accumulated sediment between the Churchill Street outfall to the Redwood Bridge be prioritized for removal.

A long-term major maintenance schedule for the Neebing-McIntyre Floodway is kept helping ensure that appropriate funds are levied to the City of Thunder Bay (sole-benefitting) to fund major maintenance projects on the Neebing McIntyre Floodway when required.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY: Melissa Hughson, Watershed Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: JUne 18, 2025
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2025 TREASURER'S REPORT MONTHLY EXPENSES				
	2025 BUDGET	May	TOTAL TO DATE	BALANCE REMAINING
REVENUE				
Provincial Grants	316,923	-	79,843	237,080
Municipal Levy	1,913,993	-	1,913,993	-
Self Generated	684,785	53,988	299,300	385,485
Other Revenue	1,659,262	7,691	250,976	1,408,286
TOTAL REVENUE	4,574,963	61,680	2,544,112	2,030,851
EXPENSES				
Category 1 Mandatory Programs and Services				
Corporate Services	895,324	83,945	440,186	455,138
Risk of Natural Hazards	2,085,099	48,518	212,510	1,872,589
Conservation and Management of Lands owned and controlled by the Authority	1,044,201	48,026	196,297	847,904
Source Water Protection	55,883	4,243	35,826	20,057
Other Programs and Services	22,104	2,319	6,778	15,326
Total Category 1 Mandatory Programs and Services	4,102,611	187,051	891,597	3,211,014
Category 2 Non-Mandatory Programs and Services at the Request of a Municipality				
Mapping Services	18,527	1,526	1,526	17,001
Total Category 2 Non-Mandatory Programs and Services at the Request of a Municipality	18,527	1,526	1,526	17,001
Category 3 Non-Mandatory Programs and Services				
Education	99,481	6,884	23,864	75,617
Stewardship	354,344	46,718	103,345	250,999
Total Category 3 Non-Mandatory Programs and Services	453,825	53,602	127,209	326,616
Total All Expenses	4,574,963	242,179	1,020,332	3,554,631



PROGRAM AREA	POLICY	REPORT NO.	POLICY-SOP-LM-01-2025
DATE PREPARED	June 10, 2025	FILE NO.	Finance Office
MEETING DATE	June 26, 2025		
SUBJECT	Standard Operating Procedure regarding Homeless Encampments on LRCA Land within the City of Thunder Bay		

RECOMMENDATION

Suggested Resolution

“THAT: Standard Operating Procedure SOP-LM-01: Homeless Encampments on LRCA Land within the City of Thunder Bay be approved.”

LINK TO STRATEGIC PLAN

Govern and Enhance:

- Continue to commit to accountable and transparent organizational governance.

Conserve and Sustain

- Manage land holdings through systemic evaluations, inventories and strategies.

EXECUTIVE SUMMARY

In order to provide general direction to staff when encountering persons experiencing unsheltered homelessness on LRCA owned land within the City of Thunder Bay, a Standard Operating Procedure has been developed, and is being brought forward to the Board for review and approval.

DISCUSSION

Staff have developed a Standard Operating Procedure (SOP) to guide staff when encountering persons experiencing unsheltered homelessness on LRCA owned land within the City of Thunder Bay. The procedure has been developed utilizing a template provided by Conservation Ontario and in consultation with the City of Thunder Bay Director of Strategy and Engagement.

The SOP considers LRCA staff safety, respect for the individuals, as well as incorporating working with the City of Thunder Bay to relocate homeless individuals from LRCA owned lands, with an emphasis of relocation from the Neebing-McIntyre Floodway and floodplain lands. A separate SOP will be developed if warranted for land outside the City of Thunder Bay. In general, homelessness is not an issue on land outside City due to the remote nature of those lands.

In general, SOPs are operational and approved by staff; however, due to the sensitive nature of the document, it is being brought forward to the Board for review and approval.

FINANCIAL IMPLICATIONS

None.

CONCLUSION

The SOP provides general direction to staff when dealing with homelessness on LRCA owned lands within the City of Thunder Bay, including standard templates for notifications and documentation throughout the process of relocation.

BACKGROUND


Homeless encampments have been encountered periodically on LRCA owned land; however, their frequency has been increasing.

REFERENCE MATERIAL ATTACHED

Draft SOP-LM-01: Homeless Encampments on LRCA Land within the City of Thunder Bay

PREPARED BY:

Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: June 10, 2025
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Section:	STANDARD OPERATING PROCEDURE		
Title:	SOP-LM-01: Homeless Encampments on LRCA Land within the City of Thunder Bay		
Resolution	Res # ##/25	Approval Date:	June 26, 2025

1. PURPOSE

- The purpose of this Standard Operating Procedure (SOP) is to provide direction to LRCA *Officers* when dealing with one or more persons experiencing unsheltered *homelessness*, who has established an *encampment*, or is living in a transient nature on Lakehead Region Conservation Authority (LRCA) owned land located within the limits of the City of Thunder Bay.
- This SOP will outline ways the LRCA can partner with the City of Thunder Bay, law enforcement and other community agencies in reducing harm, aid in relocation, and provide relevant solutions for individuals experiencing unsheltered *homelessness*, residing on LRCA owned land within the City of Thunder Bay.
- Using a human-rights based approach, this SOP will review how to respectfully engage and support people experiencing *homelessness* on LRCA owned land.

2. SCOPE / APPLICATION

- This SOP applies to *Officers* who encounter a person(s) experiencing unsheltered *homelessness*, who has established an *encampment*, or is living in a transient nature on LRCA owned land within the City of Thunder Bay.
- This SOP does not apply to non-enforcement LRCA Staff, as the Officer is the leading contact when addressing someone experiencing *homelessness* is encountered on LRCA owned land. Non-enforcement staff are to advise the Lands Manager when they encounter *homelessness* on LRCA owned land.

3. RELATED LEGISLATION AND REGULATIONS

- [Conservation Authorities Act, R.S.O. 1990, c. C.27 \(ontario.ca\)](#)
- [Criminal Code \(justice.gc.ca\)](#)
- [O. Reg 688/21 - Rules of Conduct in Conservation Areas](#)
- [Provincial Offences Act, R.S.O. 1990, c. P.33 \(ontario.ca\)](#)
- [Trespass to Property Act, R.S.O. 1990, c. T.21 \(ontario.ca\)](#)

4. RELATED LRCA POLICIES AND PROCEDURES

- HS-01: Personal Protective Equipment
- HS-18: Working Alone
- HS- 24: Working Near Water
- HS- 25: First Aid
- HS- 29: Sharps

5. DEFINITIONS

- *Biohazard* – means biological hazard which is a biological substance that poses a threat to the health of living organisms, primarily humans. This could include a sample of a microorganism, virus or toxin that can adversely affect human health. A biohazard could also be a substance harmful to other animals. (i.e., feces, bodily fluids, sharps, drug paraphernalia etc.)
- *Director of Strategy and Engagement* – The lead coordinator of City of Thunder Bay *Outreach Services* and the LRCA first-point of contact to begin a community outreach response (Refer to contacts list in **Appendix A**).
- *Encampment* – means one or more persons experiencing *homelessness* who are using temporary shelters such as tents or other items and who have set up their shelter on private or public lands.
- *Homelessness* - As defined by the Canadian [Homeless Hub](#), “the situation of an individual, family, or community without stable, safe, permanent, appropriate housing, or the immediate prospect means and ability of acquiring it.” This is not an exhaustive definition, and *homelessness* can encompass situations beyond this.
- *Lead Community Partner* – The person or organization deemed as the lead by *Municipal Encampment Relocation Protocols* and contacted by the *Director of Strategy and Engagement* with the City of Thunder Bay.
- *Municipal Encampment Relocation Protocols* – Protocols established by the City of Thunder Bay to help reduce harm and provide support to individuals or sites in need of a relocation.
- *Outreach Services* – People working in a social service capacity as part of an overall outreach program to connect with people who are experiencing *homelessness* to provide support and referrals to appropriate community resources.
- *Provincial Offences Officer (POO)* – Otherwise referred to as “*Officers*” in this SOP is defined as LRCA staff designated under Section 1(1) of the *Provincial Offences Act*, subsection (3) Class Designation.

6. GENERAL

- A. Interactions with people experiencing *homelessness* should be conducted with empathy, dignity, and respect. A collaborative effort involving City of Thunder Bay, law enforcement, *outreach services*, community social service agencies and *Officers* may be required for a successful resolution.
- B. *Officers* should be aware that these situations are dynamic and can be emotionally charged. Engaging in a calm, respectful, and empathetic manner can de-escalate a possible contentious situation. Employ de-escalation techniques from POO training.

- C. Often, people experiencing *homelessness* may face mental health and addiction challenges and need assistance. *Officers* should respond in a manner consistent with their training and Mental Health First Aid training.
- D. Only *Officers* will attend homeless encampments. Any other LRCA staff that encounter a homeless encampment shall leave the encampment and notify the Lands Manager immediately.
- E. There are limited circumstances where other LRCA staff may assist an *Officer* with responding to a homeless encampment. See section 7(C)(1)(ii) below for more details.

7. PROCEDURE / REQUIREMENTS

- A. Generally, a Prohibition of Entry Notice will not be issued, and no charges laid when dealing with someone experiencing *homelessness*. The primary concerns are assisting the person and maintaining a safe environment on LRCA-owned lands as the relocation process is engaged. At times, circumstances may involve someone who is aggressive, agitated, or engaging in prohibited or criminal behavior that is concerning.
- B. If it is suspected that the encampment involves weapons or criminal activity, *Officers* should contact the police to respond and deal with the situation. The Officer should leave the area if they happened upon the encampment or wait to respond if this information is known or suspected prior to attending the encampment. **Appendix B: Letter of Authorization to permit Police Officers to evict off of LRCA owned land** can be used if required.
- C. **Proactive Considerations**
 - I. The following are proactive measures *Officers* should follow, where possible, prior to engaging with someone experiencing *homelessness*/living in a transient manner:
 - (i) Discuss with the Lands Manager or CAO that initial contact is being made. Follow HS-18: Working Alone, if warranted.
 - (ii) Never attend an encampment alone, if avoidable. If the *Officer* is responding to a complaint where an encampment is suspected, use the “buddy system” and partner with at least one other *Officer* when attending an encampment. Where a second *Officer* is not available, the responding *Officer* may consider, in consultation with the Lands Manager or CAO, having an additional LRCA staff attend the encampment as needed;
 - (iii) If the *Officer* happens across an encampment, leave the site and return using the “buddy system”; an *officer* may, if comfortable in doing so, initiate contact alone; they can do so at their own discretion.
 - (iv) Ensure the *Officer* is equipped with and utilizes appropriate Personal Protective Equipment (PPE), per HS-01: PPE;
 - (v) If needed, connect with the *Director of Strategy and Engagement*, who will then contact the *Lead Community Partner* and additional local community resources deemed necessary before attending an encampment that is known, where possible (Refer to **Appendix A**). This will occur if deemed necessary after initial contact.
 - II. Site Clean-Up: Once the encampment residents have left the premises, the Lands Manager in consultation with the CAO may consider outside services to conduct the

site clean-up, should it be required. Professionals trained to handle *biohazard* situations should be consulted.

D. Lands Manager or Designate

- I. When notified of a homeless/transient encampment, the Lands Manager or their designate shall:
 - (i) Ensure two *Officers* are responding, where possible;
 - (ii) Ensure *Officers* attending the location are:
 - (a) Following the PPE, Working Alone, Sharps procedures;
 - (b) If available, (City of Thunder Bay may have resources available for LRCA staff) provide the persons experiencing homelessness the materials.
 - (c) Provide updates upon arrival to the Lands Manager or CAO, when safe to do so.
- II. When notified of a large encampment, the Lands Manager or designate should:
 - (i) Ensure appropriate community agencies have been notified about the situation, including law enforcement and/or By-law if necessary;
 - (ii) Request a collaborative approach to the situation with the *Director of Strategy and Engagement*, who will then contact the *Lead Community Partner* of local outreach agencies following approved *Municipal Encampment Relocation Protocols*; and,
 - (iii) Attend any meetings with community agencies as necessary to find a solution and action plan to the situation, including the City of Thunder Bay Unsheltered Homelessness Task Force meetings which occur on a bi-weekly basis.
- III. When collaborating with *Officers* about an encampment that is determined to present a *biohazard* risk or health and safety issue, the Lands Manager or designate in consultation with the CAO will:
 - (i) Consider the possibility of outsourcing clean-up to a third-party vendor certified in the removal of *biohazard* material;
 - (ii) If outsourcing, contact the vendor and arrange the encampment cleanup; and,
 - (iii) Assign any *Officers* to clean-up or assist the vendor as needed (e.g., guide the vendor to the encampment).

E. Initial Visit – Encampment – People Present

- I. When an Officer or *Officers* attend an encampment for the first time and there are people present, the *Officer* shall:
 - (i) Notify the Lands Manager or CAO of the situation, if not yet aware;
 - (ii) Ensure they are implementing appropriate proactive considerations in accordance with section 6(C) of this procedure, given the circumstances;
 - (iii) If responding to a complaint about an encampment, use the buddy system and respond with another *Officer* or upon approval of the Lands Manager or CAO, attend with another LRCA staff member;
 - (iv) If the *Officer* encounters a person in distress at the encampment, respond according to received Mental Health First Aid training or call 911.

- (v) Begin documenting the encampment using **Appendix C: Encampment Log**. Document the encampment location on a map which can be provided to other LRCA staff, *Officers, Director of Strategy and Engagement*, emergency response personnel, *outreach services*, etc., and also detail other aspects of the encampment (e.g., number of shelters, formation, apparently active, recent fires etc.);
- (vi) Calmly verbally notify involved individuals that they are trespassing on LRCA property by establishing an *encampment* without permission and ask them to vacate the property, if they refuse, advise the individuals that the City of Thunder Bay *Director of Strategy and Engagement* will be contacted to initiate *outreach services* and to establish a plan for relocation. Advise the individuals that they will have to vacate LRCA-owned lands according to the relocation plan with the *Director of Strategy and Engagement* and the LRCA. The time frame for relocation can be extended at the discretion of the *Officers* after discussion with the CAO and the *Director of Strategy and Engagement*;
- (vii) Advise the individuals that any items left at the *encampment* after the designated time frame to vacate will be removed and stored at the LRCA Administrative Office. Items will be stored for **14 days** prior to disposal. Provide individuals with **Appendix D: Notice to Vacate**.
- (viii) Advise individuals of the possibility of emergency relocation protocols taking place in the event of an emergency situation, such as a flooding event.
 - (a) An emergency situation occurs when the safety and/or well-being of an *encampment* resident(s) or site(s) are at an immediate risk of experiencing significant harm if an emergency relocation is not to take place.
 - (b) *Encampments* established along the Neebing-McIntyre Floodway and/or within the floodplain of any watercourse will automatically be subject to emergency relocation protocols. People living in encampments established along the Neebing-McIntyre Floodway are at risk of experiencing significant harm such as drowning due to the possibility of rising floodwaters and bank stability failure during times of increased rainfall and water flow.
 - (c) *Encampments* will be required to evacuate immediately if the LRCA issues a "Flood Warning."
 - (d) Emergency relocations differ from planned relocations in that they are only permissible when there is reasonable belief that an emergency situation, may take place without full agreement from *encampment* residents.
 - (e) Provide reasonable notice, wherever possible, for all affected persons to move their items prior to the emergency relocation.

F. Initial Visit - Encampment – No People Present

- I. When *Officers* attend an *encampment* for the first time and no one is present, the *Officers* shall:

- (i) Begin completing **Appendix C: Encampment Log** to document the *encampment* location and details which can be provided to other LRCA staff, *Officers*, the *Director of Strategy and Engagement*, emergency response personnel, *outreach services*, etc.;
- (ii) Take photos of the *encampment* to assist with documenting changes to the *encampment* during subsequent visits (e.g., number of shelters, formation, apparently active, recent fires etc.);
- (iii) Notify their immediate supervisor of the situation, if not yet aware;
- (iv) Leave **Appendix D: Notice to Vacate** indicating the location is on private LRCA-owned land and that it is not permissible to establish *encampments* at the location. Take a photo of the notice in place.
- (v) Contact the *Director of Strategy and Engagement* and provide the location and any additional details pertaining to the *encampment*. The *Director of Strategy and Engagement* will then contact the *Lead Community Partner* and additional local community resources deemed necessary and invite them to conduct an *encampment* visit and conduct an *encampment* risk assessment. Document all interactions with the *Director of Strategy and Engagement* and any other services involved;
- (vi) Remain in contact with the *Director of Strategy and Engagement*, on the *encampment* until relocation has been completed.

G. Subsequent Visit

- I. When *Officers* return to an *encampment*:
 - (i) Only attend the *encampment* using a “buddy system”;
 - (ii) Ensure steps 6(E) or 6(F) of this procedure have been completed as applicable;
 - (iii) If people have not vacated the land, the *Officers* will leave the area and contact the Lands Manager or CAO to determine the next steps to encourage compliance; and,
 - (iv) If people have vacated the land, follow procedures outlined in section 6(H) of this procedure.
- II. When *Officers* have attended for a subsequent visit, and people have refused to vacate the land, and after consultation with the Lands Manager or CAO, the *Officers* may:
 - (i) Contact the *Director of Strategy and Engagement* and any other community resources deemed necessary and use a coordinated response;
 - (ii) Contact local law enforcement to assist with the removal of items and people if necessary.
- III. Document all subsequent site visits on the Encampment Log.

H. If large gathering/encampment: (e.g., more than 4 tents)

- I. If non-enforcement staff encounter an *encampment*, immediately leave the area and contact the Lands Manager or CAO.
- II. If *Officers* encounter a large *encampment*, the *Officers* shall:

- (i) If alone, leave the area immediately and return with another *Officer*, where possible;
 - (ii) Notify the Lands Manager or CAO of the situation;
 - (iii) If safe to do so, try to determine the number of people present;
 - (iv) After consultation with the Lands Manager or CAO, contact the *Director of Strategy and Engagement* and additional local community resources deemed necessary to plan a coordinated response to the removal of person(s); and
 - (v) The Lands Manager, designate or CAO, is to attend any meetings with community agencies as necessary to find a solution and action plan to the situation, including the municipal Unsheltered Homelessness Task Force, if available, in response to the situation.
 - III. When *Officers* are prepared to make a formal initial visit, *Officers* shall:
 - (i) Follow steps outlined in section 6(E) or (F) of this procedure as applicable; and,
 - (ii) Attend the location with any coordinated community partners.
 - IV. When *Officers* are ready to make subsequent visits and remove items, the *Officers* shall:
 - (i) Follow steps outlined in section 6(G) and (H) or (I) of this procedure, as applicable;
 - (ii) Attend the location with any coordinated community partners; and,
 - (iii) If items present a *biohazard* risk, follow steps outlined in section 6(J) of this procedure.
 - V. Document all site visits on the Encampment Log.
- I. **Removal of Items – No One Present at Encampment**
- I. Prior to attending the *encampment*, the *Officers* shall:
 - (i) Ensure section 6(E) or (F) and (G) have been completed, as applicable; and
 - (ii) If another Officer attended the *encampment* for the initial visit, confirm any arrangements that were made for item storage.
 - II. Upon arrival or prior to attending an *encampment*, if known, when any item(s) present a *biohazard* risk, the *Officers* shall follow section 6(J) of this procedure.
 - III. **Items in Good Condition** – When personal items at the *encampment* are found in good condition (e.g., in-tact, performs intended function, dry, etc.) and do not present a *biohazard* risk, the items will be treated as found property, removed from the *encampment* and stored at the LRCA Administrative Office for 14 days, awaiting retrieval by the owner.
 - (i) In this circumstance, the *Officers* are to:
 - (a) On the Encampment Log, complete a property list detailing the item(s) found, who the items belong to, if possible, where the items were found, the reason for removal, and the number of days the item(s) are being held, take a photo of the belongings;
 - (b) Prior to leaving the *encampment*, complete **Appendix E: Property Removal Notice** and leave in a conspicuous place which details the location items are being stored and if possible, provide a map to the storage location, take a photo of the notice in place;

- (c) Allow 14 days to lapse, unless an alternate time period is noted in the Notice of Property Removal ;
- (d) After 14 days, if no one has claimed the items, the *Officer* should seek authorization from the Lands Manager or CAO for disposal; and,
- (e) Once authorization for disposal is obtained, the *Officer* may dispose of the items. Note the date and reason for disposal which will occur after the 14-day time period on the Encampment Log.

J. Items Present a Biohazard Risk

- I. When personal items present a *biohazard* risk, the items will be removed and destroyed;
- II. Prior to attending the *encampment* to remove items, *Officers* will:
 - (i) Ensure steps outlined in sections 6(E) or (F) and (G), as applicable, of this procedure have been completed;
 - (ii) Collaborate with the Lands Manager or CAO to determine if the *encampment* should be cleared using trained LRCA *Officers* or outsourced to a qualified removal company.
- III. If the Lands Manager or CAO determines the items or *encampment* present a significant *biohazard* or health and safety issue, the *encampment* cleanup and property destruction/disposal may be outsourced to a third-party vendor.
- IV. The Lands Manager or CAO may assign *Officers* to assist the third-party clean-up vendor (e.g., show the vendor the *encampment* location and provide details of the situation).
- V. After clean-up is complete, assigned *Officers* will complete the Encampment Log detailing the items involved, the involvement of a third-party vendor (if applicable), and the process for clean-up and destruction/disposal.

Attachments:

Appendix A: Community Resources, Contact List

Appendix B: Letter of Authorization to permit Police Officers to evict off of LRCA owned land

Appendix C: Encampment Log

Appendix D: Notice to Vacate

Appendix E: Property Removal Notice

APPENDIX A: Community Resources, Contact List (Revision Date: June 6, 2025)

A list of local Community Resources to assist people in distress or with mental health challenges.

Resource	Description	Contact
<u>City of Thunder Bay Director – Strategy & Engagement</u>	<ul style="list-style-type: none"> First point of contact to determine the <i>Lead Community Partner</i> and initiate a community outreach response. 	Primary Contact: <ul style="list-style-type: none"> Cynthia Olsen, Director – Strategy & Engagement City Manager’s Office (807) 625-3859 Cynthia.Olsen@thunderbay.ca Secondary Contact: <ul style="list-style-type: none"> Rilee Willianen rilee.willianen@thunderbay.ca
<u>Police</u>	<ul style="list-style-type: none"> Can use apprehension powers under the MHA 	<ul style="list-style-type: none"> 911 for emergencies 807-684-1200 for non-emergencies
<u>Crisis Response Program</u>	<ul style="list-style-type: none"> Support for people experiencing a mental health crisis, 24/7/365 	<ul style="list-style-type: none"> 807-346-8282
<u>Shelter House Thunder Bay</u>	<ul style="list-style-type: none"> Short-term emergency shelter for adults Provides access to food, clothing referrals, and community resources to support transitions towards successful independent living 	<ul style="list-style-type: none"> 420 George St (807) 623-8182 https://www.shelterhouse.on.ca
<u>The Salvation Army Journey to Life Centre</u>	<ul style="list-style-type: none"> Short-term emergency shelter for adult men Provides access to food, clothing referrals, and community resources to support transitions towards successful independent living 	<ul style="list-style-type: none"> 545 Cumberland St N (807) 345-7319 https://www.journeytolifecentre.com
<u>Elizabeth Fry Societies</u>	<ul style="list-style-type: none"> A charitable organization that supports and advocates for women, Two-Spirit, non-binary and gender diverse people in prison, those 	<ul style="list-style-type: none"> 212 Miles St, Unit 210 (807) 623-1319 1-888-885-4072 (toll free) https://www.elizabethfrynwo.org

	transitioning back into the community, and those at risk of criminalization.	
<u>Beendigen</u>	<ul style="list-style-type: none"> Emergency shelter for women and children escaping domestic violence 	<ul style="list-style-type: none"> 112 Ontario St (807) 346-4357 https://www.beendigen.com
<u>Faye Peterson</u>	<ul style="list-style-type: none"> Emergency shelter for women and children escaping domestic violence 	<ul style="list-style-type: none"> Location not published (807) 345-0450 1-800-465-6971 (toll free) https://fayepeterson.org
<u>PACE (People Advocating for Change through Empowerment)</u>	<ul style="list-style-type: none"> Provides recovery support services, providing opportunities to contribute to personal and community well-being 	<ul style="list-style-type: none"> 510 Victoria Ave E (807) 343-4760 PACE Thunder Bay Thunder Bay ON Facebook
<u>Canadian Mental Health Association (CMHA)</u>	<ul style="list-style-type: none"> Connects individuals to resources to assist with symptoms/diagnosis, connect with counselling etc. and general support. 	<ul style="list-style-type: none"> 200 Van Norman St (807) 345-5564 https://thunderbay.cmha.ca
<u>Grace Place</u>	<ul style="list-style-type: none"> A community hub for residents. Provides access to food, clothing referrals, and community resources to support transitions towards successful independent living 	<ul style="list-style-type: none"> 235 Simpson St (807) 473-3538 https://www.graceplacethunderbay.com
<u>NorWest Community Health Centres</u>	<ul style="list-style-type: none"> Providing a comprehensive and integrated model of care that focuses on providing excellent primary health care, the prevention of illnesses and the promotion of health. Path 525 offers supervised consumption services 	<ul style="list-style-type: none"> 525 Simpson St (807) 622-8235 https://norwestchc.org
<u>Elevate NWO</u>	<ul style="list-style-type: none"> HIV Clinic and HCV Treatment Clinic Women's Health Clinic 	<ul style="list-style-type: none"> 106 Cumberland St N Suite 102 (807) 345-1515 https://elevatenwo.org

	<ul style="list-style-type: none"> Population specific clinics to address needs in many underserved communities <i>Outreach services</i> 	
<u>Distress Centres and Crisis Lines – Ontario</u> (through Canadian Hearing Services)	<ul style="list-style-type: none"> This website is geared toward Hearing Impaired individuals – services are available with accessibility in mind and provides numerous links by region for crisis centres 	https://www.chs.ca/page/distress-centres-and-crisis-lines-ontario
<u>Government of Ontario resources</u>	<ul style="list-style-type: none"> Provides links to various mental health supports throughout the province 	https://www.ontario.ca/page/find-mental-health-support
<u>Kids Help Phone</u>	<ul style="list-style-type: none"> For children or teens who need support 	Phone: 1-800-668-6868 (voice), Text: CONNECT to 68686 Website: www.kidshelpphone.ca (online chat available)
<u>211 Ontario</u>	<ul style="list-style-type: none"> Information and referral for community, government, social and health services, including mental health resources across Ontario. 	Call: 2-1-1 Toll-free: 1-877-330-3213 Website: https://211ontario.ca/how-can-i-help/ (Live chat and email available per region)

APPENDIX B: Letter of Authorization to permit Police Officers to evict off of LRCA owned land

NOTE: This letter shown below authorizes police *Officers* to remove people from LRCA lands upon notification from LRCA staff that they wish to have someone removed. Removal can also take place with verbal notification only. Staff are to bring the letter with them if required. (full copy in LRCA templates folder)



LAKEHEAD REGION
CONSERVATION AUTHORITY

130 Conservation Road, PO Box 10627
Thunder Bay, ON P7B 6T8
Phone: (807) 344-5853 | Fax: (807) 345-9156

June 10, 2025

Thunder Bay Police Service
1200 Balmoral Street
Thunder Bay, ON
P7B 5Z5

Re: Letter of Authorization to Permit Police Officers to evict off of LRCA owned land

I, Tammy Cook, being the Chief Administrative Officer of the Lakehead Region Conservation Authority do hereby designate each and every police Officer, now and hereafter, employed by the Thunder Bay Police Service as my agent and representative for the purpose of enforcing Provincial legislation as described in the *Trespass to Property Act*, R.S.O. 1990, c. T.21 on all properties owned and operated by the Lakehead Region Conservation Authority within the jurisdiction of your detachment.

This authorization shall continue in full force and effect until such time as it is revoked in writing to the undersigned.

Please contact the undersigned with any questions or concerns.

Regards,



Tammy Cook
Chief Administrative Officer

www.lakeheadca.com

APPENDIX C: Encampment Log

(Use copy from LRCA templates)

Date of Discovery of Encampment		
How was the Encampment Discovered	<i>Seen by LRCA Staff</i>	
	<i>Message from public</i>	
	<i>Notified by City of Thunder Bay</i>	
	<i>Other</i>	
Location of Encampment		
Date CAO notified of Encampment		
Date Encampment Resolved		
Did the City relocate the individuals	Yes / No	
Additional Notes		

Visit to Encampment				
Date				
Time				
Officer				
Description of Encampment (# people, tents, condition of area, etc.)				
People present?	Yes / No			
If people present, summarize interaction				
Biohazard present?	Yes / No			
Photos taken	Yes / No			
If Notice to Vacate Issued:				
Date	Time	Officer Badge #	# days for officer to return	# days to remove property
If Property Removal Notice Issued:				
Date	Time	Officer Badge #	Date of Deadline to Vacate	# of days property will be held for
Contact with City of Thunder Bay Director of Strategy and Engagement				
Date				
Time				
Person contacted				
Summary of action to be taken				

Removal of Items (after Property Removal Notice has expired)	
Date	
Time	
Officer	
Biohazard present?	Yes / No If yes, consult with CAO regarding hiring outside company for disposal
List of items removed	
Location of where Property Removal Notice Left	
Reason for removal	(i.e., beyond date to vacate)
Number of days to hold items	
Date of disposal of items	

APPENDIX D: Notice to Vacate

(Use copy from LRCA Templates)



NOTICE TO VACATE

Under the *Trespass to Property Act*

A Provincial Offences Officer was here today.

Date: _____ Time: _____

Attending Officer & Badge #

This is a written notice that you are not permitted to camp on this property. Under authority of the *Trespass to Property Act* you are being asked to remove your belongings and leave the property within ____ days. Any property left behind will be assumed to be abandoned and will be destroyed after ____ days.

An officer will return within ____ days to confirm compliance.

Any property found after ____ days will be removed and stored at:

130 Conservation Road, Thunder Bay, ON

If you require assistance, please contact:

Lands Manager

Phone: 807-344-5857 ext. 230

info@lakeheadca.com

For further assistance contact:

Police (emergencies)	911
Police (non-emergencies)	807-684-1200
Crisis Response	807-346-8282
Legal Aid Ontario	807-345-1972

APPENDIX E: Property Removal Notice

(Use copy from LRCA Templates)



LAKEHEAD REGION
CONSERVATION AUTHORITY

PROPERTY REMOVAL NOTICE

You have been served with a Notice to Vacate Under the Trespass to Property Act on:

Date: _____ **Time:** _____

With a deadline to Vacate by:

Date: _____

A Provincial Offences Officer attended the site today and your item(s) have been removed.

The item(s) are stored at:

130 Conservation Road, Thunder Bay, ON

Your property will be held for ____ days after which time it is assumed you have released claim of the items, and they will be destroyed.

If you require assistance, please contact:

Lands Manager

Phone: 807-344-5857 ext. 230

ryne@lakeheadca.com

For further assistance contact:

Police (emergencies)	911
Police (non-emergencies)	807-684-1200
Crisis Response	807-346-8282
Legal Aid Ontario	807-345-1972



PROGRAM AREA	FINANCE	REPORT NO.	POLICY-FIN-04-2025
DATE PREPARED	June 12, 2025	FILE NO.	
MEETING DATE	June 26, 2025		
SUBJECT	Reserve Policy Version 3.0		

RECOMMENDATION

Suggested Resolution

“THAT: Finance Policy FIN-04: Reserve Policy, Version 3.0 be adopted as outlined in Staff Report POLICY-FIN-04-2025.”

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

Reserve Policy, Version 3.0 has been updated to add two new reserve funds: Seeds for Conservation, and Urban Conservation Area. Additionally, the references to the Strategic Plan have been updated. No other updates are warranted currently. The next review will occur in four years unless a review or update is warranted sooner.

DISCUSSION

The purpose of the Reserve Policy is to guide the LRCA in maintaining adequate levels in the reserves to ensure the long-term financial stability of the organization; position it to respond to varying economic conditions and changes affecting the organization’s financial position; and enable to LRCA to carry out its Vision and Mission. The Reserve Policy was established in 2018 and was updated in 2022.

The 2024 Audit resulted in two new reserve categories being established. The Seeds for Conservation Reserve will be used to provide available funds to support the new Seeds for Conservation Program. The Urban Conservation Area Reserve will be used to acquire funds for the development of an Urban Conservation Area on the LRCA Administrative Office grounds. The funds will be used to develop and leverage funding programs that require an investment or matching funds from the applicant.

Version 3.0 of the policy is attached, with all changes outlined in red font. Updates include:

- Update to reference the current Strategic Plan.
- Refence to adopted Land Acquisition and Disposition Policy.
- Addition of Seeds for Conservation and Urban Conservation Area reserve categories.

FINANCIAL IMPLICATIONS

A relevant Reserve Policy will ensure the financial stability of the organization into the future.

The current balance as of December 31, 2024, in the Seeds for Conservation Reserve is \$43,629 and was acquired from surplus funds (non-levy) at the end of the fiscal year. The current balance in the Urban Conservation Area Reserve is \$15,000 and includes a \$5,000 donation from an individual and a \$10,000 donation from the Lakehead Conservation Foundation.

CONCLUSION

The Reserve Policy has been updated to add the Seeds for Conservation and Urban Conservation Area reserve categories, as identified in the 2024 Audit.

BACKGROUND

Reserve Policy, Version 1.0 was approved on May 30, 2018, per resolution #68/18.

Reserve Policy, Version 2.0 was approved on October 26, 2022, per resolution #115/22 (four-year update per policy).

REFERENCE MATERIAL ATTACHED


Draft Reserve Policy Version 3.0

PREPARED BY:

Tammy Cook, CAO

REVIEWED BY:

Mark Ambrose, Finance Manager

THIS REPORT SIGNED AND VERIFIED BY:  Tammy Cook Chief Administrative Officer	DATE: June 11, 2025
--	------------------------



LAKEHEAD REGION
CONSERVATION AUTHORITY

Reserve Policy

Policy: FIN-04

June 26, 2025

Version: 3.0

VERSION	APPROVAL DATE	RESOLUTION #
Version 1.0	May 30, 2018	#68/18
Version 2.0	October 26, 2022	#115/22
Version 3.0	June 26, 2025	

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1 INTRODUCTION

1.1 Purpose

The Lakehead Region Conservation Authority Board of Directors has proactively established reserves to help ensure the long-term financial stability of the organization and position it to respond to varying economic conditions and changes affecting the organization's financial position and the ability of the organization to carry out its Vision and Mission.

The Reserve Policy will set goals for the Board Designated Reserves and the terms and conditions for their use.

1.2 Link to Strategic Plan (2023-2027)

The Reserve Policy links to the Govern and Enhance Priority in the 2023-2027 Strategic Plan by working towards meeting the initiatives:

- 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.

1.3 Definitions

Appropriations from Reserve: Funds withdrawn from a Reserve Category for a defined use.

Appropriations to Reserve: Funds allocated to a Reserve Category.

Board Designated Reserves: Reserves that are established and overseen by the Board of Directors of the Lakehead Region Conservation Authority.

Deferred Funds: Deferred Funds are restricted unspent funds with a pre-determined externally defined use.

Financial Stability: Financial Stability of a non-profit organization includes maintaining operating reserve ratios at levels adequate for preserving the capacity of non-profit organizations to deliver on their Vision and Mission for a reasonable period of time in the event of unforeseen financial shortages.

Fund Accounting: is a method of accounting and presentation whereby assets and liabilities are grouped according to the purpose for which they are to be used.

Reserve Funds: Reserve funds are the accumulation of unrestricted surpluses that are available for use for a defined purpose.

Reserve Limit: A specified maximum level for a Reserve Category.

Target Reserve Level: The desired level of reserve for a given Reserve Category.

2 Background

The Lakehead Region Conservation Authority is a non-profit organization, which derives its funding from a variety of sources including Provincial Transfer Payments, funding programs that vary from year to year, municipal levy and self-generation. In general, Administration strives to provide a balanced budget resulting in a reasonable annual levy to our Member Municipalities. The Authority utilizes fund accounting practices.

In order to be financially stable, reserves are necessary for a variety of reasons:

- Unexpected shortfall in revenue (i.e. loss in provincial funding, etc.)
- Long-term planning regarding large, planned expenditures
- Long-term planning for Asset Management expenses
- Legal expenses (i.e. defending Section 28 violations, other legal matters)
- Insurance deductibles (could have several in one year)
- Unanticipated opportunities (i.e. funding opportunities where matching funds are required)
- Normal day-to-day fluctuations in income and expenses (i.e. Operating Capital to cover expenses prior to receiving funds from outside sources)
- Seasonal variations (i.e. extreme snowfall resulting in excessive snow removal costs, etc.).

The Reserve Policy of the Authority will aim to balance a manageable levy, while planning for anticipated and unanticipated potential variations in yearly budgets. The goal of the policy is to strive for the Authority to be as financially stable, as possible. All the reserves together will provide an Operating Reserve, which will ensure that sufficient funds are available in the event of delayed government grant payments, or funding programs that reimburse funds after the fact.

2.1 Reserve Funds

Reserve funds are the accumulation of unrestricted surpluses that are available for use at the discretion of the Board of Directors. The presence of reserves increases the Authority's ability to absorb or respond to temporary changes in circumstances, such as the unanticipated event of significant unbudgeted increases in operating expenses and/or losses in operating revenues. Reserves could also sustain the Authority during times of delayed payments or cutbacks in funding from government. Building and maintaining reserves help to ensure that sufficient funds are available to manage cash flow on a day-to-day basis and maintain financial flexibility.

The Reserve Policy will define the Authority's Reserve Categories and outline how Reserve balances will be maintained.

2.2 Deferred Funds

Deferred Funds are restricted unspent funds with a pre-determined externally defined use. Deferred balances in any fund will be carried forward to subsequent budgets to complete projects or fund planned long-term projects or maintenance. Funds that were funded by sole-benefitting levy will be maintained for the intended use only and will not be directed for any other use without the permission of the funder.

3 Procedures

3.1 Terms of Use of Reserves

The establishment of Reserve Categories and the appropriations to and from reserves will be at the discretion of the Board of Directors. A summary of appropriations to and from Reserves and Reserve balances will be provided annually in the Financial Statements.

3.1.1 Planned Appropriations to and from Reserves

Annually, during the budget process, planned appropriations to and from reserves will be outlined in the Budget Document. During the budget process, resolutions will be brought forward for consideration for all planned appropriations from reserves, including a description of what the withdrawn reserve funds will be used for and an estimate of the withdrawal from reserve. All purchases will adhere to the Authority's Purchasing Policy. If an approved appropriation from a Reserve exceeds the estimated withdrawal by more than 10%, Board approval will be required.

After the budget is approved, transfers to and from the Reserves will occur annually.

3.1.2 Unplanned Appropriations from Reserves

All unplanned Reserve appropriations throughout the year will require Board approval, unless they meet the terms outlined in the Reserve Policy (i.e. insurance deductible, etc.).

3.2 Reserve Shortfalls

If any reserve category is less than 50% of the targeted reserve, the Board of Directors, in the absence of any extraordinary circumstances, should consider adopting an annual budget that includes a projected surplus sufficient to rebuild the reserve category over a defined period back to its targeted reserve level.

3.3 Policy Review Schedule

The Reserve Policy will be reviewed and updated every four years or sooner if conditions warrant. Any changes thereto will be at the discretion of the Board of Directors and approved by resolution.

4 Reserve Categories

4.1 Operating Capital

The Operating Capital Reserve is to ensure that the Authority has sufficient funds available to undertake its basic operation for at least one year. It will also provide Operating Capital throughout the year. The reserve would also be used in the event of deficits or unforeseen costs in the Administration Budget.

Purpose	<p>To ensure that the Authority has sufficient funds available to undertake its basic operation for at least one year.</p> <p>To provide Operating Capital during the year.</p> <p>Administration levy stabilization to minimize Municipal levy.</p>
Target Reserve Level	\$1,100,000 (one years estimated operating expenses)
Reserve Limit	\$1,100,000
Appropriations to Reserve	
Appropriations from Reserve	<p>In the event of a loss of funding in a given year, funds would be utilized to undertake the basic operation of the Authority.</p> <p>Funds would be used as Operating Capital throughout the year, as various funding streams have delayed payments.</p> <p>Deficits in the Administration Budget.</p> <p>Deficits or unforeseen costs in the Administration Budget.</p> <p>Payout of year-end accrued vacation pay/overtime (if exceeds available budgeted funds at year-end).</p>
Notes	Funds accrued prior to 2018 (\$1,197,199.08) were non-levy funds.

4.2 Administration Facility

The Administration Facility Reserve is to maintain and provide an Administration Facility used by the Lakehead Region Conservation Authority to conduct its operation.

4.2.1 Administration Facility - Maintenance

The annual budget Administration Facility category reflects a forecasted expense that reflects the current year expected annual maintenance expenses along with planned long-term maintenance expenses as outlined in the Asset Management Plan.

Purpose	<p>To have funds available to undertake major maintenance and emergency repairs of the existing Administration Facility located at 130 Conservation Road.</p> <p>To fund required forecasted major maintenance, based on the 2021 Asset Management Plan.</p>
Target Reserve Level	Adequate funds available to complete annual regular maintenance, emergency repairs and major maintenance per the Asset Management Plan.
Reserve Limit	None
Appropriations to Reserve	Budgeted annual surplus Administration Facility levy funds
Appropriations from Reserve	<p>Expenses in excess of the annual levy to complete forecasted major maintenance, per the Asset Management Plan.</p> <p>Expenses in excess of the annual levy to fund emergency repairs.</p>
Notes	

4.2.2 Administration Facility - New Facility

As of 2025, there were no long-term plans in place to acquire a new Administration Facility. Long-term planning for a new Administration Facility should consider the end of life of the current Administration Facility, which based on current information, is estimated to be beyond the 10-20 end of life analysis completed in the current Asset Management Plan. The end of life of the Administration Facility will be re-assessed in 2026 during the 5-year update of the Asset Management Plan.

Purpose	Long term planning towards a new Administration Facility.
Target Reserve Level	Adequate funds available to construct a new Administration Facility.
Reserve Limit	None
Appropriations to Reserve	Sale of current Office Facility and/or grounds.
Appropriations from Reserve	Purchase or construction of a new Administration Facility.
Notes	Funds donated to towards a new Administration Building: <ul style="list-style-type: none"> • \$30,000 – Lakehead Conservation Foundation (2014) • \$1,000 – Northshore Steelhead Association (2010) • \$1,310 – Staff donation (2010)

4.3 Vehicle and Equipment

The Authority operates a fleet of vehicles and owns equipment, which are used by staff to undertake the programs of the Authority. Vehicles and equipment are maintained; however, are replaced prior at the end of their useable life and/or for safety reasons.

A Vehicle and Equipment Fund is maintained in which expenses related to the vehicle and equipment (i.e. oil changes, fuel, maintenance, repairs, etc.) is tracked and expensed to the Fund. Vehicle usage is tracked by each employee and expensed to the appropriate LRCA program area. Revenue generated from the expense to the LRCA programs is applied to the Vehicle and Equipment Fund. The Fund self-generates the required funds for the annual operation of the vehicle fleet and equipment, with surplus funds placed in a reserve for vehicle and equipment purchases.

Purpose	To have available funds to replace and/or purchase vehicles and equipment required by staff.
Target Reserve Level	Adequate funds available to purchase required vehicles and equipment per the vehicle and equipment replacement long term forecast.
Reserve Limit	\$125,000
Appropriations to Reserve	Surplus of revenue from the Vehicle and Equipment Fund. Revenue from the sale of surplus vehicles and equipment.
Appropriations from Reserve	Purchases of vehicles and equipment when required, per vehicle and equipment replacement forecast.
Notes	

4.4 Insurance Deductible

The Insurance Deductible Reserve is established to have available funds to cover insurance deductibles in the event of a claim.

Purpose	To have funds available to pay the \$10,000 insurance deductible if an insurance claim is submitted, anticipating that several claims could be required in a given year.
Target Reserve Level	\$30,000
Reserve Limit	None
Appropriations to Reserve	Annual Insurance premium savings resulting from higher deductible limit (i.e. \$2,500 versus \$10,000).
Appropriations from Reserve	Insurance deductible when insurance claims are required.
Notes	

4.5 Legal Fees

To have funds available for legal fees that are incurred above annual budgeted levels.

Purpose	To have funds available for legal fees.
Target Reserve Level	\$100,000
Reserve Limit	
Appropriations to Reserve	<p>Surplus annual budgeted legal fees from the Plan Review and Section 28 Development Regulations funds.</p> <p>Court awarded legal fee costs.</p>
Appropriations from Reserve	<p>Legal Fees to prosecute Section 28 violations.</p> <p>Legal Fees for other legal matters.</p>
Notes	

4.6 Conservation Areas Major Maintenance/Capital

The Conservation Areas Major Maintenance/Capital Reserve is established to have available funds to complete major maintenance and capital projects in Conservation Areas as outlined in the Asset Management Plan and to fund unanticipated emergency repairs in Conservation Areas.

Purpose	<p>To allow for capital projects at Conservation Areas per the Asset Management Plan.</p> <p>To complete major maintenance as outlined in the Asset Management Plan.</p> <p>To fund unanticipated emergency repairs.</p>
Target Reserve Level	As forecasted in the Asset Management Plan
Reserve Limit	None
Appropriations to Reserve	In year surplus arising from Conservation Areas Major Maintenance/Capital fund
Appropriations from Reserve	<p>Capital Projects and/or Major Maintenance per Asset Management Plan</p> <p>To fund unanticipated emergency repairs in Conservation Areas.</p>
Notes	

4.7 Hazelwood Lake Dam

The Hazelwood Lake Dam Reserve will be used to fund maintenance and eventual replacement of the Authority owned Hazelwood Lake Dam located within the Hazelwood Lake Conservation Area.

Purpose	To have sufficient funds to maintain and replace the Hazelwood Lake Dam
Target Reserve Level	\$250,000 Target Reserve Level to be reviewed in future update to Asset Management Plan
Reserve Limit	None
Appropriations to Reserve	Levy as required
Appropriations from Reserve	Required maintenance of Dam Replacement of Dam
Notes	Replacement of Dam projected to be beyond 10-20 year horizon of 2021 Asset Management Plan

4.8 Forest Management

The Forest Management Reserve will be used to maintain the Forest Management properties owned by the Lakehead Region Conservation Authority, as well as promote sustainable forest management practices within the watershed.

Purpose	To have available funds to operate and maintain the Forest Management properties To promote reforestation in the Lakehead Watershed
Target Reserve Level	
Reserve Limit	None
Appropriations to Reserve	Forest Management revenue
Appropriations from Reserve	Costs related to maintaining Forest Management Plans. Expenses related to the operation of Forest Management properties. Tree Seedling Program.
Notes	

4.9 Land Acquisition

The Land Acquisition Reserve will provide available funds for the acquisition of land by the Lakehead Region Conservation Authority. **Land Acquisition and Disposition Policy (FIN—12) was adopted in 2024.**

Purpose	To have available funds for the acquisition of land
Target Reserve Level	
Reserve Limit	None
Appropriations to Reserve	Sale of LRCA owned property
Appropriations from Reserve	Land purchases approved by the Board
Notes	\$87,500 donated by the LCF for land acquisitions (2005-2008).

4.10 Seeds for Conservation

The Seeds for Conservation Reserve will be used to provide available funds to support the Seeds for Conservation Program.

Purpose	To have available funds to support the Seeds for Conservation Program.
Target Reserve Level	
Reserve Limit	None
Appropriations to Reserve	In-year surplus generated from the program.
Appropriations from Reserve	<p>Purchase of supplies and equipment for the Seeds for Conservation Program.</p> <p>Deficits or unforeseen costs in the Stewardship/Seeds for Conservation Programs.</p>
Notes	Non-levy

4.11 Urban Conservation Area

The Urban Conservation Area Reserve will be used to acquire funds for the development of an Urban Conservation Area on the LRCA Administrative Office grounds. The funds will be used to develop and leverage funding programs that require an investment or matching funds from the applicant.

Purpose	To fund the development of an Urban Conservation Area.
Target Reserve Level	
Reserve Limit	None.
Appropriations to Reserve	Donations to the Urban Conservation Area initiative. Budgeted funds to the reserve.
Appropriations from Reserve	Development of the Urban Conservation Area.
Notes	



PROGRAM AREA	FINANCE	REPORT NO.	FIN-08-2025
DATE PREPARED	June 16, 2025	FILE NO.	
MEETING DATE	June 25, 2025		
SUBJECT	2026 Preliminary Budget - Levy Review		

RECOMMENDATION

For discussion.

LINK TO STRATEGIC PLAN (2023 to 2027)

Govern and Enhance:

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

EXECUTIVE SUMMARY

The preliminary estimated levy-all percentage increase for 2026 is being brought forward for Board discussion, prior to the finalization of the Draft Budget. Based on current estimates the 2026 budget will result in a 3.5% increase to levy-all compared to 2025. The final percentage and dollar amount for levy-all will be presented, along with all other budget items, at the August 27, 2025, Board Meeting for approval of the Draft Budget. After consultation, the Final Budget will be brought forward in November for Board approval. The 2026 budget will be completed per O. Reg. 422/22: Budget and Apportionment.

DISCUSSION

Staff are beginning the process of developing the 2026 budget (first phase of budget process), with the Draft Budget (second phase of budget process) presented to the Board in August for review. Prior to finalization of the Draft Budget, staff request direction from the Board on the anticipated levy-all increase for 2026 compared to 2025. Based on a preliminary review of expected expenditures, the budget is estimated to increase 3.5% in levy-all in 2026 compared to 2025 (\$40,021). This increase is required in order to maintain LRCA's current level of service. Staff will take Board direction into consideration when finalizing the Draft Budget.

The 2026 budget will be structured and approved in accordance with O. Reg. 402/22: Budget and Apportionment. Budget categories will follow LRCA's Inventory or Programs, and each program area will be classified into:

- Category 1: Mandatory Programs and Services

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

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

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

- Hazelwood Outhouse removal (beach area) and replacement
- Mission Outdoor privy exterior maintenance
- Mission Parking lot repairs (crack maintenance and line painting)
- Conservation Area signage replacement (full schedule to be developed over several years depending on costs), per 2025 completed Signage Design
- Mills Block decommissioning of existing parking lot (to be removed after upgraded parking area completed).

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

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

FINANCIAL IMPLICATIONS

The preliminary 2026 budget contains an estimated 3.5 % increase to levy-all compared to 2025, which results in a total increase of approximately \$40,021. Staff will take Board direction into consideration when finalizing the Draft Budget. The City of Thunder Bay sole-benefitting levy increase compared to 2025 is estimated to be approximately \$34,042.

CONCLUSION

Based on initial review of expenditures for 2026, the estimated levy-all increase compared to 2025 results in a 3.5% increase, which is approximately \$40,021.

BACKGROUND

O. Reg. 402/22: Budget and Apportionment specifies that starting in 2024 and all budgets thereafter, must adhere to this regulation. It provides details on the budget process and municipal apportionment methods for levying participating municipalities and included the

revocation of the previous regulations that governed municipal levies (O. Reg. 670/00 and O. Reg. 139/96).

The regulated budget process includes:

First Phase

Budget must include:

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

Budget must:

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

Second Phase

Draft Budget Process:

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

5. Post a copy of the Draft Budget and financial information on Governance section of Authority's website.
6. Consult as necessary with Member Municipalities on draft budget in order to finalize final budget.

Third Phase

Final Budget Approval Process:

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

REFERENCE MATERIAL ATTACHED

Attachment 1– Budget Summary Checklist

PREPARED BY:

Mark Ambrose, Finance Manager
 Tammy Cook, CAO

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Tammy Cook Chief Administrative Officer	

Budget Summary Checklist

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

Budget Year - 2026		
Task	Date	Completed
First Phase		
Identify all sources of revenue including: <ul style="list-style-type: none"> Fees Donations Grants Self-generated Reserve funds Deferred funds From agreements Other sources Total revenue 	June	June
Identify operating expenses into Cat. 1,2, 3. Specify total operating expenses for year.	June	June
Identify capital costs into Cat. 1,2 ,3. Specify total capital costs for year.	June	June
Apportion operating expense or capital costs to participating municipalities (levy-all, and sole-benefitting).	June	June
Preliminary % levy-all increase Board Review	June Board Meeting	June 26, 2025
Second Phase – Draft Budget and Consultations		
Prepare Draft Explanatory Budget Document <ul style="list-style-type: none"> Include all items in First Phase Specify if the authority considered opportunities to raise and use self-generated revenue to help finance the authority's operations, including the programs and services it provides, a description of what the authority considered. 	July/August	
Prepare Budget Summary	July/August	
Meeting on Draft Budget <ul style="list-style-type: none"> Hold majority vote to approve Draft Budget for consultation purposes 	August Board Meeting	

Revision Date: June 16, 2025

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

June 26, 2025

Moved By _____

Seconded By _____

"THAT: having examined the accounts for the period May 1, 2025 to May 31, 2025 cheque #3561 to #3580 for \$63,206.23 and preauthorized payments of \$190,744.14 for a total of \$253,950.37, we approve their payment."

3561	2611943 Ontario Ltd.	Garbage Removal Mission Marsh	226.00
3562	Canada Post	Annual fee P.O. Box for LCF	282.50
3563	Conservation Ontario	CA maps 2025	1,695.00
3564	Doane Grant Thornton LLP	Third Interim Audit billing	3,079.25
3565	Everguard Fire and Safety		97.18
3566	Hurkett Community Centre	Birding Festival	450.00
3567	Innovated Solutions	Cloud Protection	847.50
3568	JML Engineering	Mills Block - Progress #3	7,989.10
3569	Void		0.00
3570	Northwestern Ontario Innovation Centre 1	Youth Effect program fee	1,000.00
3571	Nova Pro Industrial Supply Ltd	Janitorial Supplies	182.95
3572	Thunder Bay Answering Service Inc.	Answering Service	268.04
3573	Walleye Media Inc	Advertising in the Walleye magazine	341.26
3574	ALS Sewage Services	Porta Units Mills Block, Hazelwood, Mission	864.45
3575	Classic Painting	Prep and painting of storage shed for eventual mural	3,616.00
3576	McKittricks	City Temporary Shelter File 1-11776	4,746.00
3577	Northern Turf Equipment	Brush cutters and Various repairs	2,594.89
3578	Pine View Nurseries	Native plants	24,430.72
3579	RAS Maintenance Services	Office Cleaning April	515.23
3580	Whitewater Golf Club	Wine Tasting Dinner and Wine Expense 2025	9,980.16
			<u>63,206.23</u>
PA	Payroll and Per Diems		120,736.69
PA	Royal Bank Group Retirement RRSP and TFSA		2,054.20
PA	RWAM and Lifeworks Benefits		5,665.95
PA	Enbridge		685.46
PA	Synergy North		1,036.08
PA	Esso		1,034.81
PA	Visa Routine Monthly Expenses		20,200.02
PA	Banking and Visa Fees		1,152.75
PA	Postage		-
PA	Omers April		15,738.08
PA	Photocopier Lease		286.90
PA	Property Taxes		11,081.20
PA	Conservation Ontario Levy		11,072.00
			<u>190,744.14</u>
			<u>253,950.37</u>

Chair

Res# _____/25

Monthly Plan Input/Review and Fill Regulations Administration May 1 to 31, 2025											
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					Z-04-2025	58T-17501		409 Dufferin Street	981 Red Pine Way		
								1047 Dawson Road			
								235 Red River Road			
								16 St. Paul Street			
Total	0	0	0	0	1	1	0	4	1	0	7
Oliver Paipoonge							430 Barrie Drive		73 Twin City Crossroad		
							238 Margaret Street				
							202 Wing Road				
Total	0	0	0	0	0	0	3	0	1	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	A25-3										
Total	1	0	0	0	0	0	0	0	0	0	1
Conmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies											
Total	0	0	0	0	0	0	0	0	0	0	0
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	1	0	0	0	1	1	3	4	2	0	12

Monthly Plan Input/Review and Fill Regulations Administration June 1 to 18, 2025											
Municipality	Minor Variance (A)	Consent (B)	Official Plan	Official Plan/ Zoning By-Law Comprehensive	Zoning By-Law (Z)	Subdivisions	Clearances	Reality Services	Lawyer Inquiries	Letter of Opinion (Other)	Total
City of Thunder Bay							1745 Paquette Road	555 Dunlop Street			
								218 May Street S			
								11 & 15A St Paul St			
								15C St Paul St			
Total	0	0	0	0	0	0	1	4	0	0	5
Oliver Paipoonge		1B/10/25									
		1B/11/25									
Total	0	2	0	0	0	0	0	0	0	0	2
O'Connor					2025-01						
Total	0	0	0	0	1	0	0	0	0	0	1
Neebing											
Total	0	0	0	0	0	0	0	0	0	0	0
Shuniah											
Total	0	0	0	0	0	0	0	0	0	0	0
Conmee											
Total	0	0	0	0	0	0	0	0	0	0	0
Gillies											
Total	0	0	0	0	0	0	0	0	0	0	0
Dorion											
Total	0	0	0	0	0	0	0	0	0	0	0
Rural Planning Board											
Total	0	0	0	0	0	0	0	0	0	0	0
Monthly Total	0	2	0	0	1	0	1	4	0	0	8

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
							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)		
#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
#2/25	Standard		City of Thunder Bay	City of Thunder Bay	Victor Street	Drainage Improvements	1/14/2025	1/22/2025	8	1/29/2025	7	Minor	Yes
#3/25	Standard	\$600.00	JW Michieli Construction	City of Thunder Bay	Lot 5 Bruin Cresent	Dwelling Construction	2/4/2025	2/5/2025	1	2/7/2025	2	Minor	Yes
#4/25	Standard		City of Thunder Bay	City of Thunder Bay	Margaret St at McVicar Creek	Creek Sediment Removal	1/24/2025	2/3/2025	10	2/12/2025	9	Minor	Yes
#5/25	Standard	\$300.00	Luc Dillon	City of Thunder Bay	5049 Mapleward Rd	Driveway Construction	2/7/2025	2/11/2025	4	2/14/2025	3	Minor	Yes
#6/25	Standard	\$300.00	Kerry Jana Parkin	Neebing	788 Cloud Lake Road	Dwelling Construction	2/18/2025	2/24/2025	6	2/26/2025	2	Minor	Yes
#7/25	Large	\$600.00	Larry Sebastianis	City of Thunder Bay	191 & 193 Bruin Crescent	Dwelling Construction	2/27/2025	2/28/2025	1	3/5/2025	5	Minor	Yes
#8/25	Subdivision	\$1,000.00	James Collie	Oliver Paipoonge	Pennock Village Hwy 130	Watercrossing, Roads	3/12/2025	3/14/2025	2	3/18/2025	4	Major	Yes
#9/25	Small	\$150.00	Vito Minnella	City of Thunder Bay	156 Wolverine Crescent	Shed	3/3/2025	3/5/2025	2	3/7/2025	2	Minor	Yes
#10/25	Standard	\$300.00	Midcontinent Terminal	City of Thunder Bay	490 Maureen Street	Dredging	3/21/2025	3/24/2025	3	3/27/2025	3	Minor	Yes
#11/25	Standard	\$300.00	Port of Thunder Bay	City of Thunder Bay	100 Main Street	Fill Placement	3/20/2025	3/21/2025	1	3/25/2025	4	Minor	Yes
#12/25	Large	\$600.00	AMK Aviation - Mike Gauthier	Oliver Paipoonge	4583 Oliver Road	Construct Storage Building	4/25/2025	4/30/2025	5	5/2/2025	2	Minor	Yes
#14/25	Standard	\$300.00	City of Thunder Bay	City of Thunder Bay	Lyons Ditch	Pedestrian Bridge Construction	4/10/2025	4/17/2025	7	4/22/2025	5	Minor	Yes
#15/25	Major	\$1,000.00	Ontario Power Generation	Oliver Paipoonge	4813 Highway 11/17	Construction, Grading, Erosion Protection, Outfall Instalation	4/18/2025	4/23/2025	5	5/8/2025	15	Major	Yes
#13/25	Standard	\$300.00	Kayley Heppler	City of Thunder Bay	2521 15th Side Road	Fill Placement, Removal & Site Grading	5/6/2025	5/8/2025	2	5/12/2025	4	Minor	Yes
#16/25	Standard	\$300.00	JW Michieli Construction	City of Thunder Bay	Lot 4 Bruin Crescent	Dwelling Construction	5/7/2025	5/9/2025	2	5/15/2025	6	Minor	Yes
#17/25	Standard	\$300.00	Thunder Bay Terminals (George	City of Thunder Bay	375 Island Drive	Maintenance Dredging	5/12/2025	5/21/2025	9	5/26/2025	5	Minor	Yes
#18/25	Standard	\$300.00	Ronald Wrigley	City of Thunder Bay	433 River Road	Dwelling Construction	5/8/2025	5/15/2025	7	5/20/2025	5	Minor	Yes
#19/25	Small	\$150.00	Peter Aalbers	Oliver Paipoonge	Blindline Road Lot 18 Con 2	Agriculture Tile Draining	5/14/2025	5/21/2025	7	5/27/2025	6	Minor	Yes
#20/25	Standard	\$300.00	Triad Contracting (Carolynn Alm	City of Thunder Bay	155 Bruin Crescent	Dwelling Construction	5/27/2025	5/30/2025	3	6/2/2025	3	Minor	Yes
#21/25	Standard	\$300.00	DeBruins Greenhouse	Oliver Paipoonge	3033 Highway 61	Stormwater Pond & Site Grading	5/23/2025	5/28/2025	5	5/29/2025	1	Minor	Yes
#22/25	Standard	\$300.00	Debra Waisanen	Oliver Paipoonge	302 Highway 130	Garage Construction	5/29/2025	5/30/2025	1	6/2/2025	3	Minor	Yes
#23/25	Standard	\$300.00	Susan Willis	City of Thunder Bay	1300 Riverdale Road	Deck Construction	6/2/2025	6/4/2025	2	6/5/2025	1	Minor	Yes
#24/25	Standard	\$300.00	Laura Latus	City of Thunder Bay	Lot 17 Bruin Crescent	Dwelling Construction	6/3/2025	6/4/2025	1	6/9/2025	5	Minor	Yes

Monthly Project Update

MEETING DATE	June 26, 2025
STAFF NAME	Ryan Mackett
POSITION	Communications Manager

Children's Water Festival

The 2025 Lakehead Children's Water Festival was held on June 17, 18, and 19 at the LRCA Administrative Office. A total of 359 students from 12 different schools participated in the Water Festival. Outside organizations that assisted with the delivery of activity centres were the City of Thunder Bay, Ontario Power Generation, Confederation College – Let's Talk Science program, Parks Canada, and Lakehead University. The Water Festival is sponsored by Ontario Power Generation (\$5,000 contribution); additionally, the City of Thunder Bay pays for the school bus charters covering off bussing costs. A verbal update will be provided at the Meeting.

Seniors Community Grant Funding

Staff were successful in obtaining \$18,000 from the Ministry for Seniors and Accessibility for the Seniors Community Grant Program – Veterans Stream, for education and nature interpretive programming focussing on senior veterans and veterans' families. More information will be provided as the program is developed.

Silver Harbour Day

Staff are preparing for the Silver Harbour Day event, being held on Saturday, July 26 from 10:00 a.m. – 3:00 p.m., in partnership with the Municipality of Shuniah.

Little Trout Bay Fishing Derby

Staff are preparing for the second annual Little Trout Bay Fishing Derby event, being held on Saturday, August 23, in partnership with the Municipality of Neebing.

Monthly Project Update

MEETING DATE	June 26, 2025
STAFF NAME	Ryne Gilliam
POSITION	Lands Manager

Entrance Sign Planters

Timber planter boxes were constructed and installed by LRCA staff at the entrance signs at Cascades and Mission Island Marsh Conservation Areas along with the LRCA Administrative Building. The planters were selectively filled with Summer Wine Ninebark, Calico Kitty Ninebark, Calgary Carpet Juniper, Royal Ruby and Barberry Primrose.



Photo 1. LRCA Administrative Building Entrance Sign Planter Box.



Photo 2. Cascades Conservation Area Entrance Sign Planter Box.

Monthly Project Update

MEETING DATE	June 26, 2025
STAFF NAME	Melissa Hughson
POSITION	Watershed Manager

Watershed Conditions – Low Water

Precipitation received in May was measured at 23.9 mm. This is approximately 37% of the monthly average (i.e., monthly average for May is 70.7 mm). The 3-month and 18-month amounts were 98% and 86% of normal respectively. As such, a Low Water Condition was not issued. Staff will continue to monitor low water conditions.

Watershed Conditions – Lake Superior

Lake Superior's beginning of June water level was 12 cm below the beginning of month average (1918-2022) and is the lowest since 2013. As of June 16, 2025, the last daily mean was measured as 183.29 metres above the International Great Lakes Datum (IGDL) at Thunder Bay.

Lake Superior Coastal Study

On June 17th applicable LRCA staff attended a boat tour of Lake Superior with the consultants undertaking the Lakehead Coastal Resilience Management Plan project. The purpose of the tour was to show the consultants the areas of interest concerning past and future developments, and to get a general sense of the vast coastline and changing geological features within LRCA's area of jurisdiction.

A Steering Committee for the Coastal Resilience Management Plan project has been formed. The Committee is comprised of representatives from federal and provincial government agencies, affected member municipalities, first nations, campers' associations, the Thunder Bay Port Authority as well as non-governmental organizations with a vested interest in the Lake Superior coast. The first Steering Committee meeting will be held on June 27th at the LRCA office. The Steering Committee will be engaged during the study to provide feedback and to ensure that affected organizations are informed regarding the development and completion of the Management Plan.

A public open-house for the project is scheduled for July 16, 2025 from 3:00 p.m. to 7:00 p.m. at the LRCA office. The event will be a drop in style information session where the consultants will be available to answer questions and take comments regarding the study.

Bathing Beach Sampling

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

Cyanobacteria Monitoring

Cyanobacteria (previously known as blue-green algae) monitoring, sampling, and cyanotoxin testing will be conducted weekly as part of the Beach Bathing Program from July 14 to August 11, 2025. LRCA's program began in 2022 as a protective measure to better understand the presence of cyanobacteria within four of our Conservation Areas, (Mission Island Marsh, Hazelwood Lake, Silver Harbour and Hurkett Cove). LRCA staff observed blooms in both August 2023 and August 2024 at Hazelwood Lake Beach; after testing the specimens, an Advisory for Cyanobacteria was posted at the Hazelwood Lake Beach and remained in place for two weeks after during both years.

Cyanobacteria are microorganisms that can cause harmful algal blooms that can result in ill-effects ranging from skin-itch, to nausea, and even death in severe cases for humans and animals exposed to cyanotoxins during these blooms. Understanding the presence and patterns in which cyanobacteria occurs within our Conservation Areas is essential for the protection of visitors and their pets. The project encompasses two methods for testing and identifying cyanobacteria: the Eurofins Algal Toxin (Microcystins) Recreational Water Test Strips Kit and a microbiology assessment conducted by Blue Green Labs. Any observations or positive test results are reported to the Spills Action Center online or by phone. Increasing monitoring and public awareness provides a significant step in developing better communication and dissemination of water-related issues to the public.

Mosquito and Pennock Creek Surface Water Sampling

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

Neebing-McIntyre Floodway Annual Inspection Tour

The annual Neebing-McIntyre Floodway inspection tour is scheduled with the City of Thunder Bay's engineering division for July 4th. The inspection takes place annually in accordance with the Neebing-McIntyre Floodway Agreement between the City of Thunder Bay and the LRCA. The onsite meeting consists of an inspection of the main features of the system, (i.e., diversion structure, diversion channel, sections of the floodway moving east from Balmoral Street to the outlet at Lake Superior, etc.). The purpose of the tour is to identify and discuss any issues/concerns requiring attention to ensure the Floodway continues to operate as designed. The annual inspection also aids in preparation of the Operation, Maintenance and Surveillance Plan completed yearly.

Drinking Water Source Protection

Staff are working on section 36 updates to the Lakehead Source Protection Plan (SPP) and SPP policies based on preliminary comments received from MECP. Drafted updates are anticipated to be complete by early fall 2025; a SPC meeting will be scheduled for the fall of 2025 to review and approve the drafted updates.

Drinking Water Source Protection files that were previously archived from the inception of the program have been reviewed and applicable documentation/copies have been purged.