



**BOARD OF DIRECTORS MEETING**  
**Wednesday, September 4, 2024 to follow the Hearing Meeting**  
**Tillsonburg Administration Office**

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**AGENDA**

**Agenda Page**

1. Welcome and Call to Order
2. Additional Agenda Items
3. Approval of Agenda
4. Declaration of Conflicts of Interest
5. Minutes of the Previous Meeting:
  - a) Board of Directors Meeting – July 3, 2024 1-6
6. Business Arising from the previous minutes: None
  - a) Proposed 2025 LPRCA Budget Meeting (J. Maxwell) 7
7. Review of Committee Minutes:
  - a) Draft Audit and Finance Committee Meeting – August 16, 2024 8-10
8. Correspondence: None
9. Planning Department:
  - a) Section 28 Regulations Approved Permits (L. Mauthe) 11-22
10. New Business:
  - a) General Manager's Report (J. Maxwell) 23-24
  - b) Q2 Financial Report – June 30, 2024 (A. LeDuc) 25-39
  - c) LPRCA Purchasing Policy (A. LeDuc) 40-51
  - d) Draft Watershed-based Resource Management Strategy (J. Maxwell) 52-112
  - e) Draft Conservation Lands Strategy (J. Maxwell) 113-136
  - f) Lee Brown Waterfowl Management Area – Capital Reserve (J. Maxwell) 137-138
11. Closed Session
  - a) Closed Session Minutes of July 3, 2024 1-2
  - b) Adjournment of Closed Session

Next Meeting: Board of Directors, October 2, 2024, 6:30pm

Adjournment



## LONG POINT REGION CONSERVATION AUTHORITY

### Board of Directors Meeting Minutes of July 3, 2024

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#### Members in attendance:

Robert Chambers, Chair  
Dave Beres, Vice-Chair  
Shelley Ann Bentley  
Doug Brunton  
Michael Columbus  
Tom Masschaele  
Jim Palmer  
Chris Van Paassen  
Rainey Weisler  
Peter Ypma

County of Brant  
Town of Tillsonburg  
Haldimand County  
Norfolk County  
Norfolk County  
Norfolk County  
Township of Norwich  
Norfolk County  
Municipality of Bayham/Township of Malahide  
Township of South-West Oxford

#### Regrets:

Stewart Patterson

Haldimand County

#### Staff in attendance:

Judy Maxwell, General Manager  
Aaron LeDuc, Manager of Corporate Services  
Leigh-Anne Mauthe, Interim Manager of Watershed Services  
Saifur Rahman, Manager of Engineering and Infrastructure  
Jessica King, Social Media and Marketing Associate  
Dana McLachlan, Executive Assistant

### **1. Welcome and Call to Order**

Chair, Robert Chambers called the meeting to order at 6:30 p.m., Wednesday, July 3, 2024.

### **2. Additional Agenda Items**

Chris Van Paassen requested to add an item to the closed session.

#### **A-84/24**

Moved by P. Ypma

Seconded by R. Weisler

THAT the LPRCA Board of Directors adds additional item to the closed meeting agenda regarding litigation or potential litigation, including matters before administrative tribunals affecting the Authority.

**Carried**

### **3. Approval of the Agenda**

#### **A-85/24**

Moved by T. Masschaele

Seconded by C. Van Paassen

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

THAT the LPRCA Board of Directors approves the agenda as amended.

**Carried**

**4. Declaration of Conflicts of Interest**

None were declared.

**5. Minutes of the Previous Meeting**

**a) Board of Directors Meeting Minutes - June 5, 2024**

There were no errors or omissions.

**A-86/24**

Moved by J. Palmer

Seconded by R. Weisler

THAT the minutes of the LPRCA Board of Directors Meeting held June 5, 2024 be adopted as circulated.

**Carried**

**b) Hearing Board Meeting – June 5, 2024**

There were no errors or omissions.

**A-87/24**

Moved by C. Van Paassen

Seconded by M. Columbus

THAT the minutes of the LPRCA Hearing Board Meeting held June 5, 2024 be adopted as circulated.

**Carried**

**6. Business Arising**

There was no business arising from the minutes.

**7. Review of Committee Minutes**

There were no committee minutes presented.

**8. Correspondence**

There was no correspondence to discuss.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

## **9. Planning Department**

### **a) Section 28 Regulations Approved Permits (L. Mauthe)**

Through the General Manager's delegating authority, 19 applications were approved in the past month. A summary of the applications was provided in the report.

Peter Ypma asked why integrity digs for gas pipelines required a permit. Leigh-Anne Mauthe replied that the digs meet the definition of development within a regulated area.

#### **A-88/24**

Moved by R. Weisler

Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated July 3, 2024 as information.

**Carried**

## **10. New Business**

### **a) General Manager's Report (J. Maxwell)**

Judy Maxwell provided a report summarizing operations this past month. Michael Columbus asked a question with regards to the funding from Ontario Power Generation, Judy Maxwell responded that the funding may be used to support education and habitat ecosystem biodiversity enhancement. The funding is to be used over three years and leveraged for additional funding where it is possible.

#### **A-89/24**

Moved by S. Bentley

Seconded by D. Brunton

That the LPRCA Board of Directors receives the General Manager's Report for June 2024 as information.

**Carried**

### **b) 2024 Christmas Operating Schedule (A. LeDuc)**

The report was presented by Aaron LeDuc. There were no questions from the Board.

#### **A-90/24**

Moved by P. Ypma

Seconded by M. Columbus

THAT the LPRCA Board of Directors closes operations from December 27th to December 31st, 2024 (except for emergency response);

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

And,

THAT staff working be granted one complimentary day off with pay;

And,

THAT staff are required to utilize two (2) vacation days during the period or take unpaid leave.

**Carried**

**c) Proposed 2025 LPRCA Meeting Schedule (J. Maxwell)**

Aaron LeDuc reviewed the report.

Jim Palmer commented that he had a conflict with the proposed 2025 budget meeting in November. The Chair suggested the meeting schedule be approved as is, minus the budget meeting, and asked staff to prepare a report for the next meeting.

**A-91/24**

Moved by J. Palmer

Seconded by T. Masschaele

THAT the LPRCA Board of Directors approves the Proposed 2025 Meeting Schedules as amended;

And,

THAT staff be directed to survey members with other available dates for the 2025 budget meeting and present a follow-up report at the next meeting.

**Carried**

**d) Five-Year Forest Management Operating Plan 2025-2029 (J. Maxwell)**

Judy Maxwell reviewed the report and the Chair asked if the plan could be modified if required, to which, Judy responded, yes.

Peter Ypma asked if the 186-acre harvest planned for 2025/26 is consistent with previous years. Judy believed the numbers to be consistent with previous years.

**A-92/24**

Moved by D. Beres

Seconded by R. Weisler

THAT the LPRCA Board of Directors approves the 5-Year Forest Management Operating Plan for the period covering 2025 to 2029.

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

**e) WECl Application Report (Saifur Rahman)**

Saifur Rahman provided a summary of projects submitted to the Water and Erosion Control Infrastructure program for funding.

Michael Columbus inquired why the Hay Creek Dam was proceeding ahead of the Teeterville Dam. Judy responded that Teeterville is proceeding with a Dam Safety Review (DSR) and will follow the same process as the Vittoria Dam. As a follow-up, Michael asked if the Hay Creek Dam will be following the same process. Judy replied that the Hay Creek Dam is a different situation, and LPRCA is working in conjunction with Norfolk County to complete the repairs to the dam as the county completes road repairs.

In response to Peter Ypma, Judy Maxwell stated that the purchasing process typically includes bringing an RFP and a recommendation for vendor selection to the Board. Due to a delay in releasing the application and a later submission deadline, notification of successful project selection is also later. Furthermore, the next scheduled Board meeting is in September and once the successful projects are announced, staff will need to proceed since one-year projects must be completed by March 15, 2025.

**A-93/24**

Moved by P. Ypma

Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the update on the 2024-25 & 2025-26 WECl Projects Application to MNR as information;

And,

THAT the LPRCA Board of Directors directs staff to implement the 2024-25 projects that receive WECl funding;

And,

THAT the Board of Directors approves the use of \$65,000 of unrestricted reserves.

And.

THAT the General Manager has the purchasing authority to approve the vendors selected for the funded projects.

**Carried**

**f) Watershed Conditions Update (Saifur Rahman)**

In addition to the submitted report, Saifer Rahman remarked that the final rainfall total for June was 98.2mm, which is above the June historical average of 78.1mm.

There were no questions from the Board.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

**A-94/24**

Moved by T. Masschaele

Seconded by R. Weisler

THAT LPRCA Board of Directors receives the Watershed Conditions Update Report as information.

**Carried**

**11. Closed Session**

**A-95/24**

Moved by J. Palmer

Seconded by D. Brunton

THAT the LPRCA Hearing Board does now enter into a closed session to discuss:

- Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority.

**Carried**

The members entered the closed session at 7:01 p.m. and reconvened in open session at 7:21 p.m.

Next meeting: September 4, 2024, Board of Directors, 6:30 p.m.

**Adjournment**

The Chair adjourned the meeting at 7:22 p.m.

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Robert Chambers  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma



## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

**Date:** August 28, 2024 **File:** 1.1.1  
**To:** Chair and Members,  
LPRCA Board of Directors  
**From:** Judy Maxwell, General Manager  
**Re:** **2026 Budget Meeting Discussion Date**

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### **Recommendation:**

**THAT the LPRCA Board of Directors approves scheduling the 2026 LPRCA Budget Meeting for Thursday, November 13, 2025.**

### **Strategic Direction:**

Strategic Direction #4 – Organizational Excellence

### **Background:**

The Proposed 2025 LPRCA Meeting Schedule was presented and approved at the July meeting, except the 2026 Budget meeting originally proposed to be held on Wednesday, November 12, 2025. The proposed date of the Budget meeting created a conflict and the Board requested staff find an alternative date for the meeting.

Staff has consulted member municipalities and Board members regarding available dates and the majority have indicated that Thursday, November 13, 2025 is preferred. The meeting is to be scheduled for 9:30 am to 3:30 pm.

Prepared by:

Approved and submitted by:

*Aaron LeDuc*

Aaron LeDuc, CPA, CGA  
Manager of Corporate Services

*Judy Maxwell*

Judy Maxwell, CPA, CGA  
General Manager



**LONG POINT REGION CONSERVATION AUTHORITY  
Audit and Finance Committee Meeting Minutes  
of August 16, 2024**

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Members in attendance:

Dave Beres, Chair  
Doug Brunton, Vice Chair  
Robert Chambers  
Stewart Patterson  
Chris Van Paassen

Staff in attendance:

Judy Maxwell  
Aaron LeDuc  
Nicole Sullivan

Regrets:

none

**1. Welcome and Call to Order**

The meeting was called to order at 9:28 a.m.

**2. Additional Agenda Items**

There were no additional agenda items.

**3. Approval of the Agenda**

**AUD-10/24**

Moved by R. Chambers  
Seconded by D. Brunton

THAT the LPRCA Audit and Finance Committee approves the agenda as circulated.

**Carried**

**4. Declaration of Conflicts of Interest**

No conflicts were declared.

**5. Minutes of the Previous Meeting**

There were no previous minutes for approval.

**6. New Business**

**a) Investment Update**

Aaron LeDuc verbally presented an update on the Authority's investments, specifically the Principal

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**AUDIT COMMITTEE MEMBERS  
Dave Beres, Doug Brunton, Robert Chambers,  
Stewart Patterson, Chris Van Paassen**

Protected Note (PPN) and the Endowment Bond Funds.

**AUD-11/24**

Moved by S. Patterson

Seconded by C. Van Paassen

THAT the LPRCA Audit and Finance Committee receives the Investment Update as information.

**Carried**

**b) Draft Purchasing Policy**

The report and the Draft Purchasing Policy were presented by Aaron LeDuc.

Doug Brunton inquired about the use of purchasing cards and credit cards by staff and campground staff. Aaron LeDuc responded that there are only five credit cards issued and used by Managers and Supervisors, and only approved stores have house accounts in which a Purchase Order system is used. Judy Maxwell discussed the purchasing mechanics of the parks, who can purchase, what gets purchased to the workshop, and the limits on large purchases.

Dave Beres inquired about the General Manager's limit for purchasing and if that meant that the General Manager could purchase light-duty vehicles like the Authority pick-up trucks without getting approval from the Board each time. Judy Maxwell responded to say if the item is included in the budget, yes. Aaron LeDuc added that under the draft policy, purchases within the approved budget would still be communicated to the Board of Directors through the quarterly financial reports capital sheet.

Dave Beres asked if the limit for the General Manager was enough. Judy Maxwell found it was enough.

Robert Chambers asked about emergency purchases and why the stipulation for going to Chair or Vice Chair about the purchase. Aaron LeDuc noted that it was for reporting transparency and to keep the Board informed of Authority actions and spending.

**AUD-12/24**

Moved by R. Chambers

Seconded by S. Patterson

THAT the Audit and Finance Committee receives the Draft Purchasing Policy as information;

AND

THAT the Audit and Finance Committee recommends that the Draft Purchasing Policy be presented to the Board of Directors for Approval.

**Carried**

**c) 2025 Budget Direction**

Aaron LeDuc noted that the 2025 Draft Budget process will be voted on at the January 2025 meeting of the Board as the 30-day comment and 30-day notice period of the Budget vote can be done concurrently.

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**AUDIT COMMITTEE MEMBERS**  
**Dave Beres, Doug Brunton, Robert Chambers,**  
**Stewart Patterson, Chris Van Paassen**

Aaron LeDuc reviewed and presented the report.

Doug Brunton asked for clarification on who was on the OMERS pension. Aaron LeDuc informed the committee that as of 2023 OMERS is to be offered to all employees (Full-time, part-time, contract, and seasonal) and there are over 40% of seasonal staff who are now on the plan.

Doug Brunton asked about the budget implications for Norfolk County and asked if the 5% target increase included the Norfolk Dams or are those over and above. Aaron LeDuc responded to say any special levies are not included in the target, and will remain as special levies. Judy Maxwell noted that LPRCA is always applying to WECl to help with the special levies on dams.

Chris Van Paassen asked if the increase of 3% for COLA was built into the 5% target. Aaron LeDuc noted that the 2.75% to 3% COLA increase is part of the 5% increase in levy target. Aaron LeDuc added that the 5% increase is the target because of falling interest rates, priorities related to provincially mandated studies, and a study of the Backhouse Historic Site Facilities.

**AUD-13/24**

Moved by C. Van Paassen

Seconded by R. Chambers

THAT the LPRCA Audit and Finance Committee receives the 2025 LPRCA Budget Direction report as information;

AND

THAT the LPRCA Audit and Finance Committee direct staff to prepare a DRAFT 2025 Budget for consideration by the Board of Directors, with a 5% upside target.

**Carried**

The Chair adjourned the meeting at 10:35 a.m.

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Dave Beres  
Audit and Finance Committee Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

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**AUDIT COMMITTEE MEMBERS**  
**Dave Beres, Doug Brunton, Robert Chambers,**  
**Stewart Patterson, Chris Van Paassen**



## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

**Date:** September 4, 2024

**File:** 3.3.1

**To:** Chair and Members,  
LPRCA Board of Directors

**From:** General Manager, LPRCA

**Re:** **Section 28 Regulation Approved Permits**  
Prohibited Activities, Exemptions and Permits (O. Reg. 41/24)

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### **Recommendation:**

**THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report as information.**

### **Links to Strategic Plan:**

Strategic Direction # 1 – Protect People and Property from Flooding and Natural Hazards

Strategic Direction # 2 – Deliver Exceptional Services and Experiences

Strategic Direction # 4 – Organizational Excellence

### **Background:**

#### **Application# LPRCA-1/24**

Plan 128, Lot 41-42, 210 Cedar Drive, Norfolk County – Charlotteville

- The proposed work – to construct a 210 m<sup>2</sup> vacation home with an attached garage, install a septic system and the associated grading,
- A satisfactory site plan and engineered construction drawings were submitted in support of this application,
- The top of foundation elevation and first floor elevation is at or above 176.8 m (CGVD28),
- No habitable space is proposed below the floodproofing elevation of 176.8 m (CGVD28),
- All mechanical and the electrical panel are located above the floodproofing elevation of 176.8 m (CGVD28),
- The foundation has been designed to withstand potential hydrostatic pressures during a Lake Erie storm event,
- The proposed septic is designed to be effective when the water table reflects the maximum monthly Lake Erie water level of 175.14 m CGVD1928, and
- As per the July 5, 2017 Board Resolution# A-178/17, the requirement for safe access is deemed to be satisfied.

#### **Application# LPRCA-22/24**

Plan 18072, Lot 20, 40 Hickory Beach Lane, Haldimand County - Walpole

- The proposed work –to replace the existing concrete retaining wall with an armour stone revetment 12m in length.

- A satisfactory site plan and engineered construction drawings were submitted in support of this application,
- There are no adverse impacts on the natural shoreline processes of Lake Erie,
- The proposed shoreline structure is in accordance with the recommendations of the Shoreline Management Plan,
- The susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding and erosion

#### **Application# LPRCA-23/24**

##### Plan 18072, Lot 22, 23, 44 Hickory Beach Lane, Haldimand County - Walpole

- The proposed work –to place rip rap stones behind the existing concrete block shoreline protection approximately 7m in length.
- A satisfactory site plan and engineered construction drawings were submitted in support of this application,
- There are no adverse impacts on the natural shoreline processes of Lake Erie,
- The proposed shoreline structure is in accordance with the recommendations of the Shoreline Management Plan,
- The susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding and erosion.

#### **Application# LPRCA-24/24**

##### Plan 18072, Lot 24, 48 Hickory Beach Lane, Haldimand County - Walpole

- The proposed work –to replace the existing concrete retaining wall with an armour stone revetment approximately 11.7m in length.
- A satisfactory site plan and engineered construction drawings were submitted in support of this application,
- There are no adverse impacts on the natural shoreline processes of Lake Erie,
- The proposed shoreline structure is in accordance with the recommendations of the Shoreline Management Plan,
- The susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding and erosion.

#### **Application# LPRCA-92/24**

##### Concession A, Lot 14, Lot 7 Boathouse Lane, Norfolk County- South Walsingham

- The proposed work – to replace the existing boathouse with a two-bay boathouse with 80m<sup>2</sup> (866 ft<sup>2</sup>) of useable floor area. The proposal includes excavating another boat well, replacing and constructing new sheet pile seawalls.
- There is no opportunity for the structure to be converted into habitable space,
- There is no feasible alternative site outside the Lake Erie shoreline flooding or erosion hazard,
- The susceptibility to natural hazards is not increased or new hazards created,
- Material removed from the property and some material used for landscaping and the rest will be taken off site,
- The application is adjacent to a provincially significant wetland. The hydrologic function of the wetland will not be negatively impacted by this development, and
- The application is within the Lake Erie flooding hazard and this proposal will not negatively impact the control of flooding.

**Application# LPRCA-94/24**

Plan 133, Lot 57, 125 Ordnance Avenue, Norfolk County- Charlotteville

- The proposed work – to construct a new 313 m<sup>2</sup> (3377 ft<sup>2</sup>) cottage on the existing foundation with a septic system and armour stone retaining wall.
- A satisfactory site plan and engineered construction drawings were submitted in support of this application,
- The residential structure meets the floodproofing standard,
- The top of pile foundation and first floor elevation is at or above 176.8m (CGVD28),
- No habitable space is proposed below the floodproofing elevation of 176.8m (CGVD28),
- All mechanical and the electrical panel are located above the floodproofing elevation of 176.8m (CGVD28),
- The proposed septic is designed to be effective when the water table reflects the maximum monthly Lake Erie water level of 175m CGVD1928,
- As per the July 5, 2017 Board Resolution# A-178/17, the requirement for safe access is deemed to be satisfied.

**Application# LPRCA-101/24**

Concession 9, Lot 24, 44 Muir Road South, Brant County

- The proposed work – to decommission the existing stormwater management pond and construct a new stormwater management pond. The pond will outlet to Big Creek through a cable concrete and rip-rap spillway.
- A satisfactory site plan, engineered construction drawings, stormwater management report and environmental mitigation report were submitted in support of this application,
- Susceptibility to natural hazards is not increased or new hazards created,
- There are no adverse hydraulic or fluvial impacts on the creek,
- The application is within the riverine erosion and flood hazard and this proposal should not negatively affect the control of flooding and erosion.

**Application# LPRCA-106/24**

Plan 135, Lot D and E, 33 Cedar Drive, Norfolk County - Charlotteville

- The proposed work – to recognize the construction of a 37m<sup>2</sup> (400ft<sup>2</sup>) covered back deck.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no opportunity for conversion into habitable space in the future,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding and erosion.

**Application# LPRCA-110/24**

Plan 16B, Lot 6, 37 Front Road, Norfolk County – Port Rowan

- The proposed work – to dredge sand/organic material from an existing boat channel approximately, width 8.4m (27.6 ft) by length 109.7 m (359.9 ft) to a water depth of approximately 2 metres (6ft).
- A satisfactory site plan and construction plan was submitted in support of this application,
- The susceptibility to natural hazards is not increased or new hazards created,
- There will be no adverse impacts on the natural shoreline processes of Lake Erie,
- Material removed will be deposited on the existing spoil banks above the highwater mark along the perimeter of the boat channel,
- The application is within a Provincially Significant wetland. The hydrologic function of the wetland will not be negatively impacted by this development, and
- The application is within the Lake Erie flooding hazard and this proposal will not negatively impact the control of flooding.

**Application# LPRCA-111/24****Concession 11, Lot 10, Zdriluk Municipal Drain, Norfolk County - Townsend**

- The proposed work – to construct an outlet as a result of proposed improvements to the Zdriluk Municipal Drain which includes excavating a portion of the open ditch, removing and installing new tiles, replacement of catch basins and installation of new tile,
- A satisfactory site plan and construction details were provided in support of the application,
- There are no adverse hydraulic impacts on the receiving watercourse,
- The application is an alteration to a watercourse and the proposed work will not negatively affect the watercourse.

**Application# LPRCA-118/24****Kinsmen Pedestrian Bridge – Oxford County, Town of Tillsonburg**

- The proposed work – the replacement of the deck including rehabilitation of the existing abutments and pile foundation and the placement of rip-rap on the embankments.
- A satisfactory site plan and construction details were submitted in support of the application,
- A satisfactory sediment and erosion control measures will be in place during construction,
- There are no adverse hydraulic or fluvial impacts on the watercourse,
- The application is an alteration to a watercourse and the proposed work will not negatively affect the watercourse, and
- The application is also within the riverine flooding and erosion hazard associated with Stony Creek and it will not negatively affect the control of flooding or erosion.

**Application# LPRCA-120/24****Plan 546, Lot 9-11, 92 Clubhouse Road, Unit 58, Norfolk County – South Walsingham**

- The proposed work – to construct a 13m<sup>2</sup> (144 ft<sup>2</sup>) sunroom addition onto the existing sunroom.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no feasible alternative site outside of the flooding hazard,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding hazard and this proposal will not negatively affect the control of flooding or erosion

**Application# LPRCA-121/24****Concession 4, Decou Road right-of-way, Norfolk County- Simcoe,**

- The proposed work – to construct approximately 612 m (2007 ft) of new municipal storm sewer and a storm outlet within the Decou Road right-of-way from the Big Sky Subdivision to the Lynn River.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- A satisfactory sediment and erosion control plan were submitted in support of this application,
- The application is within the riverine erosion and flood hazard and this proposal should not negatively affect the control of flooding and erosion.

**CONDITION:**

If the excavation/construction advances in the water (in-water condition), an adequate dewatering plan including partial watercourse isolation measures designed by a qualified person must be implemented.

**Application# LPRCA-122/24**

Plan 133, Lot 106, 217 Ordnance Avenue – Norfolk County, Charlotteville

- The proposed work – to construct a concrete pad, a 180 ft<sup>2</sup> (16 m<sup>2</sup>) second storey deck and the associated stairs,
- A satisfactory site plan and construction details were provided in support of the application,
- There is no opportunity for conversion into habitable space, and
- The application is within the Lake Erie shoreline flooding hazard and the proposed development will not affect the control of flooding.

**Application# LPRCA-123/24**

Concession 1, Lot 2, 171 Lakeshore Road, Haldimand County - Rainham

- The proposed work – to replace the roof, windows and repair the east wall and the interior due to fire damage on an existing 46m<sup>2</sup> garage.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The existing structure is setback from the top of stable slope and flooding hazard and is located in the area of least risk,
- The application is within the Lake Erie Erosion hazard allowance and this proposal will not negatively affect the control of erosion.

**Application# LPRCA-124/24**

Typical Bridge Crossing, Road Right-of-Way, Brant County

- The proposed work – install a new conduit/communication cable, using a directional drill method, within the road right-of-way throughout Brant County,
- A satisfactory design drawing was submitted in support of this application,
- Satisfactory sediment and erosion control and emergency response plans were submitted in support of this application, and
- The application is within the riverine hazard and this proposal will not negatively affect the control of flooding and erosion.

Additionally,

- Staff recommend this permit be valid for five years as the construction will continue for a period longer than two years.

**Application# LPRCA-125/24**

Typical Steel Culvert, Road Right-of-Way, Brant County

- The proposed work – install a new conduit/communication cable, using a directional drill method, within the road right-of-way throughout Brant County.
- A satisfactory design drawing was submitted in support of this application,
- Satisfactory sediment and erosion control and emergency response plans were submitted in support of this application, and
- The application is within the riverine hazard and this proposal will not negatively affect the control of flooding and erosion.

Additionally,

- Staff recommend this permit be valid for five years as the construction will continue for a period longer than two years.

**Application# LPRCA-126/24**

Typical Concrete Culvert, Road Right-of-Way, Brant County

- The proposed work – install a new conduit/communication cable, using a directional drill method, within the road right-of-way throughout Brant County.
- A satisfactory design drawing was submitted in support of this application,



- Satisfactory sediment and erosion control and emergency response plans were submitted in support of this application, and
- The application is within the riverine hazard and this proposal will not negatively affect the control of flooding and erosion.

Additionally,

- Staff recommend this permit be valid for five years as the construction will continue for a period longer than two years.

#### **Application# LPRCA-127/24**

##### Typical Wetland Crossing, Road Right-of-Way, Brant County

- The proposed work – install a new conduit/communication cable, using the directional drill method, within the road right-of-way throughout Brant County.
- A satisfactory design drawing was submitted in support of this application,
- Satisfactory sediment and erosion control and emergency response plans were submitted in support of this application, and
- The application is within the regulated area adjacent to a wetland. The hydrologic function of the wetland will not be negatively impacted by this development.

Additionally,

- Staff recommend this permit be valid for five years as the construction will continue for a period longer than two years.

#### **Application# LPRCA-128/24**

##### Concession 1, Lot 13, 1227 Lakeshore Road, Haldimand County - Rainham

- The proposed work – to construct a 17m<sup>2</sup> (192ft<sup>2</sup>) addition to an existing residential structure,
- A satisfactory site plan and construction details were submitted in support of the application,
- The addition is no closer to the lake than the existing building or structure,
- The application is within the Lake Erie shoreline erosion hazard allowance and the control of erosion will not be negatively affected by the proposed development.

#### **Application# LPRCA-86/24 REVISED**

##### Plan 128, Lot 82, 18 Ordnance Ave, Norfolk County- Charlotteville

- The proposed work – the revisions to the original permit include a revised roof plan to cover the second storey balcony.
- The original permit is to demolish the existing residential structure and construct a 161m<sup>2</sup> (1732ft<sup>2</sup>) residential structure with new septic system and a 24m<sup>2</sup> (258ft<sup>2</sup>) accessory building.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The residential structure meets the floodproofing standard,
- All mechanical and the electrical panel are located above the flood proofing elevation,
- The floor area of the accessory building is less than 100m<sup>2</sup> and has no opportunity to be converted into habitable space,
- The proposed septic is designed to be effective when the water table reflects the maximum monthly Lake Erie water level of 175m CGVD1928, and
- As per the July 5, 2017 Board Resolution# A-178/17, the requirement for safe access is deemed to be satisfied.

**Application# LPRCA-98/24 REVISED**

Plan 7267, Lot 53, 1026 Lakeshore Road, Haldimand County - Rainham

- The proposed work – to replace the existing tank and relocate the new tank to the front yard.
- The original permit is to replace the existing 9000L (2377Gal) tank with the same size tank in approximately the same location,
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no feasible alternative site outside the Lake Erie flood hazard,
- Susceptibility to natural hazards is not increased or new hazards created,
- The application is within the Lake Erie shoreline flooding hazard and this proposal will not negatively affect the control of flooding or erosion.

**Application# LPRCA-130/24**

Concession 11, Lot 3, 16 Old Church Road, Norfolk County - Charlotteville

- The proposed work – to construct a 332 m<sup>2</sup> (3584 ft<sup>2</sup>) single-family dwelling with an attached 109 m<sup>2</sup> (1173 ft<sup>2</sup>) garage, a new septic system and the associated grading;
- A satisfactory site plan and construction details were submitted in support of the application,
- A satisfactory grading plan was submitted in support of the application,
- The application is set back from the top of bank, and
- The application is located within the riverine erosion hazard allowance and the control of erosion will not be negatively impacted by the proposed development.

**CONDITION:**

- Silt fence is to be placed along the west side of the property, no closer than 3 metres from the top of slope.

**Application# LPRCA-131/24**

Plan 36 B, Lot 23, 16 Mill Lane, Norfolk County - Charlotteville

- The proposed work – to construct a 18m<sup>2</sup> (193ft<sup>2</sup>) shed, a 35m<sup>2</sup> (376ft<sup>2</sup>) cabana, a 46m<sup>2</sup> (495ft<sup>2</sup>) pool, an armour stone landscaping wall and relocate an existing accessory structure.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The risk of creating new Riverine Erosion Hazards or aggravating existing Riverine Erosion Hazards as a result of the development is negligible,
- Access into and through the valley for maintenance will not be prevented, and
- The application is within the riverine valley system and this proposal will not negatively affect slope stability.

**Application# LPRCA-132/24**

Plan 500, Part Lot 1292, Oxford County – Town of Tillsonburg

- The proposed work – to construct a 30 m<sup>2</sup> (322 ft<sup>2</sup>) non-habitable accessory structure,
- A satisfactory site plan and construction details were submitted in support of the application,
- The proposed development is setback from the top of bank, and
- The application is within the riverine erosion hazard and it will not negatively affect the slope stability.

**Application# LPRCA-134/24**

Concession 1, Lot 10, 852 Concession 10 Road, Haldimand County – Walpole

- The proposed work – to complete an integrity dig for a natural gas pipeline that measure

approximately 18.5 m x 5 m with an approximate depth of 2 m.

- A satisfactory site plan and construction details have been submitted in support of the application,
- A satisfactory site-specific environmental protection plan and sediment and erosion control plan have been submitted in support of the application,
- No new hazards are created, and
- The application is within the riverine flooding and erosion hazard and it will not negatively affect the control of flooding or erosion.

**Application# LPRCA-137/24**

Plan 436, Lot 98, 158 Woodstock Avenue, Norfolk County- South Walsingham

- The proposed work – to construct a 29m<sup>2</sup> (314ft<sup>2</sup>) addition to the existing cottage on helical piles,
- A satisfactory site plan and construction drawings were submitted in support of this application,
- No basement is proposed,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding or erosion.

**Application# LPRCA-138/24**

Plan 500, Lot 543, 9 Delevan Crescent, Oxford County - Tillsonburg

- The proposed work – to construct a 173m<sup>2</sup> (1864ft<sup>2</sup>) residential dwelling and a 13m<sup>2</sup> (140ft<sup>2</sup>) back deck.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no habitable floor space below the elevation of the Regulatory flood,
- The application is within the riverine erosion and flood hazard allowance and this proposal will not negatively affect the control of flooding and erosion.

**Application# LPRCA-140/24**

Oxford County Road 13 Bridge, Oxford County – Township of Norwich

- The proposed work – to remove approximately 40 m<sup>3</sup> (1412 ft<sup>3</sup>) of sediment, installation of curb and gutter and rip-rap spillways at the corners of the bridge wingwalls,
- A satisfactory site plan and construction details were submitted in support of this application,
- A satisfactory sediment and erosion control plan was submitted in support of this application, and
- The application is an alteration to a watercourse and the proposed work will not negatively affect the watercourse.

**Application# LPRCA-142/24**

Plan 219, Lot 134, 10 Fourth Avenue, Norfolk County – South Walsingham

- The proposed work – to recognize the construction of a 30m<sup>2</sup> (325ft<sup>2</sup>) back deck on the existing vacation dwelling,
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no opportunity for conversion into habitable space in the future,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding hazard and this proposal will not negatively affect the control of flooding and erosion.

**Application# LPRCA-143/24**

Plan 436, Lot 38, 55 Woodstock Avenue, Norfolk County – South Walsingham

- The proposed work – to construct a 31 m<sup>2</sup> (336 ft<sup>2</sup>) minor addition and internal renovations to the existing structure,
- A satisfactory site plan and construction details were submitted in support of the application,
- The addition is no closer to the lake than the existing building,
- The number of dwelling units is the same,
- All habitable floor space is above the existing ground floor elevation,
- No basement is proposed and all work is to be done on the existing foundation,
- The application is within the Lake Erie flooding and erosion hazard and the control of flooding or erosion will not be negatively impacted by the proposed development.

**Application# LPRCA-144/24**

2 Harbour Street to 56 Harbour Street, Norfolk County – Port Dover

- The proposed work – to reconstruct the existing roadway, including the parking spots on both sides of Harbour Street and the construction of two storm sewer outlets.
- A satisfactory site plan and engineered construction drawings were submitted in support of this application,
- Susceptibility to natural hazards is not increased or new hazards created,
- The application is within the riverine flood hazard allowance and this proposal should not negatively affect the control of flooding.
- The application is within the Lake Erie shoreline flooding hazard and this proposal will not negatively affect the control of flooding or erosion.

**Application# LPRCA-145/24**

Plan 16B, Block 6, 67 Front Road, Norfolk County – Port Rowan

- The proposed work – to replace the existing residential dwelling with a 322m<sup>2</sup> two-storey dwelling in the same location, and install a new septic system, approximately 30 metres from a Provincially Significant Wetland.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no feasible alternative site outside the Lake Erie Shoreline Erosion Hazard,
- The existing structure is setback from the top of stable slope and is located in the area of least risk,
- Maintenance access is provided to and along the shoreline,
- Susceptibility to natural hazards is not increased or new hazards created,
- The application is within the Lake Erie Erosion hazard and this proposal will not negatively affect the control of erosion.
- The application is within the regulated area adjacent to a wetland. The hydrologic function of the wetland will not be negatively impacted by this development.

**Application# LPRCA-148/24**

Concession 14, Lot 3, 157 Queensway East, Norfolk County - Simcoe

- The proposed work –to upgrade an existing culvert to facilitate a stormwater outlet and future improvements to Dingle Creek. The proposed work will be within 30 metres of a Provincially Significant Wetland.
- A satisfactory site plan, engineered construction drawings and erosion and sediment control plan were submitted in support of this application,
- A satisfactory stormwater management report was prepared in support of this application,
- The susceptibility to natural hazards is not increased or new hazards created,

- The application is within the riverine flood hazard of Dingle Creek and this proposal should not negatively affect the control of flooding and erosion,
- The application is within the regulated area adjacent to a wetland. The hydrologic function of the wetland will not be negatively impacted by this development.

**Application# LPRCA-150/24**

Plan 436, Lot 110, 128 Woodstock Avenue, Norfolk County – South Walsingham

- The proposed work – to construct a 50 m<sup>2</sup> (540 ft<sup>2</sup>) addition to the existing residential structure, install a new septic system and the associated grading,
- A satisfactory grading plan and construction details were submitted in support of the application,
- All proposed habitable floor space is above the existing ground floor elevation,
- The septic system has been designed to be functional when the water table reflects the maximum monthly Lake Erie water level, and
- The application is within the Lake Erie shoreline flooding and this proposal will not negatively affect the control of flooding.

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**Application# LPRCA-151/24**

Concession 1, Lot 22, 60 Vola Beach Lane, Haldimand County - Walpole

- The proposed work – to install a new ½" NPS to service the existing residential structure,
- A satisfactory site plan and construction details were provided in support of the application,
- A satisfactory mitigation plan and contingency plan have been submitted in support of the application, and
- The application is within the Lake Erie erosion hazard and the control of erosion will not be negatively impacted by the proposed development.

**Application# LPRCA-153/24**

Plan 18072, Lot 18, 36 Hickory Beach Lane, Haldimand County- Walpole

- The proposed work – to repair the roof, interior walls, a portion of the back deck and a portion of the interior floors after fire damage.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The existing structure is setback from the top of stable slope,
- Maintenance access is maintained to and along the shoreline,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie Erosion hazard and this proposal will not negatively affect the control of erosion.

**Application# LPRCA-154/24**

Concession BF, Lot 7, 506 Radical Road, Norfolk County - Woodhouse

- The proposed work – to replace the existing residential structure with a 903m<sup>2</sup> (9725ft<sup>2</sup>) residential structure and construct a septic bed.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The potential for surficial erosion is addressed by a drainage plan,
- The proposed structure is adequately setback from the top of stable slope and erosion hazard and is located in the area of least risk,
- Maintenance access is provided to and along the shoreline,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie Erosion hazard allowance and this proposal will not negatively affect the control of erosion.

**Application# LPRCA-156/24**

Concession 1, Lot 5, 56 Hoover Point Lane, Haldimand County - Rainham

- The proposed work – to install an approximately 9000L (2377Gal) septic holding tank landward of the residential structure,
- A satisfactory site layout plan was submitted in support of this application,
- Susceptibility to natural hazards is not increased or new hazards created,
- The application is within the Lake Erie shoreline erosion hazard allowance and this proposal will not negatively affect the control of erosion.

**Application# LPRCA-157/24**

Concession 1 NTR, Lot 16, 1261 Colonel Talbot Road, Norfolk County - Middleton

- The proposed work – to construct a pond adjacent to a open ditch municipal drain,
- A satisfactory site plan and construction drawings were submitted,
- It has been determined that there will be no adverse fluvial impacts to the watercourse,
- The application is an alteration to a watercourse and it will not negatively affect the watercourse.

**Application# LPRCA-158/24**

Plan 251, Lot 71, 72, 193 Hastings Drive, Norfolk County – South Walsingham

- The proposed work – to place material on-site future shoreline protection work which includes 6 dump truck loads of sand and 6 dump truck loads of concrete rubble,
- This proposal is not in accordance with the currently approved Shoreline Management Plan. However, as per the July 5, 2027 Board Resolution #A-173/17, the emergency repair of existing shoreline protection and the extension of shoreline protection to fill gaps between protected lots are supported.

**Financial Implication:**

N/A

**Prepared by:**

*Isabel Johnson*

Isabel Johnson, Resource Planner

**Reviewed by:**

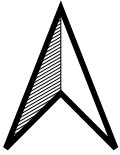
*Leigh-Anne Mauthe*

Leigh-Anne Mauthe, MCIP, RPP  
Interim Manager of Watershed Services

**Approved and submitted by:**

*Judy Maxwell*

Judy Maxwell, CPA, CGA  
General Manager



Throughout Brant County:  
LPRCA-124/24  
LPRCA-125/24  
LPRCA-126/24  
LPRCA-127/24

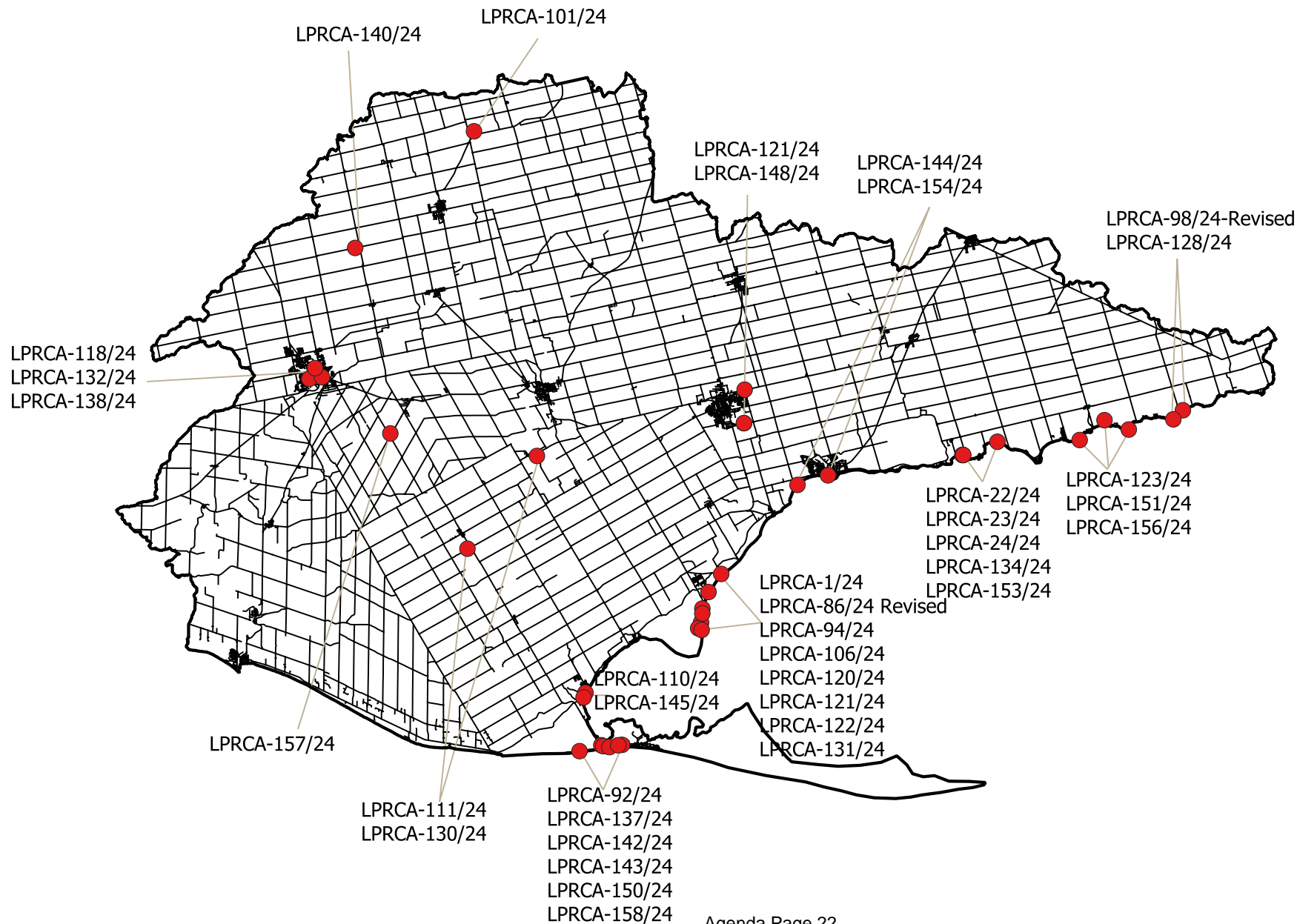


LONG POINT REGION  
CONSERVATION  
AUTHORITY

Approved Applications  
O. Reg. 41/24

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## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

**Date:** August 28, 2024

**File:** 1.1.2

**To:** Chair and Members, LPRCA Board of Directors

**From:** General Manager, LPRCA

**Re:** **GM's REPORT – July and August 2024**

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### **Recommendation:**

**THAT the LPRCA Board of Directors receives the General Manager's Report for July and August 2024 as information.**

### **Links to Strategic Plan:**

Strategic Direction #1 – Protect People and Property from Flooding and Natural Hazards

Strategic Direction #2 – Deliver Exceptional Services and Experiences

Strategic Direction #3 – Support and Empower Our People

Strategic Direction #4 – Organizational Excellence

### **Background:**

On August 10<sup>th</sup> the Deer Creek Kids Fishing Derby was held with 100 children participating. I would like to thank the local businesses, volunteers and staff that support the derby to make it a very successful event. We received \$2,000 in cash donations along with product donations that supports the derby.

At the Lee Brown Marsh Management Committee meeting on August 20<sup>th</sup> the annual Leighton & Betty Brown Conservation Scholarships was presented. The recipient this year was Jared McPherson and he was awarded \$1,000 to help support his post-secondary environmental education.

Staff has reviewed 140 permit applications as of August 23<sup>rd</sup> compared to 169 permit applications to date in 2023. Staff has also reviewed and provided comments to municipal staff on 65 Planning Act applications.

The Authority received notice from the Water and Erosion Control Infrastructure (WECl) program funding on August 8<sup>th</sup>, 2024. We submitted five projects for year 1 (2024-2025) and received approval for five projects. One project request was approved but at a reduced amount and we are currently seeking clarification from MNR. For year 2 (2025-2026) we submitted four projects and received funding for two projects. Request for Proposals have been prepared and are currently out to market with a closing date of September 11<sup>th</sup>, 2024. A report will be completed for the Board at the next meeting in October.

The Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board have both signed contracts for outdoor and heritage education classes at Backus for the 2024 fall and 2025 spring classes. This is the first year the Grand Erie District School Board



added 8 programming days for high school students and staff have updated and prepared the high school curriculum.

Forestry staff are continuing invasive species control and re-treatment at selected LPRCA forest tracts. One logging operation was completed on the Blommaert Tract and two operations will be starting up in the coming weeks.

LPRCA Forestry staff are partnering with Ontario Woodlot Association (OWA) to do pre-treatment of Hemlock Wooley Adelgid (HWA) on three selected LPRCA forest tracts. Staff have inventoried 3,465 trees which have been mapped for potential treatment with two emergency use chemicals and injections. OWA will be producing a field manual to help forest managers with the treatment of HWA. It has only been detected in Haldimand County and the Haldimand CA property and two adjacent private properties has been treated for HWA using two approved emergency chemicals.

LPRCA forestry staff was contacted by the Invasive Species Centre to install eDNA traps on a LPRCA forest tract containing Hemlock to determine if they are an effective and efficient detection method for landowners to monitor HWA.

The War of 1812 reenactment will be held on September 7-8, 2024 and the Memorial Forest Service will be held on Sunday September 15<sup>th</sup>. Both events are at the Backus Heritage Conservation Area.

I would like to thank all the staff for their contributions in delivering our programs and services to the residents of the watershed.

Prepared and submitted by:

*Judy Maxwell*

Judy Maxwell, CPA, CGA  
General Manager



## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

**Date:** August 26, 2024 File: 1.4.1  
**To:** Chair and Members  
LPRCA Board of Directors  
**From:** General Manager/Secretary Treasurer, LPRCA  
**Re:** **Q2 Financial Report - June 30, 2024**

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### **Recommendation:**

**THAT the LPRCA Board of Directors receives the Q2 Financial Report – June 30, 2024 for the period up to and including June 30<sup>th</sup>, 2024 as information.**

### **Strategic Direction:**

Strategic Direction #1 – Protect People & Property from Flooding & Natural Hazards  
Strategic Direction #2 – Deliver Exceptional Services & Experiences  
Strategic Direction #3 – Support & Empower Our People  
Strategic Direction #4 – Organizational Excellence

### **Purpose:**

The Q2 financial report provides a consolidated and departmental update for the Board of Directors of the budget vs actual comparison of the revenues and expenditures for LPRCA for the period up to and including June 30, 2024.

### **Background:**

The Board approved the 2024 Operating Budget of \$5,868,270 and Capital Budget of \$696,340 on February 7, 2024.

The consolidated statement of operations is attached as Appendix 1 accompanied with the departmental actual vs budget results. The capital projects are summarized in Appendix 2.

### **Discussion:**

The Q2 operating revenues totaled \$3,785,044 with expenditures of \$2,590,142. Revenues represented 62.2% of the annual budget and expenditures 44.1% with a surplus of \$1,194,903 year to date.

Revenues are \$221,079 greater or 6.2% greater than the same period year over year.  
Expenditures are \$282,049 greater or 12.2% higher than prior year.

The operating surplus of \$1,194,903 for the period up to and including June 30<sup>th</sup> of the fiscal is \$60,970 less than the 2023 surplus of \$1,255,873 or down 4.9% year over year.

## **Analysis:**

### **Planning**

Planning User Fees of \$119,809 are down 15.1% through the second quarter in comparison to the 2023 user fees of \$141,199. Staff has responded to 62 lawyer inquiries, issued 105 permits and participated in 56 reviews and 14 pre-consultations through the second quarter.

### **Forestry**

The forestry program has issued and awarded two of three planned tenders in the first quarter. The tenders resulted in \$314,902 in revenue and 2024 full year revenues have exceeded the 2024 budget of \$310,000.

### **Campgrounds**

Camping revenues as at June 30, 2024 totaled \$1,563,255 in comparison to \$1,483,027 in 2023. As of the end of the quarter, 447 seasonal camping payments have been received. In 2023 we had 451 seasonal campers and its anticipated that we will have a similar number of seasonal campers in 2024.

## **Financial Implications:**

Revenues for the first quarter are \$3,785,044 with expenditures of \$2,590,142 resulting in a surplus of \$1,194,903. Demand for camping remains high and seasonal camping revenues are projected to attain budget.

Due to the seasonality of forestry revenues, seasonal camping, receipt of grant funding the Authority is in a positive position for the second quarter up to and including June 30<sup>th</sup>, 2024 and expected to be remain on budget for fiscal 2024.

**Prepared by:**

**Approved and submitted by:**

Aaron LeDuc  
Aaron LeDuc, CPA, CGA  
Manager of Corporate Services

Judy Maxwell  
Judy Maxwell, CPA, CGA  
General Manager

## Long Point Region Conservation Authority

### Statement of Operations - Summary

For The 6 Months Ending June 30, 2024

#### Appendix 1

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022
<b>Program:</b>					
Watershed Planning and Technical Services	\$216,799	\$439,146	(\$222,347)	\$196,233	\$179,330
Watershed Flood Control Services	103,885	320,079	(216,194)	71,294	39,710
Healthy Watershed Services	169,799	167,227	2,572	129,291	120,928
Communications	43,926	136,299	(92,373)	22,101	31,863
Backus Heritage and Education Services	114,963	307,756	(192,793)	31,129	27,132
Public Forest Land Management Services	169,282	297,532	(128,251)	161,557	110,505
Private Forest Land Management Services	55,242	188,427	(133,185)	77,550	134,175
Conservation Parks	672,212	1,667,787	(995,575)	600,143	510,960
Maintenance Operations Services	196,023	433,307	(237,284)	160,419	133,941
Conservation Authority Lands	198,448	670,310	(471,862)	189,882	148,375
Corporate Services	649,564	1,240,400	(590,836)	668,494	526,426
	<b>\$2,590,142</b>	<b>\$5,868,270</b>	<b>(\$3,278,128)</b>	<b>\$2,308,093</b>	<b>\$1,963,344</b>
<b>Objects of Expenses</b>					
Staff Expenses	\$1,565,608	\$3,803,085	(\$2,237,478)	\$1,174,174	\$1,050,128
Staff Related Expenses	31,356	52,305	(20,949)	107,684	14,052
Materials and Supplies	207,243	343,331	(136,088)	196,229	253,046
Purchased Services	722,990	1,547,033	(824,043)	744,872	563,468
Equipment	15,612	53,725	(38,113)	37,870	37,411
Other	31,788	31,790	(2)	30,734	33,205
Director Fees / Expenses	15,545	37,000	(21,455)	16,530	12,035
<b>Total Expenditures</b>	<b>\$2,590,142</b>	<b>\$5,868,270</b>	<b>(\$3,278,128)</b>	<b>\$2,308,093</b>	<b>\$1,963,344</b>
<b>Sources of Revenue:</b>					
Municipal Levy - Operating	\$1,072,981	\$2,145,963	(\$1,072,981)	\$1,012,148	\$838,387
Provincial Grants	3,656	19,000	3,656	6,235	32,035
MNR Grant	0	35,229	(35,229)	35,229	0
Federal Grants	0	3,994	(3,994)	0	99,729
User Fees	2,386,504	3,242,159	(855,655)	2,235,818	1,949,316
Community Support	157,401	263,559	(106,157)	145,858	211,298
Endowment Funding	8,793	120,000	(111,207)	9,088	18,000
Interest	155,709	241,500	(85,791)	119,589	18,825
Contribution from Reserves	0	17,816	(276,729)	0	13,339
<b>Total Revenue</b>	<b>\$3,785,044</b>	<b>\$6,089,220</b>	<b>(\$2,544,088)</b>	<b>\$3,563,966</b>	<b>\$3,180,930</b>
<b>Excess (deficiency) of revenue over expenditures</b>	<b>\$1,194,903</b>	<b>\$220,950</b>	<b>\$734,040</b>	<b>\$1,255,873</b>	<b>\$1,217,586</b>

# **Long Point Region Conservation Authority**

## **Statement of Operations**

### **Watershed Planning and Technical Services**

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
Technical and Planning Services	\$212,246	\$410,394	(\$198,149)	\$188,574	\$160,708	
Technical Study Services	4,553	28,751	(\$24,198)	7,659	18,622	
<b>Total Activities</b>	<b>\$216,799</b>	<b>\$439,146</b>	<b>(\$222,347)</b>	<b>\$196,233</b>	<b>\$179,330</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$204,314	\$389,546	(\$185,232)	\$182,681	\$169,546	
Staff Related Expenses	4,373	7,400	(\$3,027)	4,272	909	
Materials and Supplies	398	4,700	(\$4,302)	0	249	
Purchased Services	5,791	31,000	(\$25,209)	7,356	6,703	
Equipment	1,923	6,500	(\$4,577)	1,923	1,923	
<b>Total Expenditures</b>	<b>\$216,799</b>	<b>\$439,146</b>	<b>(\$222,347)</b>	<b>\$196,233</b>	<b>\$179,330</b>	
<b>Sources of Revenue</b>						
Municipal Levy - Operating	\$87,669	\$175,338	(\$87,669)	\$79,506	\$101,558	
MNR Grant	0	8,807	(\$8,807)	8,807	0	
User Fees - Lawyer Inquiry Revenue	14,005	25,000	(\$10,995)	13,730	16,595	62 Lawyer Inquiries
User Fees - Planning / Technical Service Fees	59,800	120,000	(\$60,200)	64,044	70,110	105 Permits
User Fees - Planning Act Review Fees	41,254	100,000	(\$58,746)	60,425	64,677	56 Planning Reviews
User Fees - Pre-Consultation Fees	4,750	10,000	(\$5,250)	3,000	5,400	14 Pre-cons
<b>Total Revenue</b>	<b>\$207,478</b>	<b>\$439,146</b>	<b>(\$231,668)</b>	<b>\$229,512</b>	<b>\$258,340</b>	
<b>Excess (deficiency) revenue over expenditures</b>	<b>(\$9,321)</b>	<b>\$0</b>	<b>(\$9,321)</b>	<b>\$33,279</b>	<b>\$79,010</b>	

# **Long Point Region Conservation Authority**

## **Statement of Operations**

### **Watershed Flood Control Services**

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
Flood Control Administrative Services	\$62,281	\$97,610	(\$35,329)	\$53,320	\$23,559	
Flood Forecasting and Warning Services	26,465	85,333	(\$58,868)	9,273	9,008	
General Operational Services	9,520	39,984	(\$30,464)	1,562	5,061	
Structures - Minor Maintenance Services	533	79,383	(\$78,850)	243	494	
Structures - Preventative Maintenance Services	5,085	17,768	(\$12,683)	6,897	1,588	
<b>Total Activities</b>	<b>\$103,885</b>	<b>\$320,079</b>	<b>(\$216,194)</b>	<b>\$71,294</b>	<b>\$39,710</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$91,735	\$277,054	(\$185,318)	\$56,850	\$29,943	
Staff Related Expenses	1,951	2,700	(\$749)	1,759	498	
Materials and Supplies	2,157	7,800	(\$5,643)	60	1,752	
Purchased Services	6,171	23,525	(\$17,354)	7,407	1,768	
Equipment	1,869	9,000	(\$7,131)	5,219	5,749	
<b>Total Expenditures</b>	<b>\$103,885</b>	<b>\$320,079</b>	<b>(\$216,194)</b>	<b>\$71,294</b>	<b>\$39,710</b>	
<b>Sources of Revenue</b>						
Municipal Levy - Operating	\$146,829	\$293,657	(\$146,828)	\$121,424	\$89,094	
Provincial Grants	2,331	0	\$2,331	6,235	30,513	
MNR Grant	0	26,422	(\$26,422)	26,422	0	
<b>Total Revenue</b>	<b>\$149,160</b>	<b>\$320,079</b>	<b>(\$170,919)</b>	<b>\$154,081</b>	<b>\$119,607</b>	
<b>Excess (deficiency) revenue over expenditures</b>	<b>\$45,275</b>	<b>\$0</b>	<b>\$45,275</b>	<b>\$82,787</b>	<b>\$79,897</b>	

# Long Point Region Conservation Authority

## Statement of Operations

### Healthy Watershed Services

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
Healthy Watershed Technical Support Services	\$7,263	\$12,718	(\$5,455)	\$23,724	\$9,498	
Drain Classification - DFO/LPRCA	528	0	\$528	0	0	
Watershed Low Water Response Services	1,466	5,544	(\$4,078)	987	358	
Surface & Groundwater Quality Monitoring Services	17,888	61,970	(\$44,082)	13,903	12,093	
Lamprey Barrier Inspection Services	808	3,994	(\$3,186)	813	403	
Water Supply Source Protection Planning	2,029	13,731	(\$11,702)	2,258	2,274	
Sediment and Erosion Control Services	28	0	\$28	0	963	
Essex Erie Species at Risk	0	0	\$0	0	5,088	
Big Creek Water Quality Monitoring	568	19,265	(\$18,697)	0	0	
OPG Wetlands	18,688	0	\$18,688	4,783	6,281	
Integrated Conservation Action Plan 2024-25	105,904	50,005	\$55,899	71,598	82,623	\$66,785 Cover Crop Incentives
COA Agreement 2023-2024	14,628	0	\$14,628	11,225	1,348	
<b>Total Activities</b>	<b>\$169,799</b>	<b>\$167,227</b>	<b>\$2,572</b>	<b>\$129,291</b>	<b>\$120,928</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$55,180	\$109,220	(\$54,040)	\$40,922	\$55,068	
Staff Related Expenses	316	0	\$316	173	130	
Materials and Supplies	91,042	12,322	\$78,720	41,275	51,607	
Purchased Services	23,261	45,685	(\$22,424)	46,922	14,124	
<b>Total Expenditures</b>	<b>\$169,799</b>	<b>\$167,227</b>	<b>\$2,572</b>	<b>\$129,291</b>	<b>\$120,928</b>	
<b>Sources of Revenue</b>						
Municipal Levy - Operating	\$33,757	\$67,514	(\$33,757)	\$73,277	\$55,973	
Provincial Grants	1,325	0	\$1,325	0	1,523	
Federal Grants	0	3,994	(\$3,994)	0	1,146	
Community Support	88,135	63,736	\$24,399	105,659	90,488	\$65,348 ICAP Grant Funding
Contribution from Reserves	0	31,983	(\$31,983)	0	0	
<b>Total Revenue</b>	<b>\$123,216</b>	<b>\$167,227</b>	<b>(\$44,011)</b>	<b>\$178,935</b>	<b>\$149,129</b>	
<b>Excess(deficiency) revenue over expenditures</b>	<b>(\$46,583)</b>	<b>\$0</b>	<b>(\$46,583)</b>	<b>\$49,644</b>	<b>\$28,201</b>	

# **Long Point Region Conservation Authority**

## **Statement of Operations**

### **Community Relations**

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
Communication and Marketing Services	\$41,443	\$122,963	(\$81,520)	\$22,059	\$31,745	
Leighton & Betty Brown Scholarship Trust Fund	\$0	1,000	(\$1,000)	0	0	
LPRCA Memorial Woodlot Services	\$2,483	12,335	(\$9,853)	42	118	
<b>Total Activities</b>	<b>\$43,926</b>	<b>\$136,299</b>	<b>(\$92,373)</b>	<b>\$22,101</b>	<b>\$31,863</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$36,217	\$98,799	(\$62,582)	\$20,017	\$29,289	
Staff Related Expenses	25	1,650	(\$1,625)	0	0	
Materials and Supplies	2,858	11,300	(\$8,442)	1,773	2,383	
Purchased Services	4,826	24,550	(\$19,724)	311	191	
<b>Total Expenditures</b>	<b>\$43,926</b>	<b>\$136,299</b>	<b>(\$92,373)</b>	<b>\$22,101</b>	<b>\$31,863</b>	
<b>Sources of Revenue</b>						
Municipal Levy - Operating	\$64,149	\$128,299	(\$64,149)	\$65,139	\$48,359	
Community Support	4,372	8,000	(\$3,628)	4,456	2,916	\$2,268 Memorial Forest Donations
<b>Total Revenue</b>	<b>\$68,522</b>	<b>\$136,299</b>	<b>(\$67,777)</b>	<b>\$69,594</b>	<b>\$51,276</b>	
<b>Excess(deficiency) revenue over expenditures</b>	<b>\$24,596</b>	<b>\$0</b>	<b>\$24,596</b>	<b>\$47,493</b>	<b>\$19,413</b>	



# **Long Point Region Conservation Authority**

## **Statement of Operations**

### **Backus Heritage and Education Services**

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
Educational and Interactive Program Services	\$25,401	\$84,423	(\$59,021)	\$3,524	\$622	
Heritage Village and Historical Services	78,649	173,788	(\$95,139)	16,110	23,333	
Backus Education Centre	10,913	49,546	(\$38,633)	11,485	3,137	
Display Revitalization	0	0	\$0	10	40	
<b>Total Activities</b>	<b>\$114,963</b>	<b>\$307,756</b>	<b>(\$192,793)</b>	<b>\$31,129</b>	<b>\$27,132</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$97,652	\$247,646	(\$149,994)	\$15,444	\$19,522	
Staff Related Expenses	389	1,550	(\$1,161)	328	225	
Materials and Supplies	2,274	11,361	(\$9,087)	1,591	787	
Purchased Services	14,648	47,200	(\$32,552)	13,767	6,598	
<b>Total Expenditures</b>	<b>\$114,963</b>	<b>\$307,756</b>	<b>(\$192,793)</b>	<b>\$31,129</b>	<b>\$27,132</b>	
<b>Sources of Revenue</b>						
Municipal Levy - Operating	\$2,791	\$5,582	(\$2,791)	\$37,607	\$23,742	
Student Program Revenue	0	4,500	(\$4,500)	0	0	
User Fees - Heritage Village	24,102	3,106	\$20,996	106	150	School Board Contracts - \$18,593
User Fees - Education & Interactive Program	27,890	28,287	(\$397)	11,912	0	School Board Contracts - \$27,890
Other - Interest on Investments, Misc.	1,442	1,500	(\$58)	520	44	
Endowment Funding	3,793	100,000	(\$96,207)	9,088	0	
Backus Mill Deferred Donations	0	0	\$0	0	30,172	
Property/Building Rentals	5,675	5,500	\$175	0	0	
Community Support	650	25,287	(\$24,637)	12,263	50,330	
Grant - Federal - Ed Centre Accessibility Renovation	0	0	\$0	0	96,583	
Grant - Federal - Dept of Heritage COVID-19 Funding	0	0	\$0	13,260	16,576	
Contribution from Reserves	0	133,995	(\$133,995)	0	0	
<b>Total Revenue</b>	<b>\$66,342</b>	<b>\$307,756</b>	<b>(\$241,414)</b>	<b>\$84,756</b>	<b>\$217,597</b>	
<b>Excess(deficiency) revenue over expenditures</b>	<b>(\$48,621)</b>	<b>\$0</b>	<b>(\$48,621)</b>	<b>\$53,627</b>	<b>\$190,465</b>	

## Long Point Region Conservation Authority

### Statement of Operations

#### Public Forest Land Management Services

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
General Forestry Management Services	\$114,943	\$231,152	(\$116,209)	\$126,880	\$95,723	
LPBLT	29,335	66,381	(\$37,045)	34,677	14,781	Grant Funding - \$29,335
LPBR	25,003	0	\$25,003	0	0	Grant Funding - \$25,003
<b>Total Activities</b>	<b>\$169,282</b>	<b>\$297,532</b>	<b>(\$128,251)</b>	<b>\$161,557</b>	<b>\$110,505</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$133,232	\$199,356	(\$66,124)	\$118,765	\$82,246	
Staff Related Expenses	9,589	11,300	(\$1,711)	9,639	8,096	
Materials and Supplies	2,880	19,276	(\$16,396)	2,666	3,422	
Purchased Services	23,580	67,600	(\$44,020)	30,487	16,741	
<b>Total Expenditures</b>	<b>\$169,281</b>	<b>\$297,532</b>	<b>(\$128,251)</b>	<b>\$161,557</b>	<b>\$110,505</b>	
<b>Sources of Revenue</b>						
User Fees	315,172	\$310,000	\$5,172	\$330,699	\$195,575	Two Timber Tenders - \$314,172
Community Support	58,043	40,000	\$18,043	5,553	0	
Contribution from Reserves	0	(43,918)	\$43,918	0	0	
<b>Total Revenue</b>	<b>\$373,215</b>	<b>\$306,082</b>	<b>\$67,132</b>	<b>\$336,252</b>	<b>\$195,575</b>	
<b>Excess (deficiency) revenue over expenditures</b>	<b>\$203,933</b>	<b>\$8,550</b>	<b>\$195,383</b>	<b>\$174,695</b>	<b>\$85,070</b>	

# Long Point Region Conservation Authority

## Statement of Operations

### Private Forest Land Management Services

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
Private Property Tree Planting Services	\$54,753	\$114,849	(60,096)	\$61,051	\$121,821	
OPG Tree Planting Services	183	50,000	(49,817)	0	0	
LPB/OPG Long Term Tree Planting Services	306	11,443	(11,136)	0	0	
Trees for Roads	0	12,136	(12,136)	16,498	12,354	
<b>Total Activities</b>	<b>\$55,242</b>	<b>\$188,427</b>	<b>(\$133,185)</b>	<b>\$77,550</b>	<b>\$134,175</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$32,601	\$66,753	(34,152)	\$26,336	\$12,753	
Staff Related Expenses	0	850	(850)	0	0	
Materials and Supplies	4,853	72,049	(67,196)	42,215	80,412	
Purchased Services	17,788	48,775	(30,987)	8,999	41,011	
<b>Total Expenditures</b>	<b>\$55,242</b>	<b>\$188,427</b>	<b>(\$133,185)</b>	<b>\$77,550</b>	<b>\$134,175</b>	
<b>Sources of Revenue</b>						
User Fees	52,549	114,849	(62,300)	28,579	89,579	Forest Ontario Grant - \$29,301
Community Support	4,040	62,136	(58,096)	12,693	34,674	
Contribution from Reserves	0	11,443	(11,443)	0	0	
<b>Total Revenue</b>	<b>\$56,589</b>	<b>\$188,427</b>	<b>(\$131,839)</b>	<b>\$41,272</b>	<b>\$124,252</b>	
<b>Excess (deficiency) revenue over expenditures</b>	<b>\$1,347</b>	<b>\$0</b>	<b>\$1,347</b>	<b>(\$36,278)</b>	<b>(\$9,923)</b>	

# **Long Point Region Conservation Authority**

## **Statement of Operations**

### **Conservation Parks**

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities:</b>						
Norfolk Conservation Park Services	\$143,072	\$348,745	(\$205,673)	\$122,078	\$110,210	
Deer Creek Conservation Park Services	83,477	212,470	(\$128,993)	77,209	69,318	
Haldimand Conservation Park Services	151,783	382,833	(\$231,050)	131,370	126,043	
Waterford North Conservation Park Services	156,376	367,547	(\$211,171)	132,080	89,059	
Backus Heritage Conservation Park Services	137,504	356,192	(\$218,688)	137,406	116,331	
<b>Total Activities</b>	<b>\$672,212</b>	<b>\$1,667,787</b>	<b>(\$995,575)</b>	<b>\$600,143</b>	<b>\$510,960</b>	
<b>Objects of Expenses:</b>						
Staff Expenses	\$387,133	\$1,008,726	(\$621,593)	\$289,538	\$260,897	
Staff Related Expenses	3,244	5,505	(\$2,261)	3,029	1,292	
Materials and Supplies	46,216	73,250	(\$27,034)	50,561	53,376	
Purchased Services	235,619	556,581	(\$320,962)	234,290	173,895	Septic pump outs - \$41,373
Equipment	0	23,725	(\$23,725)	22,725	21,500	
<b>Total Expenditures</b>	<b>\$672,212</b>	<b>\$1,667,787</b>	<b>(\$995,575)</b>	<b>\$600,143</b>	<b>\$510,960</b>	
<b>Sources of Revenue</b>						
User Fees-Seasonal Sites Fees & AC Fees	\$1,345,166	\$1,267,500	\$77,666	\$1,271,173	\$1,196,100	447 Seasonal Campers
User Fees-Winter Storage	597	92,000	(\$91,403)	3,451	11,456	
User Fees-Camping Revenue	210,532	570,750	(\$360,218)	201,630	200,702	
User Fees-Rental at Haldimand	6,960	10,350	(\$3,390)	6,772	12,340	
Student Program Revenue	0	14,500	(\$14,500)	0	0	
Contribution to Reserves	0	(258,913)	\$258,913	0	0	
<b>Total Revenue</b>	<b>\$1,563,255</b>	<b>\$1,696,187</b>	<b>(\$132,932)</b>	<b>\$1,483,027</b>	<b>\$1,420,598</b>	
<b>Excess (deficiency) revenue over expenditures</b>	<b>\$891,043</b>	<b>\$28,400</b>	<b>\$862,643</b>	<b>\$882,885</b>	<b>\$909,638</b>	

# **Long Point Region Conservation Authority**

## **Statement of Operations**

### **Other Conservation and Land Management Services**

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
Parkettes Services				\$145	\$0	
General Facility Maintenance Services	\$102,492	\$227,039	(\$124,547)	77,939	63,007	
Motor Pool Services	93,531	206,267	(\$112,736)	82,334	70,933	
<b>Total Activities</b>	<b>\$196,023</b>	<b>\$433,307</b>	<b>(\$237,284)</b>	<b>\$160,419</b>	<b>\$133,941</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$103,672	\$235,507	(\$131,835)	\$70,571	\$63,189	
Staff Related Expenses	3,970	4,100	(\$130)	808	1,962	
Materials and Supplies	41,538	91,550	(\$50,012)	43,622	49,815	
Purchased Services	46,844	102,150	(\$55,306)	45,418	18,975	
<b>Total Expenditures</b>	<b>\$196,023</b>	<b>\$433,307</b>	<b>(\$237,284)</b>	<b>\$160,419</b>	<b>\$133,941</b>	
<b>Sources of Revenue</b>						
Municipal Levy - Operating	\$113,520	\$227,039	(\$113,520)	\$98,861	\$130,279	
User Fees	198,770	390,267	(\$191,497)	178,220	32,091	\$198,330 - Motor pool Revenue
<b>Total Revenue</b>	<b>312,289</b>	<b>617,307</b>	<b>(305,017)</b>	<b>277,081</b>	<b>162,370</b>	
<b>Excess(deficiency) revenue over expenditures</b>	<b>\$116,267</b>	<b>\$184,000</b>	<b>(\$67,733)</b>	<b>\$116,663</b>	<b>\$28,430</b>	

# Long Point Region Conservation Authority

## Statement of Operations

### Conservation Authority Lands

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
Conservation Authority Lands Admin	\$120,768	\$320,475	(\$199,706)	115,543	82,442	Municipal Taxes - \$91,805
Parkettes Services	18,271	93,287	(\$75,016)	\$25,701	\$8,305	
Lee Brown Waterfowl Management Services	37,962	166,500	(\$128,538)	25,796	50,675	
Fish and Wildlife Support Services	1,750	3,500	(\$1,750)	2,461	1,102	
Hazard Tree Removal	19,697	86,548	(\$66,851)	20,380	5,852	
<b>Total Activities</b>	<b>\$198,448</b>	<b>\$670,310</b>	<b>(\$471,862)</b>	<b>\$189,882</b>	<b>\$148,375</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$68,238	\$400,170	(\$331,932)	\$51,222	\$61,804	
Staff Related Expenses	0	150	(\$150)	0	0	
Materials and Supplies	10,262	29,723	(\$19,461)	8,243	6,290	
Purchased Services	119,948	240,267	(\$120,319)	130,418	80,282	
<b>Total Expenditures</b>	<b>\$198,448</b>	<b>\$670,310</b>	<b>(\$471,862)</b>	<b>\$189,882</b>	<b>\$148,375</b>	
<b>Sources of Revenue</b>						
Municipal Levy - Operating	\$209,093	\$418,186	(\$209,093)	\$172,986	\$126,713	
Federal Grants	0	0	\$0	0	2,000	
User Fees	71,449	185,750	(\$114,301)	57,904	50,482	\$58,500 Land Rental
Community Support	0	60,000	(\$60,000)	0	6,700	
Contribution to/from Reserves	0	6,374	(\$6,374)	0	0	
<b>Total Revenue</b>	<b>280,542</b>	<b>670,310</b>	<b>(389,768)</b>	<b>230,890</b>	<b>185,895</b>	
<b>Excess(deficiency) revenue over expenditures</b>	<b>\$82,094</b>	<b>\$0</b>	<b>\$82,094</b>	<b>\$41,008</b>	<b>\$37,520</b>	

# **Long Point Region Conservation Authority**

## **Statement of Operations**

### **Corporate Services**

For The 6 Months Ending June 30, 2024

	Current YTD	2024 Annual Budget	Budget Variance	Actual 2023	Actual 2022	Comments
<b>Activities</b>						
LPRCA Board	\$16,119	\$37,000	(\$20,881)	\$16,934	\$12,339	
Conservation Ontario Fees	31,788	31,790	(\$2)	30,734	30,966	
Corporate / IT Services	601,657	1,171,610	(\$569,953)	620,826	483,121	
<b>Total Activities</b>	<b>\$649,564</b>	<b>\$1,240,400</b>	<b>(\$590,836)</b>	<b>\$668,494</b>	<b>\$526,426</b>	
<b>Objects of Expenses</b>						
Staff Expenses	\$355,634	\$770,310	(\$414,676)	\$301,829	\$265,873	
Staff Related Expenses	7,498	17,100	(\$9,602)	87,676	940	
Materials and Supplies	2,765	10,000	(\$7,235)	4,225	2,953	
Purchased Services	207,889	315,700	(\$107,811)	204,524	189,647	\$129,795 Insurance Premiums
Equipment	11,820	14,500	(\$2,680)	8,003	8,239	
IT Services	9,928	27,000	(\$17,072)	7,216	4,661	
Office Cleaning	6,698	17,000	(\$10,302)	7,757	8,873	
Other	31,788	31,790	(\$2)	30,734	33,205	
Director Fees / Honorarium	10,828	27,000	(\$16,172)	12,243	10,350	
Director Travel	3,747	8,000	(\$4,253)	3,584	1,137	
Director Meeting Expense	970	2,000	(\$1,030)	703	548	
<b>Total Expenditures</b>	<b>\$649,564</b>	<b>\$1,240,400</b>	<b>(\$590,836)</b>	<b>\$668,494</b>	<b>\$526,426</b>	
<b>Sources of Revenue:</b>						
Municipal Levy - Operating	\$415,174	\$830,348	(\$415,174)	\$363,350	\$262,669	
User Fees	7,834	8,800	(\$966)	4,171	4,059	
Interest on Investments, Misc.	154,267	240,000	(\$85,733)	119,069	18,781	\$132,753 Bank Interest
Community Support	2,162	4,400	(\$2,238)	5,234	26,191	
Endowment Funding	5,000	20,000	(\$15,000)	0	18,000	
Contribution from Reserves	0	136,852	(\$136,852)	0	13,339	
<b>Total Revenue</b>	<b>\$584,436</b>	<b>\$1,240,400</b>	<b>(\$655,964)</b>	<b>\$491,824</b>	<b>\$343,039</b>	
<b>Excess(deficiency) revenue over expenditures</b>	<b>(\$65,128)</b>	<b>\$0</b>	<b>(\$65,128)</b>	<b>(\$176,670)</b>	<b>(\$183,387)</b>	

**Long Point Region Conservation Authority**  
**CAPITAL SUMMARY JUNE 30, 2024**

Appendix 2

<b>PROGRAMS AND PROJECTS</b>	<b>PRIOR YEARS Capital Levy</b>	<b>2024 Capital Levy</b>	<b>2024 Special Capital Levy</b>	<b>Current Year Surplus</b>	<b>WECl and Provincial</b>	<b>Federal</b>	<b>User Fee Reserve</b>	<b>Total \$'s Spent to June 30, 2024</b>	<b>Status</b>	<b>Total \$'s Remaining</b>
<b>OBJECTS OF EXPENSES</b>										
<u>Watershed Services</u>										
Environmental Assessment - Vittoria Dam	\$19,969				\$19,896			\$39,865	Complete	\$0
Hay Creek Repair (Design)			\$60,000						In progress	\$60,000
Lehman Dam Safety Fencing	\$23,122				\$10,622			\$21,318	Complete	\$12,426
Hydrology Study	\$10,142					\$10,912		\$7,373	In progress	\$13,680
Floodplain Mapping - Big Otter Section	\$23,412				\$20,000			\$31,916	In progress	\$11,496
Teeterville Class EA		\$75,000			\$75,000				In progress	\$150,000
Flood Control Structure Repairs and Studies	\$95,117									\$95,117
<u>Backus Heritage and Education Services</u>										
Backus Hydro Upgrades	\$8,215									\$8,215
Backus Water Systems Upgrades	\$4,324									\$4,324
<u>Conservation Parks Management Services</u>										
Haldimand CA Water System Upgrades / Well Access	\$14,878									\$14,878
Haldimand Washroom Renovation				\$8,000						\$8,000
Norfolk CA Hydro Upgrades	\$93,089									\$93,089
Norfolk CA Water Intake Upgrade / Access Upgrade	\$16,351									\$16,351
Deer Creek CA Dock & Storage Rack	\$7,859							\$1,582	In progress	\$6,277
Rental Equipment (Canoes & Paddle Boards)				\$5,400				\$2,600	In progress	\$2,800
Waterford North CA Washroom Renovation				\$15,000				\$15,357	In progress	-\$357
Waterford North CA Water System Upgrade	\$3,482									\$3,482
<u>Other Conservation and Land Management Services</u>										
Truck Replacement (1 pickup truck)				\$56,000					In progress	\$56,000
Vehicle Replacement (AWD/SUV)				\$39,000				\$28,978	Complete	\$10,023
Equipment Replacement ( 1 riding lawnmower)				\$24,000				\$17,300	Complete	\$6,700
Equipment Replacement ( 1 tandem Dump Truck)	\$225,000							\$196,484	Complete	\$28,516
Equipment Replacement ( 1 Tractor)				\$65,000				\$58,014	Complete	\$6,986
UTV and Trailer (1 UTV and 1 Trailer)				\$8,550			\$18,450	\$23,235		\$3,765
Storage Shed Roof Replacement (2)		\$17,840						\$17,838	Complete	\$2
Equipment Replacement (Air Compressor)		\$6,000						\$3,663	Complete	\$2,337
Park Sign Replacement & Roadway Signage for Parks	\$4,915									\$4,915
Forestry Tract & Property Signage	\$6,886									\$6,886
Forestry Tract Gates		\$5,000								\$5,000
<u>Corporate Services</u>										
Computer Upgrades	\$507	\$10,100						\$3,292	In progress	\$7,315
Administration Office Furniture and Flooring Upgrades	\$133,455	\$75,000								\$208,455
	<b>\$690,721</b>	<b>\$188,940</b>	<b>\$60,000</b>	<b>\$220,950</b>	<b>\$125,518</b>	<b>\$10,912</b>	<b>\$18,450</b>	<b>\$468,813</b>		<b>\$846,677</b>





## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

**Date:** August 20, 2024

**File:** 1.2.17.1

**To:** Chair and Members  
LPRCA Board of Directors

**From:** General Manager/Secretary-Treasurer, LPRCA

**Re:** Draft Purchasing Policy

---

### **Recommendation:**

**THAT the Staff Purchasing Policy and Tendering Regulations Part 1 Section 14 of the LPRCA Personnel Policy be removed:**

**And,**

**THAT the Draft Purchasing Policy be approved as presented.**

### **Purpose:**

The purpose of this report is to update the Purchasing Policy to meet the needs of the Authority's operations and to ensure effective control procedures are in place. The policy applies to all staff, Board and Committee members with respect to the Authority's procurement activities.

### **Links to Strategic Plan:**

Strategic Direction #4 – Organizational Excellence

### **Background:**

The current Purchasing Policy is included as part of the Long Point Region Conservation Authority's Personnel Policy originally approved on February 4, 2015. The current Staff Purchasing Policy and Tendering Guidelines is found in Section 14.0 of Part 1 of the Personnel Policy and is attached to this report (Attachment #2).

The Draft purchasing policy was presented to the Audit and Finance Committee for review on August 16, 2024 and the committee recommended the Draft Purchasing Policy be presented to the Board of Directors for consideration and approval.

### **Discussion:**

The intention of this report is to update the Purchasing Policy and secondly remove the Policy from the Personnel Policy to become a standalone policy. The Draft Purchasing Policy (Attachment #1) provides an overall framework for appropriate and effective procurement processes at the Authority that meets the operational needs while ensuring effective financial controls and accountability.

More specifically the policy update outlines:

- Overall responsibility for the policy and enforcement of the policy to the General Manager.
- Principles and Goals of the policy: open transparent and efficient procurement.
- Purchasing Authorities: who are authorized to make purchases on behalf of the Authority.
- Purchasing Limits: Purchasing Authorities and their respective purchasing limits.
- Methods of Procurement: Direct Purchase, Request for Quote (RFQ), Request for Proposal (RFP), Request for Tender (RFT).
- Exceptions to Methods of Procurement.
- Reporting: When reporting is required to the Board of Directors.
- Disposal of Assets and Authorization.

The updated Draft Policy strengthens the purpose, responsibility and principles of the purchasing policy document and defined purchasing procedures and limits. The approval limits for Managers and the General Manager have been increased for items that have been approved through the budget and are within the approved budget (Section 7.1 Purchasing Limits). The increased limits for the Managers and General Manager in line with similar like sized Conservation Authorities. The Draft Policy also identifies when reporting to the Board of Directors is required in Section 7.4.

**Financial Implications:**

There are no financial implications related to this report/draft policy.

**Prepared by:**

**Approved and submitted by:**

*Aaron LeDuc*

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Aaron LeDuc, CPA, CGA  
Manager of Corporate Services

*Judy Maxwell*

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Judy Maxwell, CPA, CGA  
General Manager



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<b>Policy Title:</b> Purchasing Policy	<b>Policy Number:</b>	<b>Pages</b> 5
<b>Date:</b>	<b>Supersedes:</b>	
<b>Cross Reference:</b>	<b>Issuing Authority:</b>	

### 1.0 Purpose

To establish principles and procedures to ensure the timely procurement of goods and services are carried out in a consistent, responsible and transparent manner while providing the greatest possible value.

### 2.0 Policy Statement

This policy outlines the guiding principles and procedures to ensure that the Long Point Region Conservation Authority (LPRCA) procures goods and services in a responsible and transparent manner and with appropriate internal controls. LPRCA is financially accountable to the Province of Ontario, member municipalities, and other organizations that contribute funds to its operations.

### 3.0 Scope

This policy applies to all Staff, the Board of Directors and Committee Members of the Long Point Region Conservation Authority to govern the manner in which goods and services are acquired by those authorized to do so on behalf of LPRCA.

### 4.0 Review Cycle

This policy will be reviewed every five (5) years or earlier.

### 5.0 Responsibility

The General Manager is responsible on behalf of LPRCA in accordance with the requirements of this policy.

### 6.0 Principles and Goals

LPRCA has adopted the following purchasing principles and goals for the acquisition of all goods and services:

- a) To procure by purchase, rental or lease the required quality and quantity of goods and/or services including professional and consulting services in an efficient and cost-effective manner.

- b) To encourage open fair competitive bidding on all acquisition and disposal of goods and services, where practical.
- c) To ensure ethical practices including transparency, clarity, integrity by all participants in the procurement process.
- d) To exercise professional purchasing practices which obtain the most competitive offers from the most responsible vendors.
- e) To not accept proposals, bids, contracts, agreements or engage in purchasing from a vendor, party or contractor where there is unresolved litigation with LPRCA.
- f) To ensure transactions are free of any conflict of interest or perceived conflict of interest and any personal gain by any employee or member of the Board of Directors of LPRCA.

## **7.0 Purchasing Authorities**

Purchasing authorities are identified as the Board of Directors, General Manager, Managers, Coordinator/Supervisor/Superintendent/Marsh Manager and Conservation Area Supervisors.

The exercise of authority to purchase goods, services, assets, and award contracts of service is subject to the identification and availability of sufficient funds in the approved budget. It shall be the responsibility of those authorized to purchase on behalf of the organization to ensure sufficient funds remain prior to commencement of the procurement process. This shall include verification of commitments not yet completed that may affect available funds.

- a. For purchases of \$1,000 or less:  
The Conservation Area Supervisor shall execute the purchase agreement provided that the requirements of the policy are met; and
- b. For purchases of \$5,000 or less:  
The Coordinator/Supervisor/Superintendent/Marsh Manager shall execute the purchase agreement provided that the requirements of the policy are met; and
- c. For purchases of \$20,000 or less:  
The Department Manager shall execute purchase agreement provided that the requirements of this policy are met; and
- d. For purchases of \$20,000 up to \$75,000:  
The General Manager shall execute purchase agreement provided that the requirements of this policy are met; and
- e. For purchases in excess of \$75,000:  
The approval of the Board of Directors shall be required prior to executing a purchase agreement by the General Manager.

The General Manager has the authority to instruct an authorized Authority staff to not award a contract and may direct staff to submit recommendations to the Board of Directors for approval, and, may provide additional information concerning procurement where such action is considered necessary and in the best interests of LPRCA.

## **7.1 Purchasing Limits**

Authorized purchasers shall adhere to the purchasing policy limits and procedural requirements below. The dollar amounts are the total costs before taxes. For purchases of goods or services where delivery is expected over a longer period of time, or at irregular intervals, (under contract, blanket, auto orders), the purchase amount is deemed to be the total estimated cost for the contract period. In addition, purchases should not be subdivided to avoid purchasing limits.

- a. Purchases less than \$1,000:
  - A Purchase Order must be completed and signed by the Conservation Area Supervisor.
- b. Purchases between \$1,000 and \$5,000:
  - A minimum of three verbal or written quotes must be obtained from supplies and documented.
  - If three verbal or written quotes cannot be obtained, the reasons must be documented.
  - Reasons for accepting other than the lowest bid must be documented.
  - A Purchase Order must be completed and signed by a Co-ordinator/Supervisor/Superintendent/Marsh Manager, Manager or General Manager.
- c. Purchases between \$5,000 and \$25,000:
  - A minimum of three written quotations must be obtained from supplies and documented.
  - If three written quotes cannot be obtained, the reasons must be documented.
  - Reasons for accepting other than lowest quotations must be documented.
  - A Purchase Order signed by a Manager or General Manager permitted up to \$20,000.
  - A Purchase Order over \$20,000 must be signed by the General Manager.
- d. Purchases between \$25,000 and \$75,000:
  - A Request for Quotation, Request for Proposal or Tender process must be undertaken unless a selective bidding process is deemed more appropriate by the General Manager.
  - A minimum of three written quotations must be obtained from suppliers and documented.
  - If three written quotes cannot be obtained, the reasons must be documented.
  - Reasons for accepting other than lowest quotations must be documented.
  - The transaction is executed by the General Manager.
- e. Purchases \$75,000 and above:
  - Goods and/or services exceeding \$75,000 must be obtained by RFP or Tender.
  - Approval of the Board of Directors is required before awarding the successful bid.
  - A summary of the bids and the reasons for accepting other than the lowest bid must be retained on file for audit purposes.
  - The General Manager shall sign the appropriate documents as required to execute the transaction.

## **7.2 Methods of Procurement**

- a. Direct Purchase
  - The commodity is purchased directly from the vendor.
  - Purchases are less than \$1,000.
- b. Request for Quotation (RFQ)
  - Staff approaches several potential vendors seeking price quotations for specific and defined commodities, verbally, written, for written RFQ document.
- c. Request for Proposal (RFP)
  - Potential vendors are invited to propose solutions or methods for particular projects for evaluation on criteria other than price, and negotiation for an eventual Contract occurs.

- To be used when the requirements for goods and or/services are not definitely specified and are best described in a general performance specification, and innovative solutions are sought.
- d. Request for Tender (RFT)
  - A Tender is used for construction projects and materials and most commodities
  - For purchases over \$25,000.
  - The published tender includes specifications, terms, conditions and any and all details concerning the proposed contract, and advertises for, or invites bidders to submit sealed bids.

### **7.3 Exception to Methods of Procurement:**

- a. Single Source Procurement, where
  - Goods and Services are in short supply;
  - The sources of supply are restricted to the extent that there is not effective price competition;
  - When only one tender/proposal is received through the procurement process and it is impractical to recall the requirements of the call for tender/proposals;
  - There is documented evidence that the extension or reinstatement of an existing contract would prove cost effective or beneficial.
- b. Emergency Purchases  
In the event of an emergency that requires the immediate purchase of supplies and/or services, it will be the responsibility of the department Manager to secure the necessary supplies and services. If the method of emergency purchases results in unbudgeted expenditures representing more than \$10,000 and affects the approved budget, the General Manager will report to the Chair and or/Vice-Chair as soon as possible after the emergency.
- c. Professional and Technical Consulting Services  
Where it is estimated that the value for professional or technical consulting services required for a particular project will cost less than \$10,000 per transaction, the appropriate Manager or the General Manager may obtain such services through direct appointment.

Technical Consulting Services includes architects, engineers, designers, surveyors, planners, information technology management, and any other consulting services.

Professional Services include lawyers, accountants, auditors, and banks providing expertise and services on a regular, on-going basis.

### **7.4 Reporting**

A report to the Board of Directors is required where:

- a. The value of the goods, services, professional and contract services are in excess of \$75,000; or
- b. The purchasing policy is being waived; or
- c. Acquisition exceeds the approved capital or operating budget; or
- d. There is no provision in the budget for the item; or
- e. The acquisition will require a transfer from a reserve; or
- f. There is a need for change in existing professional services contract; or

- g. There is an emergency purchase over \$10,000 that impacts the approved budget; or
- h. The General Manager requests that a report be presented for the Board of Directors for consideration and approval.

## **8.0 Gifts**

Any Employee who has the authority to develop, issue or approve a Request for Quotations, Request for Proposals or Request for Tenders shall not accept any gifts from a vendor.

## **9.0 Purchases from/to Employees**

Purchases from employees shall be approved by the General Manager who will ensure the all other purchasing policies and procedures are followed.

The General Manager shall not approve a purchase from an employee if in their discretion:

- a. It can be reasonably assumed the completing of a purchase contract would detract from a staff members ability to carry out their normal duties under the contract of employment;
- b. The contract is similar in nature to responsibilities and duties contained in the staff member's employment contract;
- c. It can be reasonably assumed an employee had particular knowledge that would allow the competitive process to be undermined.

Items for personal use cannot be purchased through LPRCA unless specific authorization is obtained from the General Manager.

## **10.0 Disposal of Assets**

This will provide the necessary policy and procedure to dispose of vehicles, equipment and miscellaneous items which are surplus to LPRCA's needs in such a manner as to the optimal return of the disposal. Land disposition is not included and requires the approval of the Board of Directors.

### **10.1 Authorization**

The General Manager may authorize the disposition of capital items (large equipment, vehicles, specialty items) for disposal that have been approved for replacement through the capital budget, reached/exceeds useful life and deemed surplus. The Board of Directors approval is required for items not approved for replacement through the annual budget process, has not reached the end of useful life and disposal is estimated to be greater than \$10,000.

### **10.2 Methods of Disposal**

- Public Auction for (large equipment, vehicles and specialty items).
- Bulk Disposition by Advertised Tender or Public Auction (miscellaneous items having no real operational value).

## **11.0 Applicable Law**

Procurement shall be subject to all applicable Authority policies and by-laws, any specific provisions of the *Conservation Authorities Act*, and all other relevant Federal and Provincial legislation.

## 14.0 STAFF PURCHASING POLICY AND TENDERING REGULATIONS

### 14.1 General Policies

Employees in the service of the Conservation Authority are authorized to purchase goods and services for the carrying out of the programs under their jurisdiction according to the following criteria: price, quality, service, terms, warranties, efficiency, cost-effectiveness of the purchases - and relate the need within the context of the annual budget/business plan.

Authorized Buyers shall mean the General Manager/Secretary-Treasurer, the Manager of Corporate Services and their designates as described in this Policy.

Authorized Signing Officers shall mean those persons designated to have signing approval under the by-laws approved by the Conservation Authority's Board of Directors.

Authorized Buyers not adhering to the Purchasing Regulations as written shall be subject to the following penalties specified by the General Manager/Secretary-Treasurer:

- |                |   |   |
|----------------|---|---|
| First Offense  | • | Warning, possible dismissal   |
| Second Offense | • | P.O. book taken away and returned to Corporate Services, possible dismissal |

### 14.2 Purchasing Procedures

**Date Revised: September 6, 2017**  
**Date Effective: September 7, 2017**

The following policies shall be followed for the purchasing of all goods and provision of hard or soft services by the Conservation Authority.

For major projects, further policies or requirements in addition to the following may be applied at the discretion of the Conservation Authority Board of Directors.

- a) For specific dollar values, the following general procedures will be set:

Less than \$100 for authorized staff shall be paid in cash and refunded by the Conservation Authority via an expense cheque or from petty cash. The paid sales invoice must be approved by the appropriate Manager/Supervisor and attached to the personal expense claim form or submitted to the appropriate designated petty cash custodian for reimbursement.

\$1- \$5,000 for Field Operations, C.A. Supervisors, Marsh Manager, Lands & Waters Supervisor, Supervisor of Accounting and Administration, Shop Supervisor, and LPRCA Carpenter, shall be authorized to make small order purchases from such vendor and under such terms and conditions as they deem appropriate.

\$1 - \$10,000 for all departments, the appropriate Senior Management Team member shall be authorized to make purchases from such vendor and under such terms and conditions as the Senior Management Team member deems appropriate.



\$10,001 - \$20,000 - written specifications shall be prepared for the purchase by the Department Head, and a minimum of three written quotes shall be obtained. The Department Head shall recommend a vendor for the purchase and the approval of the General Manager/Secretary-Treasurer shall be required. Where less than three written quotes are obtained, review and approval by the Board of Directors of the recommended vendor shall be required. Where delaying the purchase to obtain the minimum three quotes may result in a risk to the health and safety of staff, park visitors, or the public, the General Manager/Secretary-Treasurer shall be authorized to class the purchase as an emergency, and waive the three quotation requirement.

\$20,001 and over - for such purchases, the approved tendering policy of the Conservation Authority shall be applied, and approval by the Board of Directors shall be required.

In emergency cases where delaying the purchase to conform to the tendering policy may result in a risk to the health of staff, park visitors or the public, the General Manager/Secretary-Treasurer shall consult with the Board Chair, and they shall be authorized to class the purchase as an emergency, and waive the tendering policy regardless of whether the service or item is budgeted or unbudgeted. In every such emergency purchase case, the purchase shall be reviewed at the next Board of Directors meeting following the emergency.

In the case of a non-emergency, public notice on the LPRCA website will be posted inviting suppliers/contractors to submit a tender for the project or purchase. Written, sealed tenders will be accepted based on written specifications. Other notification services may be utilized by staff.

For all of the above with the value of \$10,000 or more, written specification shall be produced by the Conservation Authority, which will include a detailed description of the item or service to be purchased or will include terms of reference for any engineering studies or surveys. All specification sheets will note that the lowest or any quotation will not necessarily be accepted and will provide detail for the receipt of bids as well as a procedure and timing for opening of bids. Only bids or quotations which meet the requirements of the specifications and those returning quotations will be maintained for each project.

For all projects involving the provision of hard services such as construction, excavation and for hauling, dredging, etc., with an estimated value of \$20,000 or more, all bidders/contractors shall be required to provide a certified cheque (payable to LPRCA) for 10% of the submitted price accompanying the submitted tender. Following opening of tenders, all deposit cheques accompanying tenders to be held until the successful bidder is selected and the cheque of the successful bidder to be held until the contract is signed. The successful bidder or contractor shall be required to post a performance bond (or provide a letter of credit) for up to 100% of the value of the submitted price at the discretion of the Conservation Authority.

- b) As a general rule the lowest quote, bid or tender, as outlined above, shall be accepted unless there are justified reasons. Such reasons shall be documented in writing for items or services above \$10,000.

- c) All purchases of materials, goods or services shall be accompanied by an authorized purchase order including the purpose of the project, the location for use, and approved budget coding.
- d) Board of Directors approval of consultants must be obtained whenever the estimated fees are likely to be \$20,000 or more.

#### 14. 3 Tendering Policy for Low Value/Low Volume Forest Product Sales

The following policy shall be applied to the sale of forest products resulting from approved forest management work:

- a) for sales with an estimated value above \$10,000, tenders will be advertised as per normal policy;
- b) for any proposed sale with an estimated value below \$10,000, the Manager of Conservation Lands Services shall be authorized to negotiate a sale with a selected contractor and recommend same to the General Manager/Secretary-Treasurer for approval.

#### 14.4 IT Equipment Purchasing

All IT equipment and software shall be purchased through the IT Branch-Corporate Services. The IT Branch will advise on technical issues regarding specifications, quality and quantity, timelines, and recommend sources for purchasing products.

LPRCA will maintain a comprehensive inventory of all IT equipment, including computers, monitors, fax machines, printers, photocopiers, projectors, laptops and software purchased for LPRCA business.

LPRCA should have a plan for capital investments in IT infrastructure, forecasting when computers will become obsolete and engaging in a process to maintain infrastructure.

#### 14.5 Procurement of Professional and Technical Consulting Services (not including legal services)

- a) Conservation Authority procedures for consultant selection are summarized in Table 14.1.
- b) The Terms of Reference for studies costing \$10,000 or more must be submitted for approval to the General Manager/Secretary-Treasurer. The Terms of Reference for Preliminary Engineering must also be sent to the appropriate Manager.
- c) Approval of the General Manager/Secretary-Treasurer must be obtained whenever the estimated consulting fees are between \$10,000 and less than \$20,000.
- d) Board of Directors approval of consultants must be obtained whenever the estimated fees are likely to be \$20,000 or more.

- e) Staff is expected to tailor scoring as appropriate for Request for Proposals (RFPs) and obtain approval from the appropriate Senior Management Team member for said RFPs.

#### 14.6 Purchases from Employees

For purposes of this policy, employees shall include:

- a) Conservation Authority staff members, their immediate family and any relative, whether by blood or marriage, residing with the staff member or their immediate family;
- b) Any business, incorporated or not, with which any of the above hold either alone or collectively more than 10% interest.

Purchases from employees shall be approved by the General Manager/Secretary-Treasurer or Manager of Corporate Services who will ensure that all other purchasing policies and procedures are followed.

The General Manager/Secretary-Treasurer shall not approve a purchase from an employee if in their discretion:

- a) It can be reasonably assumed the completing of a purchase contract would detract from a staff member's ability to carry out their normal duties under the contract of employment;
- b) The contract is similar in nature to responsibilities and duties contained in the staff member's employment contract;
- c) It can reasonably be assumed an employee had particular knowledge that would allow the competitive process to be undermined.

#### 14.7 Purchases by Employees

- a) No private use of Conservation Authority-owned supplies is permitted.
- b) Items for personal use cannot be purchased through the Conservation Authority unless specific authorization is obtained from the General Manager/Secretary-Treasurer or Manager of Corporate Services.

#### 14.8 Purchasing Limits/Authorized Buyers

**Date Revised: September 6, 2017**  
**Date Effective: September 7, 2017**

- a) All purchase contracts shall be executed by an authorized Signing Officer.
- b) Limits for all purchase approvals (signing authority) will be as follows:

<u>Staff</u>	<u>Approval Limit</u> (aggregate value of purchase)	<u>Annual Limit</u>
General Manager/Secretary-Treasurer	\$20,000 or less	Budget
Manager of Corporate Services	\$10,000 or less	Budget
Manager of Conservation Lands Services	\$10,000 or less	Budget
Manager of Watershed Services	\$10,000 or less	Budget
Supervisor of Community Relations	\$10,000 or less	Budget
C.A. Supervisors	\$5,000 or less	Budget
Marsh Manager	\$5,000 or less	Budget
Lands & Waters Supervisor	\$5,000 or less	Budget
Workshop Supervisor	\$5,000 or less	Budget
Carpenter	\$5,000 or less	Budget
Supervisor of Accounting & Administration	\$5,000 or less	Budget

The above positions will constitute the list of Authorized Buyers who will be issued Purchase Order books. They, in turn, can delegate the use of the Purchase Order books to their subordinates. However, they must confirm all purchases made by subordinates by initialing the Purchase Order before it is presented to Corporate Services for processing.

In emergencies, work or purchase may be authorized by the General Manager/Secretary-Treasurer (or his designate) after they have consulted with the Board Chair, and the Authorized Buyer notified as soon as possible. In all such cases, the Purchase Order must be initialed by the Authorized Buyer. A staff report must be prepared for the next Board meeting.

It will be the responsibility of Managers to shop the marketplace for the most economical supplier of the goods or services (lowest ultimate cost to the Conservation Authority) that have been assigned to them for purchase. They will be called upon to co-ordinate the purchases of all the Departments where quantity discounts are a factor. They will also be called upon to give advice to other employees on where they may obtain the lowest ultimate cost for the purchase of assigned goods or services.



## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

**Date:** September 4, 2024

**File:** 1.2.2.4

**To:** Chair and Members,  
LPRCA Board of Directors

**From:** General Manager, LPRCA

**Re:** Draft Watershed-based Resource Management Strategy

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### **Recommendation:**

**THAT the LPRCA Board of Directors receives the draft Watershed-based Resource Management Strategy as information;**

**AND,**

**THAT LPRCA Board of Directors directs staff to undertake public consultation on the draft Strategy;**

**AND,**

**THAT the LPRCA Board of Directors send a letter to participating municipalities to advise them of the consultation period for the draft Strategy.**

### **Strategic Direction:**

Strategic Direction #1 – Protect People & Property from Flooding & Natural Hazards

Strategic Direction #2 – Deliver Exceptional Services & Experiences

Strategic Direction #3 – Support & Empower Our People

Strategic Direction #4 – Organizational Excellence

### **Purpose:**

The purpose of this report is to present the draft Watershed-based Resource Management Strategy (attached) for the Board of Directors information and, obtain direction to undertake public consultation and advise the member municipalities of the consultation.

### **Background:**

Ontario Regulation 686/21: Mandatory Programs and Services, made under the *Conservation Authorities Act* requires Conservation Authorities to prepare, with public consultation, a Watershed-based Resource Management Strategy, to ensure that the Authority programs and services respond to watershed issues and reflect the organization's mandate under the *Conservation Authorities Act*. The regulatory requirements for the Strategy are included in Appendix A of the attached Strategy document (page 40). The Strategy is to be submitted to the Ontario Ministry of Natural Resources (MNR) by December 31, 2024.

LPRCA staff has prepared this Watershed-based Resource Management Strategy in support of the Authority's vision of "Working together to shape the future well-being of our watershed" and to achieve compliance with provincial regulatory requirements. The strategy must undergo public consultation in a manner advisable by the Authority. The Strategy sets out the Authority's long-term approach to watershed issues and reflects the organization's mandate under the *Conservation Authorities Act*.

This Strategy document:

- Sets out LPRCA's goals for resource management and the guiding principles for decision-making;
- Describes the critical resource management issues in the watershed;
- Sets out optional means of addressing the issues and the associated LPRCA programs and services;
- Reviews the LPRCA programs and services with respect to the watershed resource management goals, the program objectives, the mandate under the *Conservation Authorities Act* and Ontario Regulation 686/21, and delivery standards that have been established for the program;
- Sets out actions to address the identified program risks and gaps, along with an implementation plan and associated costs.

To ensure stakeholders and the public are consulted during the preparation of this Strategy, LPRCA staff proposes to undertake the following:

- Provide all member municipalities with a draft of the Strategy and a letter outlining the process for the 30-day consultation period;
- Upload the draft Strategy to the LPRCA website with an online survey with questions to seek feedback within the same 30-day comment period, publicizing the opportunity via social media and media releases;
- Hold a public information session where members of the public can ask questions and/or provide feedback about the Strategy; advertising the session via social media and media releases
- Compile feedback received, incorporating changes to the draft Strategy as appropriate.

### **Financial Implications:**

There are no financial impacts associated with this report; however, the draft Strategy does include recommendations for program and service improvements for consideration in future budgets for which there may be associated financial costs.

Prepared by:

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Long Point Region  
Conservation Authority

# Watershed-based Resource Management Strategy



Draft Date: September 4, 2024  
Approved: \_\_\_\_\_

2024 DRAFT

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## 1 INTRODUCTION

### 1.1 PURPOSE OF THE STRATEGY

Conservation authorities are local public sector organizations established by the Province and governed by the *Conservation Authorities Act* which is administered by the Ministry of the Natural Resources. The conservation authority movement has its roots in community interest in natural resource management. It has depended on local initiatives and partnerships.

For more than 50 years, Long Point Region Conservation Authority (LPRCA) has worked together with its member municipalities, landowners, the federal and provincial governments, community groups and other agencies to deliver excellent services and experiences, to protect, advance and rejuvenate the watershed and to optimize the health and well-being of the watershed through education and best practices.

In support of the Authority's vision of "**Working together to shape the future well-being of our watershed**" and to achieve compliance with Provincial legislation, LPRCA has prepared this Watershed-based Resource Management Strategy (Strategy). The Strategy sets out the Authority's long-term approach to watershed issues and reflects the organization's mandate under the *Conservation Authorities Act*.

This Strategy document:

- sets out LPRCA's goals for resource management and the guiding principles for decision-making;
- describes the critical resource management issues in the watershed;
- sets out optional means of addressing the issues and the associated LPRCA programs and services;
- reviews the LPRCA programs and services with respect to the watershed resource management goals, the program objectives, the mandate under the *Conservation Authorities Act* and Ontario Regulation 686/21, and delivery standards that have been established for the program; and
- sets out actions to address the identified program risks and gaps, along with an implementation plan and associated costs.

To ensure stakeholders and the public are consulted during the preparation of this Strategy, LPRCA will undertake the following:

- Provided all member municipalities with a draft of the Strategy and a 30-day comment period;
- Upload the draft Strategy to the LPRCA website with an online form for questions and/or feedback within the same 30-day comment period, publicizing the opportunity via social media and media releases;

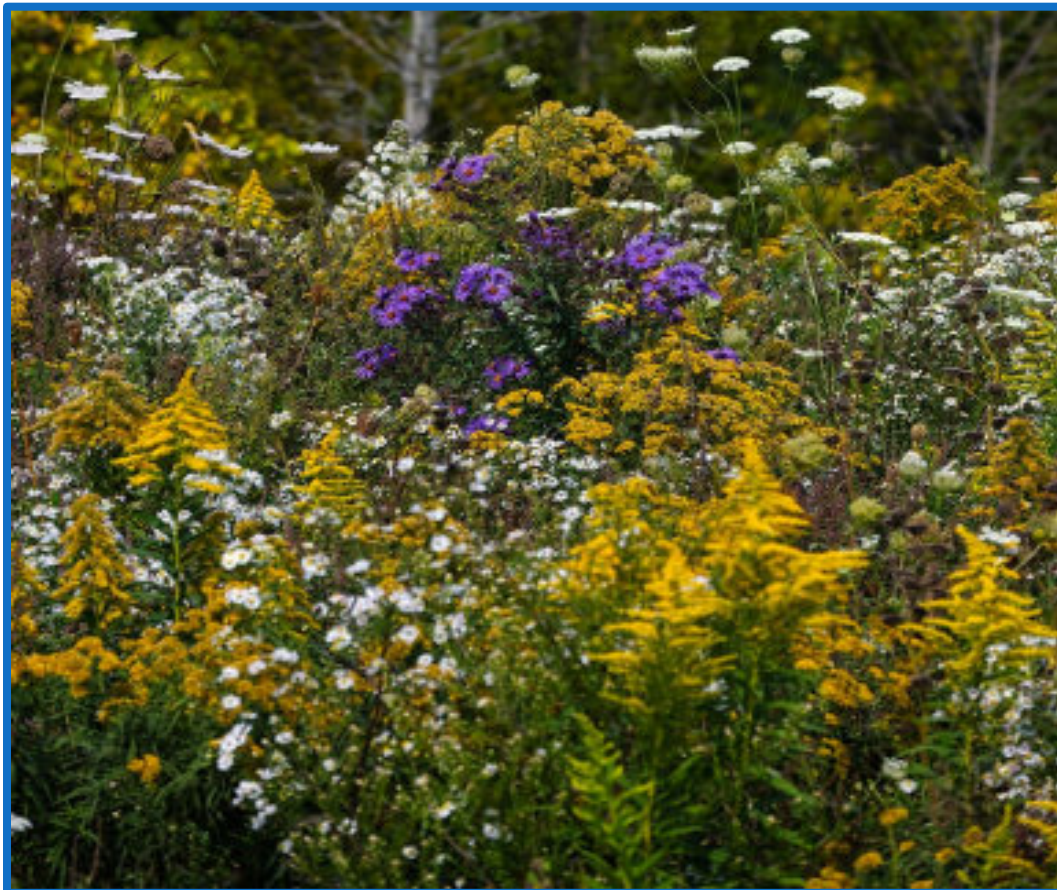
- Hold a public information session where members of the public can ask questions and/or provide feedback about the Strategy; advertising the session via social media and media releases; and
- Compile feedback received, incorporating changes to the Draft Strategy as appropriate.

## 1.2 ACKNOWLEDGEMENTS

The Watershed-based Resource Management Strategy for the LPRCA was developed following the requirements set out in *Conservation Authorities Act* and Ontario Regulation 686/21 Section 12.

Much of the text and many maps are excerpts from the 2020 Long Point Region Source Protection Area Assessment Report.

Watershed partners and the LPRCA Board of Directors are sincerely appreciated for their valuable input and feedback during the development of the LPRCA Watershed-based Resource Management Strategy.



Source: LPRCA

## 2 ABOUT THE LONG POINT REGION CONSERVATION AUTHORITY

LPRCA is one of 36 Conservation Authorities in Ontario and was formed in 1971 as a result of the amalgamation of Big Creek Region (1948-1970) and Otter Creek Conservation Authorities (1954-1970). Conservation Authorities are local public sector organizations established by the Province and governed by the *Conservation Authorities Act* which is administered by the Ministry of the Natural Resources. Under the *Act*, the purpose of Conservation Authorities is to ensure the conservation, restoration and responsible management of Ontario's water, land and natural habitats through programs that balance human, environmental and economic needs. LPRCA is also a member of Conservation Ontario, an association that represents all of Ontario's Conservation Authorities.

For more than 75 years, the LPRCA has been responsible for 2,782 square kilometres of watershed area. The watershed includes the world-renowned Long Point Biosphere, 225 kilometres of Lake Erie shoreline, cold water streams, rich wetlands and Carolinian forests.

**Figure 2-1: Long Point Region Watershed Area**





LPRCA has eight (8) member municipalities: The Municipality of Bayham, the County of Brant, Haldimand County, the Township of Malahide, Norfolk County, the Township of Norwich, the Township of South-West Oxford and the Town of Tillsonburg.

The Authority is governed by an 11-member Board of Directors who are municipally-elected officials appointed by and from the member municipalities. The Board of Directors plays an important role, participating in the setting of the Authority's strategic plan, undertaking policy development, monitoring the quality of programming and services, and providing financial oversight while ensuring the health and well-being of the watershed.

Today, the LPRCA works together with its member municipalities, landowners, the federal and provincial governments, community groups and other agencies for a healthy watershed. The Authority is responsive to local needs and directly accountable to the communities it serves.

### 3 A FOUNDATION FOR WATERSHED-BASED RESOURCE MANAGEMENT

#### 3.1 A VISION FOR THE WATERSHED

Working together to shape the future well-being of our watershed.

#### 3.2 GUIDING PRINCIPLES FOR THE STRATEGY

Guiding principles that drive Authority decision-making and provide the context for the objectives outlined in the Strategy:

- Water, forests, wetlands and other natural resources are vital natural assets; they buffer the impacts of climate change, mitigate natural hazards, filter contaminants, assimilate waste, sustain biodiversity, and provide green spaces for recreation, among other community benefits;
- A healthy watershed is crucial for sustaining prosperity, growth and well-being in the Long Point Region watershed;
- The watershed is the most appropriate unit for managing water and the linkages between water and other natural resources;
- Managing water and natural resources is a shared responsibility among all levels of government, landowners, businesses and residents;
- LPRCA's resource management decisions consider the broad range of uses, needs and values including ecosystem needs; and
- The concepts of sustainability, adaptive management and continuous improvement guide LPRCA decision making and implementation.

### 3.3 RESOURCE MANAGEMENT GOALS

- Avoid, reduce or mitigate potential risk to life and property from flooding, erosion, drought and the impacts of a changing climate.
- Manage water to ensure sustainable and clean water supplies for communities, economies and ecosystems.
- Protect, manage and restore watershed woodlands, wetlands and natural habitats.
- Improve stream health and reduce the watershed's impact on Lake Erie.
- Promote wise use and management of water, soil, vegetation and wildlife and ensure that people have a concern for and an appreciation of these natural resources.
- Provide opportunities for the public to enjoy, learn from and respect the watershed's natural and cultural environment.

## 4 THE LONG POINT REGION WATERSHED

The Long Point Region watershed area covers an area of 2,782 km<sup>2</sup> in Southern Ontario. The Long Point Region watershed area is almost 100 km at its widest point and 60 km running north to south. The watershed is made up of six main sub-watershed areas: Big Otter Creek, South Otter/Clear Creek, Big Creek, Dedrick/Young/Hay Creek, Lynn River/Black Creek, and Nanticoke, Sandusk/Stoney Creek. **Figure 4-1** shows the several watercourses and watersheds that form Long Point Region, each with their own unique traits and values. The combined length of all the streams and their tributaries totals over 3,700 km. The Region spans 225 km of Lake Erie shoreline, including the internationally renowned Long Point sand spit.

**Figure 4-1: Long Point Region Watersheds**



Source: Lake Erie Region Source Protection Committee, 2020. *Long Point Region – Assessment Report*.

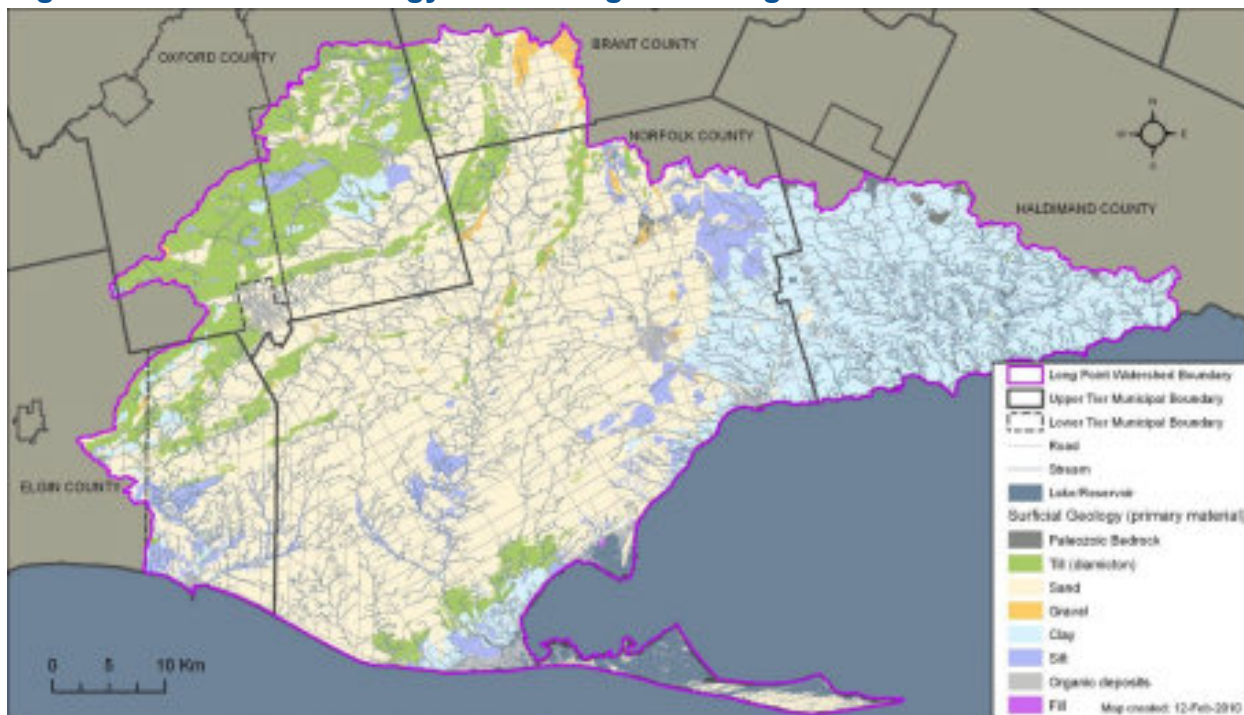
Land uses in the Long Point Region watershed area are characterized by a few small urban commercial, industrial and residential centres, surrounded by less-populated rural land used for intensive agricultural production. Over 75 percent of the total land area of the watershed is actively farmed.

The Long Point Region watershed area has a population of approximately 100,000 people and encompasses the entire Municipality of Bayham and the Town of Tillsonburg; most of Norfolk County; and portions of Haldimand County, the County of Brant, the Township of Norwich, the Township of Malahide and the Township of South-West Oxford.

#### 4.1 PHYSIOGRAPHY

There are three main physiographic regions within the Long Point Region watershed, the Horseshoe Moraines/Mount Elgin Ridges, the Norfolk Sand Plain, and the Haldimand Clay Plain, that influence the physical character of the landscape, the local groundwater and surface water hydrology and water quality, and even the development patterns and types of agriculture that have evolved.

**Figure 4-2: Surficial Geology in the Long Point Region Watershed**



Source: Lake Erie Region Source Protection Committee, 2020. *Long Point Region – Assessment Report*.

### NORFOLK SAND PLAIN

The Towns of Tillsonburg, Delhi, Simcoe, and Waterford are found within the physiographic region known as The Norfolk Sand Plain. This region is characterized by relatively flat to undulating deposits of sands (up to 27 m thick) and silts. Big Otter Creek and Big Creek have incised into this plain up to 38 m. The local soils are predominantly coarse-grained sands that have been historically well suited to tobacco, fruits, vegetables and ginseng production. Due to the coarser sands and gravels at the surface, there are fewer tributaries and a large portion of precipitation infiltrates to recharge the groundwater system which in turn sustains baseflows in the streams and provides for cold-water aquatic habitat. The sand plain forms an important aquifer across the area which is used for private groundwater supply for both domestic use and crop irrigation.

### HALDIMAND CLAY PLAIN

The area to the east of Waterford and Simcoe is characterized by the low-relief Haldimand clay plain. The clay plain consists of fine-grained silts and clays deposited at the bottom of a deep glacial lake basin about 13,000 years ago. Soils of the region are predominantly fine-grained, which often prevents adequate drainage. Agricultural activities are predominantly livestock operations and general cash crop production. The fine-grained soils have lower infiltration capacity and precipitation falling on the clay plain commonly travels as overland flow to surface water features rather than infiltrating to the groundwater system. The eastern watersheds have a higher density of tributaries than the western watersheds with the river systems being shallower and with a tendency to dry up during the summer months.

### MOUNT ELGIN RIDGES

The Mount Elgin Ridges, situated in the northwestern portion of the Long Point Region watershed, include several end moraines that provide low to moderate relief above the surrounding sand plain. The Port Stanley Till, a silt to clayey silt till, outcrops north of Tillsonburg and makes up the vast majority of the soils within the St. Thomas, Norwich, Tillsonburg, Courtland and Mabee Moraines. The rivers and streams in the western Till Plain and Sand Plain watersheds are characterized by densely vegetated, well-defined, steep-sided valleys. The clayey-silt tills have lower infiltration capacity and more precipitation runs off to streams, including the upper and western parts of Big Otter Creek. Water supply is more dependent on deeper bedrock aquifers, rather than the shallow overburden aquifers in the sand plain. Agriculture, while intensive, has trended more to livestock operations and general cash crop production.



## 4.2 LAND COVER

### 4.2.1 FOREST COVER

Forests play a significant role in the control of flooding by moderating the flow of water across the landscape. The leaves intercept rain and slow its movement to the ground; the tree roots and litter enhance the infiltration of rain water into the ground; the leaves transpire water to the atmosphere as part of their respiration process. Although forests cannot prevent large floods, they minimize the frequency, intensity and extent of all flooding events, which in turn significantly reduces the damage to life and property that serious flooding causes.

European settlement through the mid-1800s led to rapid deforestation and the draining of wetlands across the Long Point Region watersheds. Reforestation and other forms of regeneration have regained some of the forest cover from a low of 15% in the 1960's to the current estimated 20.1%, with areas in the clay plain generally having less forest cover than those in the Sand Plain. Forest cover is significantly fragmented with only 3.4% of the watershed qualifying as interior forest. Environment and Climate Change Canada (ECCC) recommends a minimum 30% forest cover and 10% interior forest habitat to sustain natural biodiversity in a watershed.

While the Long Point Region watersheds fall within the Deciduous Forest Region of Canada with forests typically dominated by maple, beech, ash and oak species, there are significant forest pockets representative of the broader Carolinian Life Zone that include species such as Tulip tree, Black Gum, Sassafras, Black Oak and Cucumber Tree. These tree species are rare in Canada and occur naturally only in southern parts of Ontario north of Lake Erie.

The LPRCA has a rich history of forest management dating back to 1948 and continues to recognize the acquisition and wise management of forest lands for integrated uses as an important part of its resource management work.

---

### 4.2.2 WETLANDS

Wetlands play an important role in many of the watersheds' hydrological and ecological processes as they retain surface runoff and reduce downstream flood flows. They also act as water filters and capture sediment, dissolved nutrients and other contaminants, improving the surface water quality. Wetlands are also highly productive ecological habitats, with great biodiversity, and often home to a large number of species.

Wetlands cover 8.8% of the watershed. ECCC recommends 10% of the watershed or 40% of the historic watershed wetland coverage should be protected and restored.

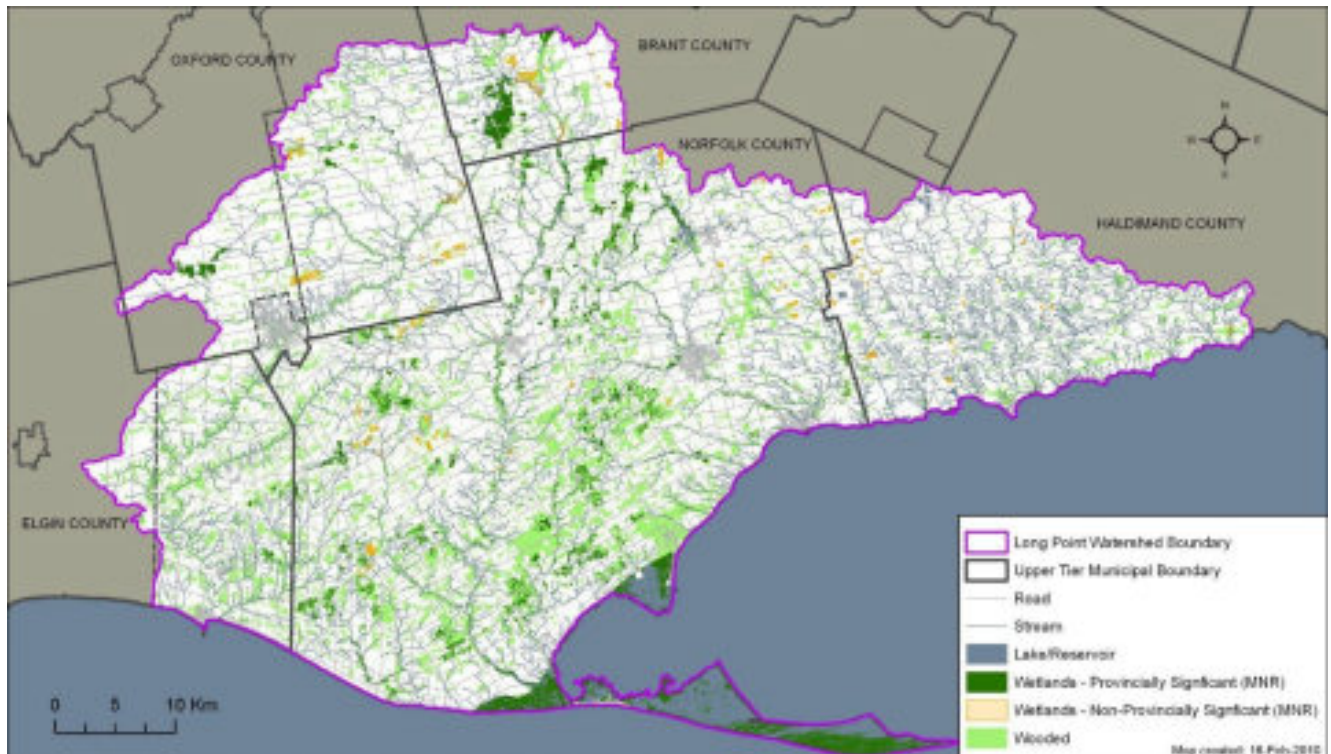
LPRCA identified early the most significant forests and wetland complexes and historically included them as priority areas for acquisition as a means to protect their functions. Some of the largest of these include Dereham Wetlands in Oxford County (Butler, Fuller, Hawkins, Paton, Stafford and Jeffery Tracts), Hatchley Swamp in Brant County (Dawes Noris Tract, Leitch Davis Dawes Lock Savage Tract), Vanessa Swamp (Vanessa, Persall, Serles Proper Greathead, Hird Tarcza, DeCloet and Maddeford Tracts) and Middleton Swamp (McKonkey Tract) in Norfolk County.

The Long Point wetland complex, which includes the wetlands at the mouth of Big Creek, covers 75 square kilometres on its own. This wetland is internationally recognized under the Ramsar Convention on Wetlands as the Long Point Biosphere Reserve.

#### 4.2.3 RIPARIAN ZONES ALONG WATERCOURSES

The amount of riparian forest and wetland along the watercourses, that act as an immediate buffer to the streamflow, is estimated at 36.4%. In addition, many of these watercourses have been provided with a grassed buffer by landowners using best management practices. According to the ECCC Guideline, 75% of stream length should be naturally vegetated.

**Figure 4-3: Vegetation in the Long Point Region Watershed**



Source: Lake Erie Region Source Protection Committee, 2020. *Long Point Region – Assessment Report*.

## 5 RESOURCE MANAGEMENT ISSUES AND OPTIONS

### 5.1 NATURAL HAZARDS

#### 5.1.1 FLOOD HAZARD

Flooding of river or stream systems typically occurs during the spring freshet and may occur again as a result of extreme rainfall events in the summer or fall. Rivers naturally accommodate flooding within their valleys. However, development in the floodplain is susceptible to flooding which can result in property damage and/or loss of life.

*The flood protection standard in the Long Point Region watershed is the 100-year flood. The **100-year flood** has a 1% chance of being exceeded in any given year. In a 25-year period of home ownership, the probability of a 100-year or greater flood is 22 percent. That is about a 1 in 5 chance.*

The agricultural nature of the Long Point Region watershed, the lack of intensive urban development pressures and the deep, narrow valleys of the main watercourses in the Norfolk sand plain have generally minimized the degree of urban encroachment on the floodplain areas to date.

The most serious riverine flood hazard potential exists in Vienna and Simcoe in terms of the potential for loss of life and/or property damage. It is likely that people in areas that will flood under the most extreme events are not aware that they are vulnerable to flooding. Much more serious flood hazard potential exists along the Lake Erie shoreline across the Long Point Region watershed. Historical cottage development during the 1950s through 1970s is predominantly located in areas subject to Lake Erie storm surge flooding and wave action. Resort communities at Long Point, Port Rowan, Turkey Point, Normandale, Port Ryerse, Port Dover, Woodlawn Park, Summerhaven, Hoover's Point, Featherstone Point and Evan's Point are affected. During the high lake level period in 2018-2021, LPRCA issued flood warning messages for 12 events. Cottagers at Long Point and Turkey Point have a high potential to be isolated during sustained flood events when the roads flood. Unless evacuated early, it is likely that people will have to shelter in place for the duration of the event.

Storm surges during the winter months have historically been prevented by heavy ice on Lake Erie. The warmer winter temperatures and less lake ice expected in a changing climate will increase the frequency of storm surges on the lake.



*Photo: Flooding in Vienna at 8:36 am on February 21, 2018*

Regulation of Lake Erie shoreline development under the LPRCA O.Reg. 178/06 began in 2006. Since regulation of Lake Erie shoreline development began in 2006, LPRCA has permitted renovation and replacement of existing lakeside cottages provided that the cottage is floodproofed to reduce flood damage potential. It is likely that most of the cottage owners are not aware how very flood prone they are and the preparations they need to shelter in place for the duration of the event and the following disruption.



### 5.1.2 SLOPE STABILITY AND EROSION

The river valleys, particularly in the Big Otter Creek watershed, are deeply incised and steep-sided. The area is mostly rural; however, wherever these valleys and ravines occur in towns and settlement areas, development that occurred prior to regulation in 2006 occurred dangerously close to the slope. Tillsonburg, in particular, is affected.

Historical cottage development during the 1950s through 1970s located in areas very close to the top of the Lake Erie bluffs that are subject to toe erosion by lake waves and currents, particularly when the Lake Erie water level is high. Resort communities at Clear Creek, Port Rowan, Booth's Harbour, Normandale, Fisher's Glen, Port Ryerse, Port Dover, Vaughan Survey, Sandy Cove, Hickory Beach, Peacock Point, Woodlawn Park, Summerhaven, Hoover's Point and Featherstone Point are affected. Much of the shoreline has been hardened over time to reduce erosion. During historical periods of high water, the cottage owners have scrambled to repair erosion protection works damaged by time, storm surges and waves.



*Photo: The Lake Erie bluffs are subject to toe erosion and slope failure that pose a risk to cottages built at the top of the slope.*

Since the regulation of Lake Erie shoreline development under Section 28 of *the Conservation Authorities Act* began in 2006, LPRCA has required cottage replacements and redevelopments to move back from the bluffs to reduce the risk of structural damage due to slope failure. However, it is likely that most of the cottage/home owners are not aware of the need for or cost of the routine

inspection and maintenance of the erosion protection works that protect their property. In addition, pressure has been growing for new home development in close proximity to the top of the bluffs on undeveloped stretches of shoreline. New development is likely to increase the need for shoreline hardening and its long term negative downdrift effects on shorelines and beaches.

### 5.1.3 OPTIONS TO ADDRESS ISSUES RELATED TO NATURAL HAZARDS:

**Goal:** To **avoid**, **reduce** or **mitigate** potential risk to life and property from flooding, erosion, drought\* and the impacts of a changing climate

OPTIONS TO ADDRESS ISSUES RELATED TO NATURAL HAZARDS	LPRCA PROGRAMS & SERVICES THAT IMPLEMENT THE OPTION
Provide technical information to inform municipal land use planning decisions to avoid encroachment into natural hazard areas.	Municipal plan input and review
Administer the natural hazard regulations to avoid encroachment into natural hazards areas.	Section 28 permit administration
Administer the natural hazard regulations to avoid further loss of wetlands.	Section 28 permit administration
Implement forest and wetland restoration projects on LPRCA lands.	Conservation Lands and Forestry
Promote forest and wetland restoration on private land.	Private land stewardship
Provide timely flood warning messages to allow affected people to prepare.	Flood forecasting & warning
Work with municipal EMS to keep people aware of flood vulnerability and preparedness, particularly in Long Point, Turkey Point and the resort residential areas in Haldimand County.	Flood forecasting & warning Communications
Administer the natural hazard regulations to encourage floodproofing of existing development in the flood hazard areas.	Section 28 permit administration
Encourage master drainage plans / subwatershed plans in developing areas.	Municipal plan input
Review storm water management plans with respect to their ability to mitigate downstream flooding and erosion impact.	Municipal plan review
Build citizen awareness and understanding about floods, erosion, drought, impacts of climate change; the role of forests, wetlands and stream riparian zones in reducing and mitigating.	Communications Environmental Education
Provide opportunities for the public to enjoy, learn from and respect the watershed's natural and cultural environment.	Conservation Parks Conservation Lands and Forestry Communications

\* Drought as a natural hazard is discussed in section 5.2.1 Balancing competing water needs on page 16.

## 5.2 SUSTAINABLE WATER SUPPLY

### 5.2.1 BALANCING COMPETING WATER NEEDS

The Long Point Region watershed is fortunate to have plentiful, good quality water. The major sustainable water use issue is balancing the competing water needs of cash crops and cold-water aquatic ecosystems in the Norfolk Sand Plain.

Municipalities within the Long Point Region watershed rely on groundwater and Lake Erie for their municipal drinking water needs. Municipal and permitted commercial uses in the watershed account for less than 8% of permitted water users. The *Clean Water Act, 2006* and the Source Protection Plan were put in place to protect the quantity and quality of municipal water supplies.

Rural domestic supplies rely on groundwater wells: overburden wells in the groundwater rich Norfolk Sand Plain in the west-central portion of the watershed; bedrock wells in the Haldimand Clay Plain in the east and Mount Elgin Ridges in the north-west where overburden deposits do not often provide an adequate supply of groundwater for domestic use. The bedrock well supply often has quality constraints, being sulphurous because of the bedrock geology.

**Overburden wells** include those constructed into overburden aquifers (the geological materials above bedrock), composed typically of sands and gravels, but also possibly of silts and clays.

**Bedrock wells** are drilled down through any overlying overburden into the bedrock.

Long Point Region watershed has one of the highest densities of permitted water takings in the Province focused primarily within the Norfolk Sand Plain. Agricultural irrigation accounts for over 92% of permits, with 51% withdrawn from groundwater sources, 25% from surface water bodies and 24% from both groundwater and surface water supplies.

The conflict between crop irrigation needs and stream ecosystem needs is most pronounced in dry years. During the drought in the early 1960s, the regulation of water taking was put in place under the *Ontario Water Resources Act* and the construction of small dams was incentivized by the provincial government to provide for irrigation and stream flow augmentation as a solution to the water shortage problem. These structures have now been recognized as warming cold water systems and intercepting the natural sand bedload making the impoundments shallower over time, further impairing the downstream watercourses.

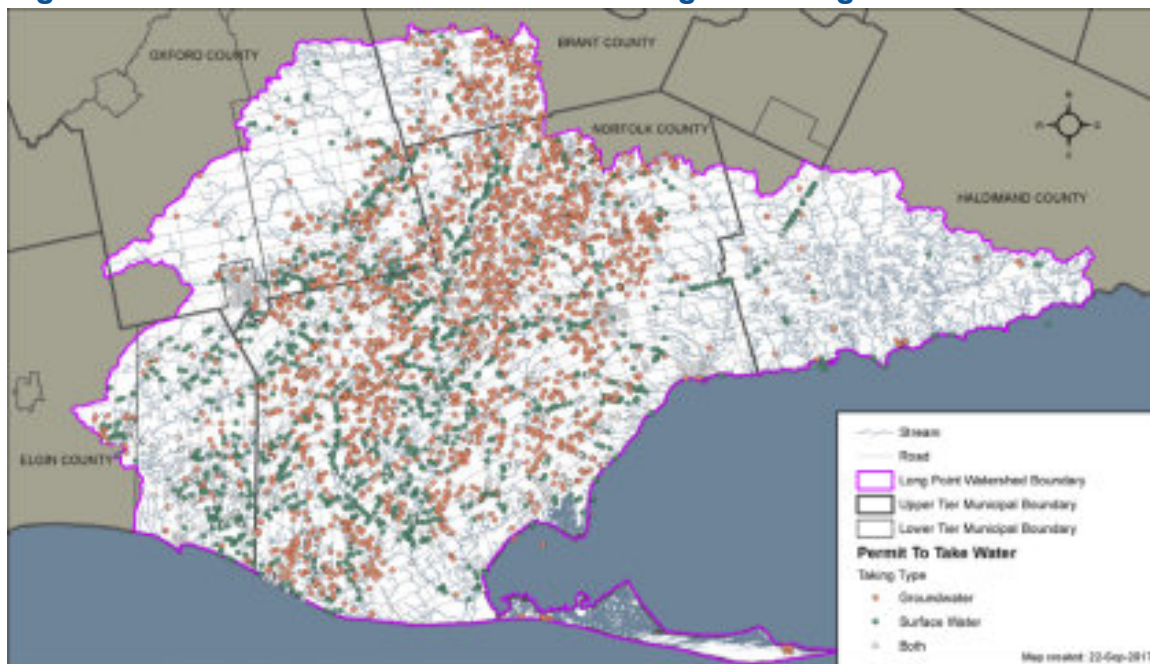
Following the 1997-2001 drought, the Long Point Region watershed was designated a “High Water Use” region under the *Ontario Water Resources Act* to reduce the competition for water and the Ontario Low Water Response program was put into place

to enable water users to cooperate in managing local water resources to reduce the impact of water taking during times of low water.

While remedial action is strong during and immediately following drought events, investment and enthusiasm die off between dry periods. As a result, momentum to make changes, relationships among groups and overall preparedness are lost between events.

More extreme events are expected in a changing climate including more frequent and severe droughts.

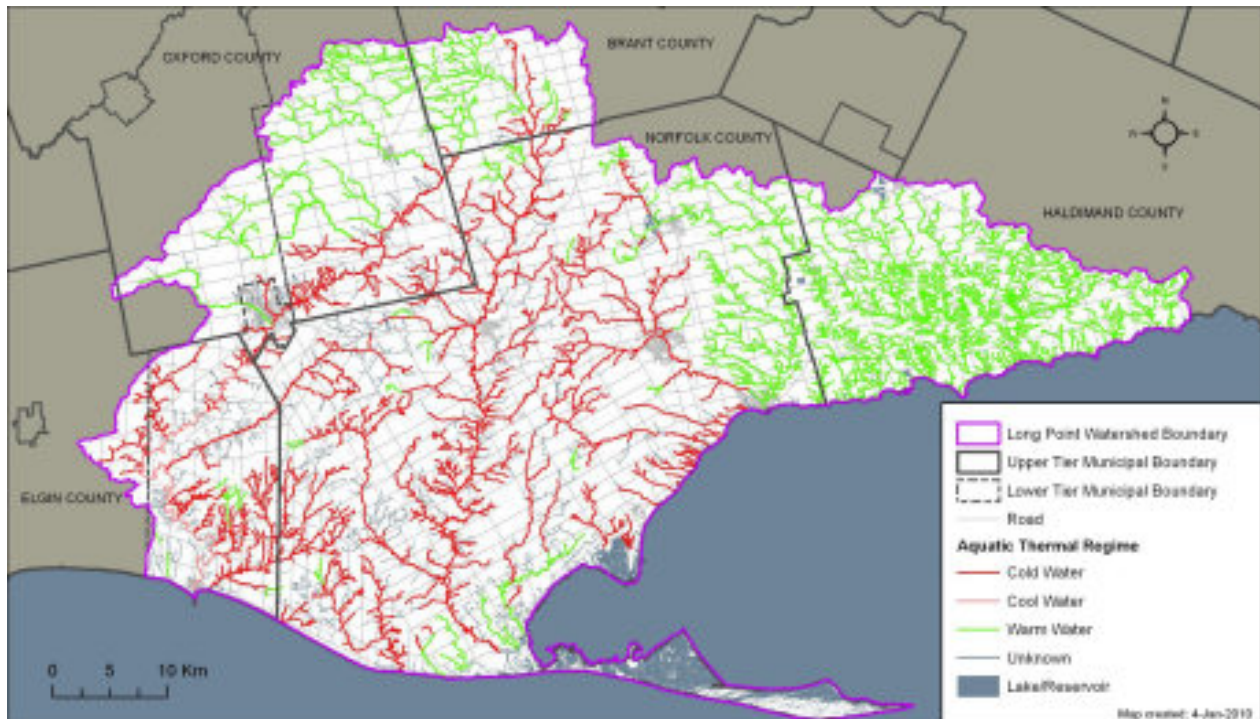
**Figure 5-1: Permits to Take Water in the Long Point Region Watershed**



Source: Lake Erie Region Source Protection Committee, 2020. *Long Point Region – Assessment Report*.



**Figure 5-2: Aquatic Habitat in the Long Point Region Watershed**



Source: Lake Erie Region Source Protection Committee, 2020. *Long Point Region – Assessment Report*.



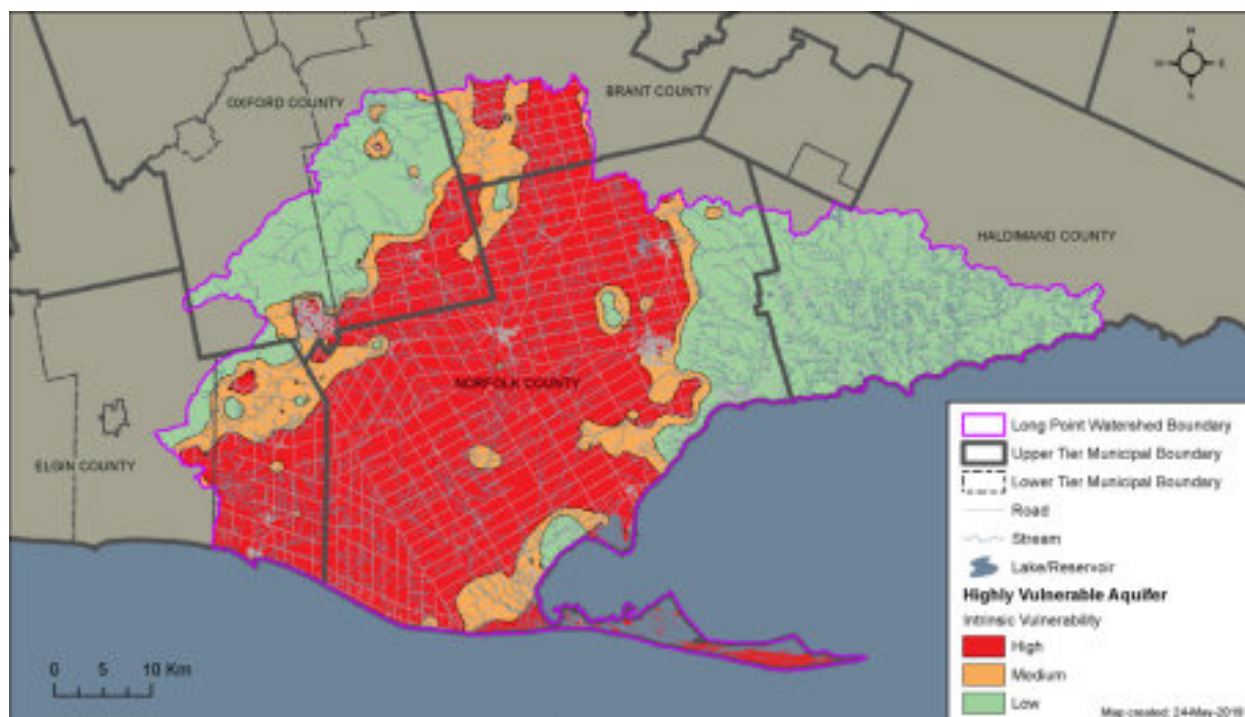
Source: LPRCA

### 5.2.2 PROTECTING GROUNDWATER QUALITY

For rural homeowners and businesses dependent on shallow overburden wells, the significant issue is groundwater quality.

The vulnerability of the unconfined overburden aquifers in the Norfolk Sand Plain are demonstrated on **Figure 5-3**. Rain water percolating through the upper soil layers carries contaminants (e.g. nitrates dissolved from fertilizer, chloride from road salt, bacteria from livestock waste and domestic septic systems) to the water table. Local groundwater studies have shown that the hamlets situated on the more permeable, shallow groundwater systems are more susceptible to degraded groundwater quality (i.e. bacteria, nitrate, chloride) from septic system effluent and the application of fertilizer and road salt.

**Figure 5-3: Aquifer Vulnerability to Contamination**



Source: Lake Erie Region Source Protection Committee, 2020. *Long Point Region – Assessment Report*.

### 5.2.3 OPTIONS TO ADDRESS ISSUES RELATED TO DROUGHT AND WATER SUPPLIES:

**Goal:** Ensure sustainable and clean water supplies for communities, economies and ecosystems.

OPTIONS TO ADDRESS ISSUES RELATED TO SUSTAINABLE WATER SUPPLY	LPRCA PROGRAMS & SERVICES THAT IMPLEMENT THE OPTION
Monitor watershed conditions and alert communities to changes in water availability / low water conditions.	Ontario Low Water Response
Continue to develop locally specific LWR thresholds and response methods.	Ontario Low Water Response
Maintain and support a local Low Water Response Team ready to take action when needed.	Ontario Low Water Response
Collaborate within the local Low Water Response Team to address the issues and maintain preparedness.	Ontario Low Water Response
Continue to encourage and incentivize irrigation best practices and irrigation sources other than direct stream-taking.	Ontario Low Water Response
Work with municipalities to implement the Source Protection Plan to protect municipal drinking water supplies.	Source Water Protection
Retain ownership of watershed source areas and water retention areas. Implement forest and wetland restoration projects on LPRCA lands.	Conservation Lands and Forestry
Promote forest and wetland restoration on private land.	Private land stewardship
Review storm water management plans with respect to their ability to protect groundwater recharge and quality.	Plan review
Build citizen awareness and understanding about drought, impacts of climate change; the role of forests, wetlands and source areas in reducing and mitigating; the need for and means of conserving water & natural resources.	Communications Environmental Education
Provide opportunities for the public to enjoy, learn from and respect the watershed's natural and cultural environment.	Conservation Parks Conservation Lands and Forestry Communications



### 5.3 WATER QUALITY AND STREAM HEALTH

The physiographic features, along with land use and management characteristics in the watershed establish the quality and quantity of aquatic habitat available for aquatic life. The suitability and health of aquatic habitat is dependent on four physical factors: temperature, oxygen, clarity and the chemical characteristics of the watercourse.

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#### SURFACE WATER TEMPERATURE

The thermal regimes in the waterways in the Long Point Region watershed include cold-, cool- and warm-water (Figure 5-2). Streams draining the sand plain in the western and central portion of the Long Point Region watershed (e.g. lower Big Otter Creek, Big Creek and Dedrick-Young creeks) contain many cold-water fish species.

Warm water species are present in areas where heavier soils are dominant such as the Haldimand Clay Plain, till moraines of the north-west, near the Lake Erie shoreline, and in some areas where water is held back through artificial storage.

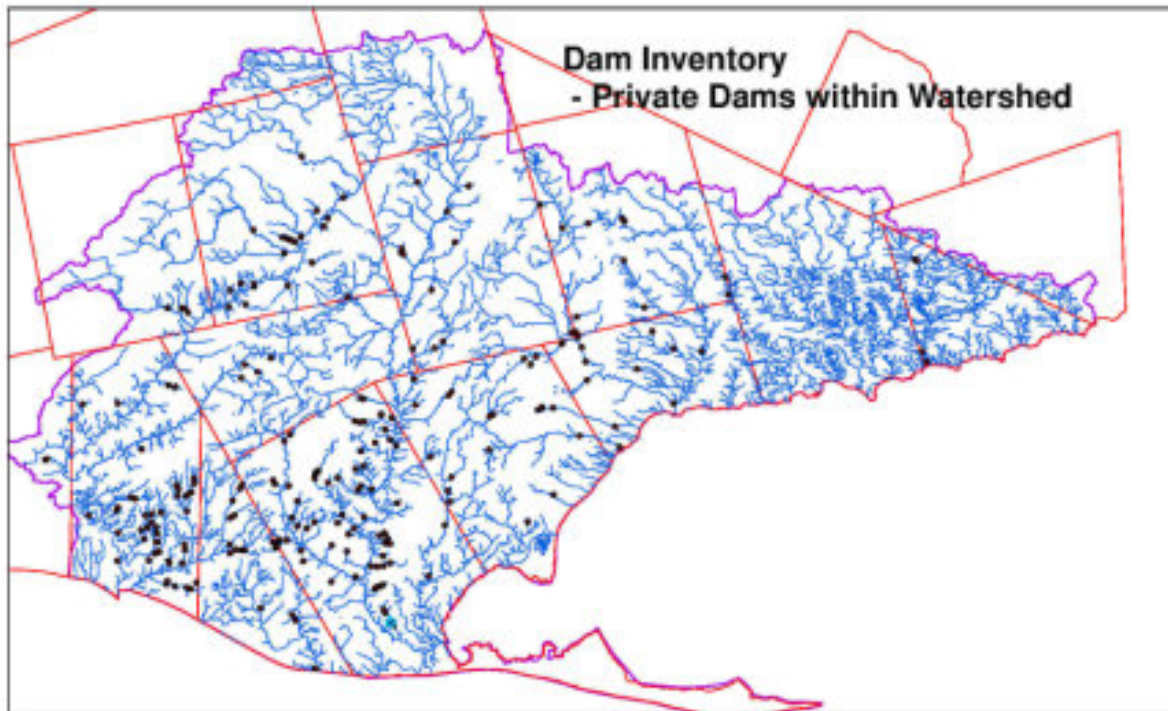
Many of the tributaries within the Long Point Region watershed are thermally stressed. The warming trend in summer stream temperatures across several watersheds, including Big Creek and Patterson Creek, is a concern. The warming stream temperatures can be expected to continue as summers warm in a changing climate. High temperatures can limit the diversity of aquatic species present as well as impact dissolved oxygen levels. Prolonged periods of temperatures above the threshold for cold-cool water fish (24°C) limit the creek's ability to support these species. Further, dams and other anthropogenic drainage features have led to the degradation of many of the natural cold-water habitats in the Region.



Source: LPRCA

The prevalence of small private dams in the watershed is shown on **Figure 5-4**.

**Figure 5-4: Inventory of Small Dams**



Source: LPRCA Inventory of Small Dams, 2015

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#### 5.3.4 NUTRIENTS AND SUSPENDED SOLIDS

In general, the geology and current land use practices influence surface water quality in the Long Point Region watershed. Watersheds draining the clay and till plains tend to have higher suspended solids (TSS) and phosphorus (TP) concentrations (e.g. Big Otter Creek, Nanticoke Creek and the eastern watersheds.). These areas support livestock operations and general cash crop production.

Conversely, the watersheds in the Norfolk Sand Plain, which produce irrigated specialty crops, tend to have elevated nitrate levels related to fertilizer use. However, water quality in the creeks draining the Norfolk Sand Plain (e.g. Young, Trout, Venison and Kent Creeks) tends to be better due to the discharge of cool groundwater to the streams.

In addition to land use, point source discharges such as wastewater treatment plants (WWTP) also influence stream water quality in the Region. Municipal wastewater treatment plants are being systematically upgraded over time to improve effluent water quality.

### 5.3.3 STREAMBANK EROSION

Streambank erosion includes erosional activity associated with the banks of both natural watercourses and artificial drainage courses. Natural erosion of streambanks contributes significantly to high concentrations of suspended solids in the Big Otter Creek watershed, particularly that portion of Big Otter Creek around Tillsonburg. Natural erosion is very localized in nature in the remaining watersheds.

The earlier impact of artificial drainage activity on the receiving watercourse, most significant in the upper half of Big Otter Creek and the upper third of Big Creek, has been largely resolved due to the uptake of best practices in municipal drain maintenance.

Unrestricted cattle access to the watercourses results in significant streambank erosion in the Spittler Creek watershed (a tributary of Big Otter Creek) and in the Nanticoke, Sandusk and Stoney Creek watersheds where the streambanks are bare of vegetation and erosion is heavy, resulting in high levels of turbidity in the creeks.

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### 5.3.4 GULLY EROSION

Gully erosion is generally recognized as a serious problem in that portion of Southern Ontario surrounding and including the Norfolk Sand Plain, including the sand plain portions of the Otter Creek, Big Creek and Dedrich-Young Creek watersheds. LPRCA has had a long-standing erosion control program to assist property owners dealing with gully erosion issues.

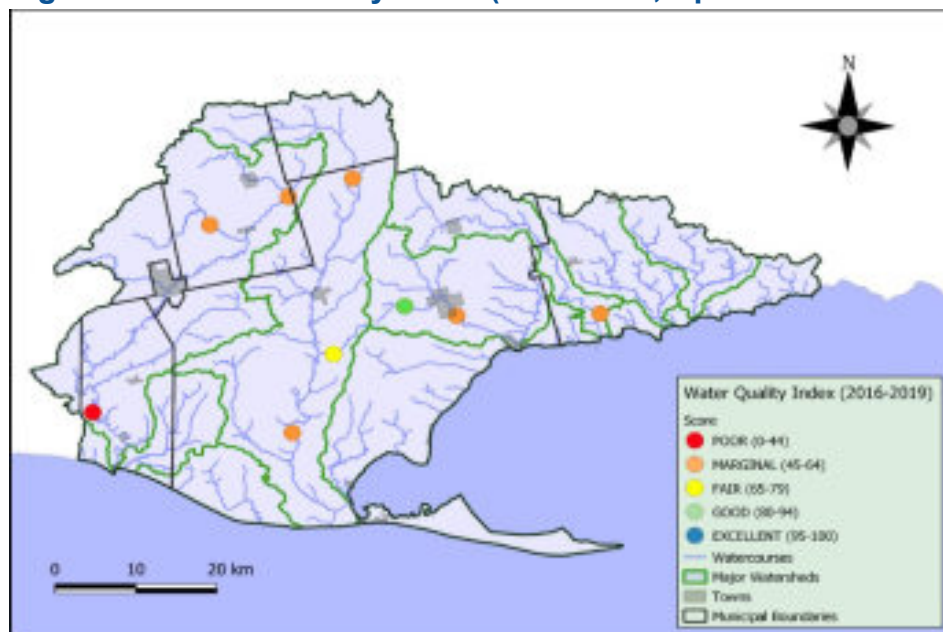
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### 5.3.5 Water Quality Index

Figure 5-5 shows the Water Quality Index map that was prepared in 2020 based on data from LPRCA's Provincial Water Quality Monitoring Network (PWQMN) sampling stations. The water quality index is a modification of version 2.0 of the Canadian Council of Ministers of the Environment (CCME) Water Quality Index tool. The index combines three parameters, Total Phosphorus, Total Nitrates and Chloride, measured over the April-November period in 2016 through 2019. Water quality index calculations using April-November data from 2016-2019 result in scores ranging from Poor to Good (**Figure 5-5 & Figure 5-6**).

**Figure 5-5. LPRCA Water Quality Index Results**

Monitoring Site	WQI	WQI Category
Big Otter Creek (@Maple Dell Road)	47.8	Marginal
Spittler Creek (@Milldale Road)	55.9	Marginal
Big Otter Creek (@Calton Line)	44.1	Poor
Big Creek (@Windham Conc. 2)	59.7	Marginal
Trout Creek (@Massecar Road)	78.5	Fair
Big Creek (@Walsingham Conc. 7)	58.9	Marginal
Kent Creek (@Highway 3)	92.7	Good
Lynn River (@Decou Road)	56.3	Marginal
Nanticoke Creek (@Regional Road 3)	50.0	Marginal

**Figure 5-6: Water Quality Index (2016-2019, April-November only)**

Source: LPRCA 2020

### 5.3.6 OPTIONS TO IMPROVE WATER QUALITY AND STREAM HEALTH:

**Goal:** Improve stream health and reduce the watershed's impact on Lake Erie

OPTIONS TO ADDRESS ISSUES RELATED TO STREAM HEALTH	LPRCA PROGRAMS & SERVICES THAT IMPLEMENT THE OPTION
Encourage action by reporting regularly on monitored aspects of water quality and stream health.	Stream health monitoring
Update the 2010 inventory of small dams. Promote a program to decommission small dams no longer in use.	Flood Forecasting and Warning
Promote nutrient management program uptake/best practices to reduce nitrate contamination of groundwater in the Norfolk Sand Plain.	Private land stewardship services
Promote agricultural best practices to re-establish riparian buffers along streams, with focus in upper Big Otter, lower Nanticoke, and Sandusk-Stoney.	Private land stewardship services Delivery of municipal Clean Water programs
Review storm water management plans with respect to their ability to mitigate downstream streambank erosion impacts.	Municipal plan review
Build citizen awareness and understanding about drought, impacts of climate change; the role of wetlands, source areas and stream riparian zones in addressing issues; the need for and means of conserving natural resources.	Communications Environmental and Heritage Education
Provide opportunities for the public to enjoy, learn from and respect the watershed's natural and cultural environment.	Conservation Parks Conservation Lands and Forestry Communications



## 6 LPRCA PROGRAM REVIEW

Each of the LPRCA programs that address the important resource management issues in the watershed has been reviewed with respect to the watershed-based resource management goals, the program objectives, the mandate under the *Conservation Authorities Act* and Ontario Regulation 686/21, and delivery standards that have been established for the program. Actions to address the program delivery issues and risks have been identified.

The Action items have been translated into projects/tasks in an Implementation Plan with High and Medium priority attached to each. High (H) means the task is required as soon as possible to meet regulatory requirements and/or established delivery standards. Medium (M) means the task is important and should be implemented during the life of the Strategy as budgets and staff work plans permit.

The *Conservation Authorities Act* prescribes three categories (cat) for Conservation Authority programs and services. Category 1 programs and services are mandatory and are defined in regulation. Category 2 programs and services are those provided at the request of a member municipality or municipalities. Category 3 services are those other programs and services an Authority determines are advisable by the Authority's Board.

### 6.1 MUNICIPAL PLAN REVIEW

LPRCA provides technical comments and advice related the natural hazards and wetlands to its member municipalities on municipal land use planning applications. The comments are provided on behalf of the Province of Ontario for matters related to the Provincial Policy Statement Section 3.1 Public Safety under the *Planning Act* and also in relation to Ontario Regulation 41/24 under Section 28 of the *Conservation Authorities Act*.

## REVIEW AND ACTION PLAN

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Municipal Plan Review	1	Provide technical information to inform municipal land use planning decisions with respect to natural hazards.	√	√	√	Legislative changes have put municipal plan review agreements out of date. Current storm water management approaches may exacerbate flooding and erosion.	Develop a Storm Water Management (SWM) guide in collaboration with municipalities. Promote subwatershed and master drainage planning, particularly in developing towns and settlement areas.

## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M,L)	Staff (FTE)	One-time Cost	Annual Cost
Municipal Plan Review	Update/create the municipal plan review Protocol Agreements.	H	Current*	\$--	\$--
	Work with the municipalities to develop updated SWM guidelines that deal with flood and erosion control.	M	Current	--	--
	Work with the municipalities to identify priority areas for subwatershed and master drainage planning.	M	Current	--	--

\*Current means built into the work plans of existing staff

## 6.2 SECTION 28 PERMIT ADMINISTRATION

LPRCA guards against the risks posed by flooding, erosion and other natural hazards by administering Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) made under Section 28 of the *Conservation Authorities Act*.

Permission from LPRCA is required to develop in areas on hazardous lands including river or stream valleys, shorelines, wetlands, or unstable soil or bedrock; alter a river, creek, stream or watercourse; or interfere with a wetland.

### REVIEW AND ACTION PLAN

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Section 28 permit administration	1	Administer the natural hazard regulations to avoid encroachment into natural hazard areas and to avoid further loss of wetlands.	√	√	√	Current staffing level does not provide for sufficient enforcement; property owners proceed with work without permits.	Invest in Sec 28 regulatory compliance.

### IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M)	Staff (FTE)	One-time Cost	Annual Cost
Section 28 permit administration	Add staff capacity and legal budget for violations follow-up and enforcement.	H	TBD	--	\$TBD
	Maintain a reputation for excellent service that encourages compliance.	H	Current	--	--
	Use social media to build awareness of permitting requirements on shorelines.	M	Current	--	--

### 6.3 WATERSHED PLANNING AND TECHNICAL STUDIES

LPRCA maintains current reliable base mapping, flood and erosion hazard mapping, hazard line mapping and regulated area mapping information to inform permitting, municipal planning, EMS and the public. The program includes data collection and storage systems, Geographical Information Systems (GIS) and design studies to mitigate natural hazards including flooding, erosion and drought.

#### Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Watershed Planning and Technical Studies	1	Maintain current, reliable hazard and regulated area mapping information to inform permitting, municipal planning, EMS and the public.	X	√	√	Regulated area maps are out of date. 140 of 3,700 km of watercourse have updated floodplain mapping. MNR Wetland mapping is out-of-date.	Complete the hazard land/regulated areas mapping project. Invest in GIS skills capacity. Continue flood hazard mapping as federal/provincial funding assistance is available.

## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M)	Staff (FTE)	One-time Cost	Annual Cost
Watershed Planning and Technical Studies	Finalize the regulated area mapping project, consult and post.	H	Current	--	--
	Continue flood hazard mapping as federal/provincial funding assistance is available.	M	Current	\$TBD	--/\$TBD
	Add staff capacity to maintain LPRCA's digital data, tools and applications.	M	TBD	--	\$TBD

## 6.4 FLOOD FORECASTING AND WARNING

LPRCA maintains and operates a flood forecasting and warning system for watercourses and the Lake Erie shoreline within its watershed. LPRCA staff monitor the potential for flooding by evaluating existing watershed conditions and weather forecasts. Information monitored and used by the system includes real-time streamflow gauges, rainfall and weather stations, forecast weather, snow surveys and real-time and predicted Lake Erie levels.

Primary responsibility for action during a flood response rests with municipal governments. When a flood is anticipated, LPRCA issues warnings to affected municipalities who coordinate the necessary flood emergency response. During a flood, LPRCA takes part in municipal emergency response by providing all available information to flood coordinators to aid in their decision making.

### Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Flood Forecasting and Warning	1	Reduce flood damages and impacts by providing early notice of possible flooding to municipal flood coordinators, emergency responders and the public.	√	√	√	Lake Erie storm surge events will be more frequent in the ice-free lake conditions expected as winters get warmer. Property owners in resort residential areas may not know how vulnerable they are or how to prepare. There are gaps in real-time rainfall and flow/water level monitoring.	Develop an outreach program for resort residential property owners and municipal officials. Leverage technology to improve the effectiveness of flood forecasting and warning systems.

## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M)	Staff (FTE)	One-time Cost	Annual Cost
Flood Forecasting and Warning	Continue to develop the Flood Duty Officer Manual and emergency flood event protocols.	H	Current	--	--
	Work with municipal Flood Coordinators to develop an outreach program for resort residential property owners and municipal officials.	M	Current	--	--
	Review gaps in the rain and streamflow/water level gauge network. Add a water level gauge on Big Otter Creek in Vienna.	M	Current	\$30,000	--

## 6.5 DROUGHT/LOW WATER RESPONSE

The Ontario Low Water Response Program was established in 2001 to deal with the impact of several years of dry weather and to allow water users to cooperate in managing local water resources. In the Long Point Region watershed, a Joint Low Water Response Team (WRT) has been formed with representatives from major water users and decision makers. LPRCA monitors stream flow conditions, precipitation, weather forecasts and other information and will call a WRT meeting if conditions warrant. Recommendations and decisions are made and communicated by team members. LPRCA chairs the WRT and provides technical and administrative support.

### Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Drought/Low Water Response	1	Enable water users to cooperate in managing local water resources to reduce the impact of water taking during times of low water.	√	√	√	Working relationships and shared knowledge base are lost between low water events due to staff changes.	Collaborate with the local, multi-stakeholder Low Water Response Team to maintain preparedness and make progress in addressing the issues.

### IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H, M)	Staff (FTE)	One-time Cost	Annual Cost
Drought/Low Water Response	Call a meeting of the Low Water Response Team at least once annually to discuss progress and preparedness.	H	Current	--	--
	Determine LWR thresholds for the PGMN groundwater monitoring wells.	M	Current	--	--



## 6.6 WATER CONTROL INFRASTRUCTURE OPERATION AND MANAGEMENT

LPRCA currently owns and operates nine (9) dams and three (3) water control structures within the watershed. Historically, these structures were constructed for a variety of reasons including power generation, water supply, low flow augmentation, recreation and habitat enhancement. Most of these structures were built following the drought in the 1960s while others date back over 100 years. General maintenance and routine operation of the structures are completed by LPRCA staff throughout the year.

### Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Water Control Infrastructure	1	Maintain and operate water control structure to provide flood control, low flow augmentation and recreation.	√	√	√	Dam Safety Reviews are not yet complete for all structures. LPRCA structures were constructed in the 1960s for drought mitigation but operating plans may not reflect this. Some dams cause water temperature impairment issues.	Include Dam Safety Review requirements in the <b>Asset Management Plan</b> . Include the drought mitigation strategy in the <b>Operating Plan</b> for each structure. Assess pros/cons of each structure (formal or informal EA process) as part of <b>Asset Management Planning</b> .

## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M,L)	Staff (FTE)	One-time Cost	Annual Cost
Water Control Infrastructure	Complete outstanding Dam Safety Reviews.	H	--	\$300,000	--
	Include Dam Safety Review recommendations in the <b>Asset Management Plan</b> .	M	Current	--	--
	Include the drought mitigation strategy in the <b>Operating Plan</b> for each structure.	M	Current	--	--
	Assess pros/cons of each structure (formal or informal EA process) as part of the <b>Asset Management Planning</b> .	M	--	\$300,000	--

## 6.7 SOURCE WATER PROTECTION

The *Clean Water Act*, 2006 designates the LPRCA as the Long Point Region Source Protection Authority (SPA) to work with the multi-stakeholder Lake Erie Region Source Protection Committee to develop watershed-based plans for the protection of drinking water sources. Source protection plans contain a series of locally developed policies that, as they are implemented, protect existing and future sources of municipal drinking water.

LPRCA's explicit role in policy implementation is to deliver available cost share incentive programs and work with affected landowners to implement best practices for activities that are or would be significant threats, particularly livestock related activities, in Norfolk County and the Municipality of Bayham.

### Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Source water protection	1	Reduce the risk posed to municipal drinking water sources by significant threats.	√	√	√		

### IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M,L)	Staff (FTE)	One-time Cost	Annual Cost
Source water protection		--	--	--	--

## 6.8 STREAM HEALTH MONITORING

The Provincial Water Quality Monitoring Network (PWQMN) and the Provincial Groundwater Monitoring Network (PGMN) are partnerships between LPRCA and the Ministry of Environment, Climate Change and Parks (MECP). Under the partnership, LPRCA collects water samples and groundwater level data. MECP analyzes the stream and groundwater samples for a variety of parameters and publishes the data.

In addition to participation in the PWQMN and the PGMN, LPRCA:

- Monitors water temperature above and below reservoirs and in cold water streams;
- Samples benthic invertebrates as a cost-effective method of determining the health of a watercourse and filling data gaps; and
- Analyzes and reports on water quality conditions including delivering the Watershed Report Card.

Stream health monitoring information provides input to LPRCA dam operations, low water response and permitting.

### Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Stream health monitoring	3	Inform about historical, current and emerging concerns and the effectiveness of restoration efforts.	√	√	√		Promote action by reporting regularly on monitored aspects of water quality and stream health.

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## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M)	Staff (FTE)	One-time Cost	Annual Cost
Stream health monitoring	Report to the Board regularly on a rotation of water quality and stream health topics based on LPRCA monitoring data.	M	Current	--	--

## 6.9 PRIVATE LAND STEWARDSHIP SERVICES AND FORESTRY

LPRCA staff promote private land stewardship and provide advice and technical support to property owners for tree planting, soil erosion control, water quality improvements and wetland and habitat restoration projects. LPRCA also delivers municipal Rural Water Quality and Clean Water programs in Brant, Elgin, Haldimand and Oxford Counties as an advisory partner.

### Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Private land stewardship services and Forestry	3	Promote watershed stewardship practices that work with nature to protect, restore and manage water and land resources.	√	√	√	Grant funds to deliver and promote the program are not stable. Landowners lack information about the programs and services, their potential benefits and/or they find the requirements too restrictive. Norfolk County does not have a municipal Clean Water program as other municipal partners do.	Focus private land stewardship on regional conservation needs. Seek to resolve barriers to program uptake. Promote restoration and best management practices that improve both watershed health and the economics of farming operation, which will lead to additional project sites.

## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M)	Staff (FTE)	One-time Cost	Annual Cost
Private land stewardship services and Forestry	Expand tree planting programs on marginal lands (wetlands, riparian zones along creeks).	M	Current	--	--
	Expand clean water program uptake for riparian buffers and cover crops, particularly in northwest and eastern portions of the watershed.	M	Current	--	--
	Encourage nutrient management program uptake/best practices in the Norfolk Sand Plain to reduce nitrate contamination of groundwater.	M	Current	--	--
	Expand methods/strategies to promote stewardship programs and services.	M	Current	--	--

## 6.10 CONSERVATION LANDS AND FORESTRY

LPRCA owns approximately 4,450 hectares (11,000 acres) of natural lands within the watershed. Since 1953, LPRCA has acquired land, through purchase and by donation, to protect significant wetland, forest and water resource areas. An approved land acquisition policy sets priorities for acquisition. This policy focuses on protecting natural features in priority areas and increasing landholdings to expand habitats and forest management opportunities.

LPRCA owns 90 forest tract properties. These forest properties are actively managed by LPRCA, with sustainable forestry practices implemented to protect and enhance biodiversity and wildlife habitat. While these properties do not have trails or facilities, they are publicly accessible for outdoor recreation such as hiking and hunting.

The Lee Brown Waterfowl Management Area was established in 1975 as a tribute to Lee Brown's donation and his endeavors to preserve and increase the potential of such a unique ecosystem. LPRCA manages this thriving ecosystem to maintain and enhance wetland habitat suitable for water management purposes as well as to propagate native waterfowl and other marsh species.

Additional natural properties, whether forested, wetland areas, or otherwise, are important natural features and key places for the public to connect with nature. LPRCA maintains 12 parkettes for passive public uses such as hiking, fishing, hunting and birding.

LPRCA's responsibilities for security and management of its properties are set out in O. Reg. 686/21 Mandatory Programs and Services, and O. Reg. 688/21 Rules of Conduct in Conservation Areas made respectively under revised Sections 21 and 29 of the *Conservation Authorities Act*.



## Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Conservation Lands and Forestry	1	Protect, through acquisition, significant, wetland, forest and water source areas. Conserve, manage and rehabilitate natural heritage on LPRCA-owned lands. Provide opportunities for the public to enjoy, learn from and respect the watershed's natural and cultural environment.	X	√	√	The watershed-based forest and wetlands protection priorities contained in the early strategies need renewal. Current staff capacity does not provide for sufficient monitoring and enforcement on CA-owned properties. The spread of invasive plants, animals, insects and pathogens can outpace management efforts and seriously damage ecosystems. Ecological surveys that support natural heritage conservation/management are completed based on the Forestry 5-year Operating Plan.	Incorporate the protection, management and restoration of forests, wetlands, source areas and riparian zones into the <b>Conservation Land Strategy</b> . Invest in administration of the Section 29 regulation (security, inspection, risk management). Invest in control of invasive species on CA-owned properties. Continue to invest in ecological property surveys on a broader range of LPRCA properties.

## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M)	Staff (FTE)	One-time Cost	Annual Cost
Conservation Lands and Forestry	Reflect the importance of forests, wetlands, source areas and riparian zones in the Conservation Land Strategy and new Land Securement Policy.	H	Current	--	--
	Increase staff capacity and budget for Section 29 administration (boundary surveys, gates, property inspection) and risk management (signage, hazard tree removal, maintenance of trails and bridges).	H	TBD	--	\$TBD
	Continue to invest in ecological assessments on a broader range of LPRCA properties.	H	Current	--	\$TBD
	Increase staff capacity and budget for invasive species control on CA-owned properties. Broaden partnerships and grant applications.	M	TBD	\$TBD	\$TBD

## 6.11 CONSERVATION PARKS

LPRCA operates five revenue-producing conservation areas that provide a wide range of recreational opportunities such as camping, swimming, fishing, canoeing and picnicking. These conservation areas are fully staffed for the camping season and become passive properties in the offseason. The Backhouse Heritage Site is located at the Backus Heritage Conservation Area and includes the 1798 Backhouse Mill, a designated National Historic Site. The Conservation Education Centre is also located in the Backus Heritage Conservation Area.

### Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Conservation Parks	3	Provide opportunities for the public to enjoy, learn from and respect the watershed's natural and cultural environment. Provide excellent experiences while managing conservation areas for sustainable recreation, education and tourism.	√	√	√	Continuing capital improvements are needed to improve visitor experience. Shortage of seasonal staffing for securement at campgrounds; hiring and retention issues. Question of investment required versus payback due to expansion limitations.	Review and update operating plans and capital plans for campgrounds. Invest in conservation area infrastructure, increasing visitor experiences. Promote awareness about natural resource management needs and the services LPRCA provides.

<b>Program</b>	<b>Cat</b>	<b>Program Objectives</b>	<b>Complies with regulation</b>	<b>Meets standards</b>	<b>Effective in meeting objectives</b>	<b>Issues/Risks</b>	<b>Actions/support to strengthen delivery</b>
Heritage Site at Backus Heritage CA	3					Aging buildings and facilities.	A capital plan/financial analysis needs to be completed for the Heritage Site to determine future operations.

## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M)	Staff (FTE)	One-time Cost	Annual Cost
Conservation Parks	Develop a Conservation Areas capital plan for major maintenance and improvements to the infrastructure at the five Conservation Parks.	M	Current	--	--
	Take advantage of opportunities for engaging with and educating people about the importance of conservation and the services LPRCA provides.	M	Current	--	--
Heritage Site at Backus Heritage CA	Complete an inventory of heritage buildings and facilities including an analysis of current status and estimate of repairs and replacement costs.	M	--	\$TBD	--
Conservation Education Centre at Backus Heritage CA	Analyze and develop a plan to enhance visitor attendance including enhanced education programming for watershed residents.	M	Current	--	--

## 6.12 ENVIRONMENTAL AND HERITAGE EDUCATION

LPRCA's Environmental and Heritage Education programs aim to connect children, youth and residents with nature so they can develop concern for and appreciation of natural resources, awareness of their role in resource stewardship and resiliency to adapt to a changing climate.

LPRCA's outdoor education programs make use of the Conservation Education Centre, trails, pond and outdoor spaces while the heritage programs leverage the Historic Site to offer unique, engaging and memorable experiences for students. LPRCA has contracts with two local school boards to offer outdoor education for grades 2, 4 and 6 students and heritage education for grades 3 and 7 students.

### Review and Action Plan

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Environmental and Heritage Education	3	Connect children, youth, residents with nature so they can develop concern for and appreciation of natural resources, awareness of their role in resource stewardship and resiliency to adapt to a changing climate.	√	√	√	The program's contribution in developing children, youth and resident's awareness of their role in resource stewardship is undervalued. The rate for school board contracts programming is not at breakeven.	Expand the environmental and heritage programming.

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## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M)	Staff (FTE)	One-time Cost	Annual Cost
Environmental and Heritage Education	Continue to pursue increased rates and additional programming days for efficiency.	M	Current	--	--
	Analyze and develop a plan to enhance visitor attendance including enhanced education programming for watershed residents.	M	Current	--	--

## 6.13 COMMUNICATIONS AND MARKETING SERVICES

LPRCA's Communications and Marketing programs make use of media relations, website and social media, special events and outreach, partnership programs, networking and collaboration to build citizen awareness and understanding about:

- Floods, erosion, drought, impacts of climate change;
- The role of forests, wetlands and stream riparian zones in mitigating natural hazards and drought;
- The need for and means of conserving water and natural resources; and
- Opportunities to enjoy the watershed's natural and cultural environment.

### REVIEW AND ACTION PLAN

Program	Cat	Program Objectives	Complies with regulation	Meets standards	Effective in meeting objectives	Issues/Risks	Actions/support to strengthen delivery
Communications and Marketing	1	Build citizen awareness and understanding about: Flood, erosion, drought, impacts of climate change; the role of forests, wetlands and stream riparian zones in reducing and mitigation; the need for and means of conserving water and natural resources.	√	√	√	An ongoing outreach program for resort residential property owners is needed.	Develop an outreach program for resort residential property owners. Promote citizen awareness & understanding about natural resource management needs across LPRCA communications.



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## IMPLEMENTATION PLAN

Program	Implementation Plan	Priority (H,M,L)	Staff (FTE)	One-time Cost	Annual Cost
Communications and Marketing	Work with the municipal EMS to develop an outreach program for resort residential property owners.	M	Current	--	--
	Expand opportunities to include resource management topics in Conservation Parks programs and communication materials.	M	Current	--	--

## 7 SUMMARY

The LPRCA Watershed-based Resource Management Strategy is a guiding document for the Board and staff that sets out the Authority's long-term approach to the watershed issues, while delivering on the mandate of the Authority and maintaining regulatory compliance. It reflects the long-term vision and watershed-based resource management goals of the organization and was developed in consultation with member municipalities, stakeholders and the public.

Implementation of the Strategy will require staff and funding resources which will be confirmed by the Board through the annual budget approval process. Updates to the Strategy will be carried out at minimum every 10 years or as needed, and will incorporate consultation appropriate to the nature of the updates.

### 7.1 UPDATES TO THE STRATEGY

The Strategy will be formally updated at minimum every 10 years or as needed. Ongoing review of the Strategy by staff will facilitate the ten-year update or trigger earlier updates. Incorporated with the formal update and the development to the Strategy, stakeholders and the public will be consulted in a method that is appropriate with regard for the nature of the proposed changes and for legislative compliance.

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Long Point Region Conservation Authority (1983). *Watershed Plan*. LPRCA

Long Point Region Conservation Authority (1994). *Watershed Strategies*. LPRCA

Long Point Region Conservation Authority (2002a). *Watershed Strategies*. LPRCA

Long Point Region Conservation Authority. *Strategic Plan 2019-2023*. [STRATPLAN2019 WEB-20191003.pdf \(lprca.on.ca\)](https://lprca.on.ca/STRATPLAN2019_WEB-20191003.pdf)

Long Point Region Conservation Authority. *Watershed Report Card 2023*. [Long Point Region Watershed Report Card 2023 \(lprca.on.ca\)](https://lprca.on.ca/Long-Point-Region-Watershed-Report-Card-2023)

Ont. Dept. Lands & Forests. 1962. *Otter Creek Conservation Report 1962*.

Ont. Dept. Lands & Forests. 1963. *Big Creek Region Conservation Report 1963*.

## Appendix A: Regulated Content Requirements

Under the *Conservation Authorities Act*, each Conservation Authority in Ontario is required to prepare a Watershed-based Resource Management Strategy. The goal of the Strategy is to ensure that the LPRCA's programs and services respond to watershed issues and reflect the organization's mandate under the *Conservation Authorities Act*.

### ONTARIO REGULATION 686/21 SECTION 12 WATERSHED-BASED RESOURCE MANAGEMENT STRATEGY

**12.** (1) An authority shall provide the following programs and services in accordance with paragraph 2 of subsection 21.1 (1) of the Act:

3. Programs and services to support the authority's functions and responsibilities related to the development and implementation of a watershed-based resource management strategy on or before December 31, 2024, in accordance with subsection (4).

(4) The watershed-based resource management strategy referred to in paragraph 3 of subsection (1) shall include the following components:

1. Guiding principles and objectives that inform the design and delivery of the programs and services that the authority is required to provide under section 21.1 of the Act.

2. A summary of existing technical studies, monitoring programs and other information on the natural resources the authority relies on within its area of jurisdiction or in specific watersheds that directly informs and supports the delivery of programs and services under section 21.1 of the Act.

3. A review of the authority's programs and services provided under section 21.1 of the Act for the purposes of,

i. determining if the programs and services comply with the regulations made under clause 40 (1) (b) of the Act,

ii. identifying and analyzing issues and risks that limit the effectiveness of the delivery of these programs and services, and

iii. identifying actions to address the issues and mitigate the risks identified by the review, and providing a cost estimate for the implementation of those actions.

4. A process for the periodic review and updating of the watershed-based resource management strategy by the authority that includes procedures to ensure stakeholders and the public are consulted during the review and update process.

(5) Subject to subsections (6) and (7), a watershed-based resource management strategy may include programs and services provided by the authority under sections 21.1.1 and 21.1.2 of the Act.

(6) If, in respect of programs and services the authority provides under subsection 21.1.1 (1) of the Act, a memorandum of understanding or other agreement is required, a watershed-based resource management strategy may not include those programs and services unless the memorandum of understanding or other agreement includes provisions that those programs and services be included in the strategy.

(7) If, in respect of programs and services the authority provides under subsection 21.1.2 (1) of the Act, an agreement is required under subsection 21.1.2 (2), a watershed-based resource management strategy may not include those programs and services unless the agreement includes provisions that those programs and services be included in the strategy.

(8) The authority shall ensure stakeholders and the public are consulted during the preparation of the watershed-based resource management strategy in a manner that the authority considers advisable.

(9) The authority shall ensure that the watershed-based resource management strategy is made public on the authority's website, or by such other means as the authority considers advisable.

## APPENDIX B: SUMMARY OF TECHNICAL STUDIES, MONITORING PROGRAMS, AND OTHER INFORMATION THAT GUIDE THE LPRCA'S PROGRAMS

### Conservation Reports

Otter Creek Conservation Report, 1957  
Otter Creek Conservation Report – Summary, 1962  
Big Creek Conservation Report, 1953  
North Creek Conservation Report, 1954  
Big Creek Region Conservation Report - Forest History, Land, Water, Wildlife, Summary, 1963  
Long Point Region Conservation Report, 1972

### Watershed Studies

LPRCA, *Lynn River State of the Watershed Report*, 2002

### Planning and Permitting Documents

LPRCA, *Policies for the Administration of the Prohibited Activities, Exemptions and Permits Regulation, Ontario Regulation 41/24*, 2024  
MNRF, *River & Stream Systems: Erosion and Flooding Hazard Limit*, 2002  
MNRF, *Great Lakes – St. Lawrence River System and Large Inland Lakes: Technical guides for flooding, erosion and dynamic beaches in support of natural hazards policies 3.1 of the Provincial Policy Statement*, 2001  
Conservation Ontario, Ministry of Natural Resources & Ministry of Municipal Affairs and Housing, *Memorandum of Understanding on Procedures to Address Conservation Authority Delegate Responsibility*, 2001  
MNRF, *Ontario Wetland Evaluation System – Southern*, 4<sup>th</sup> Edition, 2022  
Conservation Ontario, *Client Service Standards for Conservation Authority Plan and Permit Review*, 2019

### Hydrology Reports

Schroeter, *Big Creek Water Budget Study*, 2002  
Schroeter, *Long Point Region Hydrologic Model Report*, 2006  
Schroeter, *LPRCA Hydrology Report Update*, 2018  
Matrix, *LPRCA Riverine Flood Hydrology Study*, 2024

### Floodplain Mapping Reports

McLaren, *Flood and Fill Line Mapping Norwich, Tillsonburg and Vienna*, 1979  
Dillon, *Flood Plain Mapping Project – Haldimand-Norfolk-Lynn River (Lynn, Black, Nanticoke, Sandusk, Hickory)*, 1977  
Paragon, *Haldimand-Norfolk Phase 2 Floodline Mapping*, 1985  
McLaren, *Vittoria, Port Ryerse, Lynedock and Port Burwell Floodline Mapping Study*, 1987  
Wiebe, *Village of Vienna Flood Damage Reduction Study*, 1989  
Wood, *Long Point Region River Flood Hazard Mapping*, 2020  
Aquafor Beech, *Big Otter Floodplain Mapping Final Hydraulic Modelling Report*, 2024

### **Shoreline Management Plans and Hazard Mapping Reports**

Philpott, *LPRCA Shoreline Management Plan*, 1989  
Baird, *Elgin County Shoreline Management Plan*, 2015  
Baird, *Haldimand County Flood Hazard Mapping Study*, 2020  
Baird, *Norfolk County Flood Hazard Mapping Study*, 2020

### **Watershed Conditions Monitoring Data**

Hydrometric Data - Water Survey of Canada Gauges: 02GC017 Big Otter Creek above Otterville, 02GC011, Big Creek Near Kelvin, 02GC006 Big Creek Near Delhi, 02GC007 Big Creek near Walsingham, 02GC038 Venison Creek near Langton, 02GC021 Venison Creek near Walsingham, 02GC008 Lynn River at Simcoe, 02GC014 Young Creek near Vittoria, 02GC037 Nanticoke Creek near Dundurn, 02GC022 Nanticoke Creek near Nanticoke.  
LPRCA Lake Erie at Port Rowan water level gauge station, 2020-2023  
LPRCA Rainfall Gauges: Thompson Road Workshop near Waterford (2003-), Burgessville (2004-), Lyndoch (2003-), Selkirk Provincial Park (2004-), Tillsonburg (2004-), Deer Creek (2015-), Backus (2018-, climate station), Townsend (2019-), Waterford Workshop (2019-), Simcoe (2019-), Calton (1987-), Otterville (2005-)  
LPRCA Snow Survey Stations: Young Creek at Vittoria, Dedrick Creek at Backus, Big Otter Creek at Norwich, Big Creek at Little Lake, Nanticoke Creek at Waterford, 1985-2023  
LPRCA stream temperature data, 15-20 locations May to October annually, 2002 – 2023  
Ontario (OBBN) benthic macroinvertebrates sampling data and analysis, 12 locations, 2003-2023

### **Flood Forecasting and Warning Documents**

LPRCA Flood Contingency Plan, 2020  
LPRCA Duty Officer Manual, 2020 updated  
LPRCA WISKI Manual, 2023 updated  
MNRF Provincial Flood Forecasting and Warning Program, *Implementation Guidelines for Conservation Authorities and the Ministry of Natural Resources*, 2022

### **Water Control Infrastructure Studies and Reports**

Riggs, *LPRCA 2014 Dam Inspections Summary Report*, 2014  
AECOM, *Vittoria Dam Safety Review*, 2016  
AECOM, *Teeterville Dam Safety Review*, 2017  
Stantec, *Teeterville Dam Design for Repairs*, 2019  
AECOM, *Vittoria Dam and Teeterville Sediment Management Report*, 2018  
Riggs, *Hay Creek Dam Safety Report*, 2019  
Aqua Geomatics, *Engineering Services for the Embankment Erosion of Backus Mill Dam (includes Dam Safety Review)*, 2017  
Riggs, *Backus Mill Dam Embankment Rehabilitation and Wingwall Extension*,

2019

D.M. Wills, *Norwich Dam Safety Review*, 2021

Matrix, *Vittoria Dam Environmental Assessment Study Report*, 2024

LPRCA, *Dam Operation and Maintenance Manual*, Revised 2024

### **E-Flow Investigations**

LPRCA, *Ontario Low Water Response Indicators Study – Phase I*, 2005

LPRCA, *Instream Flow Requirements Pilot Project - Phase II*, 2005

### **Source Water Protection Reports**

Long Point Region Source Protection Committee, *Long Point Region Source Protection Plan*, 2022

Long Point Region Source Protection Committee, *Long Point Region Assessment Report*, 2020

Lake Erie Source Protection Region, *Water Quality in the Long Point Region – A Summary of the 2002-2005 Conditions and Trends*, 2007

### **Conservation Lands Reports**

Backus Conservation Area Master Plan, 1978

Black Creek Conservation Area Master Plan, 1978

Deer Creek Conservation Area Master Plan, 1978

Haldimand Conservation Area Master Plan, 1978

Hay Creek Conservation Area Master Plan, 1978

Haldimand Conservation Area Master Plan, 1978

Little Lake Conservation Area Master Plan, 1978

Norfolk Conservation Area Master Plan, 1978

Norwich Conservation Area Master Plan, 1978

Port Burwell Conservation Area Master Plan, 1978

Waterford Conservation Area Master Plan, 1978

Brook Conservation Area Master Plan, 1981

Parkette Conservation Area Master Plan, 1981

Wildlife Conservation Area Master Plan, 1978

Lee Brown Waterfowl Management Area Master Plan, 1982

Backus Historical Complex Master Plan, 1984

### **Forest Management Plans**

LPRCA Forest Management Plan 2000-2019, 2003

LPRCA Forest Management Plan 2020-2039, 2019

Environment Canada. (2013). *How Much Habitat is Enough? Third Edition*.

Environment Canada.

Ministry of Natural Resources and Forestry, *A Silvicultural Guide to Managing Southern Ontario Forests*, 2008.

Hemlock Woolly Adelgid eDNA testing Program

Birds Canada Forest Birds at Risk Monitoring Program

### **Key Geographic Information Data**

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Digital Ortho-imagery (SWOOP): 2006, 2010, 2015, 2020  
LiDAR Digital Terrain Model 2018 – Lake Erie, Ministry of Natural Resources and Forestry  
Watercourse and watershed/subwatershed boundary – Long Point Region CA watershed  
4DM, 2019 Land Cover Mapping - Long Point Region CA watershed  
CANSIS / OMAFRA Soil Layers

Archived Aerial Photographs: various years back to 1955

Ontario Benthos Biomonitoring Network: Protocol Manual, January 2007

Agricultural Erosion Control Structures, A Design and Construction Manual, Publication 832, OMAFRA

Ontario Wetland Evaluation System, Southern Manual, 4<sup>th</sup> Edition, 2022

Measuring Stream Temperature Using Data Loggers: Laboratory and Field Techniques, Aquatic Research and Development Section, MNR, 2010.

Class 2 Electrofishing Training – Backpack Crew Leader, Course Manual, Institute for Watershed Science, Peterborough, ON., 2015





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### **Thank you to our municipal partners**

Municipality of Bayham | County of Brant | Haldimand County  
Township of Malahide | Norfolk County | Township of Norwich  
Township of South West Oxford | Town of Tillsonburg



## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

**Date: September 4, 2024**

**File: 1.2.2.5**

**To:** Chair and Members,  
Board of Directors

**From:** General Manager

**Re: Draft Conservation Lands Strategy**

---

### **Recommendation:**

**THAT the LPRCA Board of Directors receives the draft Conservation Land Strategy as information;**

**AND,**

**THAT LPRCA Board of Directors directs staff to undertake public consultation on the draft Strategy;**

**AND,**

**THAT the LPRCA Board of Directors send a letter to participating municipalities to advise them of the consultation period for the draft Strategy.**

### **Strategic Direction:**

Strategic Direction #1 – Protect People and Property from Flooding and Natural Hazards

Strategic Direction #2 – Deliver Exceptional Services and Experiences

Strategic Direction #3 – Support and Empower Our People

Strategic Direction #4 – Organizational Excellence

### **Purpose:**

The purpose of this report is to provide the Board with an update on progress towards completion of the Conservation Land Strategy and seek direction to undertake public consultation and advise the member municipalities of the consultation.

### **Background:**

Under Ontario Regulation 686/21: Mandatory Programs and Services, all Conservation Authorities in Ontario must develop a Conservation Areas Strategy for lands owned or controlled by the Authority. It must be completed by December 31, 2024 and submitted to the Ministry of Natural Resources. The purpose of the draft Conservation Land Strategy is to satisfy provincial regulatory requirements and provide an integrated, high-level framework that helps guide, manage and inform future decision-making on LPRCA owned or controlled lands. The Strategy must undergo public consultation in a manner advisable by the Authority.

LPRCA owns approximately 11,000 acres of land and these landholdings serve a variety of purposes that support the LPRCA's programs and services including lands for water control infrastructure, outdoor recreation, environmental education and natural areas.

The Strategy sets out the following Objectives for how the Authority will manage its lands:

- Secure the authority's interests in its lands including measures to prevent unlawful entry. [O. Reg 688/21]
- Update the Authority's policies governing land acquisitions and dispositions. [O. Reg 686/21 S.9(1)2.i]
- Protect the Authority from exposure to liability under the Occupiers' Liability Act. [O. Reg 686/21 S.9(1)2.i]
- Manage water control infrastructure to mitigate risk and prevent damage to property. [O. Reg 686/21 S.5 (1)1]
- Conserve, protect, rehabilitate, establish and manage natural heritage on LPRCA lands. [O. Reg 686/21 S.9(1)2.iv]
- Promote awareness about natural resource management and the services LPRCA provides.
- Maintain facilities, trails and amenities that support unsupervised public access and recreational activities on Conservation Authority lands. [O. Reg 686/21 S.9(1)2.ii]
- Provide excellent experiences while managing conservation areas for sustainable recreation, education and tourism.

To achieve these objectives, the draft Strategy identifies the following activities:

- Update the Authority's policies regarding land acquisition and divestment
- Prepare a Conservation Areas Capital Plan
- Continue following the Authority's Forest Management Plan
- Carry out land stewardship projects on LPRCA properties
- Maintain and repair the Authority's water control infrastructure
- Risk management for Authority lands through process improvement, updated signage, boundary confirmation and enforcement

The draft Strategy includes all of the information required by Section 10 of O. Reg 686/21. The Regulation also requires that the Authority consult with stakeholders and the public during the preparation of the Strategy. Staff recommend that the draft be sent to member municipalities with a 30-day comment period. In addition, while the comment period is open, staff recommend the draft be made available on the Authority's website, the survey questions be made available through the website, and an in-person information session be held where stakeholders and residents can ask questions of staff and leave their feedback. Both the survey and the information session will be advertised via social media and media releases. After the comment period is over, staff will compile the feedback and make any required changes to the draft. A final version of the Strategy will be brought to the Board for approval ahead of the December 31, 2024 deadline.

### **Financial Implications:**

There are no financial impacts associated with this report; however, the draft Strategy does include recommendations for program and service improvements for consideration in future budgets for which there may be associated financial costs.

Prepared by:

*Rick Cox*

Rick Cox  
Project Consultant

Approved and submitted by:

*Judy Maxwell*

Judy Maxwell, CPA, CGA  
General Manager



Long Point Region  
Conservation Authority

# Conservation Land Strategy



Draft Date: September 4, 2024

Approved: \_\_\_\_\_

2024 DRAFT

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Source: LPRCA

## 1 LEGISLATIVE BACKGROUND, PURPOSE AND INTRODUCTION

### 1.1 LEGISLATIVE BACKGROUND

In December 2020, changes in the *Conservation Authorities Act* resulted in the introduction of Mandatory Programs and Services which are to be delivered by all Conservation Authorities. Ontario Regulation 686/21 defines one of the Mandatory Programs as the “conservation and management of lands”. Further, Section 10 of the regulation requires all Conservation Authorities to prepare a Conservation Area Strategy for all lands owned or controlled by Conservation Authorities by December 31, 2024.

As defined under Ontario Regulation 688/21 of the *Conservation Authorities Act*, ‘conservation area’ means land owned by an Authority.” To be clear that LPRCA’s Strategy encompasses all of the Authority’s lands, LPRCA has modified the name of said strategy to Conservation **Land** Strategy.

### 1.2 PURPOSE OF THE CONSERVATION LAND STRATEGY

The purpose of the Conservation Land Strategy is to satisfy provincial regulatory requirements. The strategy will be used as a resource for the conservation and management of LPRCA lands. It will provide an integrated, high-level framework that will help guide and inform future decision-making on all LPRCA-owned lands.

### 1.3 INTRODUCTION

LPRCA is one of 36 Conservation Authorities in Ontario and was formed in 1971 as a result of the amalgamation of Big Creek Region (1948-1970) and Otter Creek Conservation Authorities (1954-1970). For more than 75 years, LPRCA has been working together with its member municipalities, landowners, the federal and provincial governments, community groups and other agencies to deliver excellent services and experiences, to protect, advance and rejuvenate the watershed, and to optimize the health and well-being of the watershed through education and best practices.

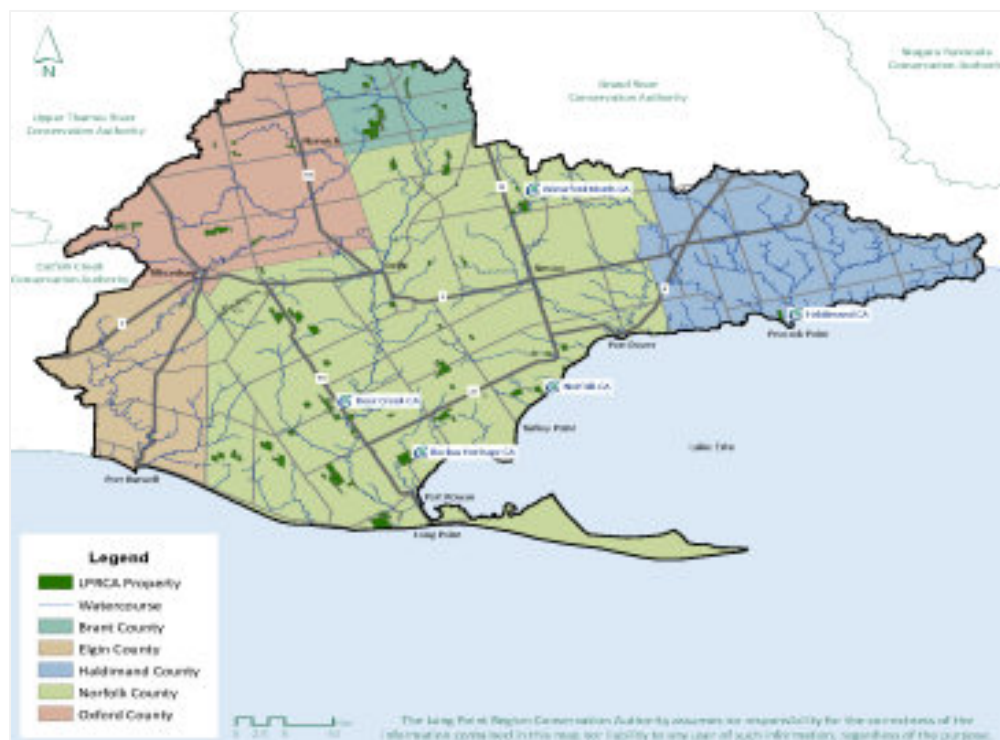
Under the *Conservation Authorities Act*, the purpose of Conservation Authorities is to ensure the conservation, restoration and management of natural resources in watersheds in Ontario.

LPRCA has eight (8) member municipalities and is governed by an 11-member Board of Directors who are municipally-elected officials appointed by and from the member municipalities.

Approximately 4,450ha (11,000ac) of land is owned by the Authority. The land supports LPRCA’s programs and services, including water control infrastructure, outdoor recreation, environmental education and natural areas.

## 2 THE LONG POINT REGION WATERSHED

**Figure 2-1: LPRCA Watershed Area and Properties**



Source: LPRCA GIS

The Long Point Region watershed is in south western Ontario and is home to approximately 100,000 people. The watershed encompasses the entire Municipality of Bayham and the Town of Tillsonburg, most of Norfolk County, portions of Haldimand County, the County of Brant, the Township of Malahide, the Township of Norwich and the Township of South-West Oxford. Land uses in the Long Point Region watershed area are characterized by a few small urban commercial, industrial and residential centres, surrounded by less-populated rural land used for agricultural production. A map of the LPRCA's watershed is included as Figure 2-1.

The Long Point Region watershed falls within the Deciduous Forest Region of Canada also known as the Carolinian Forest Zone. There are significant pockets that include Carolinian species such as the Tulip Tree, Black Gum, Sassafras, Flowering Dogwood and Cucumber Tree. These tree species are rare in Canada and occur naturally only in southern parts of Ontario, north of Lake Erie. There are 85 species at risk found in the Long Point Region watershed, including 14 reptiles and amphibians, 30 birds and insects, 14 fish and mollusks, 23 plants and mosses and 4 mammals.

The watershed is situated on the North shore of Lake Erie and is part of the Lake Erie Water Basin. It covers an area of 2,782km<sup>2</sup> and is almost 100km across at its widest point while running 60km north to south. The watershed is made up of six (6) main sub-



watershed areas: Big Otter Creek, South Otter/Clear Creek, Big Creek, Dedrick/Young/Hay Creek, Lynn River/Black Creek, and Nanticoke/Sandusk/Stoney Creek. The watershed spans 225km of Lake Erie shoreline, including the internationally renowned Long Point sand spit. Figure 2-2 shows the several watercourses that form the Long Point Region watersheds, each with their own unique traits and values.

**Figure 2-2: Long Point Region Watersheds**



Source: Lake Erie Region Source Protection Committee, 2020. *Long Point Region – Assessment Report*.

### 3 LONG POINT REGION CONSERVATION AUTHORITY LANDS

LPRCA has a rich history of land management dating back to 1948 and continues to manage Authority lands for integrated uses as an important part of its resource management work. In partnership with the Province and the eight (8) member municipalities, as well as donations from conservation-minded landowners and foundations, as of 2024 LPRCA has secured and maintains approximately 4,450ha (11,000ac) of land, or about 1.6% of the total land area within the watershed.

Early in its history LPRCA identified significant forests and wetland complexes because of their important role in the management of floods and the conservation of water sources and storage, flagging them as priority areas for acquisition as a means to protect their functions. Starting in 1953, LPRCA has acquired land to protect significant wetland, forest and water resource areas. LPRCA lands are spread throughout the watershed, with holdings in every member municipality except Malahide. The majority of lands are in Norfolk County, followed by Brant County and South West Oxford.

### 3.1 LAND CLASSIFICATIONS

LPRCA is a member of Conservation Ontario, an association that represents all of Ontario's Conservation Authorities.

Conservation Ontario, in an effort for consistency, established four land use categories for the purpose of classifying lands based on the types of activities that occur on each parcel or other matters of significance related to the parcel. These categories are intended to be used consistently by all Conservation Authorities for the purposes of satisfying requirements under Ontario Regulation 686/21: Mandatory Programs and Services.

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#### ACTIVE RECREATION LANDS

Active Recreation lands provide natural habitat protection and/or flood/erosion protection while remaining open to the public. They are distinguished from Passive Recreation lands in that for Active Recreation properties, LPRCA full time and seasonal staff provide direct supervision of visitors and activities.

Activities on these properties are considered as Category 3 under Section 21.1.2(1) of The Act. (See section 3.2.1 of this Strategy for an explanation of Category 3 activities.) These LPRCA lands provide active recreation opportunities in the form of seasonal and overnight campsites, swimming, canoeing, kayaking, and fishing. LPRCA classifies over 460ha (1,150ac) of its land holdings as Active Recreation.

LPRCA lands in this classification, often referred to by the Authority as *campgrounds*, consist of the five (5) Conservation Areas (CA) where camping is permitted: Backus Heritage CA, Deer Creek CA, Haldimand CA, Norfolk CA and Waterford North CA. Each of these campgrounds also include areas that are held for natural heritage or natural hazard protection (Management Area Classification); however, the primary public use of the property is for active recreation. Backus Heritage CA, Deer Creek CA, and Waterford North CA have water control structures on them while Backus Heritage CA also has a conservation education centre and a heritage site. Access to these sites requires payment of an entry fee. Programs and services on Active Recreation lands are self-sustaining and not funded through the municipal tax levy.

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#### PASSIVE RECREATION LANDS

Passive Recreation lands provide habitat protection and/or flood/erosion protection while permitting public access on a passive basis. These lands include signage, trails, and parking lots. These lands are not staffed, but rather visited by staff for maintenance, inspections and other programming.

Passive Recreation sites often also include water control structures as well as significant natural heritage and/or natural hazard protection areas. Since these properties include maintained trails and some have parking lots LPRCA classifies them as Passive Recreation and often refers to them as *parkettes*. The Authority maintains almost 350ha (860ac) of land in this classification. Programs and services on these

properties are considered as Category 1 under The Act and funded through the municipal tax levy. For some of the parkettes in urban settings LPRCA cooperates with the relevant member municipality to share maintenance and inspection tasks. There is no entry fee to access these sites.



Source: LPRCA

---

## MANAGEMENT AREAS

Management Areas are lands where public access is restricted and/or they are not generally managed for public access. These lands may serve as resource management areas and are held for natural heritage or natural hazard protection. These areas typically do not have facilities, access roads or parking areas. Trail networks, if existing, are simple, minimal, and unmaintained.

LPRCA maintains almost 3,640ha (8,990ac) of land in the Management Area classification. Of this, 3,030ha (7,500ac) are actively managed for forest purposes or as Natural Heritage Woodlands (NHWs). Programs and services on these properties are self-funded through forestry operations or considered as Category 1 under The Act and funded through the municipal tax levy. There is no entry fee to access these sites.

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## ADMINISTRATION AREAS

Administration Areas are parcels that are exclusively or primarily for administration buildings for the Authority. LPRCA does not own any lands in this classification.

## 3.2 CURRENT LANDHOLDINGS

As of 2024, LPRCA owns over 150 individual parcels, many of which have been consolidated over the years from multiple smaller parcels acquired at different times into single roll numbers. The first property was acquired by the Big Creek Region Conservation Authority in 1953, a 40ha (100ac) parcel near Langton in Norfolk County, now part of an 80ha (200ac) managed forest. The most recent acquisition is the 20ha (50ac) Gage Tract near Waterford which was donated to the LPRCA in 2020.

The portfolio includes five (5) active recreation Conservation Area properties (7 parcels) where overnight and seasonal camping as well as day use outdoor recreation is enjoyed by thousands annually. There are 707 campsites (462 seasonal and 245 overnight use) and two (2) cabins between the five (5) campgrounds. This component of the portfolio totals over 460ha (1150ac), equivalent to 10% of the property holdings.

LPRCA has a Forest Management Plan (2020-2039) which sets out an overarching framework for actively managing all Authority lands with sustainable forestry practices that protect and enhance biodiversity and wildlife habitat. There are 90 forest tract properties (98 parcels) incorporated into the LPRCA Managed Forest Plan (2018-2037) and participating in the Managed Forest Tax Incentive Program (MFTIP). The Authority also has lands in the Conservation Land Tax Incentive Program (CLTIP) which cannot be harvested and have limited management.

The Lee Brown Waterfowl Management Area (5 parcels) was established in 1975 as a tribute to Lee Brown for his generous land donation and his endeavors to preserve and increase the potential of such a unique ecosystem. LPRCA manages this thriving ecosystem to maintain and enhance wetland habitat suitable for water management purposes as well as to propagate native waterfowl and other marsh species. Additional natural properties whether forested, wetland areas or otherwise, are important natural features and key places for the public to connect with nature and enjoy activities such as hiking, birding, fishing and hunting.

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### 3.2.1 PROGRAMS AND SERVICES ON LPRCA LAND

The LPRCA Board approved an Inventory of Programs and Services in 2022 which is available for review on the Authority's website. The *Conservation Authorities Act* prescribes three categories for Conservation Authority programs and services. Category 1 programs and services are mandatory and are defined in regulation. Municipal levy funds can be used for these programs. Category 2 programs and services are those provided at the request of a member municipality or municipalities and are funded through a Memorandum of Understanding (MOU) or Agreement with the participating municipality or municipalities. Category 3 services are those other programs and services an Authority determines are advisable by the Authority's Board and must be self-financing. Any municipal funds used for Category 3 programs and services must be provided under an MOU or Agreement. At present, all LPRCA Category 3 programs and services are funded internally and do not rely on municipal funding.



The Inventory of Programs and Services identifies the mandatory and non-mandatory programs and services provided by LPRCA on land owned and controlled by the Authority, including their sources of financing. The classifications of programs and services are reviewed and updated annually as part of the annual budget process, with the approved budgets and audited financial statements also available for review on the LPRCA website.

### 3.3 LAND INVENTORY

LPRCA's responsibilities for security and management of its properties are set out in O. Reg. 686/21 Mandatory Programs and Services, and O. Reg. 688/21 Rules of Conduct in Conservation Areas made respectively under revised Sections 21 and 29 of the *Conservation Authorities Act*. As required by Section 11 of O. Reg 686/21 the Authority has prepared a Land Inventory that includes information about both owned land and lands on which the Authority has an easement.

LPRCA's Land Inventory identifies every parcel of land that the Authority owns and includes some basic information for each parcel such as location, acquisition date, method of acquisition and land use category. This Inventory will be reviewed and updated whenever an acquisition or divestment occurs, and/or at the same time as the Conservation Land Strategy is updated, at minimum every 10 years.

### 3.4 LAND ACQUISITION AND DISPOSITION

Historically, acquisition of properties by the LPRCA largely occurred on an opportunistic basis and in response to requests from the province or a member municipality. An updated policy approved by the LPRCA Board in 2015 sets out the current land acquisition framework including the Terms of Reference for a Land Acquisition Committee as well as identifying a weighted ranking system against which potential acquisitions can be evaluated. The policy requires that properties only be acquired if they rank well, and suggests low ranking properties the Authority already owns could be considered for declaring surplus.

The policy outlines general strategies relating to land acquisitions which are:

- to identify and prioritize properties which should be acquired for water quality or quantity purposes;
- to identify and prioritize land which should be acquired as a means of eliminating significant flood and erosion risks;
- to prioritize wetlands and natural areas;
- to identify and prioritize properties to acquire to further complement the CA's goals; and
- to evaluate current holdings with respect to the Authority's mandate and potentially dispose of lands which do not conform to it.

## 4 LPRCA LANDS

LPRCA's long-established watershed objectives contribute to watershed health in many ways. These objectives are:

- To ensure that the Long Point Region watershed lands and waters are properly safeguarded, managed and restored;
- To protect, manage and restore watershed woodlands, wetlands and natural habitats;
- To develop and maintain programs that will protect life and property from natural hazards such as flooding and erosion; and
- To provide opportunities for the public to enjoy, learn from and respect the watershed's natural and cultural environments.

The resource management and conservation lands management programs and services work together to meet these watershed objectives on LPRCA lands.

### 4.1 PROTECTING AND RESTORING NATURAL HERITAGE

#### 4.1.1 RESEARCH

LPRCA has actively supported academic research taking place within the watershed and on Authority lands. The Authority's protocol for research collaboration requires a written request to use the property, a summary of the nature of the research, acknowledgement of the Authority's contribution and a copy of the completed thesis, report or published findings. LPRCA's primary involvement is provision of land and verification of the efficacy of the research aims and scope.

As of the preparation of this report, current research initiatives on LPRCA lands include projects led by the Ministry of Natural Resources, McMaster University, the University of Guelph, the University of Toronto, Birds Canada, and the Canadian Food Inspection Agency. The projects have focused on studying climate change, extreme weather events, monitoring the effects of pollution on biodiversity, and studies on the Hemlock Woolly Adelgid.

#### 4.1.2 FORESTRY AND REFORESTATION

In the 2023 Watershed Report Card, LPRCA reports that between 2007 and 2011, the Authority planted 620,295 trees over 412ha (1,107ac). From 2012 to 2022 another 786,702 trees were planted over 575ha (1,420ac), mostly on private land. From 2022 through 2024 LPRCA planted approximately 11,000 trees on Authority land. The Long Point Region watershed benefits from one of the highest forest cover percentages in Southern Ontario at 20.1%.

Prior to 2000, The Authority's forest lands were managed under Agreements with the MNR. LPRCA's Forest Management Plan (2000-2019) established an overall direction for an ecosystem-based approach to manage the Authority's forest tracts. The Authority started updating its forest management planning in 2017 and is currently following both

the overall Forest Management Plan (2020-2039) and the property-specific Managed Forest Plan (2018-2037) to secure property tax savings through the MFTIP.

As part of the 2000-2019 Forest Management Plan, the Authority worked with a Technical Advisory Committee of experts to identify and protect up to 20% of its forested properties as Natural Heritage Woodlands (NHWs). These areas are exempt from regular forest management operations and serve as core areas for the protection of rare, threatened and endangered species. A review of the NHW program is overdue and will be a large undertaking for the Forestry staff. However, it would ensure that the eligibility criteria are up to date and provide opportunity to remove or add forest tracts to the NHW portfolio.

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#### 4.1.3 EROSION CONTROL AND MITIGATION

LPRCA participates on the Canada-Ontario Lake Erie Action Plan (LEAP) working group which is a partnership-based effort among federal and provincial agencies and partners to reduce phosphorus loads to Lake Erie with the goal of decreasing harmful and nuisance algal blooms and zones of low oxygen. Based on funding availability LPRCA carries out erosion control projects on Authority lands and other private lands in the watershed. Examples include soil and nutrient retention (cover crop) projects and other best management practices (BMPs) for agricultural runoff to keep soils and nutrients in place on LPRCA properties and adjacent lands, or sediment traps to capture suspended soils and nutrients before they reach Lake Erie.

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#### 4.1.4 SPECIES AT RISK AND INVASIVE SPECIES

In 2006, the Long Point Region Watershed Characterization Report used Species at Risk (SAR) information from various sources to identify priority areas within the Long Point Region. LPRCA uses this report to guide SAR habitat preservation and restoration work. Invasive species in general were flagged as one of the main threats to SAR. LPRCA carries out invasive species mitigation on Authority lands where it will assist in restoring habitat and maintaining biodiversity. LPRCA benefits from partnership with organizations participating in the Integrated Conservation Action Plan (ICAP) led by the Environment and Climate Change Canada which identifies the highest priority strategies and actions for improving ecosystem health and conserving SAR in the watershed.

Ecological surveys are performed annually on a subset of LPRCA properties that are in the five- year forestry operating plan. These surveys are intended to identify SAR occurrences as well as Species of Conservation Concern (SCC) and other rare vegetation. In addition, the surveys note concentrations of aggressive invasive species to flag them for future stewardship efforts. The Watershed Resource Management Plan recommends that LPRCA do ecological property surveys on a broader range of LPRCA properties and invest in control of invasive species on CA-owned lands.

## 4.2 COORDINATED NATURAL HERITAGE PLANNING

Section 10(1)3 of O. Reg 686/21, requires LPRCA to assess how the lands owned and controlled by the Authority may augment any natural heritage and integrate with other provincially or municipally owned lands or other publicly accessible lands and trails within the Authority's area of jurisdiction. The Authority approaches its land management portfolio with a view to preserve, restore and buffer high value ecological systems in collaboration with the broader conservation movement and in concert with other public sector landholders.

The Long Point Region watershed contains over 13,000ha (32,335ac) that have been designated as provincial or regional Areas of Natural and Scientific Interest (ANSI) by MNR. ANSIs are lands and waters containing important natural landscapes or features that are important for natural heritage, protection, appreciation, scientific study or education. The largest block that has been designated ANSI is the Long Point peninsula at 7,785ha (19,235ac). LPRCA properties protect 740ha (1,830ac) or 5.6% of the identified ANSIs in the watershed.

In addition to the Authority's 4,450ha (11,000ac) of conservation lands, the Long Point Region watershed features another 8,650ha (21,375ac) of land listed in the Canadian Protected and Conserved Areas Database (CPCAD) as *"a clearly defined geographical space, recognised, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values."* This list includes federally protected land, provincially protected parks and nature reserves and property owned by other land trusts. Many of these properties are adjacent to or very close to LPRCA lands, protecting various natural heritage features and designated ANSIs.

Over and above the lands listed in the CPCAD, the member municipalities of the Authority own publicly accessible parkland and natural areas of all sizes, often in floodplain and other sensitive or natural hazard locations. The Trans-Canada Trail, municipal trails and other trail networks available to the public provide on-road and off-road connectivity, passing near to or through Authority lands.

The LPRCA Conservation Land Strategy will be periodically updated to ensure that the work of the Authority on properties it controls continues to augment natural heritage assets located within the watershed. The Strategy relates stewardship activities on LPRCA lands to stewardship carried out by others on federally, provincially or municipally owned lands as well as other publicly accessible lands and trails within the watershed. The updates will reflect results from ongoing monitoring activity as well as any recent applicable scientific research and emerging risks resulting from climate change, invasive species and changed land uses. The updates will be carried out with appropriate stakeholder and public consultation.

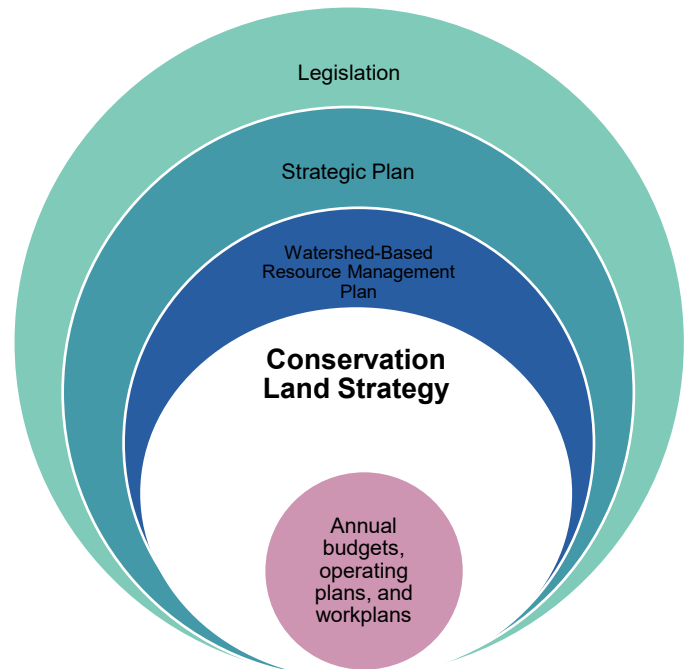


## 5 CONSERVATION LAND STRATEGY

The Conservation Land Strategy reflects the Authority's key objectives of protecting people from natural hazards, conserving nature and providing opportunities for nature appreciation and outdoor recreation. LPRCA's Strategic Plan recognizes that in order to deliver on the Authority's purpose and mission, LPRCA's strategic directions must provide foundational guidance and focus. LPRCA land management is also guided by other relevant legislation, strategies, policies and guidelines. Implementation is enabled through annual budgets and workplans (**Figure 4-1**).

The ecological context of the Strategy arises from the long-term effect of settlement through the mid-1800s which led to rapid deforestation and the draining of wetlands across the Long Point Region watershed. The Strategy guides the Authority's ongoing property management, acquisition and divestment with the overall mission being to protect and rejuvenate the watershed, optimizing its long-term health and wellbeing.

**Figure 4-1: How the Strategy Fits**



### 5.1 LPRCA STRATEGIC DIRECTIONS

In support of the Authority's vision of ***“working together to shape the future well-being of our watershed”*** LPRCA provides watershed management, erosion control and mitigation, flood forecasting and warning, water quality and quantity monitoring, plan input and review, land stewardship, environmental education and recreational opportunities.

The LPRCA Strategic Plan sets out four strategic directions and provides a high-level framework that helps guide and inform future decision-making on all LPRCA-owned and controlled lands.

1. Protect People & Property from Flooding & Natural Hazards
2. Deliver Exceptional Services & Experiences
3. Support & Empower Our People
4. Organizational Excellence

## 5.2 WATERSHED-BASED RESOURCE MANAGEMENT STRATEGY

The Watershed-based Resource Management Strategy (WBRMS) is an overarching strategy that identifies the critical resource management issues in the watershed. It sets out LPRCA's goals for resource management, and the Authority's strategy for addressing the issues at a watershed level. The Conservation Land Strategy applies goals and objectives from the WBRMS to stewardship and management of the Authority's lands. The WBRMS recommends the Conservation Land Strategy reflects the importance of forests, wetlands, source areas and riparian zones on Authority lands and in a new Land Securement Policy.

## 5.3 OBJECTIVES FOR LPRCA CONSERVATION LANDS

The Conservation Land Strategy objectives for each of the classifications of conservation lands are drawn from LPRCA's Strategic Plan, the LPRCA's watershed management goals, its purpose as defined by the *Conservation Authorities Act* and Ontario Regulation 686/21, and the relevant recommendations from the Watershed-based Resource Management Strategy. The objectives and management actions are set out for each of the classes of conservation lands in the following chart:

Objective	Action	Active Recreation Lands	Passive Recreation Lands	Management Areas
Secure the Authority's interests in its lands including measures to prevent unlawful entry. [O. Reg 688/21]	Increase capacity for enforcement and risk management.	✓	✓	✓
Update the Authority's policies governing land acquisitions and dispositions. [O. Reg 686/21 S.9(1)2.i]	Prepare a Land Securement Policy and updated criteria for making decisions on land acquisition or disposition.	✓	✓	✓
Protect the Authority from exposure to liability under the <i>Occupiers' Liability Act</i> . [O. Reg 686/21 S.9(1)2.i]	Modernize the Authority's property inspection and maintenance systems.	✓	✓	✓
	Update the Authority's standards for signage on properties.	✓	✓	✓

<b>Objective</b>	<b>Action</b>	<b>Active Recreation Lands</b>	<b>Passive Recreation Lands</b>	<b>Management Areas</b>
Manage water control infrastructure to mitigate risk and prevent damage to property. [O. Reg 686/21 S.5 (1)1]	Implement best-practice asset management for all water control infrastructure.	✓	✓	✓
Conserve, protect, rehabilitate, establish and manage natural heritage on LPRCA lands. [O. Reg 686/21 S.9(1)2.iv]	Increase invasive species control and habitat restoration on CA-owned properties.	✓	✓	✓
	Expand ecological surveys to a broader range of LPRCA properties and ecological features.	✓	✓	✓
Promote awareness about natural resource management and the services LPRCA provides.	Expand opportunities for educating people about the importance of conservation and the services LPRCA provides.	✓	✓	✓
Maintain facilities, trails and amenities that support unsupervised public access and recreational activities on Conservation Authority lands. [O. Reg 686/21 S.9(1)2.ii]	Update trail maintenance standards, including SOP's.	✓	✓	

Provide excellent experiences while managing conservation areas for sustainable recreation, education and tourism.	Develop a capital plan for major maintenance and asset management at campgrounds and parkettes.	✓	✓	
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## 6 IMPLEMENTATION OF THE CONSERVATION LAND STRATEGY

The creation and adoption of the Conservation Land Strategy is an important step in managing lands owned by the Authority. Implementation of the Strategy is of the same importance and resources will be required to meaningfully pursue the goals and objectives outlined. LPRCA Board and Staff will undertake implementation enabled through the annual budget and yearly workplans.

As strategic actions are implemented, consideration will be given to key performance indicators to measure and report progress and outcomes. The Authority's Annual Reports and Watershed Report Cards will provide documentation of actions taken to deliver on the Strategy and of the resulting positive conservation outcomes.

### 6.1 LAND SECUREMENT POLICY

A new Land Securement Policy will define LPRCA's land securement role going forward and set parameters in place for how the Authority will evaluate and pursue opportunities for securing land through purchase, donation or other means. The Policy will consider all securement options including acquisition through fee simple ownership, rights of first refusal, conservation easements, management agreements, life tenancies and the like. The policy will also set clear procedures for considering divestment of land assets.

The Land Securement Policy will reflect natural heritage features in the watershed and prioritize significant forests, wetlands, source areas and their buffer zones securement of which is a priority for the mitigation of natural hazards and conservation or restoration of natural heritage systems. A decision-making tool for evaluating land transactions parcel by parcel will enable transparency and science-driven, criteria-based decisions on acquisition and disposition opportunities.

### 6.2 CONSERVATION AREAS CAPITAL PLAN

The five (5) Conservation Areas (campgrounds) in the Active Recreation classification are key net revenue generators for the Authority and also provide the best opportunities for engaging with and educating people about the importance of conservation and the services LPRCA provides. It is critical to keep these sites in the appropriate condition to ensure revenue streams at minimum maintain full cost recovery. Ideally these sites will continue to generate an operational surplus that can fund other LPRCA priorities while supporting reinvestment in the sites.

A long-term capital forecast that meets asset management best practices for major maintenance and improvements to the five campground properties will enable appropriate financial planning. The Backus Heritage site with its considerable inventory of culturally significant heritage structures as well as the education centre and camping/recreation infrastructure is the first priority. In some cases, condition assessments to inform the capital plans will require external expertise to produce, and therefore appropriate budget allocations will be required. In the longer term, the capital forecast will be expanded to include infrastructure on LPRCA parkettes classified as Passive Recreation.

### 6.3 MANAGE CONSERVATION AUTHORITY FORESTS AND NATURAL HERITAGE WOODLANDS

The Authority's 20-year Forest Management Plan (2020-2039) includes a five-year operating schedule for forest management activities on LPRCA lands. The operations planned include ecological surveys, invasive species management, forest cruising, timber marking and harvesting in multiple tracts. Activities will be implemented as outlined in the approved five-year Operating Plan 2025-2029.

The Authority's criteria for selecting Natural Heritage Woodlands (NHW) will be reviewed and may result in changes in which forest stands are designated as NHW.

### 6.4 LAND STEWARDSHIP ON LPRCA PROPERTIES

Conservation Authorities are required to provide programs and services to conserve, protect, rehabilitate, establish and manage natural heritage on the Authority's lands. Where possible, natural heritage management on LPRCA properties will be advanced by broadening collaborative efforts with other agencies and landowners. Stewardship projects on LPRCA land will be informed by the objectives of the Authority's Watershed-based Resource Management Strategy.

### 6.5 WATER CONTROL STRUCTURE MAINTENANCE AND REPAIR

O. Reg 686/21(5) requires the Authority to have an Asset Management Plan and an Operational Plan for water control infrastructure. The Authority owns, operates and maintains twelve (12) water management structures on LPRCA lands throughout the watershed. Maintaining these structures in the appropriate state to ensure there is no risk to life and/or damage to property is a primary responsibility of the Authority. Annual workplans and budgets will continue to reflect this ongoing and mandated priority.

### 6.6 RISK MITIGATION AND MANAGEMENT

**PROCESS IMPROVEMENT:** LPRCA lands are used by thousands of people annually for all kinds of activities, many of which could be considered high-risk. There is a duty to users required under *the Occupiers' Liability Act, R.S.O. 1990, c. O.2* and the Authority cannot knowingly allow a dangerous condition to exist. Modernizing the Authority's property inspection and maintenance systems to current best practices will help to prevent or reduce injury and defend against liability allegations.

**SIGNAGE STRATEGY:** Proper signage also assists with mitigating exposure to liability allegations. Staff will prepare an update to the Authority's standards for regulatory, wayfinding, and access control signage on LPRCA lands that is appropriate to modern accessibility and cross-cultural communication needs. An updated inventory of existing signage across all Authority lands will guide future investment and inform a multi-year plan to refresh the assets.

**BOUNDARY CONFIRMATION:** There are liability risks associated with not having clear knowledge of the property boundaries of Authority lands and easements when it comes to forestry operations, encroachments and water control structures. LPRCA's records do not include current, digitized documentation of the provenance and boundaries of all Authority lands and easements, many of which were acquired decades ago. While recent efforts to scan and digitize the Authority's paper files have been effective, further records management work is required, particularly with respect to securing digitized copies of surveys and registered plans.

A comprehensive review of the files will establish where the gaps are and enable the Authority to update the land inventory documentation identified as a requirement in O. Reg 686/21 S.11(1)2. LPRCA will continue the practice of obtaining updated surveys on one or more of the Authority properties on an annual basis.

**ENFORCEMENT:** Unauthorized activities like trespassing, dumping, use of motorized equipment or unofficial trail building occurring on LPRCA lands can have serious consequences ranging from damage to the natural heritage features all the way to creating hazardous situations for other users. Augmenting the Authority's current enforcement capacity with dedicated staff tasked with inspecting for and responding to illicit use is a priority investment in the security and safety of LPRCA lands, as well as the safety of the public.

## 7 STAKEHOLDER CONSULTATION

To ensure stakeholders and the public were consulted during the preparation of this Strategy, LPRCA will undertake the following:

- Provide all member municipalities with a draft of the Strategy and a 30-day comment period;
- Upload the draft Strategy to the LPRCA website with an online form for questions and/or feedback within the same 30-day comment period, publicizing the opportunity via social media and media releases;
- Hold a public information session where members of the public could attend and ask questions and/or provide feedback about the Strategy and advertised the session via social media and media releases;
- Compile comments and feedback received through the engagement period, incorporating changes to the Draft Strategy where appropriate.



## 8 UPDATES TO THE STRATEGY

The Strategy will be formally updated at minimum every 10 years or as needed. Ongoing review of the Strategy by staff will facilitate the ten-year update or trigger earlier updates. Incorporated with the formal update and the development to the Strategy, stakeholders and the public will be consulted in a method that is appropriate with regard for the nature of the proposed changes and for legislative compliance.

## 9 SUMMARY

The LPRCA Conservation Land Strategy is a guiding document for the Board and Staff with respect to decisions on the acquisition, divestment and management of all LPRCA lands while delivering on the mandate of the Authority and maintaining regulatory compliance. It reflects the long-term vision and strategic priorities of the organization and was developed in consultation with member municipalities, stakeholders and the public.

Implementation of the Strategy will take resources of staff and funding which will be confirmed by the Board through the annual budget approval process. Updates to the Strategy will be carried out at minimum every 10 years or at need and incorporate consultation appropriate to the nature of the updates.



Source: LPRCA

## Appendix A: Regulated Content Requirements

Under the *Conservation Authorities Act*, each Conservation Authority in Ontario is required to prepare a Conservation Area Strategy.

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### ONTARIO REGULATION 686/21 SECTION 10: CONSERVATION AREA STRATEGY

10. (1) A conservation area strategy referred to in paragraph 1 of subsection 9 (1) shall include the following components:

1. Objectives established by the authority that will inform the authority's decision-making related to the lands it owns and controls, including decisions related to policies governing the acquisition and disposition of such lands.
  2. Identification of the mandatory and non-mandatory programs and services that are provided on land owned and controlled by the authority, including the sources of financing for these programs and services.
  3. Where the authority considers it advisable to achieve the objectives referred to in paragraph 1, an assessment of how the lands owned and controlled by the authority may,
    - i. augment any natural heritage located within the authority's area of jurisdiction, and
    - ii. integrate with other provincially or municipally owned lands or other publicly accessible lands and trails within the authority's area of jurisdiction.
  4. The establishment of land use categories for the purpose of classifying lands in the land inventory described in section 11 based on the types of activities that are engaged in on each parcel of land or other matters of significance related to the parcel.
  5. A process for the periodic review and updating of the conservation area strategy by the authority, including procedures to ensure stakeholders and the public are consulted during the review and update process.
- (2) The authority shall ensure stakeholders and the public are consulted during the preparation of the conservation area strategy in a manner that the authority considers advisable.
- (3) The authority shall ensure that the conservation area strategy is made public on the authority's website, or by such other means as the authority considers advisable.





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### **Thank you to our municipal partners**

Municipality of Bayham | County of Brant | Haldimand County  
Township of Malahide | Norfolk County | Township of Norwich  
Township of South West Oxford | Town of Tillsonburg



## LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

Date: August 23, 2024

File: 1.4.1

To: Chair and Members,  
LPRCA Board of Directors

From: General Manager, LPRCA

Re: **LBWMA Capital Reserve**

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### **Recommendation:**

**THAT the LPRCA Board of Directors receives the LBWMA Capital Reserve report as information;**

**AND,**

**THAT the LPRCA Board of Directors approves an increase to 70% of LBWMA surplus be transferred at year-end to the LBWMA Capital Reserve.**

### **Link to Strategic Plan:**

Strategic Direction #2 – Deliver Exceptional Services and Experiences  
Strategic Direction #4 – Organizational Excellence

### **Background:**

It was established in 1998 that a portion of the Lee Brown Waterfowl Management Area's (LBWMA) surplus each year would be transferred to a reserve during the Authority's annual year-end process for the investment/replacement of capital assets for use in the operations of the LBWMA. In 2004 the percentage of surplus increased to 35% where it remains today.

As at December 31, 2023, the Lee Brown Waterfowl Capital Reserve is \$42,149.

At the August 20, 2024 meeting of the Lee Brown Waterfowl Management Area committee a report by staff was presented for review the percentage of surplus funds transferred to reserve at year-end. The Committee agreed with the proposed changes and recommended the changes be presented to the Board of Directors for approval.

### **Discussion:**

In 2021 the Ministry of Natural Resources (MNR) amended the *Conservation Authorities Act* to include Section 21.1 Mandatory Programs and Services. The Mandatory Programs and Services legislation divides programs into three categories effective January 1, 2024. The LBWMA is a Category 3 service which is a service the Authority determines is advisable to further the purposes of the Authority.

As the LBWMA is classified as a Category 3 and is a self-sustaining service, future capital upgrades/replacements must be funded from non-levy sources (LBWMA Capital Reserve). Given the changes to the *Conservation Authorities Act*, it is a good time to review the percentage of surplus allocated to the LBWMA Capital Reserve.

Staff is proposing to the Board of Directors to increase the percentage to 70% from the current 35% to ensure the LBWMA has sufficient funds in the future to replace assets as they reach their end of their useful life.

The 30% of surplus allocated to the Authority will help cover overhead cost's of operating the LBWMA such as administrative staff time (General Manager, accounts payable and payroll processing), insurance coverage and municipal taxes.

**Financial implications:**

There are no budget/financial implications associated with this report as the LBWMA is budgeted as a revenue-neutral service.

Prepared & Submitted by:

*Judy Maxwell*

Judy Maxwell  
General Manager