BOARD OF DIRECTORS MEETING
Wednesday, November 5, 2025 @ 6:30pm
Tillsonburg Administration Office

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 – October 1, 2025 — **1-5**
6. Business Arising from the previous minutes: None
7. Review of Committee Minutes:
   a) Audit & Finance Committee Meeting– October 24, 2025 — **6-8**
8. Correspondence: None
9. Planning Department:
   a) Section 28 Regulations Approved Permits (L. Mauthe) — **9-17**
10. New Business:
    a) General Manager's Report (J. Maxwell) — **18-20**
    b) 3rd Quarter Financial Report (A. LeDuc) — **21-35**
    c) Tangible Capital Assets Policy (A. LeDuc) — **36-68**
    d) Investment Policy Update (A. LeDuc) — **69-87**
    e) Administration Review Policy for Permit (L. Mauthe) — **88-95**
    f) Prescription/Operating Plans – Casselton & Earl Danylevich (J. Maxwell) — **96-128**
11. Closed Session: None

Next Meeting: Budget, November 13, 2025, 9:30am
Board of Directors, December 3, 2025, 6:30pm

Adjournment

Members in attendance:

Dave Beres, Chair	Town of Tillsonburg
Doug Brunton, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Robert Chambers	County of Brant
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Debera McKeen	Haldimand County
Jim Palmer	Township of Norwich
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide

Regrets:

Peter Ypma	Township of South-West Oxford

Staff in attendance:
Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Manager of Watershed Services
Saifur Rahman, Manager of Engineering and Infrastructure
Jessica King, Social Media and Marketing Associate
Nicole Sullivan, HR Coordinator/Executive Assistant

1. Welcome and Call to Order

The Chair called the meeting to order at 6:30p.m., Wednesday, October 1, 2025.

2. Additional Agenda Items

None.

3. Approval of the Agenda

A-106/25
Moved by J. Palmer
Seconded by T. Masschaele

THAT the LPRCA Board of Directors approves the agenda as circulated**.**

Carried

4. Declaration of Conflicts of Interest

None.

5. Minutes of the Previous Meeting

a) Board of Directors Meeting September 3, 2025

A-107/25
Moved by M. Columbus
Seconded by R. Weisler

THAT the minutes of the LPRCA Board of Directors meeting held September 3, 2025 be adopted as circulated.

Carried

6. Business Arising

There was no business arising from the previous minutes.

7. Review of Committee Minutes

None

8. Correspondence

None

9. Development Applications

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

Leigh-Anne Mauthe presented the approved permits report.

Shelley Ann Bentley commented on how good it was to see Application #113/25 be approved for the rebuild of the house.

Mike Columbus asked staff to clarify the safe access requirement on Application #156/25. Leigh-Anne Mauthe informed the Board that there was a large background of information on the 2017 resolution for safe access, but in sum the resolution from the Board covers Turkey Point and Long Point when it comes to permitting done by the Authority. Under this Resolution, safe access for permitting is different than for Planning Applications. For Planning applications staff rely on Chapter five of the Provincial Policy Statement as their guideline for review.

Chris Van Paassen asked what the difference between a re-development of a home and a new development of a home was. Leigh-Anne Mauthe let the Board know that there is a difference between replacing and re-development. Replacement means the construction will be the same size as the previous development, and re-development is when a development is greater than $50m^2$ from the original development and in this situation, a safe access is a requirement.

Mike Columbus asked staff if the Authority has received less permit applications after the provincially significant wetlands were reduced from 120m of regulation to 30m. Leigh-Anne Mauthe let the Board know that there has been a reduction of applications since last year.

A - 108/25
Moved by D. McKeen
Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated October 1, 2025 as information.

Carried

10. New Business

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

Judy Maxwell provided a report summarizing operations in September and provided a few recent updates on the continued Level 1 Low Water Advisory and the success of the events held at Backus over the month.

Tom Masschaele and Robert Chambers both praised the War of 1812 held at Backus on September 6th and 7th.

Chris Van Paassen attended the Canadian Decoy and Outdoor Collectibles trade show held at the Education Center on September 20th and was impressed with the Tom Davidson Decoy Gallery.

Dave Beres and Doug Brunton attended the Memorial Forest Dedication ceremony and noted the great attendance and ceremony.

Jim Palmer asked staff how the memorial forest donations are handled. Judy Maxwell informed the Board that the Backus Memorial Forest donations are combined together to purchase trees for the forest for the Autumn ceremony. The donations are also used to maintain the forest throughout the year. Donations are not made to purchase specific trees for specific people, but make up a collaborative forest for all in memoriam donations made over the years.

A-109/25
Moved by R. Weisler
Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the General Manager's Report for September 2025 as information.

Carried

b) Boardroom Upgrades (J. Maxwell)

Judy Maxwell gave the report, and made a correction on the motion which should read $28,778 surplus funds, and not $27,778.

Jim Palmer asked if the lighting level in the room will change as the room is quite dim. Judy Maxwell informed the Board that Rick's Electric did the office side of the building and at best guess it will be similar LED lights to that.

Dave Beres asked staff if electric plugs were being considered for the board desks for laptops and other electronics. Judy Maxwell informed the Board that those were not factored in, but will ask Rick's Electric about putting in plugs.

Mike Columbus asked staff what would be done with the old board chairs. Judy Maxwell let the Board know the chairs will be repurposed to the satellite offices and park offices.

A-110/25
Moved by T. Masschaele
Seconded by R. Weisler

THAT the LPRCA Board of Directors approves staff to proceed with Boardroom Renovations;

AND

THAT the LPRCA Board of Directors approves the use of $28,778 surplus funds from the Administration Office Renovation project;

AND

THAT the LPRCA Board of Directors approves the use of up to $21,222 of unrestricted reserves.

Carried

c) Administration Review Policy for Permits (L. Mauthe)

Leigh-Anne Mauthe presented the report and draft policy.

Chris Van Paassen inquired about Section 7 in the draft policy and questioned if the Authority should delegate to the General Manager to deal with these reviews or if the Board or a committee should be created.

Leigh-Anne Mauthe informed the Board that these reviews have no impact on permit outcomes or have any effect on the determination of a permit, only to deal with the process.

Judy Maxwell added that these reviews give the applicant an opportunity to have the process of the permitting reviewed by staff and these are internal processes. It was also noted that in a policy approved in April by the Board the General Manager was also named as the Administrative Review Officer.

Leigh-Anne Mauthe added that these reviews are about the administrative process, not the outcome of or issuing of a permit, to have Board members review prior could affect the bias or conflict of interest if the application goes to a hearing.

Dave Beres asked if the restrictions in Section 8 was standard across all Conservation Authorities. Leigh-Anne responded in the affirmative, that all Conservation Authorities have the same restrictions.

Judy Maxwell further noted that it is not the role of a Board or committee to comment on this.

Mike Columbus asked how many cases would fall under this a year. Leigh-Anne Mauthe made an estimate that there have been approximately five applications this year.

Chris Van Paassen asked the Board to defer the motion and return it to staff for more information.

A-111/25
Moved by C. Van Paassen
Seconded by T. Masschaele

THAT the LPRCA Board of Directors defer the motion to staff for further information.

Carried

11. Closed Meeting

None

Next meeting: November 5, 2025, Board of Directors at 6:30 p.m.

Adjournment

The Chair adjourned the meeting at 7:11 p.m.

Dave Beres Chair	Judy Maxwell General Manager/Secretary-Treasurer

/ns

LONG POINT REGION CONSERVATION AUTHORITY
Audit and Finance Committee Meeting Minutes
Of October 24, 2025

Members in attendance:
Chris Van Paassen, Chair
Michael Columbus, Vice Chair
Robert Chambers
Dave Beres
Doug Brunton

Staff in attendance:
Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Nicole Sullivan, HR Coordinator/Executive Assistant

Regrets:
none

1. Welcome and Call to Order

The meeting was called to order at 9:30 a.m.

2. Additional Agenda Items

AUD–16/25
Moved by D. Beres
Seconded by D.Brunton

THAT the LPRCA Audit and Finance Committee adds a motion to change the February 2026 Audit and Finance committee meeting date, as approved by the Board in July, under New Business as item 6c to the October 24, 2025 agenda.

Carried

3. Approval of the Agenda

AUD–17/25
Moved by D. Beres
Seconded by M. Columbus

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

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) Tangible Capital Assets Policy Draft

Aaron LeDuc presented the report and gave an overview of the changes to the current Tangible Capital Asset Policy.

Dave Beres asked if this would affect the budget in anyway. Aaron LeDuc informed the Committee that these changes are policy based. The changes are to better align the policy with how LPRCA classifies assets and the year-end financial statements, along with more closely matching the useful life of the assets.

Chris Van Paassen asked staff to further expand on how LPRCA accounts for depreciation. Aaron LeDuc informed the Committee that historically, LPRCA has not added amortization to the budget. LPRCA, through the motor pool and user fee reserve, will put money away for replacement of the vehicles.

Mike Columbus asked if staff knew how other Conservation Authorities do their Tangible capital assets and if LPRCA's is a similar practice. Aaron LeDuc noted that Grand River CA has been doing a motor pool reserve for many years and other CAs as well use a motor pool reserve.

AUD–18/25
Moved by D. Brunton
Seconded by R. Chambers

THAT the LPRCA Audit and Finance Committee recommends the Draft Tangible Capital Asset Policy be presented to the Board of Directors for approval.

Carried

b) Investment Policy update

Aaron LeDuc presented the report and summarized the updates to the policy from 2016.

Dave Beres noted, that the minutes of all Audit and Finance Committee meeting goes to the Board in full, and as such, the Board receives the investment reports through those minutes as well.

Doug Brunton asked staff about the use of Credit Unions for investment and was under the impression that LPRCA could not use Credit Unions. Aaron LeDuc informed the Committee that Credit Unions can be used for investment and staff still investigates purchasing a GIC with a Credit Union. There was a requirement to open a bank account with the credit union, which would require extra work during the year-end audit and extra work to reconcile, along with a monthly fee. The option was not pursued.

AUD–19/25
Moved by R. Chambers
Seconded by D. Brunton

THAT the LPRCA Audit and Finance Committee recommends the Draft Investment Policy be presented to the Board of Directors for approval.

Carried

c) Audit & Finance Committee Meeting date

Aaron LeDuc asked the Committee if the February 13, 2026 date that was approved by the Board in July could be moved to February 20, 2026. The moving of the date would provide staff with more time to prepare the financial statements and more time for the auditors to review the financial statements.

AUD–20/25
Moved by R. Chambers
Seconded by M. Columbus

THAT the Audit and Finance Committee change the February 13, 2026 Audit and Finance Meeting date to February 20, 2026.

Carried

The next meeting will be held February 20, 2026.

The Chair adjourned the meeting at 9:54 a.m.

Chris Van Paassen	Judy Maxwell
Audit and Finance Committee Chair	General Manager/Secretary-Treasurer

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: November 5, 2025 **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)

Recommendation:

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

Strategic Direction:

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-119/25
Plan 500, Lot 716, 68 Concession Street West, Oxford County - Tillsonburg

- The proposed work – to construct a 29 m^2 (320 ft^2) enclosed pool house with a 33 m^2 (360 ft^2) covered kitchen and sitting area on the previously approved deck.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no floor space below the elevation of the Regulatory flood, and
- The application is within the riverine flooding hazard allowance and this proposal will not negative affect the control of flooding.

Application# LPRCA-121/25
Concession A, Lot 14, E8 Boathouse Lane, Norfolk County – South Walsingham

- The proposed work – to dredge sand/organic material from an existing boat channel approximately 6 m (19.8ft) wide, 6 m (19.8ft) in length to a depth of approximately 1.2 metres (4ft.). All work will be completed from the southern edge of the shore using a hydraulic excavator.
- Material removed will be deposited on the side of the road, south of the channel to dry and then removed off site,
- 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,
- The application is within the area of interference 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-139/25

Plan 133, Lot 55, 121 Ordnance Avenue, Norfolk County – Charlotteville

- The proposed work – to replace the existing vacation home with a two storey vacation home with approximately 190m^2 (2,050 ft^2) of habitable floor area, an attached garage, a new septic system and grading.
- 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 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 175.0m CGVD1928,
- The application is within the Lake Erie shoreline flooding and erosion hazard, and as per the July 5, 2017 Board Resolution# A-178/17, the requirement for safe access is deemed to be satisfied.

Application# LPRCA-168/25

Plan 37M38, Lot 27, 28 Forest Wood, Norfolk County – Port Dover

- The proposed work – to remove and replace a 23.6m^2 (254ft^2) portion of an existing covered deck with a 19.8m^2 (213ft^2) sunroom at the rear of a dwelling,
- A satisfactory site plan and construction drawings was submitted in support of the application,
- There is no feasible alternative location outside of the regulated area,
- The application is within the riverine erosion hazard allowance and the risk of creating new erosion hazards or aggravating existing hazards as a result of the development is negligible,
- Existing maintenance access into and through the valley will not be reduced as a result of the development, and
- The application is within the riverine erosion hazard allowance and the control of erosion will not be negatively impacted by the proposed development.

Application# LPRCA-169/25

Concession 1, Lot 17, 981 South Coast Drive, Haldimand County – Walpole

- The proposed work – to construct a septic system.

- 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, and
- The application is within the Lake Erie long term erosion hazard and this proposal will not negatively affect the control of erosion.

Application# LPRCA-170/25

Concession 1, Lot 18, 1046 South Coast Drive, Haldimand County - Walpole

- The proposed work – to reconstruct an existing 92m^2 (990ft^2) wood deck on the rear of an existing dwelling including the replacement of deck boards, joists, beams, and the pouring of new concrete footings,
- A satisfactory site plan and construction details was submitted in support of the application,
- There is no alternative site outside of the Lake Erie shoreline erosion hazard,
- The reconstructed deck will be no larger and no closer to Lake Erie than the existing deck,
- Existing access to shoreline protection will not be reduced as a result of the development, and
- The application is within the Lake Erie shoreline erosion hazard and flooding hazard allowance and the control of flooding and erosion will not be negatively impacted by the proposed development.

Application# LPRCA-171/25

Concession B, Lots 4 & 5, 2314 Lakeshore Road, Norfolk County – South Walsingham

- The proposed work – to recognize the construction of a 135.4m^2 (1,457ft^2) coverall structure and the placement of two 29.7m^2 (320ft^2) shipping containers on a gravel base approximately 30 metres from a Provincially Significant Wetland,
- A satisfactory site plan and construction details was submitted in support of the application,
- The application is within the Lake Erie shoreline erosion hazard allowance and the risk of creating new erosion hazards or aggravating existing hazards as a result of the development is negligible,
- A maintenance access of at least 5 metres will be retained to both the shoreline and the valley of the watercourse, The application is within the area of interference adjacent to a Provincially Significant Wetland. The hydrologic function of the wetland will not be negatively impacted by this development,
- The application is located in a valley associated with a watercourse that is gently sloping and where the impact of the development on slope stability is negligible, and
- The control of erosion will not be negatively impacted as a result of the development.

Application# LPRCA-172/25

Plan 16B & 788, Lots B & 7, 33 Front Road, Norfolk County – Port Rowan

- The proposed work – to construct an 85.7m^2 (922ft^2) addition with a basement on the side of an existing dwelling approximately 23 metres from a Provincially

Significant Wetland and to recognize the construction of a retaining wall and associated grading to the rear of the dwelling,

- A satisfactory site plan, grading plan, and construction drawings was submitted in support of the application,
- The application is within the Lake Erie shoreline flooding and erosion hazard allowances and the risk of creating new flooding and/or erosion hazards or aggravating existing hazards as a result of the development is negligible,
- The proposed addition is setback a minimum of 6 metres from stable top of slope,
- All potentially habitable floor space is above the design flood elevation of 176.8m (CGVD28),
- The application is within the area of interference adjacent to a provincially significant wetland and the wetlands hydrology will not be negatively or adversely impacted by the proposed development,
- The existing maintenance access to the shoreline will not be reduced as a result of the development, and
- The application is within the Lake Erie shoreline flooding and erosion hazard allowances and the development will not have a negative impact on the control of flooding and erosion.

Application# LPRCA-162/25 REVISED

Concession 1, Lot 14, 538 South Coast Drive, Haldimand County - Walpole

- The proposed work – to construct a 30m^2 (323ft^2) deck on the rear of an existing 135.8m^2 (1461ft^2) cottage, make renovations to the cottage including the replacement of deteriorated framing members, roofing, finishes, doors and windows, replace an existing 800-gallon septic holding tank, and to move and make repairs to an existing 36.4m^2 (392.1ft^2) shed,
- The revisions to the permit include a change to the proposed location of the shed,
- A satisfactory site plan and construction details was submitted in support of the application,
- There is no feasible alternative location outside of the Lake Erie shoreline erosion hazard,
- All proposed development is setback a minimum of 6 metres from the top of stable slope,
- No new or additional dwelling units will be created as a result of the development,
- The existing maintenance access to shoreline protection will not be reduced as a result of the development, and
- The application is within the Lake Erie shoreline erosion hazard and Lake Erie shoreline flooding and erosion hazard allowances and the control of flooding and erosion will not be negatively impacted by the proposed development.

Application# LPRCA-173/25

Concessions 11 & 12, Lots 5,7 & 8, Summerville Line & Mall Road R.O.W, Oxford County – Norwich

- The proposed work – to install fiberoptic conduit and cable within the roadside R.O.W requiring crossing under three watercourses via horizontal directional drill,
- Satisfactory site plans and construction details were submitted in support of the application,

- There are no feasible alternative sites located outside of the regulated areas,
- A satisfactory erosion and sediment control plan was submitted as part of the application,
- The application is within the riverine flooding and erosion hazards and the control of flooding and erosion will not be negatively impacted by the proposed development, and
- The application is within the area of interference adjacent to a Provincially Significant Wetland and the hydrologic function of the wetland will not be negatively impacted by the development.

Application# LPRCA-174/25

Concessions 11, Lot 2, New Road R.O.W, Oxford County – Norwich

- The proposed work – to install fiberoptic conduit and cable within the roadside R.O.W requiring crossing under five watercourses via horizontal directional drill,
- Satisfactory site plans and construction details were submitted in support of the application,
- There are no feasible alternative sites located outside of the regulated areas,
- A satisfactory erosion and sediment control plan was submitted as part of the application, and
- The application is within the riverine flooding and erosion hazards and the control of flooding and erosion will not be negatively impacted by the proposed development.

Application# LPRCA-175/25

Concession 1, Lot 16, Norfolk County – Houghton

- The proposed work – to recognize the dredging of an existing pond on South Otter Creek as general maintenance to remove sediment.
- The susceptibility to natural hazards is not increased or new hazards created,
- Material removed was deposited on the north east area at least 6m back from the pond, and
- The application is within the riverine flooding hazard and this proposal will not negatively impact the control of flooding.

Application# LPRCA-177/25

Concession 1, Lot 16, 1472 Lakeshore Road, Haldimand County - Rainham

- The proposed work – to install approximately 34.4m (113ft) of concrete wall shoreline protection across a portion of the property, on top of the footprint of existing concrete shoreline protection and steps, as well as the re-coating of existing steps,
- A satisfactory site plan and construction drawings was submitted in support of this application,
- There are no adverse impacts on the natural shoreline processes of Lake Erie,
- The susceptibility to natural hazards is not increased or new hazards created,
- The proposed shoreline work is in accordance with the recommendations of the Shoreline Management Plan, 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-178/25

Concession 4, Lot 12 & 13, Bogus Road, Elgin County – Bayham

- The proposed work – to enhance the wetland function by filling part of a man-made drainage ditch with on-site material and installing five 12-inch culverts along the existing pathway to enhance the hydrological connectivity through the wetland.
- A satisfactory site plan was submitted in support of this application, and
- The application is within a Provincially Significant Wetland. The hydrologic function of the wetland will not be negatively impacted by this activity.

Application# LPRCA-180/25

Concessions 6-8, Lots 13, 19-20, 26 & 28, Zenda Line, Milldale Road, & Maple Dell Road R.O.W, Oxford County – Norwich

- The proposed work – to install fiberoptic conduit and cable within the roadside R.O.W requiring crossing under five watercourses via horizontal directional drill,
- Satisfactory site plans and construction details were submitted in support of the application,
- There are no feasible alternative sites located outside of the regulated areas,
- A satisfactory erosion and sediment control plan was submitted as part of the application, and
- The application is within the riverine flooding and erosion hazards and the control of flooding and erosion will not be negatively impacted by the proposed development.

Application# LPRCA-181/25

Concession 1, Lot 13, 15 Elizabeth Street, Elgin County – Bayham

- The proposed work – to construct a $53.5m^2$ ($576ft^2$) detached accessory building at the end of an existing driveway to replace a previously demolished shed,
- A satisfactory site plan and construction drawings was submitted in support of the application,
- There is no feasible alternative site outside of the Lake Erie shoreline erosion hazard,
- The proposed structure is setback from the top of stable slope and is located in an area of least risk,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline erosion hazard and this proposal will not negatively impact the control of erosion.

Application# LPRCA-184/25

Concession 1, Lot 17, 962 South Coast Drive, Haldimand County - Walpole

- The proposed work – to install 6m (19.7ft) of plastic natural gas piping via horizontal directional drill to service an existing cottage,
- A satisfactory site plan and construction details was submitted in support of the application,
- There is no feasible alternative site located outside of the regulated area,
- A satisfactory erosion and sediment control plan was submitted as part of the application, and

- The application is within the Lake Erie shoreline erosion hazard and flooding hazard allowance and the development will not have a negative impact on the control of erosion and flooding.

Application# LPRCA-185/25
Plan 436, Lot 425, 7 Howey Avenue, Norfolk County – South Walsingham

- The proposed work – to construct a vacation home with 36m^2 (396 ft^2) of habitable floor area, a holding tank and the subsequent grading.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The residential structure meets the floodproofing standard,
- The top of 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 application is within the Lake Erie shoreline flooding and erosion hazard,
- The application is within the area of interference adjacent to a Provincially Significant Wetland. The hydrologic function of the wetland will not be negatively impacted by this development, and
- As per the July 5, 2017 Board Resolution# A-178/17, the requirement for safe access is deemed to be satisfied.

Application# LPRCA-186/25
Concession 1, Lot 24, 323 Bluewater Parkway, Haldimand County – Walpole

- The proposed work – to lift the existing vacation home 0.9 metres (3 feet) on a new pier foundation with no change to the footprint or location.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The top of foundation elevation is above the floodproofing elevation of 177.25m CGVD28,
- No basement or crawlspace is proposed,
- 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.

Financial Implication:

N/A

Prepared by:

Isabel Johnson

Isabel Johnson
Resource Planner

Prepared by:

Braedan Ristine

Braedan Ristine
Resource Planner

Reviewed by:

Leigh-Anne Mauthe

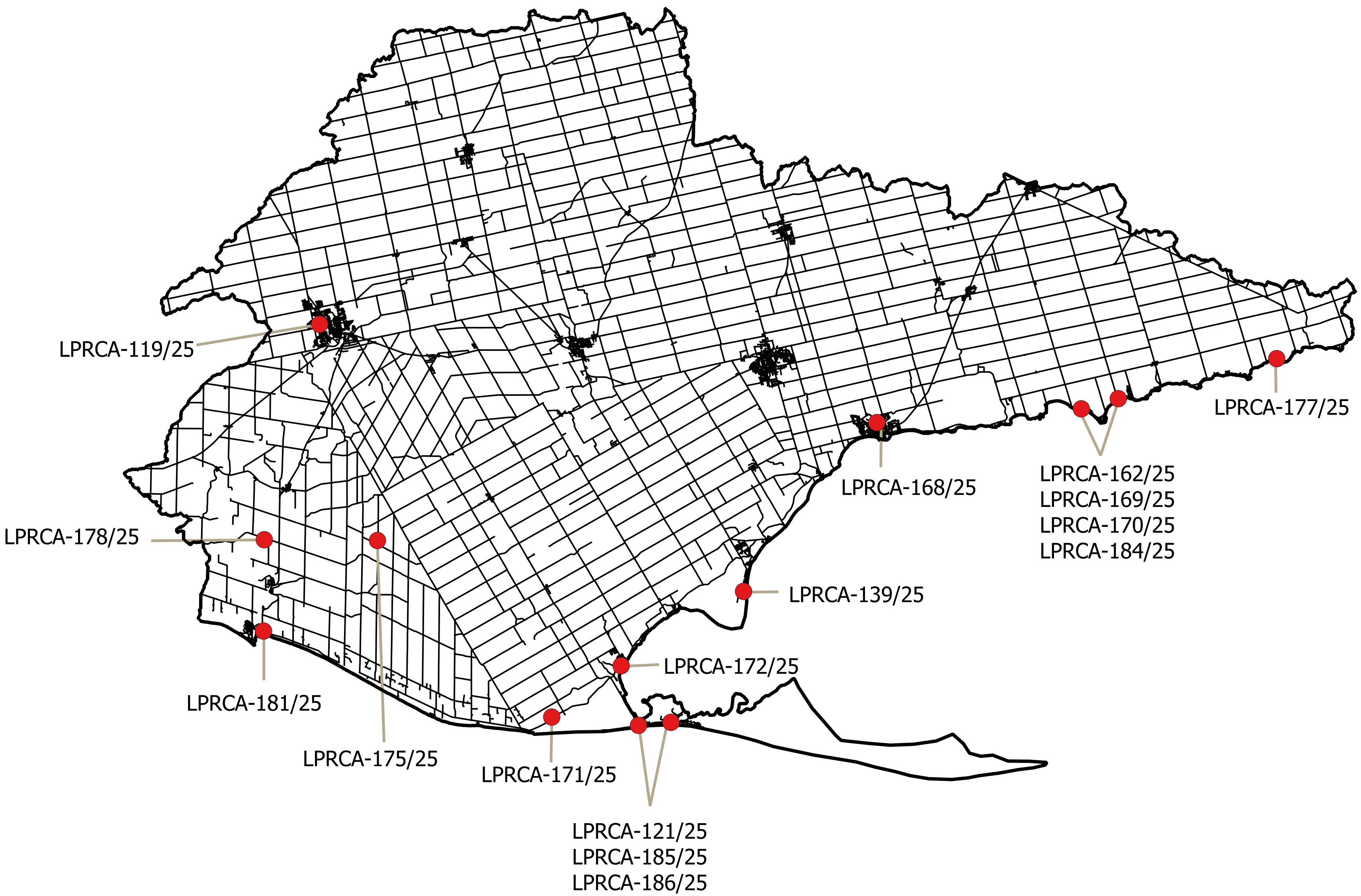
Leigh-Anne Mauthe, MCIP, RPP
Manager of Watershed Services

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

Multiple Locations Across Oxford County
LPRCA-173/25
LPRCA-174/25
LPRCA-180/25



LONG POINT REGION CONSERVATION AUTHORITY

Approved Applications
O. Reg. 41/24

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LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: **October 28, 2025** **File: 1.1.2**

To: Chair and Members
LPRCA Board of Directors

From: General Manager/Secretary Treasurer, LPRCA

Re: **GM's Report – October 2025**

Recommendation:

THAT the LPRCA Board of Directors receives the General Manager's Report for October 2025 as information.

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

Background:

On October 24th, I attended the Audit and Finance meeting and held a meeting with representatives from the Turkey Point Mountain Bike Club followed to review the annual agreement.

Conservation Ontario staff are coordinating comments for Conservation Authorities with submissions for various Environmental Registry of Ontario postings. There are three regulatory and policy proposals that are available for public and agency review, related to the new *Species Conservation Act* and *Special Economic Zones Act*:

- Consultation on Proposed Special Economic Zones Criteria (ERO#025-1077) (Commenting Deadline: November 16, 2025)
- Proposed legislative and regulatory amendments to enable the Species Conservation Act, 2025 (ERO#025-0909) (Commenting Deadline: November 10, 2025)
- Developing guidance on Section 16 activities under the Species Conservation Act, 2025 (ERO#025-0908) (Commenting Deadline: November 10, 2025)

The Special Economic Zones (SEZ) response will highlight the importance of maintaining hazard and drinking water protections in SEZ including continued application of CA regulatory framework and source protection plan policies.

The response for the *Species Conservation Act* will build upon previous submissions, focusing on opportunities for CAs through the new “Species Conservation Fund”.

On October 20th the Province introduced Bill 56, *the Building a More Competitive Economy Act*. Schedule 1 contains proposed amendments to the *Clean Water Act* and the Bill has been referred to second reading. Many of the amendments are enabling in nature and will be further refined through regulations. In addition, two proposals were added to the Environmental Registry of Ontario:

- Accelerating and improving protections for Ontario’s drinking water sources (ERO#025-1060) (Commenting Deadline: November 19, 2025)
- Regulatory Changes for accelerating and improving protections for Ontario’s drinking water sources (ERO#025-1104) (Commenting Deadline: December 4, 2025)

The initial assessment by Conservation Ontario staff is that the changes are largely beneficial and will speed up processes.

Staff has reviewed 186 permit applications as of October 24th compared to 173 permit applications in 2024. Staff has also reviewed and provided comments to municipal staff on 97 *Planning Act* applications and 17 pre-consultations.

The camping season closed on October 15th and park staff wrapped up the season on October 21st. It was a good camping season, and we finished the year with 424 seasonal camping sites which is thirty-one sites less than last year. The water systems at all the parks are being winterized and site upgrades on the southside at Haldimand Conservation Area has started.

LPRCA hosted the Forest Canada Fall Partner Delivery Agency field tour event. The tour highlighted four restorations sites in the watershed. The event was coordinated by Forest Canada and there were other conservation authority staff and municipal staff at the event.

Staff gave a field tour with Ontario Power Generation (OPG) staff to the various restoration sites funded by OPG in the watershed.

Staff attended a Lake Erie Action Plan (LEAP) meeting. Progress on the joint initiative for Canada-Ontario Lake Erie Action Plan (LEAP) to reduce phosphorus pollution in Lake Erie and mitigate harmful algal blooms and low-oxygen zones was discussed.

Staff deployed a phosphorus sensor in the Big Otter Creek at the Calton flow gauge station.

The sensor was purchased with funding from the Canada Water Agency's Great Lakes Freshwater Ecosystem Initiative. The initial deployment is to establish baseflow phosphorus concentrations.

The fall school programs started early October and are scheduled into early December for the Heritage and Conservation Education Programs.

There are three harvesting operations and two fuelwood operations occurring and staff are performing cut inspections. Two prescriptions were prepared by staff for future forestry operations. Forestry staff hosted a Sustainable Forestry Initiative (SFI) tour for members and LPRCA forest tracts were visited in the watershed. The next day staff attended the FSC Certification Working Group meeting which was held in the watershed and other partner forest tracts were toured.

Forestry staff supported the children's Carolinian Forest Festival organized by Kettle Creek Conservation Authority by running an activity station for one day.

Forestry staff were wrapping up invasive spraying in Hay Creek Conservation Area and the Jacques Tract. The Hemlock tree inventory was completed for the Coppens-Ferris-Armstrong tract and was later treated with targeted treatment for the Hemlock Woolly Adelgid (HWA).

Staff are all working hard 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: October 27, 2025 File: 1.4.1

To: Chair and Members
LPRCA Board of Directors

From: General Manager, LPRCA

Re: Q3 Financial Report - September 30, 2025

Recommendation:

THAT the LPRCA Board of Directors receives the Q3 Financial Report – September 30, 2025 for the fiscal year up to and including September 30, 2025 as information.

Links to 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 Q3 financial report provides a consolidated and departmental update for the Board of Directors of the budget vs actual comparison of revenues and expenditures for LPRCA for the fiscal year up and including September 30, 2025.

Background:

The Board approved the 2025 Operating Budget of $6,082,265 and Capital Budget of $808,864 on January 8, 2025.

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 Q3 operating revenues totaled $5,839,794 with expenditures of $4,170,959. Revenues represented 92.6% of the annual budget and expenditures of 68.6% with a surplus of $1,668,835 for the year up and including September 30, 2025.

Revenues are $387,367 greater than 2024 or up 7.1% year over year. Expenditures are $64,246 less than 2024 or down 1.5% year over year.

The operating surplus of $1,668,835 for the year up to and including September 30th of the fiscal is $451,613 greater than the 2024 surplus of $1,217,222.

Analysis:

Planning

Planning user fees of $135,663 through the third quarter are down $25,444 or -15.8% compared to 2024 of $161,107. Planning user fee revenue is projected to come in approximately 20% under budget; however, the planning department is forecasted to come in on budget due to lower expenditures compared to budget. Staff have responded to 51 lawyer inquiries, issued 168 permits and participated in 81 reviews and 17 pre-consultations through the third quarter.

Forestry

The forestry program has issued and awarded all three of the planned tenders for fiscal 2025. The tenders resulted in $335,326 in revenue exceeding the 2025 budget of $310,000.

Campgrounds

Camping revenues as at September 30, 2025 totaled $2,157,872 in comparison to $2,059,586 in 2024. As of the end of the third quarter 424 seasonal campers have been registered with seasonal camping revenues of $1,319,101 lower than the budget projection of $1,333,000. Overall the campgrounds have generated a surplus of $777,855 up to and including September 30th.

Financial Implications:

Revenues for the period up to and including September 30, 2025 are $5,839,794 with expenditures of $4,170,959 resulting in a surplus of $1,668,835. Camping revenues and Forestry revenues have exceeded their 2025 budget targets.

Overall the Authority is in a favourable position through the first three quarters up to and including September 30, 2025.

Prepared by:	Approved and submitted by:
Aaron LeDuc	Judy Maxwell
Aaron LeDuc, CPA, CGA	Judy Maxwell, CPA, CGA
Manager of Corporate Services	General Manager/Secretary Treasurer

Appendix # 1

Long Point Region Conservation Authority

Statement of Operations - Summary

For The 3 Months Ending September 30, 2025

Appendix 1

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023
Program:						
Watershed Planning and Technical Services	$324,180	$506,160	64%	($181,980)	$294,458	$308,846
Watershed Flood Control Services	130,837	368,890	35%	(238,053)	160,790	105,665
Healthy Watershed Services	189,848	229,726	83%	(39,879)	241,554	184,173
Communications	74,595	122,411	61%	(47,816)	69,162	38,937
Backus Heritage and Education Services	211,866	334,746	63%	(122,880)	187,628	158,136
Public Forest Land Management Services	265,454	319,295	83%	(53,841)	252,553	254,335
Private Forest Land Management Services	67,242	147,394	46%	(80,151)	77,766	90,460
Conservation Parks	1,380,017	1,713,973	81%	(333,956)	1,407,597	1,297,776
Maintenance Operations Services	274,888	407,898	67%	(133,009)	284,389	293,073
Conservation Authority Lands	377,058	738,447	51%	(361,389)	347,263	322,572
Corporate Services	874,974	1,193,325	73%	(318,351)	912,044	919,420
	$4,170,959	**$6,082,265**	**69%**	**($1,911,306)**	**$4,235,205**	**$3,973,391**
Objects of Expenses						
Staff Expenses	$2,511,871	$3,898,138	64%	($1,386,268)	$2,581,612	$2,269,069
Staff Related Expenses	26,936	49,775	54%	(22,839)	36,098	114,014
Materials and Supplies	227,125	368,753	62%	(141,628)	329,574	295,319
Purchased Services	1,299,018	1,639,751	79%	(340,733)	1,190,250	1,198,473
Equipment	48,639	55,725	87%	(7,086)	43,059	40,556
Other	32,910	32,910	100%	0	31,788	30,734
Director Fees / Expenses	24,459	37,212	66%	(12,753)	22,823	25,226
Total Expenditures	**$4,170,959**	**$6,082,265**	**69%**	**($1,911,306)**	**$4,235,205**	**$3,973,391**
Sources of Revenue:						
Municipal Levy - Operating	$1,678,261	$2,237,681	75%	($559,420)	$1,609,472	$1,574,632
Provincial Grants	1,127	0	0%	1,127	3,656	6,235
MNR Grant	35,229	35,229	100%	(0)	35,229	35,229
Federal Grants	0	10,585	0%	(10,585)	0	76,759
Student Program Revenue	9,541	4,500	212%	5,041	7,949	6,510
User Fees	3,333,914	3,376,974	99%	(79,915)	3,287,667	3,139,592
Community Support	433,829	302,706	143%	167,978	267,712	227,923
Endowment Funding	56,510	120,000	47%	(63,490)	12,735	18,177
Interest	276,057	212,000	130%	64,057	228,007	190,140
Gain on Sale of Assets	15,328	0	0%	15,328	0	0
Contribution from Reserves	0	5,346	0%	(5,346)	0	13,260
Total Revenue	**$5,839,794**	**$6,305,020**	**93%**	**($465,226)**	**$5,452,427**	**$5,288,458**
Excess (deficiency) of revenue over expenditures	**$1,668,835**	**$222,755**	**749%**	**$1,446,080**	**$1,217,222**	**$1,315,067**

Long Point Region Conservation Authority

Statement of Operations

Corporate Services

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
LPRCA Board	$25,338	$37,212	68%	($11,874)	$23,656	$25,836	
Conservation Ontario Fees	32,910	32,910	100%	0	31,788	30,734	
Corporate / IT Services	816,726	1,123,203	73%	(306,477)	856,600	862,850	
Total Activities	**$874,974**	**$1,193,325**	**73%**	**($318,351)**	**$912,044**	**$919,420**	
Objects of Expenses							
Staff Expenses	$503,324	$711,678	71%	($208,354)	$561,320	$486,452	
Staff Related Expenses	7,271	14,600	50%	(7,329)	9,675	92,235	
Materials and Supplies	7,681	10,300	75%	(2,619)	4,421	6,229	
Purchased Services	258,202	324,125	80%	(65,923)	242,019	246,788	$113,795 Insurance Premiums
Equipment	13,986	18,500	76%	(4,514)	13,585	8,820	
IT Services	13,809	27,000	51%	(13,191)	14,281	11,260	
Office Cleaning	13,331	17,000	78%	(3,669)	12,132	11,676	
Other	32,910	32,910	100%	0	31,788	30,734	
Director Fees / Honorarium	16,924	27,012	63%	(10,088)	15,798	18,683	
Director Travel	5,857	8,000	73%	(2,143)	5,403	5,434	
Director Meeting Expense	1,678	2,200	76%	(522)	1,622	1,110	
Total Expenditures	**$874,974**	**$1,193,325**	**73%**	**($318,351)**	**$912,044**	**$919,420**	
Sources of Revenue:							
Municipal Levy - Operating	$613,242	$817,657	75%	($204,415)	$622,761	$545,024	
User Fees	12,434	13,650	91%	(1,216)	10,654	6,653	
Other - Interest on Investments, Misc.	274,200	210,000	131%	64,200	226,267	188,562	$102,537 Bank Interest, $80,476 GIC Interest
Community Support	127,991	3,850	3324%	124,141	2,463	10,780	$43,874 WSIB Rebate
Endowment Funding	5,000	20,000	25%	(15,000)	8,793	9,088	
Gain on Sale of Assets	15,328	0	100%	15,328	0	0	
Contribution from Reserves	0	128,168	0%	(128,168)	0	0	
Total Revenue	**$1,048,195**	**$1,193,325**	**88%**	**($145,130)**	**$870,937**	**$760,108**	
Excess(deficiency) revenue over expenditures	**$173,221**	**$0**	**0%**	**$173,221**	**($41,108)**	**($159,312)**	

Long Point Region Conservation Authority

Statement of Operations

Community Relations

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
Communication and Marketing Services	$64,814	$110,908	58%	($46,094)	$58,622	$26,706	
Leighton & Betty Brown Scholarship Trust Fund	1,000	1,000	100%	0	1000	2000	
LPRCA Memorial Woodlot Services	8,781	10,503	84%	(1,722)	9,540	10,231	
Total Activities	**$74,595**	**$122,411**	**61%**	**($47,816)**	**$69,162**	**$38,937**	
Objects of Expenses							
Staff Expenses	$59,900	$87,161	69%	($27,261)	$55,326	$28,248	
Staff Related Expenses	186	1,650	11%	(1,464)	25	67	
Materials and Supplies	6,793	11,300	60%	(4,507)	4,958	5,795	
Purchased Services	7,717	22,300	35%	(14,583)	8,853	4,826	
Total Expenditures	**$74,595**	**$122,411**	**61%**	**($47,816)**	**$69,162**	**$38,937**	
Sources of Revenue							
Municipal Levy - Operating	$86,746	$115,661	75%	($28,915)	$96,224	$97,708	
Community Support	7,826	6,750	116%	1,076	6,723	7,270	
Total Revenue	**$94,572**	**$122,411**	**77%**	**($27,839)**	**$102,947**	**$104,978**	
Excess(deficiency) revenue over expenditures	**$19,977**	**$0**	**0%**	**$19,977**	**$33,785**	**$66,041**	

Long Point Region Conservation Authority

Statement of Operations

Watershed Planning and Technical Services

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
Technical and Planning Services	$298,243	$409,435	73%	($111,193)	$288,176	$295,970	
Technical Study Services	25,938	96,724	27%	(70,787)	6,283	12,876	
Total Activities	**$324,180**	**$506,160**	**64%**	**($181,980)**	**$294,458**	**$308,846**	
Objects of Expenses							
Staff Expenses	$304,448	$464,060	66%	($159,612)	$278,180	$290,956	
Staff Related Expenses	421	6,400	7%	(5,979)	4,971	4,704	
Materials and Supplies	730	4,700	16%	(3,970)	655	14	
Purchased Services	15,501	27,500	56%	(11,999)	8,729	11,250	
Equipment	3,080	3,500	88%	(420)	1,923	1,923	
Total Expenditures	**$324,180**	**$506,160**	**64%**	**($181,980)**	**$294,458**	**$308,846**	
Sources of Revenue							
Municipal Levy - Operating	$201,639	$268,852	75%	($67,213)	$131,504	$119,259	
MNR Grant	8,807	8,807	100%	(0)	8,807	8,807	
User Fees - Lawyer Inquiry Revenue	10,125	21,000	48%	(10,875)	16,205	18,455	51 Lawyer Inquiries
User Fees - Planning / Technical Service Fees	80,067	120,000	67%	(39,933)	90,560	92,997	168 Permits
User Fees - Planning Act Review Fees	41,538	80,000	52%	(38,462)	49,592	79,834	81 Planning Review
User Fees - Pre-Consultation Fees	3,933	7,500	52%	(3,568)	4,750	4,200	17 Per Cons
Total Revenue	**$346,109**	**$506,160**	**68%**	**($160,051)**	**$301,418**	**$323,552**	
Excess (deficiency) revenue over expenditures	**$21,929**	**$0**	**0%**	**$21,929**	**$6,960**	**$14,705**	

Long Point Region Conservation Authority

Statement of Operations

Watershed Flood Control Services

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
Flood Control Administrative Services	$71,081	$138,776	51%	($67,695)	$101,692	$73,117	
Flood Forecasting and Warning Services	49,468	$91,878	54%	(42,410)	32,509	14,517	
General Operational Services	8,286	$42,070	20%	(33,785)	13,229	2,209	
Structures - Minor Maintenance Services	576	$68,076	1%	(67,500)	3,025	1,452	
Structures - Preventative Maintenance Services	1,426	$28,090	5%	(26,665)	10,335	14,370	
Total Activities	**$130,837**	**$368,890**	**35%**	**($238,053)**	**$160,790**	**$105,665**	
Objects of Expenses							
Staff Expenses	$115,358	$316,865	36%	($201,507)	$139,097	$86,910	
Staff Related Expenses	886	$2,700	33%	(1,814)	2,566	1,937	
Materials and Supplies	822	$10,300	8%	(9,478)	3,178	405	
Purchased Services	5,923	$30,025	20%	(24,102)	12,123	9,325	
Equipment	7,848	$9,000	87%	(1,152)	3,826	7,089	
Total Expenditures	**130,837**	**$368,890**	**35%**	**(238,053)**	**160,790**	**105,665**	
Sources of Revenue							
Municipal Levy - Operating	$256,851	$342,468	75%	($85,617)	$220,243	$182,136	
Provincial Grants	0	0	0%	0	2,331	6,235	
MNR Grant	26,422	26,422	100%	0	26,422	26,422	
Total Revenue	**$283,273**	**$368,890**	**77%**	**($85,617)**	**$248,996**	**$214,793**	
Excess (deficiency) revenue over expenditures	**$152,437**	**$0**	**0%**	**$152,437**	**$88,206**	**$109,129**	

Long Point Region Conservation Authority

Statement of Operations

Healthy Watershed Services

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
Healthy Watershed Technical Support Services	$12,669	$18,617	68%	($5,948)	$28,143	$41,245	
Drain Classification - DFO/LPRCA	2,907	2,860	102%	47	3,868	3,135	
Watershed Low Water Response Services	2,037	3,309	62%	(1,272)	1,585	1,426	
Surface & Groundwater Quality Monitoring Services	34,823	51,885	67%	(17,062)	25,851	27,556	
Lamprey Barrier Inspection Services	2,001	7,725	26%	(5,723)	1,610	2,708	
Water Supply Source Protection Planning	1,269	14,405	9%	(13,136)	3,323	3,133	
Big Creek Water Quality Monitoring	3,303	10,925	30%	(7,622)	2,591	0	
OPG Wetlands	33,170	0	0%	33,170	48,287	17,934	
ECCC - GLFEI	57,111	75,000	76%	(17,890)	0	0	
Integrated Conservation Action Plan	34,161	45,000	76%	(10,839)	111,565	75,812	
COA Agreement	6,395	0	100%	6,395	14,731	11,225	
Total Activities	**$189,848**	**$229,726**	**83%**	**($39,879)**	**$241,554**	**$184,173**	
Objects of Expenses							
Staff Expenses	$82,893	$124,228	67%	($41,335)	$88,592	$76,054	
Staff Related Expenses	361	400	90%	(39)	370	173	
Materials and Supplies	3,956	31,849	12%	(27,892)	122,815	56,428	
Purchased Services	102,637	73,250	140%	29,387	29,777	51,518	Private Landowner Assistance $35,829, Nursery Stock $25,108
Total Expenditures	**$189,848**	**$229,726**	**83%**	**($39,879)**	**$241,553**	**$184,173**	
Sources of Revenue							
Municipal Levy - Operating	$41,396	$55,195	75%	($13,799)	$50,635	$109,915	
Provincial Grants	1,127	0	0%	1,127	1,325	0	
Federal Grants	0	10,585	0%	(10,585)	0	0	
Community Support	173,020	134,405	129%	38,616	118,951	106,773	$30,419 COA Grant Funding, $80,186 ECCC - GLFEI Funding, $28,713 OPG Grant Funding
Contribution from Reserves	0	29,542	0%	(29,542)	0	0	
Total Revenue	**$215,543**	**$229,726**	**94%**	**($14,183)**	**$170,911**	**$216,688**	
Excess(deficiency) revenue over expenditures	**$25,695**	**$0**	**0%**	**$25,695**	**($70,642)**	**$32,515**	

Long Point Region Conservation Authority

Statement of Operations

Conservation Authority Lands

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
Conservation Authority Lands Admin	$175,720	$359,563	49%	($183,843)	$181,277	$170,078	$134,514 Municiapl Taxes
Parkettes Services	69,052	94,897	73%	($25,844)	44,333	59,050	
Lee Brown Waterfowl Management Services	95,172	171,180	56%	($76,008)	87,064	66,003	$12,211 Phragmites Grant Funding
Fish and Wildlife Support Services	3,350	3,500	96%	($150)	1,750	2,461	
Conservation Authority Lands Reserve	0	5,346	0%	($5,346)	0	$0	
Hazard Tree Removal	33,764	103,962	32%	($70,198)	32,839	24,980	
Total Activities	**$377,058**	**$738,447**	**51%**	**($361,389)**	**$347,263**	**$322,572**	
Objects of Expenses							
Staff Expenses	$153,521	$440,165	35%	($286,644)	$131,641	$110,919	
Staff Related Expenses	0	150	0%	(150)	0	0	
Materials and Supplies	18,493	31,223	59%	(12,730)	21,842	12,224	
Purchased Services	205,044	266,909	77%	(61,865)	193,781	199,429	
Total Expenditures	**$377,058**	**$738,447**	**51%**	**($361,389)**	**$347,263**	**$322,572**	
Sources of Revenue							
Municipal Levy - Operating	$354,529	$472,705	75%	($118,176)	$313,640	$259,479	
User Fees	204,253	190,470	107%	13,783	193,334	166,278	$118,610 Marsh Fees
Community Support	63,670	69,926	91%	(6,256)	61,042	57,397	$63,370 Land Lease
Contribution to/from Reserves	0	5,346	0%	(5,346)	0	0	
Total Revenue	**622,452**	**738,447**	**84%**	**(115,995)**	**568,015**	**483,154**	
Excess(deficiency) revenue over expenditures	**$245,394**	**$0**	**0%**	**$245,394**	**$220,752**	**$160,582**	

Long Point Region Conservation Authority

Statement of Operations

Public Forest Land Management Services

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
General Forestry Management Services	$152,255	$247,378	62%	($95,122)	$151,943	$175,660	
LPBLT	52,230	71,917	73%	(19,687)	66,587	78,675	
Invasive Species Centre	60,968	0	100%	60,968	34,024	0	
Total Activities	**$265,454**	**$319,295**	**83%**	**($53,841)**	**$252,553**	**$254,335**	
Objects of Expenses							
Staff Expenses	$192,941	$210,619	92%	($17,678)	$187,625	$183,155	
Staff Related Expenses	9,763	11,800	83%	(2,037)	9,951	9,687	
Materials and Supplies	19,293	19,276	100%	17	5,715	6,547	
Purchased Services	43,457	77,600	56%	(34,143)	49,261	54,945	
Total Expenditures	**$265,454**	**$319,295**	**83%**	**($53,841)**	**$252,553**	**$254,335**	
Sources of Revenue							
User Fees	346,858	$310,000	112%	$36,858	315,172	331,157	Three Timber Tenders - $335,227
Community Support	59,326	35,000	170%	24,326	62,193	32,830	$59,326 Grant Funding (3)
Contribution from Reserves	0	(25,705)	0%	25,705	0	0	
Total Revenue	**$406,184**	**$319,295**	**127%**	**$86,889**	**$377,365**	**$363,986**	
Excess (deficiency) revenue over expenditures	**$140,730**	**$0**	**0%**	**$140,730**	**$124,812**	**$109,651**	

Long Point Region Conservation Authority

Statement of Operations

Private Forest Land Management Services

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
Private Property Tree Planting Services	$67,171	$134,582	50%	($67,411)	$77,150	$73,961	
LPB/OPG Long Term Tree Planting Services	71	0	100%	71	617	0	
Trees for Roads	0	12,812	0%	(12,812)	0	16,498	
Total Activities	**$67,242**	**$147,394**	**46%**	**($80,151)**	**$77,766**	**$90,460**	
Objects of Expenses							
Staff Expenses	$31,274	$35,494	88%	($4,220)	$39,032	$34,007	
Staff Related Expenses	81	850	10%	(769)	15	0	
Materials and Supplies	15,965	69,650	23%	(53,685)	18,661	46,027	
Purchased Services	19,923	41,400	48%	(21,477)	20,057	10,426	
Total Expenditures	**$67,242**	**$147,394**	**46%**	**($80,151)**	**$77,766**	**$90,460**	
Sources of Revenue							
User Fees	$73,535	$134,582	55%	($61,047)	$104,378	$91,551	$48,465 Forest Ontario Grant Funding
Community Support	0	12,812	0%	(12,812)	4,040	12,693	
Total Revenue	**$73,535**	**$147,394**	**50%**	**($73,859)**	**$108,418**	**$104,244**	
Excess (deficiency) revenue over expenditures	**$6,292**	**$0**	**0%**	**$6,292**	**$30,652**	**$13,785**	

Long Point Region Conservation Authority

Statement of Operations

Backus Heritage and Education Services

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
Educational and Interactive Program Services	$45,944	$106,782	43%	($60,838)	$36,422	$34,494	
Heritage Village and Historical Services	117,493	184,549	64%	(67,056)	129,724	93,111	
Education Centre	48,426	43,416	112%	5,011	21,482	30,521	
Display Revitalization	$3	0.00	100%	2.93	0.00	10.00	
Total Activities	**$211,866**	**$334,746**	**63%**	**($122,880)**	**$187,628**	**$158,136**	
Objects of Expenses							
Staff Expenses	$150,943	$260,204	58%	($109,262)	$154,667	$110,178	
Staff Related Expenses	176	1,550	11%	(1,374)	389	381	
Materials and Supplies	10,422	13,731	76%	(3,309)	4,840	14,563	
Purchased Services	50,326	59,261	85%	(8,935)	27,731	33,014	
Total Expenditures	**$211,866**	**$334,746**	**63%**	**($122,880)**	**$187,628**	**$158,136**	
Sources of Revenue							
Municipal Levy - Operating	$2,959	$3,945	75%	($986)	$4,186	$112,820	
Student Program Revenue	7,133	4,500	159%	2,633	7,949	0	
User Fees - Heritage Village	39,622	36,855	108%	2,766	35,782	1,347	School Board Contracts $37,578
User Fees - Education & Interactive Program	44,105	50,197	88%	(6,092)	48,539	24,307	School Board Contracts $41,956
Other - Interest on Investments, Misc.	1,856	2,000	93%	(144)	1,740	1,578	
Endowment Funding	51,510	100,000	52%	(48,490)	3,943	9,088	
Property/Building Rentals	6,411	5,675	113%	736	5,675	5,500	
Community Support	1,995	3,108	5%	(1,113)	12,300	180	
Grant - Federal - Dept of Heritage COVID-19 Funding	0	0	0%	0		76,759	
Contribution from Reserves	0	128,466	0%	(128,466)	0	13,260	
Total Revenue	**$155,590**	**$334,746**	**46%**	**($179,156)**	**$120,114**	**$244,840**	
Excess(deficiency) revenue over expenditures	**($56,276)**	**$0**	**0%**	**($56,276)**	**($67,514)**	**$86,703**	

Long Point Region Conservation Authority

Statement of Operations

Conservation Parks

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities:							
Norfolk Conservation Park Services	$262,918	$368,256	71%	($105,338)	$277,041	$264,568	
Deer Creek Conservation Park Services	184,394	224,186	82%	(39,792)	185,300	173,971	
Haldimand Conservation Park Services	332,445	391,569	85%	(59,124)	306,787	269,946	
Waterford North Conservation Park Services	267,164	372,391	72%	(105,227)	305,846	267,542	
Backus Heritage Conservation Park Services	333,095	357,572	93%	(24,477)	332,623	321,748	
Total Activities	**$1,380,017**	**$1,713,973**	**81%**	**($333,956)**	**$1,407,597**	**$1,297,776**	
Objects of Expenses:							
Staff Expenses	$761,014	$1,022,117	74%	($261,103)	$802,278	$718,899	
Staff Related Expenses	3,904	6,075	64%	(2,171)	4,165	3,159	
Materials and Supplies	86,052	76,125	113%	9,927	68,758	75,306	
Purchased Services	505,321	584,931	86%	(79,610)	508,671	477,687	$174,952 Motorpool, $97,260 Hydro, $133,397 Waste Disposal
Equipment	23,725	24,725	96%	(1,000)	23,725	22,725	$23,725 Camping Reservation System
Total Expenditures	**$1,380,017**	**$1,713,973**	**81%**	**($333,956)**	**$1,407,597**	**$1,297,776**	
Sources of Revenue							
User Fees-Seasonal Sites Fees & AC Fees	$1,319,101	$1,333,000	99%	($13,899)	$1,356,396	$1,285,170	424 Seasonal Campers
User Fees-Winter Storage	88,040	88,500	99%	(460)	86,754	90,675	
User Fees-Camping Revenue	744,922	600,500	124%	144,422	607,615	607,983	$343,201 Nightly Camping, $121,331 Day Use
User Fees-Rental at Haldimand	3,400	3,200	106%	200	8,820	8,588	
Student Program Revenue	2,408	0	100%	2,408	0	6,510	
Contribution to Reserves	0	(260,472)	0%	260,472	0	0	
Total Revenue	**$2,157,872**	**$1,764,728**	**122%**	**$393,144**	**$2,059,586**	**$1,998,925**	
Excess (deficiency) revenue over expenditures	**$777,855**	**$50,755**	**0%**	**$727,100**	**$651,989**	**$701,149**	

Long Point Region Conservation Authority

Statement of Operations

Other Conservation and Land Management Services

For The 3 Months Ending September 30, 2025

	Current YTD	2025 Annual Budget	% Of Budget	Budget Variance	Actual 2024	Actual 2023	Comments
Activities							
General Facility Maintenance Services	$141,989	$196,854	72%	($54,865)	$140,687	$147,139	
Motor Pool Services	132,899	211,044	63%	(78,144)	143,703	145,934	
Total Activities	**$274,888**	**$407,898**	**67%**	**($133,009)**	**$284,389**	**$293,073**	
Objects of Expenses							
Staff Expenses	$156,256	$225,548	69%	($69,292)	$143,853	$143,290	
Staff Related Expenses	3,887	3,600	108%	287	3,970	1,671	$2,845 Uniforms, $912 Courses/Workshops
Materials and Supplies	56,919	90,300	63%	(33,381)	73,731	71,782	
Purchased Services	57,826	88,450	65%	(30,624)	62,835	76,329	
Total Expenditures	**$274,888**	**$407,898**	**67%**	**($133,010)**	**$284,389**	**$293,073**	
Sources of Revenue							
Municipal Levy - Operating	$120,898	$161,198	75%	($40,299)	$170,280	$148,292	
User Fees	315,571	418,700	75%	(103,129)	353,441	324,899	$315,571.24 Motorpool Revenue
Total Revenue	**436,470**	**579,898**	**75%**	**(143,428)**	**523,720**	**473,190**	
Excess(deficiency) revenue over expenditures	**$161,582**	**$172,000**	**0%**	**($10,418)**	**$239,331**	**$180,117**	

Long Point Region Conservation Authority
CAPITAL SUMMARY September 30, 2025

Appendix 2

PROGRAMS AND PROJECTS OBJECTS OF EXPENSES	PRIOR YEARS Capital Levy	General Levy	Special Capital Levy	WECI and Provincial	Unrestricted Reserve	User Fee Reserve	Donations/ Grants / Endowment	In- Year Surplus	Total $'s Spent to September 30, 2025	Status	Total $'s Remaining
Watershed Services											
Hay Creek Repair (Design) - 326	$18,995		$2,516	$21,511					$44,731	Complete	($1,709)
Teeterville Class EA - 327/340	$78,955	$2,500		$18,955					$109,600	In progress	($9,190)
Deer Creek Dam - DSR - 328	$26,382			$31,382	$5,000				$65,864	Complete	($3,099)
Norwich Dam - Safety Boom - 325				$20,180	$20,180				$40,905	Complete	($545)
Lehman Dam - Dam Safety Review - 341		$50,000		$50,000					$30,231	In progress	$69,769
Sutton Dam Structure & Removal - 346			$25,138						$2,272	In progress	$22,867
Flood Control Structure Repairs and Studies	$82,940										$82,940
LPRCA - Hydrology Study - 332		$30,000		$30,000					$31,187	In progress	$28,813
Nanticoke Creek Flood Hazard Mapping - 333				$35,000	$35,000				$23,092	In progress	$46,908
Big Otter-Phosphorus Reduction- GLFEI 2025-26 - 339							$37,297		$37,297	In progress	$0
Vittoria Dam CWA Grant - 351							$9,893		$9,893	In progress	$0
											$0
Backus Heritage and Education Services											$0
Backus Hydro Upgrades	$8,215										$8,215
Backus Water Systems Upgrades	$4,324										$4,324
Gallery Revitalization Project - 323							$26,551		$19,774	In progress	$6,777
Decoy Museum - 331							$216,381		$207,087	In progress	$9,294
Building Assessments - 342		$25,000							$10,500	Complete	$14,500
Education Centre Exterior Upgrades - 348							$64,000		$40,000	In progress	$24,000
Conservation Parks Management Services											
Haldimand CA Water System Upgrades / Well Access -311	$8,157								$9,575	Complete	($1,418)
Haldimand CA South Side Hydro Upgrades - 305								$50,755	$11,848	In progress	$38,907
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 - 303	$6,277										$6,277
Waterford North CA Water System Upgrade -	$3,482										$3,482
Waterford North CA Playground Equipment - 336						$52,109			$51,493	Complete	$616
Haldimand CA Washroom Renovations - (2024) - 335								$8,000	$5,164	In progress	$2,836
Other Conservation and Land Management Services											
Park Sign Replacement & Roadway Signage for Parks - 300	$4,915								$1,470	In progress	$3,445
Signage Project - 345		$18,000									$18,000
Forestry Tract & Property Signage	$6,886										$6,886
Property Gates - 291	$1,350	$5,000							$3,714	In progress	$2,636
Barn Demolition & Site Restoration - 343		$5,000							$1,626	Complete	$3,374
Parking lots & Fencing Upgrades - 344		$10,000							$6,882	In progress	$3,118
Maintenance Operations Services											
Vehicle Replacement (1 1/2 Ton Pickup Truck)								$53,000	$55,264	Complete	($2,264)
Vehicle Replacement (1 3/4 Ton Pickup Truck)								$62,000		In progress	$62,000
Tools & Equipment Replacement	$28,516										$28,516
Equipment Replacement (1 Riding Lawn Mower) - 295								$19,000	$17,900	Complete	$1,100
Equipment Purchase (1 Tractor) - 318								$38,000	$34,670	Complete	$3,330
Corporate Services											
Computer Upgrades - 289	$2,337	$12,000							$5,475	In progress	$8,861
Administration Office Furniture and Flooring Upgrades - 334	$208,455								$179,222	Complete	$29,233
	$599,626	**$157,500**	**$27,654**	**$207,029**	**$60,180**	**$52,109**	**$354,122**	**$230,755**	**$1,056,737**		**$650,463**

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 27, 2025 **File: 1.2.14**

To: Chair and Members,
LPRCA Board of Directors

From: General Manager/Secretary-Treasurer, LPRCA

Re: **Draft Tangible Capital Asset Policy**

Recommendation:

THAT the LPRCA Board of Directors approves the Draft Tangible Capital Asset Policy as presented.

Purpose:

The purpose of this report is to present the Board with an updated Draft Tangible Capital Asset Policy.

Strategic Direction:

Strategic Direction #4 – Organizational Excellence

Background:

This draft Tangible Capital Asset Policy went to the Audit and Finance Committee on October 24, 2025 and was recommended to go to the Board of Directors for approval.

The Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants establishes Public Sector Accounting Standards (PSAS) for public sector entities in Canada. Effective for fiscal year January 1, 2009 the Authority was required to disclose Tangible Capital Assets in our financial statements as per PS 3150 Tangible Capital Assets.

On February 3, 2009 the Authority passed the Long Point Region Conservation Authority Tangible Capital Asset Policy (Attachment #1).

Discussion:

The updated policy (Attachment #2) includes many of the same contents of the original policy including: purpose, policy statement, definitions, asset types asset management and schedule A: Tangible Capital Asset Policy Summary by Asset Category. The main changes to the policy are detailed below:

Section 5.0 Definitions: the following definitions have been removed carrying costs, carrying amount, repairs and maintenance, replacement cost, reproduction cost as they are not required to be included in the policy.

Section 6.0 Asset Types: the following adjustments to asset types have been made:

Furniture and Fixtures: signage, fencing and gates have been removed and moved into the Land Improvement Asset Type. Furniture and Fixtures definition has been expanded to including leasehold improvements (lighting, plumbing and flooring). Leasehold Improvements was removed from Buildings and Building Improvements Asset Type.

The Vehicle Asset Type name has changed to Motor Pool Fleet to align with reserve policy and financial statement definition.

Schedule A has been updated to reflect changes in title, capitalization threshold, estimated life and asset pool. The changes are detailed below: including:

- Land improvement: capitalization threshold was $5,000 increasing to $10,000, useful life was 20 years expanding to 10-20 years and asset pooling went from no to yes
- Building & improvements capitalization threshold was $5,000 increasing to $10,000
- Infrastructure capitalization threshold was $5,000 increasing to $10,000
- Motor Pool Fleet: capitalization threshold was $5,000 increasing to $10,000, useful life was 10 expanding to 10-20 years
- Machinery: capitalization threshold was $1,500 increasing to $2,500 and useful life was 20 expanding to 5-20 years
- Furniture & Fixtures: capitalization threshold was $1,500 increasing to $2,500
- Computers & Software: capitalization threshold was $1,500 increasing to $2,500
- Capital Work in Progress: capitalization threshold was $5,000 increasing to $10,000

The updated capitalization thresholds better reflect the increased inflationary costs of tangible capital assets compared to 2009 when the TCA policy was first adopted.

<u>Financial Implications:</u>

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

Prepared by:	**Approved and submitted by:**
Aaron LeDuc	Judy Maxwell
Aaron LeDuc, CPA, CGA Manager of Corporate Services	Judy Maxwell, CPA, CGA General Manager

Attachment # 1

Long Point Region Conservation Authority

Tangible Capital Asset Policy

February 3, 2009

Table of Contents

A. Purpose

The objective of this policy is to outline the accounting and reporting requirements for Tangible Capital Assets (TCAs) of the Long Point Region Conservation Authority to allow users of the financial reports to discern information about the Authority's investment in property, plant and equipment and the changes in such investments. The principal issues in accounting for TCAs are the recognition of assets, the determination of their carrying values, their amortization charges, net book values, and the recognition of any related impairment losses and associated write-downs. The purpose of this document is to ensure that the Authority's Tangible Capital Asset policy will comply with PSAB 3150.

B. Background

Beginning January 1, 2009 all public sector organizations must record and report the value and state of their TCAs in the organization's financial statements with the move to a full-accrual accounting format. The Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA) has defined the new standards in PSAB Handbook 3150.

C. Definitions & Terminology

C1. Acquisition Date is the date on which a TCA that is being constructed or developed is ready for use or the date on which control over an externally acquired TCA is transferred to the Authority.

C2. Amortization (Depreciation) is the accounting process of allocating the cost less the residual value of a TCA to operating periods as an expense over its useful life in a rational and systematic manner during accounting periods for which the TCA will have an economic useful life. Accumulated Amortization is the sum of all amortization charges to date related to the TCA since the asset has been operational.

C3. Asset Impairment occurs when conditions indicate that a TCA no longer contributes to the organization's ability to provide goods and services or that the value of future economic benefits associated with the TCA is less than its net book value. Impairment loss is the amount by which the carrying value exceeds an asset's fair value. A write-down is then used to reflect a partial impairment in the value of the asset and a write-off is used to reflect the total impairment of the asset.

C4. Betterment is a cost incurred to enhance the service potential of a TCA such as:

- An increase in the previously assessed output or service capacity;
- A reduction in associated operating costs;

- An extension of the useful life of the asset;
- An improvement in the quality of the output.

C5. Capital Lease is a lease with contractual terms that transfer substantially all benefits and risks inherent in ownership of property without an actual transfer of legal ownership. Leases are classified as capital leases if they meet the criteria or as operating leases otherwise.

C6. Capitalization Threshold defines the minimum dollar amount threshold that is used to determine which expenditures will be classified as capital assets and which expenses will be treated as operating expenses in the fiscal year.

C7. Capital Work in Progress consists of construction or development costs of a TCA that is in development but not yet operational. Once the TCA is ready for operation the asset is removed from this category and is placed under the appropriate asset class category and amortized over its useful life. TCAs that are constructed in phases will be transferred to the appropriate asset class and amortized as each phase is completed.

C8. Carrying Amount is the amount at which a TCA is recognized after deducting any accumulated amortization and accumulated impairment losses.

C9. Carrying Costs are costs directly attributable to an asset's acquisition, construction or development activity where, due to the nature of the asset, it takes an extensive period of time to ready the asset for its intended use. Carrying costs can include technical and administrative work prior to and during construction, overhead charges directly attributable to construction or development and interest charges.

C10. Component Asset is a part of an asset with a cost that is significant in relation to the total cost of that asset. The component approach groups similar assets, with similar useful lives, by major components. Component accounting recognizes that each part might have a different useful life and therefore is accounted for and amortized separately. Expenditures on replacing or renewing any component are capitalized and the carrying amount of the replaced/renewed component is written-off.

C11. Contributed Assets are capital assets acquired without the cash expenditures of the Authority. Contributed assets are valued at the fair/market value on the date in which the asset is placed into service/use.

C12. Disposal refers to the removal of a capital asset from service as a result of sale, damage, loss or abandonment.

C13. Fair Value is the amount at which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction who are under no compulsion to act.

C14. Financial Assets are assets that can be used to discharge existing liabilities or finance future operations, are not for consumption in the normal course of operations and comprise of items such as cash, investments and accounts receivable.

C15. Gain on Disposal is the amount by which the net proceeds realized from an asset's disposal exceed the asset's net book value in the financial records.

C16. Group Assets are similar classes of assets in terms of physical characteristics, use and expected useful lives. Group assets are amortized using a composite amortization rate based on the average of the useful lives of the different assets within a group.

C17. Leasehold Improvements are betterments made to a leased property. The betterment must have the following four characteristics to be recorded as a leasehold improvement:

1) The modifications must be made to the asset that has been leased;
2) The lessee must cover the costs of the improvements;
3) The betterments must bring benefits to the entity for more than one year; and
4) The betterment will revert to the lessor at the end of the lease period.

C18. Loss on Disposal is the amount by which the net proceeds realized from an asset's disposal fall short of the asset's net book value in the financial records.

C19. Materiality implies information is material if the omission or misstatement of information could influence economic decisions of users taken on the basis of the financial statements. Materiality depends on the size of the item or error judged in the particular circumstances of its omission or misstatement. Thus, materiality provides a threshold or cut-off point rather than being a primary qualitative characteristic which information must have if it is to be useful.

C20. Net Book Value of a TCA is its original acquisition cost, less the accumulated amortization and amount of any write-downs. The net book value is the unamortized cost of a TCA attributable to its remaining life.

C21. Non Financial Assets include TCAs and other assets such as prepaid assets. Non financial assets do not normally provide resources to discharge liabilities. They are acquired, constructed or developed assets that are normally employed to deliver services, may be consumed in the normal course of operations and are not for sale during the normal course of operations.

C22. Pooled Assets are assets that individually have a value below the capitalization threshold but have a material value when the costs are aggregated and are identical, similar or related in nature. Pooled assets are recorded as a single asset with a single dollar value. However, each unit of asset can be recorded in the asset sub-ledger for monitoring of use and maintenance.

C23. Repairs and Maintenance are ongoing activities to maintain a capital asset in operating condition. Costs for repairs and maintenance are expensed during the operating period.

C24. Replacement Cost is the current cost of replacing a current asset with a new asset in different physical form by which the same productivity capacity can be attained as the asset that is being replaced.

C25. Reproduction Cost is the current cost of reproducing a current asset with a new asset in the same physical form which can provide the same productivity capacity.

C26. Residual Value is the estimated net realizable value of a tangible capital asset at the end of its useful life. A related term, Salvage Value, refers to the realizable value at the end of the asset's full life. If the Authority expects to use a TCA for its full life, residual and salvage value will be the same.

C27. Single Asset approach recognizes an entire asset system as one single unit asset. As components are replaced or repaired they are expensed in the operating period. A single amortization period and useful life are used for the complete asset regardless of whether various components may have varying estimated useful lives.

C28. Tangible Capital Assets (TCAs) are non financial assets that have physical substance that:

- Are held for use in the production or supply of good and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other TCAs;
- Have useful economic lives extending beyond an accounting period;
- Are to be used on a continuing basis; and
- Are not for sale in the ordinary course of operations.

For an asset to be classified as a TCA it must meet the definition of a TCA and it must have a cost or value that can reliably be measured and attributed to the specific asset.

C29. Useful Life is the estimate of the period over which a TCA is expected to be used, or the number of production or similar units that it can obtain from the TCA. The life of a TCA may extend beyond its useful life. The life of a TCA, other than land, is finite and is normally the shortest of the physical, technological, commercial or legal life.

C30. Write-Down is a reduction in the cost of a capital asset as a result of a decrease in the quality or quantity of its service potential. A write-down should be recorded and expensed in the period the decrease can be measured and is expected to be permanent.

D. Asset Types

D1. Tangible Capital Assets
Tangible Capital Assets include: land and land improvements, buildings and building improvements, vehicles, infrastructure such as dams, machinery and equipment, capital works in progress, computers and computer software.

D1-A. Land and Land Improvements

Land is property in the form of a plot, lot or area and can include land for administrative buildings, parks, playground fields, camp space and open space. All expenditures made to acquire the land, and ready it for use where the improvements are considered permanent are included in the acquisition cost of the land.

Land Improvements consist of betterments, site preparations and improvements that ready or maintain the land for its intended use to prevent decay that can occur over time. Land improvements that are removable and can degrade/deplete over a course of time through use or through natural forces due to the elements should be separately capitalized and the value depreciated over the useful life of the improvement. Land improvements can include: construction of driveways, irrigation systems, landscaping, man made lakes, man made canals, parking lots, trails, playgrounds, sidewalks, fountains, patios and retaining walls.

D1-B. Buildings and Building Improvements

Buildings and Building Improvements are structures that provide shelter, can house objects and can be used to provide services which function independently of an infrastructure network. Buildings can be segmented by significant component parts based on useful life which allows for capital replacement of each component over years of use. It can also provide more specific information to assist in better decision making. Buildings and building improvement can include: office buildings, recreational facilities, cultural facilities, pavilions, education centres, pavilions, change rooms, park washrooms, barns, garages and leasehold improvements.

D1-C. Furniture and Fixtures

Furniture and Fixtures are fixed or moveable TCAs to be used for operations and are expected to have a useful life greater than one year from the date of receipt. Furniture and fixtures may include: office furnishings, signage, fencing and gateways.

D1-D. Machinery and Equipment

Machinery and Equipment consists of an apparatus, device, tool or instrument that is used to facilitate a process, function or completion of a task. Machinery and Equipment can be moveable and transferable within various locations. Machinery and Equipment may include: athletic equipment, audio and video equipment, cleaning facilities, fleet maintenance equipment, front end loaders, heavy machinery, instrumentations, kitchen appliances, maintenance equipment, monitoring equipment and operating equipment.

D1-E. Vehicles

Vehicles are defined as a means of transportation used for transporting persons or objects. Vehicles may include: cars, trucks, boats, snowmobiles, all terrain vehicles and trailers.

D1-F. Capital Work In Progress

Capital Work In Progress captures the cost of a TCA under construction, constructed or in an uncompleted process of acquisition that is not yet in service.

D1-G. Computers and Computer Software

Computers and Computer Software consist of hardware and software that are a component of, attached to or communicate within an information system. Items such as processing units, memory devices, input and output devices, storage devices, connectivity equipment, printers and copiers are considered a part of an information system. Computers and computer software may include: computer hardware, computer software, networks, server machines, telephone networks, printers, scanners and photocopiers.

D1-H. Infrastructure

Infrastructure consists of assets that are generally constructed or arranged in a continuous and connected network. Infrastructure can include items such as: flood and erosion control systems, catwalks, bridges, dams, meters, reservoirs, roads, tanks, septic systems, water systems and hydro systems.

D2. Donated or Contributed Assets

Donated or Contributed Assets are assets that the Authority acquires through no cash outlay by way of donations and gifts. The cost of the asset is considered equal to its fair value at the date of contribution to the Authority. The fair value of the TCA should be estimated using market or appraisal value figures.

D3. Intangible Assets

Intangible Assets include works of art and historical artifacts and treasures. Such items are not recognized as TCAs but are disclosed in the notes to the financial statements.

D4. Capital Lease

Capital Lease is a lease with contractual terms that transfers substantially all benefits and risks inherent in ownership of property from the lessor to the lessee. At least one of the following conditions must be met for a lease to be classified as a capital lease:

- There is reasonable assurance that the lessee will obtain ownership of the leased property by the end of the lease term;
- The lease term is of such duration that the lessee will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

Where one of the above conditions is not present, other factors may indicate that a capital lease exists. These conditions may be that:

- The Authority owns or retains control of the land on which the leased asset is located and the asset cannot be easily moved;
- The Authority contributes significant assistance to finance the cost of acquiring or constructing the asset that it will lease; or
- The Authority bears other potential risks such as obsolescence, environmental liability, uninsured damage or condemnation of the asset, and any of these are significant.

E. Policy Statements

E1. Acquisition Date

The acquisition date of a TCA is either the earliest of the date on which the TCA being constructed is complete and ready for use or the date control of the TCA is transferred to the Authority.

E2. Amortization (Depreciation)

The cost, less any residual value of a TCA within a limited life is amortized over its useful life in a systematic and rational manner appropriate to the TCA's nature and intended use. The amortization method along with the estimated useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated. Generally, useful life is normally the shortest of the asset's physical, technological, commercial or legal life. The depreciation of the costs of TCA's are accounted for as expenses in the statement of operations.

The Authority uses the straight line method for calculating the amortization on an annual basis but has the option of using the hours/units of production method where it deems more appropriate. The cost of the asset is written off and expensed evenly over the useful life of the asset. The Authority uses a quarter year (3 month) schedule for classifying yearly amortization periods for assets. Thus, assets purchased from January 1st to March 31st will be amortized for twelve months, April 1st to June 30th for nine months, July 1st to September 30th for six months and October 1st to December 31st for three months. Annual amortization is equal to the cost of the TCA less any residual value divided by the useful life.

Land has an indefinite useful life and should not be amortized. When an asset is disposed, amortization for the year should only be recorded up to the date of disposal. No amortization should be recorded on work in progress TCAs or TCAs which have been removed from service but not yet disposed of.

Please refer to Schedule A for a summary amortization schedule by asset category.

E3. Asset Impairment

When a TCA no longer contributes to the provision of goods and services, or when its value of future economic benefits is less than its net book value, the cost of the TCA should be reduced using a write-down to reflect the decline in the value of the asset. A write-down will be used to reflect a partial impairment of an asset and a write-off will be used to reflect the total impairment of the TCA. The losses from the write-downs will be expensed in the Statement of Operations and are permanent in nature. A capital asset should be written down when a reduction in the value of the asset's service potential can be measured and the reduction is expected to be permanent.

A write-down of a TCA is suitable when the asset is destroyed, stolen, lost or becomes obsolete. The write-off needs to be approved by an authorized officer and documentation for a write-off and write-down needs to be retained. Annual amortization for an asset that has been written down should be calculated using the net book value after the write-down and the remaining useful life. Abandoned or indefinitely postponed projects should be written down to the net realizable values and charged to the period during which the project was abandoned or postponed indefinitely.

The following conditions dictate when a write down may be necessary:

- A change in the extent or way in which the TCA is used;
- Significant technological developments;
- Physical damage;
- Removal of the TCA from service for an extended period of time;
- A decline or cessation in the need for services provided by the TCA;

- The halting of construction of a TCA before it is complete or in usable or sellable form;
- A change in the law or environment affecting how the TCA can be used.

E4. Betterments

Betterment costs are included in the subsequent expenditures for a TCA and should be added to the cost of the related TCA. A betterment is a cost incurred to enhance the service potential of a TCA. In general, a TCA will have its service potential enhanced when:

- There is an increase in the previously assessed physical output or service capacity;
- Associated operating costs are lowered;
- The useful life of the property is extended; or
- The quality of the output is improved.

Betterments result from replacements, additions, upgrades and rearrangements. Any other expenditure would be considered a repair or maintenance and will be expensed in the Statement of Operations. Repairs and maintenance which are necessary to obtain the expected service potential of a capital asset for its estimated useful life are not betterments. In cases where a partial disposal of the existing asset that was improved occurs, the accumulated amortization relating to the disposal of the TCA should be removed.

The Authority's minimum materiality threshold for the capitalization of betterments is equal to or greater than 25% of the historical cost of the related TCA and when one of the following conditions is also met:

- The estimated useful life of the asset is extended by 25% or more;
- The efficiency of the TCA is increased by 10% or more;
- The expenditure results in an increase in capacity of the TCA.

E5. Capital Leases

Capital leases are a means of financing the acquisition of a TCA where the lessee carries substantially all of the risks and benefits associated with ownership. Capital leases are treated as an acquisition of a TCA and are assumed as a liability. If the net present value of the future minimum lease payments or fair value, whichever is less, is less than $1,500 the lease may be recorded as an operating lease in the Statement of Operations. Executory and maintenance costs should be excluded when calculating minimum lease payments.

E6. Capital Work In Progress

The cost of a TCA that meets the minimum capitalization threshold which is under construction or development occurring over several fiscal years or a TCA that is not ready to be made operational over a period greater than a fiscal year should be recorded as a Capital Work in Progress in the financial statements. Amortization should not be recorded on any work in progress until it is transferred to the specific TCA category on the asset register indicating that the asset is operational. A work in progress account should be established to allow work in progress capital costs to be tracked separately from assets subject to amortization.

E7. Capitalization Threshold

Thresholds for each category represent the minimum cost the asset must have for it to be recognized as a TCA in the Statement of Financial Position. Capital assets not meeting the threshold criteria are expensed in the year in which they are purchased. These costs can be referred to as capital-type expenses. All land is capitalized regardless of value and all TCA expenditures, including pooled asset expenditures, which exceed their respective asset category capitalization threshold limits, are capitalized.

Please Refer to Schedule A for a summary of capitalization thresholds by asset category.

E8. Componentization

Many TCAs, particularly complex network systems may consist of a number of components. Such TCAs can be recorded as a single asset or in a component approach. The usefulness of the information weighed against the cost of collecting and maintaining information at the component level will be used to decide which approach to follow for a TCA.

The major factors to consider for a component approach are if major components have significantly varying estimated useful lives and consumption periods/patterns and if the value of the various components varies greatly in relation to the TCA. Specifically, building and building improvement categories can be classified using the component approach. When the component approach is used the major components are grouped together when the assets have similar characteristics and useful lives or consumption rates.

E9. Costs

The cost of a TCA includes the purchase price and all other acquisition costs such as installation costs, design and engineering costs, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties where applicable. The costs of constructed or developed TCAs include the expenses for materials, labour and overhead charges, and administrative costs such as salaries, benefits and expenses for staff directly involved with project delivery such as management or construction personnel.

Where several assets are purchased together the cost of each asset should be determined by allocating the total price paid in proportion to each asset's relative fair value on the date of acquisition. Interest expenses relating to financing costs incurred are capitalized and included in the cost of the asset until the asset is put into operation. If construction or development of an asset is not completed to an operational stage the costs should not be capitalized but expensed in the Statement of Operations.

If the Authority receives funding from an outside party such as a provincial or federal government to assist with the construction or acquisition of a TCA, the full cost of the asset should be recorded in the Statement of Financial Position. If a TCA is donated or acquired at less than the fair market value at the time it was purchased the fair value of the asset should be estimated using market or appraisal values or if this is not possible by using historical experience based on similar or comparable assets within the same time period. Please refer to section E15 for Valuation.

E10. Disposal

Disposal of a TCA results in a removal from service as a result of sale, destruction, loss or abandonment. Upon disposal of a capital asset, the cost and accumulated amortization should be removed from the books and the difference between the net proceeds on disposal and the net book value recorded in the Statement of Operations.

E11. Estimated Useful Life

The estimated useful life is the period over which the TCA is expected to provide services. The useful life of a TCA is related to its expected use. An asset's useful life can be estimated based on its expected future use, effects of technological obsolescence, expected wear and tear from use or the passage of time, the level of maintenance, condition of existing comparable items and past experience with similar assets. Depending on the nature of the asset, the useful life may be expressed in terms of time or output. Land is an indefinite asset and thus has an indefinite useful life and is not amortized. Useful life is usually the shortest of the asset's physical, technological, commercial or legal life.

As an asset may have potential to be consumed differently than anticipated through excessive wear and tear, obsolescence or other factors, the estimated useful life of an asset should be periodically reviewed and if there is substantial evidence to support it, should be revised to update the useful life for a category of asset. The rationale for revision of useful life must be documented. Significant events that may indicate a need to revise the estimated useful life of an asset are:

- Completion of a major betterment;

- Change in the manner or extent that the asset is used;
- Removal from service for an extended period of time;
- Physical damage;
- Significant technological developments;
- Change in law, environmental or public preferences that affect the usage of the asset over the period of time which the TCA is used;
- Change in the demand for services provided by the TCA.

Please refer to Schedule A for a summary of estimated useful lives by asset category.

E12. Pooled Assets

Pooled assets are assets that individually have a value below the capitalization threshold but have a material value when the costs are aggregated. Pooled assets are recorded as a single asset with a single dollar value. However, each unit of asset can be recorded in the asset sub-ledger for monitoring of use and maintenance.

Please Refer to Schedule A for a summary of pooled assets by asset category.

E13. Repairs or Maintenance

Repair and maintenance costs may be incurred to maintain a TCA to its predetermined service potential to the end of its useful life. Such maintenance and repair costs cannot be capitalized and should be expensed in the Statement of Operations in the corresponding period in which they were incurred.

E14. Trade Ins

A trade in may occur if an asset is disposed of and replaced with a new asset through a supplier in a single transaction. In such a case the transaction should be accounted as two separate entries with the trade in value of the asset being recorded as proceeds from disposal and is used in calculating the net proceeds from disposal of the asset. The newly acquired asset will be recorded at its full cost independent of the value of the asset that is traded in.

E15. Valuation

TCAs are recorded at historic cost. However, when the historical cost is unknown an estimated historical cost should be used. The followings methods can be used to determine reasonable estimate for historical cost:

- Discounted reproduction cost. This method measures the current cost of reproducing the same asset into the same physical form and is discounted to the original year of acquisition using an inflation index;

- Discounted replacement cost. This method measures the current cost of replacing the TCA in a different physical form but with the same productive capacity and is discounted to the year of acquisition using an inflation index; or
- Professional appraisal. This method requires a professional assessment of the net worth of an asset based on its age and condition and is discounted to the original year of acquisition using an inflation index.

Several indices can be used to determine the discount amount back to the acquisition year such as a consumer price index or an industry specific index such as a commercial real estate index. A consistent method should be applied across an asset category when estimating the historical costs.

F. Disclosure Requirements

The financial statements should contain and disclose all of the following information for each category of TCA:

- The net opening value at the beginning of the fiscal year;
- The additions and disposals during the fiscal year;
- The write-downs that occur during the fiscal year;
- The amortization costs of TCAs for the fiscal year;
- The amount of accumulated amortization at the beginning and end of the fiscal year; and
- The net carrying amount at the beginning and end of the fiscal year.

The following information should additionally be disclosed in the financial statements:

- The method of amortization used for each category of TCA including the amortization rate or period;
- The net book value of capital work in progress projects and TCAs that have been removed from service and are not being amortized;
- The value and nature of contributed or donated TCAs received in the fiscal year and recognized in the financial statements;
- The nature and use of TCAs recognized at nominal value;
- The nature of works of art, historical treasures/artifacts held by the authority; and
- The amount of interest expenditure that has been capitalized in the fiscal year.

G. Asset Management

G1. Asset Register

An asset register should be maintained on an ongoing and permanent basis by the Corporate Services staff. Each category of asset within the register should have a specific staff member that is responsible for the regular maintenance, disposal and documentation of the asset. The Corporate Services department should communicate with the personnel responsible for all reporting and documenting requirements to be followed to facilitate the appropriate capitalization of assets. The asset register should contain an inventory record of all TCA's and an inventory count.

G2. Inventory Record

The complete inventory record should be recorded within the asset register and should contain all of the following available information;

- The name of the asset;
- The identification or roll number of the asset;
- The date of acquisition of the asset;
- The physical description of the asset including acreage for land;
- The location of the asset;
- The category of TCA that the asset falls under;
- The historical cost, if unavailable the estimated cost of the asset;
- The estimated useful life of the asset;
- The date of disposal of the asset;
- The residual or salvage value of the asset;
- The amortization method used for the asset;
- The amount of accumulated amortization reported on the asset at the beginning of the fiscal year;
- The net book value of the asset at the beginning of the fiscal year;
- The method of acquisition for the asset; and
- Any appraised or market value available for an asset such as MPAC assessed values for land.

The inventory record should be continuously updated with activity and an inventory count implemented on a regular basis as determined by Corporate Services.

G3. Inventory Count

An inventory count of all assets that are moveable should be implemented on a regular basis and updated in the inventory record and asset register with any recognitions and write downs.

H. Review Schedule

The Tangible Capital Asset Policy outlined here including the determination of useful lives and amortization methods should be reviewed in consultation with the external auditors every five years. Additionally, the methods to determine the useful life of the remaining portion of a TCA should be reviewed on a regular basis and revised where it can be determined that it is appropriate to change the estimates to implement any new information. The reason and justification for any changes should be documented and kept in the Authority's records.

Schedule A: Tangible Capital Asset Policy Summary by Asset Category

Asset Category	Method of Amortization	Capitalization Threshold	Estimated Useful Life	Asset Pooling	Asset Componentization
Land	Not Applicable	All land capitalized	Indefinite	No	No
Land Improvements	Straight Line	Equal to or greater than $5,000	20 years	No	No
Buildings & Improvements	Straight Line	Equal to or greater than $5,000	40-50 years	No	Yes
Infrastructure	Straight Line	Equal to or greater than $5,000	40-50 years	No	Variable
Vehicles	Straight Line	Equal to or greater than $5,000	10 years	No	No
Machinery & Equipment	Straight Line	Equal to or greater than $1,500	20 years	Yes	No
Furniture & Fixtures	Straight Line	Equal to or greater than $1,500	10 years	Yes	No
Computers & Software	Straight Line	Equal to or greater than $1,500	5 years	Yes	No
Capital Work in Progress	Not Applicable	Equal to or greater than $5,000	Not Applicable	No	No

Attachment # 2

Long Point Region Conservation Authority

Long Point Region Conservation Authority
4 Elm Street, Tillsonburg, Ontario N4G 0C4

Phone: 519-842-4242
Fax: 519-842-7123
Toll free: 1-888-231-5408
conservation@lprca.on.ca
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Policy Title: Tangible Capital Asset Policy	**Policy Number: 019-25**	**Pages** 13
Date:	**Supersedes:** Tangible Capital Asset Policy, AUD-6/09, February 3, 2009	
Cross Reference:	**Issuing Authority:**	

1.0 Purpose

The purpose of this policy is to prescribe the accounting and reporting requirements for Tangible Capital Assets (TCA). The principal issues for accounting for TCA's are the recognition of the assets, the determination of their carrying value, amortization charges, net book values, the proper disposal of the assets, and the recognition of any related impairment losses.

2.0 Policy Statement

The Canadian Institute of Chartered Accountants has approved Public Sector Accounting Board (PSAB) Handbook Section 3150 relating to the accounting treatment of local governments tangible capital assets. Beginning on January 1, 2009 all local governments in Canada must record and report their TCA's on their financial statements. These assets must be valued at historical cost and amortized over their expected useful life. This policy has been established to comply with Public Sector Accounting Standard 3150.

3.0 Scope

This policy applies to all tangible property acquired by the Authority, either through donation, construction, or purchase that qualify as a tangible capital asset are included in the scope of this policy.

This policy has been developed to provide a framework to ensure the Authority's Tangible capital Assets are accounted for, measured and presented and disclosed in the financial statements in accordance with PSAB 3150.

4.0 Review Cycle

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

5.0 Definitions

Acquisition Date of a TCA is either the earliest of the date on which the TCA being constructed is complete and ready for use or the date control of the TCA is transferred to the Authority.

Amortization is the accounting process of allocating the cost of the TCA to operating periods as an expense over its useful life in a rational and systematic manner over the TCA's economic useful life. Also referred to a depreciation.

Asset Retirement Obligation (ARO) is an obligation associated with the retirement of tangible capital assets are accounted for in accordance with Asset Retirement Obligations PSAB 3280. See separate ARO Policy for details.

Betterment is a cost incurred which enhances the service potential of a TCA by doing one of the following:

i. Extending the useful life of the asset;
ii. Reduction in asset associated operating costs;
iii. Increase in the asset output or service capacity; or
iv. Improvement in the quality of the output.

Capital Lease is a lease with contractual terms that transfer substantially all benefits and risks inherent in ownership of property without an actual transfer of legal ownership. Leases are classified as capital leases if they meet the criteria or as operating leases otherwise.

Capitalization Threshold means the value above which an individual or a group of similar TCA's (pooled assets) are capitalized and reported in the financial statements.

Capital Work-In-Progress means the cost of the TCA under construction or in an uncompleted process of acquisition and that are not yet in services. Amortization is not applied to work in progress.

Contributed/Donated Assets means a TCA received at no or minimal cost. Contributed TCA are valued at the fair/market value on the date in which the asset is placed into service/use.

Disposal means the reduction in the investment in the TCA by way of sale, demolition, loss or abandonment.

Fair Value is the amount at which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction who are under no compulsion to act.

Intangible Assets include works of art and historical artifacts and treasures. Such items are not recognized as TCAs but are disclosed in the notes to the financial statements.

Leasehold Improvements is a betterment made to a leased property. To be considered a leasehold improvement, the modification must have at least four characteristics:

a) The modifications must be made to assets that have been leased;
b) The lessee must pay for the improvements;
c) The leasehold improvements must bring benefits to the entity for more than one year; and
d) The betterment reverts to the lessor at the end of the lease (i.e. cannot be detached from the leased property).

Net Book Value of a TCA is its original acquisition cost, less the accumulated amortization and amount of any write-downs. The net book value is the unamortized cost of a TCA attributable to its remaining life.

Non-Financial Assets include TCA's and other assets such as prepaid assets. Non-financial assets do not normally provide resources to discharge liabilities. They are acquired, constructed or developed assets that are normally employed to deliver services, may be consumed in the normal course of operations and are not for sale during the normal course of operations.

Pooled Assets are assets that individually have a value below the capitalization threshold but have a material value when the costs are aggregated and are identical, similar or related in nature. Pooled assets are recorded as a single asset with a single dollar value. However, each unit of asset can be recorded in the asset sub-ledger for monitoring of use and maintenance.

Residual Value is the estimated net realizable value of a tangible capital asset at the end of its useful life. A related term, Salvage Value, refers to the realizable value at the end of the asset's full life. If the Authority expects to use a TCA for its full life, residual and salvage value will be the same.

Tangible Capital Assets are non-financial assets having physical substance that:

- Are held for use in the production of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other tangible capital assets;
- Have useful economic lives extending beyond an accounting period;
- Are to be used on a continuing basis; and
- Are not for sale in the ordinary course of business.

The following will not be recognized as tangible capital assets:

- Intangible assets such as goodwill and easements;
- Natural resources including trees and woodlots; and
- Crown lands that have not been purchased by the Authority.

For an asset to be classified as a TCA it must meet the definition of a TCA and it must have a cost or value that can reliably be measured and attributed to the specific asset.

Useful Life is the estimate of the period over which a TCA is expected to be used, or the number of production or similar units that it can obtain from the TCA. The life of a TCA may extend beyond its useful life. The life of a TCA, other than land, is finite and is normally the shortest of the physical, technological, commercial or legal life.

Write-downs occur when conditions indicate that a TCA no longer contributes to a local governments ability to provide goods and services, or that the value of future economic benefits associated with the TCA is less than the net book value, the cost of the TCA should be reduced to reflect the decline in the assets value. Also referred to as an impairment.

6.0 Asset Types

Tangible Capital Assets include: land and land improvements, buildings and building improvements, vehicles, infrastructure such as dams, machinery & equipment, capital works in progress, furniture & fixtures, and computers & computer software.

Land is property in the form of a plot, lot or area and can include land for administrative buildings, parks, playground fields, camp space and open space. All expenditures made to acquire the land, and ready it for use where the improvements are considered permanent are included in the acquisition cost of the land.

Land Improvements consist of betterments, site preparations and improvements that ready or maintain the land for its intended use to prevent decay that can occur over time. Land improvements that are removable and can degrade/deplete over a course of time through use or through natural forces due to the elements should be separately capitalized and the value depreciated over the useful life of the improvement. Land improvements can include: construction of driveways, irrigation systems, landscaping, man made lakes, man made canals, parking lots, signage, fencing, gates, trails, playgrounds, sidewalks, fountains, patios and retaining walls.

Commented [AL1]: Signage, fencing and moved to land improvement from furniture & fixtures

Buildings and Building Improvements are structures that provide shelter, can house objects and can be used to provide services which function independently of an infrastructure network. Buildings can be segmented by significant component parts based on useful life which allows for capital replacement of each component over years of use. It can also provide more specific information to assist in better decision making. Buildings and building improvement can include: office buildings, recreational facilities, cultural facilities, pavilions, education centres, pavilions, change rooms, park washrooms, barns, and garages.

Furniture and Fixtures are fixed or moveable TCAs to be used for operations and are expected to have a useful life greater than one year from the date of receipt. Furniture and fixtures may include: office furnishings, blinds, lighting, plumbing, flooring and leasehold improvements.

Commented [AL2]: Leasehold improvements moved from building and building improvements

Machinery and Equipment consists of an apparatus, device, tool or instrument that is used to facilitate a process, function or completion of a task. Machinery and Equipment can be moveable and transferable within various locations. Machinery and Equipment may include: athletic equipment, audio and video equipment, cleaning facilities, fleet maintenance equipment, front end loaders, heavy machinery, instrumentations, kitchen appliances, maintenance equipment, monitoring equipment and operating equipment.

Motor Pool Fleet are defined as a means of transportation used for transporting persons or objects. Vehicles may include: cars, trucks, boats, snowmobiles, all terrain vehicles and trailers.

Commented [AL3]: Asset title changed from Vehicle

Capital Work-In-Progress captures the cost of a TCA under construction, constructed or in an uncompleted process of acquisition that is not yet in service.

Computers and Computer Software consist of hardware and software that are a component of, attached to or communicate within an information system. Items such as processing units, memory devices, input and output devices, storage devices, connectivity equipment, printers and copiers are considered a part of an information system. Computers and computer software may include: computer hardware, computer software, networks, server machines, telephone networks, printers, scanners and photocopiers.

Infrastructure consists of assets that are generally constructed or arranged in a continuous and connected network. Infrastructure can include items such as: flood and erosion control systems, catwalks, bridges, dams, meters, reservoirs, roads, tanks, septic systems, water systems and hydro systems.

Donated or Contributed Assets are assets that the Authority acquires through no cash outlay by way of donations and gifts. The cost of the asset is considered equal to its fair value at the date of contribution to the Authority. The fair value of the TCA should be estimated using market or appraisal value figures.

Intangible Assets include works of art and historical artifacts and treasures. Such items are not recognized as TCAs but are disclosed in the notes to the financial statements.

Capital Lease is a lease with contractual terms that transfers substantially all benefits and risks inherent in ownership of property from the lessor to the lessee. At least one of the following conditions must be met for a lease to be classified as a capital lease:

- There is reasonable assurance that the lessee will obtain ownership of the leased property by the end of the lease term;
- The lease term is of such duration that the lessee will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

Where one of the above conditions is not present, other factors may indicate that a capital lease exists. These conditions may be that:

- The Authority owns or retains control of the land on which the leased asset is located and the asset cannot be easily moved;
- The Authority contributes significant assistance to finance the cost of acquiring or constructing the asset that it will lease; or
- The Authority bears other potential risks such as obsolescence, environmental liability, uninsured damage or condemnation of the asset, and any of these are significant.

7.0 Policy

Accounting

Commented [AL4]: Title added

The Authority must present information about the complete stock of the Authority's tangible capital assets and amortization in the financial statements to demonstrate stewardship and the cost of using these assets to deliver programs and services. In accounting for the Authority's Tangible Capital Assets the following measurement, presentation and disclosure policies apply:

Commented [AL5]: Description added

Measurement

Commented [AL6]: Title added

Acquisition Date

The acquisition date of a TCA is either the earliest of the date on which the TCA being constructed is complete and ready for use or the date control of the TCA is transferred to the Authority.

Cost

The cost of a TCA includes the purchase price and all other acquisition costs such as installation costs, design and engineering costs, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties where applicable. The costs of constructed or developed TCAs include the expenses for materials, labour and overhead charges, and administrative costs such as salaries, benefits and expenses for staff directly involved with project delivery such as management or construction personnel.

Where several assets are purchased together the cost of each asset should be determined by allocating the total price paid in proportion to each asset's relative fair value on the date of acquisition. Interest expenses relating to financing costs incurred are capitalized and included in the cost of the asset until the asset is put into operation. If construction or development of an asset is not completed to an operational stage the costs should not be capitalized but expensed in the Statement of Operations.

If the Authority receives funding from an outside party such as a provincial or federal government to assist with the construction or acquisition of a TCA, the full cost of the asset should be recorded in the Statement of Financial Position. If a TCA is donated or acquired at less than the fair market value at the time it was purchased the fair value of the asset should be estimated using market or appraisal values or if this is not possible by using historical experience based on similar or comparable assets within the same time period.

Betterments

Betterment costs are included in the subsequent expenditures for a TCA and should be added to the cost of the related TCA. A betterment is a cost incurred to enhance the service potential of a TCA. In general, a TCA will have its service potential enhanced when:

- There is an increase in the previously assessed physical output or service capacity;
- Associated operating costs are lowered;
- The useful life of the property is extended; or
- The quality of the output is improved.

Betterments result from replacements, additions, upgrades and rearrangements. Any other expenditure would be considered a repair or maintenance and will be expensed in the Statement of Operations. Repairs and maintenance which are necessary to obtain the expected service potential of a capital asset for its estimated useful life are not betterments. In cases where a partial disposal of the existing asset that was improved occurs, the accumulated amortization relating to the disposal of the TCA should be removed.

The Authority's minimum materiality threshold for the capitalization of betterments is equal to or greater than 25% of the historical cost of the related TCA and when one of the following conditions is also met:

- The estimated useful life of the asset is extended by 25% or more;
- The efficiency of the TCA is increased by 10% or more;
- The expenditure results in an increase in capacity of the TCA.

Capital Leases

Capital leases are a means of financing the acquisition of a TCA where the lessee carries substantially all of the risks and benefits associated with ownership. Capital leases are treated as an acquisition of a TCA and are assumed as a liability. If the net present value of the future minimum lease payments or fair value, whichever is less, is less than $2,500 the lease may be recorded as an operating lease in the Statement of Operations. Executory and maintenance costs should be excluded when calculating minimum lease payments.

Capital Work-In-Progress

The cost of a TCA that meets the minimum capitalization threshold which is under construction or development occurring over several fiscal years or a TCA that is not ready to be made operational over a period greater than a fiscal year should be recorded as a Capital Work-in-Progress in the financial statements. Amortization should not be recorded on any work in progress until it is transferred to the specific TCA category on the asset register indicating that the asset is operational. A work in progress account should be established to allow work-in-progress capital costs to be tracked separately from assets subject to amortization.

Capitalization Threshold

Thresholds for each category represent the minimum cost the asset must have for it to be recognized as a TCA in the Statement of Financial Position. Capital assets not meeting the threshold criteria are expensed in the year in which they are purchased. All land is capitalized regardless of value and all TCA expenditures, including pooled asset expenditures, which exceed their respective asset category capitalization threshold limits, are capitalized.

Please refer to Schedule A for a summary of capitalization thresholds by asset category.

Componentization

Many TCAs, particularly complex network systems may consist of a number of components. Such TCAs can be recorded as a single asset or in a component approach. The usefulness of the information weighed against the cost of collecting and maintaining information at the component level will be used to decide which approach to follow for a TCA.

The major factors to consider for a component approach are if major components have significantly varying estimated useful lives and consumption periods/patterns and if the value of the various components varies greatly in relation to the TCA. Specifically, building and building improvement categories can be classified using the component approach. When the component approach is used the major components are grouped together when the assets have similar characteristics and useful lives or consumption rates.

Pooled Assets

Pooled assets are assets that individually have a value below the capitalization threshold but have a material value when the costs are aggregated. Pooled assets are recorded as a single asset with a single dollar value. However, each unit of asset can be recorded in the asset sub-ledger for monitoring of use and maintenance.

Please refer to Schedule A for a summary of pooled assets by asset category.

Asset Impairment

When a TCA no longer contributes to the provision of goods and services, or when its value of future economic benefits is less than its net book value, the cost of the TCA should be reduced using a write-down to reflect the decline in the value of the asset. A write-down will be used to reflect a partial impairment of an asset and a write-off will be used to reflect the total impairment of the TCA. The losses from the write-downs will be expensed in the Statement of Operations and are permanent in nature. A capital asset should be written down when a reduction in the value of the asset's service potential can be measured and the reduction is expected to be permanent.

A write-down of a TCA is suitable when the asset is destroyed, stolen, lost or becomes obsolete. The write-off needs to be approved by an authorized officer and documentation for a write-off and write-down needs to be retained. Annual amortization for an asset that has been written down should be calculated using the net book value after the write-down and the remaining useful life. Abandoned or indefinitely postponed projects should be written down to the net realizable values and charged to the period during which the project was abandoned or postponed indefinitely.

The following conditions dictate when a write down may be necessary:

- A change in the extent or way in which the TCA is used;
- Significant technological developments;
- Physical damage;
- Removal of the TCA from service for an extended period of time;
- A decline or cessation in the need for services provided by the TCA;
- The halting of construction of a TCA before it is complete or in usable or sellable form; and
- A change in the law or environment affecting how the TCA can be used.

Disposal

Disposal of a TCA results in a removal from service as a result of sale, destruction, loss or abandonment. Upon disposal of a capital asset, the cost and accumulated amortization should be removed from the books and the difference between the net proceeds on disposal and the net book value recorded in the Statement of Operations.

Estimated Useful Life

The estimated useful life is the period over which the TCA is expected to provide services. The useful life of a TCA is related to its expected use. An asset's useful life can be estimated based on its expected future use, effects of technological obsolescence, expected wear and tear from use or the passage of time, the level of maintenance, condition of existing comparable items and past experience with similar assets. Depending on the nature of the asset, the useful life may be expressed in terms of time or output. Land is an indefinite asset and thus has an indefinite useful life and is not amortized. Useful life is usually the shortest of the asset's physical, technological, commercial or legal life.

As an asset may have potential to be consumed differently than anticipated through excessive wear and tear, obsolescence or other factors, the estimated useful life of an asset should be periodically reviewed and if there is substantial evidence to support it, should be revised to update the useful life for a category of asset. The rationale for revision of useful life must be documented. Significant events that may indicate a need to revise the estimated useful life of an asset are:

- Completion of a major betterment;
- Change in the manner or extent that the asset is used;
- Removal from service for an extended period of time;
- Physical damage;
- Significant technological developments;
- Change in law, environmental or public preferences that affect the usage of the asset over the period of time which the TCA is used; or
- Change in the demand for services provided by the TCA.

Please refer to Schedule A for a summary of estimated useful lives by asset category.

Amortization (Depreciation)

The cost, less any residual value of a TCA within a limited life is amortized over its useful life in a systematic and rational manner appropriate to the TCA's nature and intended use. The amortization method along with the estimated useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated. Generally, useful life is normally the shortest of the asset's physical, technological, commercial or legal life. The depreciation of the costs of TCA's are accounted for as expenses in the statement of operations.

The Authority uses the straight line method for calculating the amortization on an annual basis but has the option of using the hours/units of production method where it deems more appropriate. The cost of the asset is written off and expensed evenly over the useful life of the asset. Annual amortization is equal to the cost of the TCA less any residual value divided by the useful life.

Land has an indefinite useful life and should not be amortized. When an asset is disposed, amortization for the year should only be recorded up to the date of disposal. No amortization should be recorded on work in progress TCAs or TCAs which have been removed from service but not yet disposed of.

Please refer to Schedule A for a summary amortization schedule by asset category.

Presentation and Disclosure Requirements

Commented [AL7]: Title added

The financial statements should contain and disclose all of the following information for each category of TCA:

- The net opening value at the beginning of the fiscal year;
- The additions and disposals during the fiscal year;
- The write-downs that occur during the fiscal year;
- The amortization costs of TCAs for the fiscal year;
- The amount of accumulated amortization at the beginning and end of the fiscal year; and
- The net carrying amount at the beginning and end of the fiscal year.

The following information should additionally be disclosed in the financial statements:

- The method of amortization used for each category of TCA including the amortization rate or period;
- The net book value of capital work in progress projects and TCAs that have been removed from service and are not being amortized;
- The value and nature of contributed or donated TCAs received in the fiscal year and recognized in the financial statements;
- The nature and use of TCAs recognized at nominal value;
- The nature of works of art, historical treasures/artifacts held by the authority; and
- The amount of interest expenditure that has been capitalized in the fiscal year.

8.0 Asset Management

Asset Register

An asset register should be maintained on an ongoing and permanent basis by the Corporate Services staff. Each category of asset within the register should have a specific staff member that is responsible for the regular maintenance, disposal and documentation of the asset. The Corporate Services department should communicate with the personnel responsible for all reporting and documenting requirements to be followed to facilitate the appropriate capitalization of assets. The asset register should contain an inventory record of all TCA's and an inventory count.

Inventory Record

The complete inventory record should be recorded within the asset register and should contain all of the following available information;

- The name of the asset;
- The identification or roll number of the asset;
- The date of acquisition of the asset;
- The physical description of the asset including acreage for land;
- The location of the asset;

- The category of TCA that the asset falls under;
- The historical cost, if unavailable the estimated cost of the asset;
- The estimated useful life of the asset;
- The date of disposal of the asset;
- The residual or salvage value of the asset;
- The amortization method used for the asset;
- The amount of accumulated amortization reported on the asset at the beginning of the fiscal year;
- The net book value of the asset at the beginning of the fiscal year;
- The method of acquisition for the asset; and
- Any appraised or market value available for an asset such as MPAC assessed values for land.

The inventory record should be continuously updated with activity and an inventory count implemented on a regular basis as determined by Corporate Services.

An inventory count of all assets that are moveable should be implemented on a regular basis and updated in the inventory record and asset register with any recognitions and write downs.

Schedule A: Tangible Capital Asset Policy Summary by Asset Category

Asset Category	Method of Amortization	Capitalization Threshold	Estimated Useful Life	Asset Pooling	Asset Componentization
Land	Not Applicable	All land capitalized	Indefinite	No	No
Land Improvements	Straight Line	Equal to or greater than $10,000	10-20 years	Yes	No
Buildings & Improvements	Straight Line	Equal to or greater than $10,000	40-50 years	No	Yes
Infrastructure	Straight Line	Equal to or greater than $10,000	40-50 years	No	Variable
Motor Pool Fleet	Straight Line	Equal to or greater than $10,000	10-20 years	No	No
Machinery & Equipment	Straight Line	Equal to or greater than $2,500	5-20 years	Yes	No
Furniture & Fixtures	Straight Line	Equal to or greater than $2,500	10 years	Yes	No
Computers & Software	Straight Line	Equal to or greater than $2,500	5 years	Yes	No
Capital Work in Progress	Not Applicable	Equal to or greater than $10,000	Not Applicable	No	No

Commented [AL8]: Increased to $10,000 from $5,000, useful life expanded 10-20 and pooling added

Commented [AL9]: Increased to $10,000

Commented [AL10]: Increased to $10,000

Commented [AL11]: Increased to $10,000 and useful life expanded 10-20

Commented [AL12]: Increased to $2,500 and useful life expanded 5-20

Commented [AL13]: Increased to $2,500

Commented [AL14]: Increased to $2,500

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LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 27, 2025 **File: 1.2.14**

To: Chair and Members,
LPRCA Board of Directors

From: General Manager/Secretary-Treasurer, LPRCA

Re: **Draft Investment Policy**

Recommendation:

THAT the LPRCA Board of Directors approves the Draft Investment Policy as presented.

Purpose:

The purpose of this report is to present the Board with an updated Draft Investment Policy.

Strategic Direction:

Strategic Direction #4 – Organizational Excellence

Background:

This draft Investment Policy went to the Audit and Finance Committee on October 24, 2025 and was recommended to go to the Board of Directors for approval. The current Long Point Region Conservation Authority Investment Policy was approved by the Board of Directors on August 3, 2016 (A-113/16).

Discussion:

The update to the Long Point Region Conservation Authority Investment Policy was completed to ensure the Authority remains in compliance with *O. Reg 438/97 Eligible Investments, Related Financial Agreements and Prudent Investment.*

Section 4.0 Review Cycle has been added to ensure the Investment Policy is reviewed at least annually.

In **Section 5.0 Authorized Investments,** updates were made regarding rating agencies and investment grades the act permits for investment identified in the track changes.

In **Section 14.0 Reporting**, the annual report will be presented at least annually to the Audit and Finance Committee and not the Board of Directors to align with the current process.

The final note of change is other grammatical and editorial changes made throughout the Investment Policy to be consistent with current LPRCA Policy templates and other grammatical correctness.

Financial Implications:

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

Prepared by:

Aaron LeDuc

Aaron LeDuc, CPA, CGA
Manager of Corporate Services

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

Long Point Region
Conservation Authority

Long Point Region Conservation Authority
4 Elm Street, Tillsonburg, Ontario N4G 0C4

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Toll free: 1-888-231-5408
conservation@lprca.on.ca
www.lprca.on.ca

Policy Title: Investment Policy	**Policy Number: 020-25**	**Pages** 17~~5~~
Date:	**Supersedes: Investment Policy, A-113/16, August 3, 2016**	
Cross Reference:	**Issuing Authority:**	

1.0 Purpose

The policy will ensure the prudent management of the Long Point Region Conservation Authority's surplus funds and investment portfolio.

2.0 Policy Statement

A policy to govern the management of the Long Point Region Conservation Authority's surplus funds and investment portfolio. The *Conservation Authorities Act* does not specifically outline the banking and investment policies for Conservation Authorities. The investment policy generally follows the guidelines for municipalities as outlined in the *Municipal Act 2001*. (Ontario Regulation 438/97).

3.0 Scope

This investment policy applies to any investment of the financial assets of Long Point Region Conservation Authority, including current~~,~~ capital, reserve and endowment funds.

4.0 Review Cycle

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

5.0 Investment Objectives

The primary objectives of the Investment Program, in priority order, shall be:

1. ~~5.1)~~ Adherence to statutory requirements;
2. ~~5.2)~~ Preservation of Capital;
3. ~~5.3)~~ Maintenance of liquidity for operational needs;
4. ~~5.4)~~ Competitive return on investments.

6.0 Authorized Investments

Long Point Region Conservation Authority may invest in certain securities as set out by Ontario Regulation 438/97 to the *Municipal Act*, as amended from time to time. A copy of this regulation, which prescribes the securities in which a municipality may invest, is attached to this policy (Schedule A). *The Trustee Act* regulates investment of trust funds. However, in keeping with the primary objective

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of Long Point Region Conservation Authority's investment policy, namely the preservation of capital, permissible investments have been restricted to those of high credit quality and reasonable liquidity. Consequently, investment officers are permitted to invest only in fixed income instruments of the following issuers:

1. ~~5.1)~~ Investments directly guaranteed by the Government of Canada or any province of Canada.
2. ~~5.2)~~ Investments directly guaranteed by any bank that is listed in Schedule I or II to the *Bank Act* (Canada), and any trust corporation or loan corporation that is registered under *the Loan and Trust Corporations Act*, subject to a minimum ~~rating within the two highest rating categories~~ of ~~either~~ the Dominion Bond Rating Service (DBRS – AA or higher). ~~or the Canadian Bond Rating Service (CBRS – A+ or higher)~~. Money market transactions are restricted to R1 mid or higher.
3. ~~5.3)~~ Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid and is rated,
   (a) by Dominion Bond Rating Service Limited as "AA(low)" or higher;
   (b) by Fitch Ratings as "AA-" or higher;
   (c) by Moody's Investors Services Inc. as "Aa32"; or
   (d) by Standard and Poor's as "AA-". ~~O. Reg. 655/05, s. 3 (7)~~.
4. ~~5.4)~~ Debentures or promissory notes of a municipality that is located in part in the Long Point Region Conservation Authority watershed.
5. ~~5.5)~~ The portfolio of fixed income instruments must maintain a minimum average credit rating of all holdings at the time of purchase: "AA(Low)" or "AA-" or "Aa3".
6. ~~5.6)~~ Deposit notes – 100% principal protection at maturity and rated AA- by Fitch Ratings.

Other investments as specified under the *Municipal Act* and not listed above are subject to the approval of the Long Point Region Conservation Authority's Board of Directors.

7.0 Investment Limitations

Asset Description	Minimum	Maximum
Money Market / Commercial Paper	0%	30%
Principal Protected Notes (PPN)	0%	50%
Eligible Bonds	40%	100%

8.0 Currency

The Long Point Region Conservation Authority shall not invest in a security that is expressed or payable in any currency other than Canadian dollars.

9.0 Standards of Care

9.1 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as, the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall

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take all necessary actions to ensure the maximum performance of investments on a portfolio basis, subject to the prescribed risk parameters dictated by the investment policy.

9.2) Ethics and Conflict of Interest

Officers and staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Investment staff and officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Investment officers and staff shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the Long Point Region Conservation Authority.

10.0 Safekeeping and Custody

All securities shall be held for safekeeping by a financial institution approved by the Long Point Region Conservation Authority. All securities shall be held in the name of the Long Point Region Conservation Authority.

The depository shall issue a safekeeping receipt to the Long Point Region Conservation Authority listing the specific instrument, rate, maturity and other pertinent information. On a quarterly basis, the depository will also provide reports, which list all securities held by the Long Point Region Conservation Authority, the book value of the holdings and the market value as of the end of that quarter.

11.0 Internal Controls

The Manager of Corporate Services shall develop and maintain all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the Long Point Region Conservation Authority's investments are properly managed and adequately protected.

12.0 Diversification

The Long Point Region Conservation Authority shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of the LPRCA. Diversification can be by type of investment, number of institutions invested in and length of maturity.

13.0 Maximum Maturity

To the extent possible, the Long Point Region Conservation Authority shall match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Long Point Region Conservation Authority will not directly invest in securities maturing more than ten (10) years from the date of purchase. Reserve funds and other funds with longer investment horizons may be invested in securities exceeding ten (10) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds.

14.0 Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

15.0 Reporting

The Manager of Corporate Services has a specific responsibility to prepare and provide, at least annually, an annual investment report to the Audit and Finance Committee.~~Board of Directors~~. This report shall contain the following information:

1. a statement about the performance of the portfolio of investments of the Long Point Region Conservation Authority during the period covered by the report; and
2. a statement by the Manager of Corporate Services as to whether or not, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the Long Point Region Conservation Authority.

16.0 Policy Maintenance

The Investment Policy may be amended from time to time as directed and deemed necessary by the Board of Directors of the Long Point Region Conservation Authority.

17.0 Delegation of Authority

The management responsibility for the investment program of the Long Point Region Conservation Authority is hereby delegated to the Manager of Corporate Services.

In the absence of the Manager of Corporate Services the designate staff responsible for investment transactions will be the General Manager/Secretary-Treasurer. No person may engage in an investment transaction except as provided under the terms of this policy.

~~This policy is approved by resolution of the Board of Directors of the Long Point Region Conservation Authority, this ___14_____ day of ___September_______________, 2016.~~

~~Chair ______________________________~~
~~Michael Columbus, Chair, Finance and Audit Committee~~

~~Vice Chair ____________________________~~
~~Dave Beres, Vice-Chair, Finance and Audit Committee~~

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Municipal Act, 2001

ONTARIO REGULATION 438/97

formerly under Municipal Act

ELIGIBLE INVESTMENTS, RELATED FINANCIAL AGREEMENTS AND PRUDENT INVESTMENT

Consolidation Period: From March 1, 2022 to the e-Laws currency date.

Last amendment: 106/22.

Legislative History: 248/01, 265/02, 399/02, 655/05, 607/06, 39/07, 292/09, 52/11, 373/11, 74/16, 43/18, 106/22, CTR 12 AU 22 - 1.

This is the English version of a bilingual regulation.

CONTENTS

PART I
ELIGIBLE INVESTMENTS AND FORWARD RATE AGREEMENTS

Investment under s. 418 of the Act

1. (1) This Part applies in respect of investments by a municipality under section 418 of the Act. O. Reg. 43/18, s. 2.

(2) A municipality does not have the power to invest under section 418 of the Act in a security other than a security prescribed under this Part. O. Reg. 43/18, s. 2.

Eligible investments

2. The following are prescribed, for the purposes of subsection 418 (1) of the Act, as securities that a municipality may invest in:

1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by,

   i. Canada or a province or territory of Canada,

   ii. an agency of Canada or a province or territory of Canada,

   iii. a country other than Canada,

   iv. a municipality in Canada including the municipality making the investment,

   iv.1 the Ontario Infrastructure and Lands Corporation,

   v. a school board or similar entity in Canada,

   v.1 a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,

   v.2 a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*,

   vi. a local board as defined in the *Municipal Affairs Act* (but not including a school board or a municipality) or a conservation authority established under the *Conservation Authorities Act*,

   vi.1 a board of a public hospital within the meaning of the *Public Hospitals Act*,

   vi.2 a non-profit housing corporation incorporated under section 13 of the *Housing Development Act*,

   vi.3 a local housing corporation as defined in section 24 of the *Housing Services Act, 2011*, or

   vii. the Municipal Finance Authority of British Columbia.

2. Bonds, debentures, promissory notes or other evidence of indebtedness of a corporation if,

   i. the bond, debenture or other evidence of indebtedness is secured by the assignment, to a trustee, as defined in the *Trustee Act*, of payments that Canada or a province or territory of Canada has agreed to make or is required to make under a federal, provincial or territorial statute, and

   ii. the payments referred to in subparagraph i are sufficient to meet the amounts payable under the bond, debenture or other evidence of indebtedness, including the amounts payable at maturity.

3. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,

   i. a bank listed in Schedule I, II or III to the *Bank Act* (Canada),

   ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or

   iii. a credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.

3.1 Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made, if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by,

   i. a bank listed in Schedule I, II or III to the *Bank Act* (Canada), or

   ii. a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*.

   iii. REVOKED: O. Reg. 43/18, s. 3 (1).

4. Bonds, debentures, promissory notes or other evidence of indebtedness, the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made if issued or guaranteed by an institution listed in paragraph 3.1.

4.1 Bonds, debentures, promissory notes or other evidence of indebtedness, the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made if issued or guaranteed by an institution listed in paragraph 3.1.

4.2 Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments, the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by a credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.

4.3 Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.

5. Short term securities, the terms of which provide that the principal and interest shall be fully repaid no later than three days after the day the investment was made, that are issued by,
   i. a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*,
   ii. a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002,* or
   iii. a board of a public hospital within the meaning of the *Public Hospitals Act*.
6. Bonds, debentures, promissory notes, other evidence of indebtedness or other securities issued or guaranteed by the International Bank for Reconstruction and Development.

6.1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a supranational financial institution or a supranational governmental organization, other than the International Bank for Reconstruction and Development.

7. Securities that are arrangements for the sale of assets that entitle the purchaser to an undivided beneficial interest in a pool of assets.

7.1 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than five years after the date on which the municipality makes the investment.

7.2 Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province of Canada, the terms of which provide that the principal and interest shall be fully repaid more than one year and no later than five years after the date on which the municipality makes the investment.

8. Negotiable promissory notes or commercial paper, other than securities referred to in paragraph 7, maturing one year or less from the date of issue, if that note or commercial paper has been issued by a corporation that is incorporated under the laws of Canada or a province of Canada.

8.1 Shares issued by a corporation that is incorporated under the laws of Canada or a province of Canada.

9. Bonds, debentures, promissory notes and other evidences of indebtedness of a corporation incorporated under section 142 of the *Electricity Act, 1998*.
10. Any security if the municipality acquires the security as a gift in a will or as a donation not made for a charitable purpose.
11. REVOKED: O. Reg. 43/18, s. 3 (5).
12. Shares of a corporation if,
    i. the corporation has a debt payable to the municipality,
    ii. under a court order, the corporation has received protection from its creditors,
    iii. the acquisition of the shares in lieu of the debt is authorized by the court order, and
    iv. the treasurer of the municipality is of the opinion that the debt will be uncollectable by the municipality unless the debt is converted to shares under the court order. O. Reg. 438/97, s. 2; O. Reg. 265/02, s. 1; O. Reg. 399/02, s. 2; O. Reg. 655/05, s. 2; O. Reg. 607/06, s. 1; O. Reg. 39/07, s. 1; O. Reg. 373/11, s. 1; O. Reg. 74/16, s. 1, 2; O. Reg. 43/18, s. 3; O. Reg. 106/22, s. 1.

Eligible investments, continued

2.1 A security is prescribed for the purposes of subsection 418 (1) of the Act as a security that a municipality may invest in if,

(a) the municipality invested in the security before January 12, 2009; and

(b) the terms of the municipality’s continued investment in the security have been changed pursuant to the Plan Implementation Order of the Ontario Superior Court of Justice dated January 12, 2009 (Court file number 08-CL-7440) and titled “In the matter of the *Companies’ Creditors Arrangement Act*, R.S.C. 1985, c. C-36 as amended and in the matter of a plan of compromise and arrangement involving Metcalfe & Mansfield Alternative Investments II Corp. et al”. O. Reg. 292/09, s. 1.

Ratings, financial indicators

3. (1) A municipality shall not invest in a security under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 or paragraph 4 of section 2 unless the bond, debenture, promissory note or evidence of indebtedness is rated,

(a) REVOKED: O. Reg. 265/02, s. 2 (1).

(b) by Dominion Bond Rating Service Limited as “AA(low)” or higher;

(b.1) by Fitch Ratings as “AA-” or higher;

(c) by Moody’s Investors Services Inc. as “Aa3” or higher; or

(d) by Standard and Poor’s as “AA-” or higher. O. Reg. 438/97, s. 3 (1); O. Reg. 265/02, s. 2 (1); O. Reg. 399/02, s. 3 (1); O. Reg. 655/05, s. 3 (1, 2); O. Reg. 607/06, s. 2; O. Reg. 39/07, s. 2; O. Reg. 43/18, s. 4 (1).

(2) A municipality shall not invest in a security under paragraph 3.1 or 4.1 of section 2 unless the bond, debenture, promissory note or evidence of indebtedness is rated,

(a) by Dominion Bond Rating Service Limited as “A(low)” or higher;

(b) by Fitch Ratings as “A-” or higher;

(c) by Moody’s Investors Services Inc. as “A3” or higher; or

(d) by Standard and Poor’s as “A-” or higher. O. Reg. 43/18, s. 4 (2).

(2.0.1) If a municipality’s total investments in securities under subparagraph 3 iii and paragraph 4.2 of section 2 have, in the opinion of the treasurer, a value in excess of $250,000, the municipality shall not invest in any additional security under paragraph 4.2 of section 2 unless the credit union or central that issues, guarantees or endorses the security provides, within 30 days before the day the investment is made,

(a) audited financial statements indicating that the financial indicators mentioned in subsection (2.0.2) are met by the credit union or central; or

(b) certification in writing that all of the financial indicators mentioned in subsection (2.0.2) are met by the credit union or central. O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (1).

(2.0.2) For the purposes of subsection (2.0.1), the financial indicators to be met by the credit union or central are the following:

1. Positive retained earnings in its audited financial statements for its most recently completed fiscal year.
2. Regulatory capital of at least the percentage of its total assets set out in subsection (2.0.3) as of the date of the latest audited financial statements, calculated in accordance with the regulations made under the *Credit Unions and Caisses Populaires Act, 2020*.
3. Regulatory capital of at least the percentage of its total risk weighted assets set out in subsection (2.0.4) as of the date of the latest audited financial statements, calculated in accordance with the regulations made under the *Credit Unions and Caisses Populaires Act, 2020*.
4. Positive net income in its audited financial statements for three of its five most recently completed fiscal years. O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (2-4).

(2.0.3) The percentage mentioned in paragraph 2 of subsection (2.0.2) is the percentage obtained by adding one percent to the minimum percentage set out in paragraph 1 of subsection 20 (1) of Ontario Regulation 105/22 (General). O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (5).

(2.0.4) The percentage mentioned in paragraph 3 of subsection (2.0.2) is the percentage obtained by adding one percent to the minimum percentage set out in paragraph 2 of subsection 20 (1) of Ontario Regulation 105/22 (General). O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (6).

(2.0.5) A municipality shall not invest in securities under paragraph 4.3 of section 2 unless the credit union or central that issues or guarantees the security satisfies the conditions set out in subsection (2.0.1). O. Reg. 43/18, s. 4 (2); O. Reg. 106/22, s. 2 (7).

(2.1) A municipality shall not invest in a security under paragraph 6.1 of section 2 unless the security is rated,

(a) by Dominion Bond Rating Service Limited as “AAA”;

(b) by Fitch Ratings as “AAA”;

(c) by Moody’s Investors Services Inc. as “Aaa”; or

(d) by Standard and Poor’s as “AAA”. O. Reg. 655/05, s. 3 (4).

(3) A municipality shall not invest in a security under paragraph 7 of section 2 that matures more than one year from the date of issue unless the security is rated,

(a) by Dominion Bond Rating Service Limited as “AAA”;

(a.1) by Fitch Ratings as “AAA”;

(b) by Moody’s Investors Services Inc. as “Aaa”; or

(c) by Standard and Poor’s as “AAA”. O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (2); O. Reg. 655/05, s. 3 (5); O. Reg. 43/18, s. 4 (3).

(4) A municipality shall not invest in a security under paragraph 7 of section 2 that matures one year or less from the date of issue unless the security is rated,

(a) by Dominion Bond Rating Service Limited as “R-1(high)”;

(a.1) by Fitch Ratings as “F1+”;

(b) by Moody’s Investors Services Inc. as “Prime-1”; or

(c) by Standard and Poor’s as “A-1+”. O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (3); O. Reg. 655/05, s. 3 (6); O. Reg. 43/18, s. 4 (4).

(4.1) A municipality shall not invest in a security under paragraph 7.1 or 7.2 of section 2 unless the security is rated,

(a) by Dominion Bond Rating Service Limited as “A(low)” or higher;

(b) by Fitch Ratings as “A-” or higher;

(c) by Moody’s Investors Services Inc. as “A3” or higher; or

(d) by Standard and Poor’s as “A-” or higher. O. Reg. 43/18, s. 4 (5).

(4.2) REVOKED: O. Reg. 43/18, s. 4 (5).

(5) A municipality shall not invest in a security under paragraph 8 of section 2 unless the promissory note or commercial paper is rated,

(a) by Dominion Bond Rating Service Limited as “R-1(mid)” or higher;

(a.1) by Fitch Ratings as “F1+”;

(b) by Moody’s Investors Services Inc. as “Prime-1”; or

(c) by Standard and Poor’s as “A-1+”. O. Reg. 265/02, s. 2 (2); O. Reg. 399/02, s. 3 (4); O. Reg. 655/05, s. 3 (8).

(6) If an investment made under subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2 or paragraph 3.1, 4, 4.1, 6.1, 7, 7.1, 7.2 or 8 of section 2 falls below the standard required by this section, the municipality shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan. O. Reg. 43/18, s. 4 (6).

(6.1) Subsection (6) does not apply with respect to an investment made by a municipality under paragraph 7 of section 2 on a day before the day this subsection comes into force. O. Reg. 292/09, s. 2 (3).

(6.1.1) If a municipality’s total investments in securities under subparagraph 3 iii and paragraph 4.2 of section 2 have, in the opinion of the treasurer, a value in excess of the limit mentioned in subsection (2.0.1) of this section and one of the following circumstances applies, the municipality shall create a plan, including expected timelines, for selling investments made under paragraph 4.2 of section 2 in excess of that limit and shall sell the investments in accordance with the plan:

1. The financial indicators mentioned in subsection (2.0.2) are not met.
2. The credit union or central fails to provide audited financial statements or a certification as mentioned in subsection (2.0.1). O. Reg. 43/18, s. 4 (7); O. Reg. 106/22, s. 2 (8).

(6.1.2) For the purposes of determining the value of investments under subsection (6.1.1), the value of all investments under subparagraph 3 iii of section 2 shall be counted as part of the total first, followed by the value of all investments made under paragraph 4.2 of section 2. O. Reg. 43/18, s. 4 (7).

(6.1.3) If one of the circumstances in paragraph 1 or 2 of subsection (6.1.1) applies, the municipality shall create a plan, including expected timelines, for selling investments made under paragraph 4.3 of section 2 and shall sell the investments in accordance with the plan. O. Reg. 43/18, s. 4 (7).

(7) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made and as long as it continues, the investment ranks, at a minimum, concurrently and equally in respect of payment of principal and interest with all unsecured debt of the corporation. O. Reg. 265/02, s. 2 (2).

(8) A municipality shall not invest in a security under paragraph 9 of section 2 unless, at the time the investment is made, the total amount of the municipality’s investment in debt of any corporation incorporated under section 142 of the *Electricity Act, 1998* that would result after the proposed investment is made does not exceed the total amount of investment in debt, including any interest accrued on such debt, of the municipality in such a corporation that existed on the day before the day the proposed investment is to be made. O. Reg. 265/02, s. 2 (2).

(9) Any investment made under paragraph 9 of section 2, including any refinancing, renewal or replacement thereof, may not be held for longer than a total of 10 years from the date such investment is made. O. Reg. 265/02, s. 2 (2).

(10) Subsections (7), (8) and (9) do not prevent a municipality from holding or disposing of a security described in paragraph 9 of section 2 issued by a corporation incorporated under section 142 of the *Electricity Act, 1998*, if the municipality acquired the security through a transfer by-law or otherwise under that Act. O. Reg. 655/05, s. 3 (9).

(11) If a municipality acquires a security under paragraph 10 of section 2 that is not otherwise prescribed under this Part, the municipality shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan. O. Reg. 43/18, s. 4 (8).

(12) REVOKED: O. Reg. 292/09, s. 2 (4).

Investment limit

4. (1) A municipality shall not invest more than 25 per cent of the total amount in all sinking and retirement funds in respect of debentures of the municipality, as estimated by its treasurer on the date of the investment, in short-term debt issued or guaranteed by the municipality. O. Reg. 438/97, s. 4 (1).

(2) In this section,

"short-term debt" means any debt, the terms of which provide that the principal and interest of the debt shall be fully repaid no later than 364 days after the debt is incurred. O. Reg. 438/97, s. 4 (2).

Conditions

4.1 (1) A municipality shall not invest in a security under paragraph 7 of section 2 or in a promissory note or commercial paper under paragraph 8 of section 2 unless, on the date that the investment is made,

(a) the municipality itself is rated, or all of the municipality's long-term debt obligations are rated,

(i) by Dominion Bond Rating Service Limited as "AA(low)" or higher,

(i.1) by Fitch Ratings as "AA-" or higher,

(ii) by Moody's Investors Services Inc. as "Aa3" or higher, or

(iii) by Standard and Poor's as "AA–" or higher; or

(b) the municipality has entered into an agreement with the Local Authority Services and the CHUMS Financing Corporation to act together as the municipality's agent for the investment in that security, promissory note or commercial paper. O. Reg. 265/02, s. 3; O. Reg. 399/02, s. 4; O. Reg. 655/05, s. 4 (1, 2); O. Reg. 43/18, s. 5 (1).

(1.1) A municipality shall not invest in a security under paragraph 7.1 or 8.1 of section 2 unless, on the date the investment is made, the municipality has entered into an agreement with the Local Authority Services and the CHUMS Financing Corporation to act together as the municipality's agent for the investment in the security. O. Reg. 655/05, s. 4 (3); O. Reg. 43/18, s. 5 (2).

(1.2) Subsection (1.1) does not apply to investments in securities by the City of Ottawa if all of the following requirements are satisfied:

1. Only the proceeds of the sale by the City of its securities in a corporation incorporated under section 142 of the *Electricity Act, 1998* are used to make the investments.
2. The investments are made in a professionally-managed fund.
3. The terms of the investments provide that,
   i. where the investment is in debt instruments, the principal must be repaid no earlier than seven years after the date on which the City makes the investment, and
   ii. where the investment is in shares, an amount equal to the principal amount of the investment cannot be withdrawn from the fund for at least seven years after the date on which the City makes the investment.
4. The City establishes and uses a separate reserve fund for the investments.
5. Subject to paragraph 6, the money in the reserve fund, including any returns on the investments or proceeds from their disposition, are used to pay capital costs of the City and for no other purpose.
6. The City may borrow money from the reserve fund but must repay it plus interest. O. Reg. 655/05, s. 4 (3).

(2) The investment made under clause (1) (b) or described in subsection (1.1), as the case may be, must be made in the One Investment Program of the Local Authority Services and the CHUMS Financing Corporation with,

(a) another municipality;

(b) a public hospital;

(c) a university in Ontario that is authorized to engage in an activity described in section 3 of the *Post-secondary Education Choice and Excellence Act, 2000*;

(d) a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*;

(d.1) a foundation established by a college mentioned in clause (d) whose purposes include receiving and maintaining a fund or funds for the benefit of the college;

(e) a school board;

(f) any agent of an institution listed in clauses (a) to (e);

(g) Local Authority Services;

(h) CHUMS Financing Corporation;

(i) Association of Municipalities of Ontario; or

(j) Municipal Finance Officers' Association of Ontario. O. Reg. 265/02, s. 3; O. Reg. 655/05, s. 4 (4); O. Reg. 607/06, s. 3; O. Reg. 292/09, s. 3; O. Reg. 52/11, s. 1; O. Reg. 74/16, s. 1, 3; O. Reg. 43/18, s. 5 (3-5).

School purposes

5. A municipality shall not invest in a security issued or guaranteed by a school board or similar entity unless,

(a) the money raised by issuing the security is to be used for school purposes; and

(b) REVOKED: O. Reg. 248/01, s. 1.

O. Reg. 438/97, s. 5; O. Reg. 248/01, s. 1.

Canadian dollars

6. (1) Subject to subsection (3), a municipality shall not invest in a security that is expressed or payable in any currency other than Canadian dollars. O. Reg. 43/18, s. 6 (1).

(2) Subsection (1) does not prevent a municipality from continuing an investment, made before this Regulation comes into force, that is expressed and payable in the currency of the United States of America or the United Kingdom. O. Reg. 438/97, s. 6 (2).

(3) Subsection (1) does not apply in respect of securities listed in paragraphs 3, 3.1 and 4.2 of section 2, which may also be expressed or payable in the currency of the United States of America. O. Reg. 43/18, s. 6 (2).

Statement of policies and goals

7. (1) Before a municipality invests in a security prescribed under this Part, the council of the municipality shall, if it has not already done so, adopt a statement of the municipality's investment policies and goals. O. Reg. 438/97, s. 7; O. Reg. 43/18, s. 7.

(2) In preparing the statement of the municipality's investment policies and goals under subsection (1), the council of the municipality shall consider,

(a) the municipality's risk tolerance and the preservation of its capital;

(b) the municipality's need for a diversified portfolio of investments; and

(c) obtaining legal advice and financial advice with respect to the proposed investments. O. Reg. 265/02, s. 4.

(3) REVOKED: O. Reg. 655/05, s. 5.

(4) In preparing the statement of the municipality's investment policies and goals under subsection (1) for investments made under paragraph 9 of section 2, the council of the municipality shall consider its plans for the investment and how the proposed investment would affect the interest of municipal taxpayers. O. Reg. 265/02, s. 4.

Investment report

8. (1) If a municipality has an investment in a security prescribed under this Part, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. O. Reg. 438/97, s. 8 (1); O. Reg. 43/18, s. 7.

(2) The investment report referred to in subsection (1) shall contain,

(a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;

(b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;

(c) a statement by the treasurer as to whether or not, in his or her opinion, all investments are consistent with the investment policies and goals adopted by the municipality;

(d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; and

(e) such other information that the council may require or that, in the opinion of the treasurer, should be included. O. Reg. 438/97, s. 8 (2); O. Reg. 655/05, s. 6.

(2.1) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any of the following investments fall below the standard required for that investment during the period covered by the report:

1. An investment described in subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2.
2. An investment described in paragraph 3.1, 4, 4.1, 6.1, 7, 7.1, 7.2 or 8 of section 2.
3. An investment described in subsection 9 (1). O. Reg. 292/09, s. 4; O. Reg. 43/18, s. 8 (1).

(2.2) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any investments under paragraphs 4.2 and 4.3 of section 2 are affected by the circumstances set out in paragraphs 1 and 2 of subsection 3 (6.1.1) during the period covered by the report. O. Reg. 43/18, s. 8 (2).

(3) Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition. O. Reg. 265/02, s. 5.

Inconsistencies, treasurer's duty

8.1 If an investment made by the municipality is, in the treasurer's opinion, not consistent with the investment policies and goals adopted by the municipality, the treasurer shall report the inconsistency to the council of the municipality within 30 days after becoming aware of it. O. Reg. 655/05, s. 7.

Investments pre March 6, 1997

9. (1) Despite this Part, an investment by a municipality in bonds, debentures or other indebtedness of a corporation made before March 6, 1997 may be continued if the bond, debenture or other indebtedness is rated,

(a) REVOKED: O. Reg. 265/02, s. 6.

(b) by Dominion Bond Rating Service Limited as "AA(low)" or higher;

(b.1) by Fitch Ratings as "AA-" or higher;

(c) by Moody's Investors Services Inc. as "Aa3" or higher; or

(d) by Standard and Poor's as "AA-" or higher. O. Reg. 438/97, s. 9 (1); O. Reg. 265/02, s. 6; O. Reg. 399/02, s. 5; O. Reg. 655/05, s. 8; O. Reg. 43/18, s. 7.

(1.1) REVOKED: O. Reg. 43/18, s. 9 (1).

(2) If the rating of an investment continued under subsection (1) falls below the standard required by that subsection, the municipality shall create a plan, including expected timelines, for selling the investment and shall sell the investment in accordance with the plan. O. Reg. 43/18, s. 9 (2).

FORWARD RATE AGREEMENTS

Forward rate agreements

10. (1) A municipality that enters into an agreement to make an investment on a future date in a security prescribed by section 2 may enter one or more forward rate agreements with a bank listed in Schedule I, II or III to the *Bank Act* (Canada) in order to minimize the cost or risk associated with the investment because of fluctuations in interest rates. O. Reg. 655/05, s. 9.

(2) A forward rate agreement shall provide for the following matters:

1. Specifying a forward amount, which is the principal amount of the investment or that portion of the principal amount to which the agreement relates.
2. Specifying a settlement day, which is a specified future date.
3. Specifying a forward rate of interest, which is a notional rate of interest applicable on the settlement day.
4. Specifying a reference rate of interest, which is the market rate of interest payable on a specified future date on an acceptance issued by a bank listed in Schedule I, II or III to the *Bank Act* (Canada).
5. Requiring a settlement payment to be payable on the settlement day if the forward rate and the reference rate of interest are different. O. Reg. 655/05, s. 9.

(3) A municipality shall not enter a forward rate agreement if the forward amount described in paragraph 1 of subsection (2) for the investment whose cost or risk the agreement is intended to minimize, when added to all forward amounts under other forward rate agreements, if any, relating to the same investment, would exceed the total amount of the principal of the investment. O. Reg. 655/05, s. 9.

(4) A municipality shall not enter a forward rate agreement unless the settlement day under the agreement is within 12 months of the day on which the agreement is executed. O. Reg. 655/05, s. 9.

(5) A municipality shall not enter a forward rate agreement if the settlement payment described in paragraph 5 of subsection (2) exceeds the difference between the amount of interest that would be payable on the forward amount calculated

at the forward rate of interest for the period for which the investment was made and the amount that would be payable calculated at the reference rate of interest. O. Reg. 655/05, s. 9.

(6) A municipality shall not enter a forward rate agreement except with a bank listed in Schedule I, II or III to the *Bank Act* (Canada) and only if the bank's long-term debt obligations on the day the agreement is entered are rated,

(a) by Dominion Bond Rating Service Limited as "A(high)" or higher;

(b) by Fitch Ratings as "A+" or higher;

(c) by Moody's Investors Service Inc. as "A1" or higher; or

(d) by Standard and Poor's as "A+" or higher. O. Reg. 655/05, s. 9.

Statement of policies and goals

11. (1) Before a municipality passes a by-law authorizing a forward rate agreement, the council of the municipality shall adopt a statement of policies and goals relating to the use of forward rate agreements. O. Reg. 655/05, s. 9.

(2) The council of the municipality shall consider the following matters when preparing the statement of policies and goals:

1. The types of investments for which forward rate agreements are appropriate.
2. The fixed costs and estimated costs to the municipality resulting from the use of such agreements.
3. A detailed estimate of the expected results of using such agreements.
4. The financial and other risks to the municipality that would exist with, and without, the use of such agreements.
5. Risk control measures relating to such agreements, such as,
    i. credit exposure limits based on credit ratings and on the degree of regulatory oversight and the regulatory capital of the other party to the agreement,
    ii. standard agreements, and
    iii. ongoing monitoring with respect to the agreements. O. Reg. 655/05, s. 9.

Report to council

12. (1) If a municipality has any subsisting forward rate agreements in a fiscal year, the treasurer of the municipality shall prepare and present to the municipal council once in that fiscal year, or more frequently if the council so desires, a detailed report on all of those agreements. O. Reg. 655/05, s. 9.

(2) The report must contain the following information and documents:

1. A statement about the status of the forward rate agreements during the period of the report, including a comparison of the expected and actual results of using the agreements.
2. A statement by the treasurer indicating whether, in his or her opinion, all of the forward rate agreements entered during the period of the report are consistent with the municipality's statement of policies and goals relating to the use of forward rate agreements.
3. Such other information as the council may require.
4. Such other information as the treasurer considers appropriate to include in the report. O. Reg. 655/05, s. 9.

PART II
PRUDENT INVESTMENT

Definitions

13. In this Part,

"Investment Board" means a municipal service board that is established under section 196 of the Act by a municipality for the purposes of this Part and includes, for the purposes of paragraph 3 of section 15, subsection 17 (3) and sections 21 and 23, the Toronto Investment Board; ("commission des placements")

"Joint Investment Board" means a municipal service board that is established under section 202 of the Act by two or more municipalities for the purposes of this Part; ("commission mixte des placements")

"Toronto Investment Board" means the board of the City of Toronto described in subsection 46 (2) of Ontario Regulation 610/06 (Financial Activities) made under the *City of Toronto Act, 2006. (*"Commission des placements de Toronto*")* O. Reg. 43/18, s. 10.

Application

14. This Part applies in respect of investments by a municipality under section 418.1 of the Act. O. Reg. 43/18, s. 10.

Requirements under s. 418.1 (3) of the Act

15. A municipality must satisfy one of the following requirements on the day referred to in subsection 418.1 (3) of the Act in order to pass a by-law for the purposes of that subsection:

1. The municipality must have, in the opinion of its treasurer, at least,
   - i. $100,000,000 in money and investments that it does not require immediately, or
   - ii. $50,000,000 in net financial assets, as indicated in Schedule 70 of the most recent Financial Information Return supplied to the Ministry of Municipal Affairs by the municipality under the Act and posted on the Ministry's website on the day the municipality passes the by-law under subsection 418.1 (2) of the Act.
2. The municipality must have entered into an agreement to establish and invest through a Joint Investment Board with one or more other municipalities, and all of the municipalities must have, in the opinion of each of their treasurers, a combined total of at least $100,000,000 in money and investments that the municipalities do not require immediately.
3. The municipality must have entered into an agreement with the following parties to invest through an Investment Board or a Joint Investment Board that was established by another municipality or municipalities before the day the municipality passes the by-law:
   - i. The Investment Board or Joint Investment Board, as the case may be.
   - ii. Any other municipalities investing through the Investment Board or Joint Investment Board on the day the municipality passes the by-law. O. Reg. 43/18, s. 10.

Limitation, school board securities

16. A municipality shall not invest money in a security issued or guaranteed by a school board or similar entity in Canada unless the money raised by issuing the security is to be used for school purposes. O. Reg. 43/18, s. 10.

Investments only through Investment Board or Joint Investment Board

17. (1) A municipality that satisfies the requirement set out in paragraph 1 of section 15 may invest money only by having an Investment Board that meets the following criteria do so on its behalf:

1. The Investment Board has been established by the municipality.
2. The Investment Board has been given the control and management of the municipality's investments by the municipality delegating to the Investment Board,
   - i. the municipality's powers to make the investments, and
   - ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(2) A municipality that satisfies the requirement set out in paragraph 2 of section 15 may invest money only by having a Joint Investment Board that satisfies the following criteria do so on its behalf:

1. The Joint Investment Board is the subject of an agreement referred to in paragraph 2 of section 15.
2. The Joint Investment Board has been given the control and management of the municipality's investments, together with that of all the other municipalities that are party to the agreement referred to under paragraph 2 of section 15, by each municipality delegating to the Joint Investment Board,
   - i. the municipality's powers to make the investments, and
   - ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(3) A municipality that satisfies the requirement under paragraph 3 of section 15 may invest money only by having an Investment Board or Joint Investment Board, as the case may be, that satisfies the following criteria do so on its behalf:

1. The Investment Board or Joint Investment Board is the subject of an agreement referred to in paragraph 3 of section 15.
2. The Investment Board or Joint Investment Board has been given the control and management of the municipality's investments by the municipality delegating to the Investment Board or Joint Investment Board,
   - i. the municipality's powers to make the investments, and
   - ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(4) The following persons may not be appointed as members of the Investment Board or Joint Investment Board:

1. An officer or employee of any municipality for which it invests.
2. A member of council of any municipality for which it invests. O. Reg. 43/18, s. 10.

(5) Subsection (4) does not apply to any treasurer of a municipality for which the board invests provided that treasurers do not make up more than one quarter of the members. O. Reg. 43/18, s. 10; CTR 12 AU 22 - 1.

Investment policy

18. (1) The council of a municipality shall adopt and maintain an investment policy in relation to investing under this Part. O. Reg. 43/18, s. 10.

(2) The investment policy shall include requirements with respect to the following:

1. The municipality's objectives for return on investment and risk tolerance.
2. The municipality's need for liquidity including, for greater certainty, the municipality's anticipated needs for funds for planned projects and the municipality's needs to have funds available for unanticipated contingencies. O. Reg. 43/18, s. 10.

(3) The investment policy may include other requirements with respect to investment matters that council considers to be in the interests of the municipality. O. Reg. 43/18, s. 10.

(4) At least annually, the council shall review the investment policy and update it, as necessary, as a result of the review. O. Reg. 43/18, s. 10.

Investment plan

19. (1) An Investment Board or Joint Investment Board shall adopt and maintain an investment plan in respect of all municipalities that have delegated to it,

(a) the municipality's powers to make investments; and

(b) the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

(2) The investment plan shall deal with how the Investment Board or Joint Investment Board will invest each municipality's money and set out the Board's projections of the proportions of each municipality's portfolio of investments to be invested at the end of the year in each type of security selected by the Investment Board or Joint Investment Board and may include other requirements. O. Reg. 43/18, s. 10.

(3) At least annually, following each council's review of the investment policy under subsection 18 (4), the Investment Board or Joint Investment Board shall review the investment plan and update it, as necessary, as a result of the reviews. O. Reg. 43/18, s. 10.

Investment report

20. (1) An Investment Board or Joint Investment Board shall prepare and provide to the council of each municipality referred to in subsection 19 (1), each year or more frequently as specified by the council, an investment report. O. Reg. 43/18, s. 10.

(2) The investment report shall contain,

(a) a statement about the performance of the municipality's portfolio of investments during the period covered by the report;

(b) a statement by the treasurer of the municipality as to whether or not, in the opinion of the treasurer, all investments are consistent with the municipality's investment policy under section 18 and the investment plan for the municipality under section 19; and

(c) such other information that the council may require or that, in the opinion of the treasurer, should be included. O. Reg. 43/18, s. 10.

Inconsistencies, treasurer's duty

21. If an investment made by an Investment Board or a Joint Investment Board is, in the opinion of the municipality's treasurer, not consistent with the municipality's investment policy under section 18 and the investment plan for the municipality under section 19 of this Regulation or section 48.1 of Ontario Regulation 610/06 (Financial Activities) made under the *City of Toronto Act, 2006*, as the case may be, the treasurer shall report the inconsistency to the council within 30 days after becoming aware of it. O. Reg. 43/18, s. 10.

Agents of the Investment Board

22. (1) Subject to subsections (2) and (3), an Investment Board or Joint Investment Board may authorize an agent to exercise any of the board's functions to the same extent that a prudent investor, acting in accordance with ordinary investment practice, would authorize an agent to exercise any investment function. O. Reg. 43/18, s. 10.

(2) An Investment Board or Joint Investment Board may not authorize an agent under subsection (1) unless a written agreement between the board and the agent is in effect and the agreement includes,

(a) a requirement that the agent comply with the requirements included in the investment policy or policies under section 18 and with the investment plan under section 19; and

(b) a requirement that the agent report to the board at regular stated intervals. O. Reg. 43/18, s. 10.

(3) An Investment Board or Joint Investment Board shall exercise prudence in selecting an agent, in establishing the terms of the agent's authority and in monitoring the agent's performance to ensure compliance with those terms. O. Reg. 43/18, s. 10.

(4) For the purpose of subsection (3), prudence in monitoring an agent's performance includes,

(a) reviewing the agent's reports;

(b) regularly reviewing the agreement between the Investment Board or Joint Investment Board and the agent and how it is being put into effect, including assessing whether the requirement described in clause (2) (a) is being complied with;

(c) considering whether directions should be provided to the agent or whether the agent's appointment should be revoked; and

(d) providing directions to the agent or revoking the appointment if the Investment Board or Joint Investment Board considers it appropriate to do so. O. Reg. 43/18, s. 10.

(5) This section does not prevent the investment, by the Investment Board or Joint Investment Board, in mutual funds, pooled funds or segregated funds under variable insurance contracts, and the manager of such a fund is not an agent for the purpose of this section. O. Reg. 43/18, s. 10.

Withdrawal from investment arrangement

23. A municipality may withdraw from investing through an Investment Board or Joint Investment Board that the municipality has not established if all of the following conditions are met:

1. All the municipalities investing through the board agree to the withdrawal.
2. The municipality has done one of the following:
   i. Entered into an agreement with another municipality that has established an Investment Board, that Investment Board and any other municipalities investing through that Investment Board, to invest through that Investment Board.
   ii. Entered into an agreement with the municipalities that have established a Joint Investment Board, that Joint Investment Board and any other municipalities investing through that Joint Investment Board, to invest through that Joint Investment Board.
   iii. Established an Investment Board on its own or established a Joint Investment Board with one or more other municipalities.
3. The municipality has given the Investment Board or Joint Investment Board through which it will be investing the control and management of the municipality's investments by delegating to the board,
   i. the municipality's powers to make the investments, and
   ii. the municipality's duties under section 418.1 of the Act. O. Reg. 43/18, s. 10.

Application of Part, withdrawal or dissolution

24. (1) This section applies if a municipality establishes an Investment Board or a Joint Investment Board,

(a) in order to meet the condition set out in subparagraph 2 iii of section 23 with respect to withdrawing from investing; or

(b) in order to meet a condition set out in Ontario Regulation 42/18 (Dissolution of and Prescribed Changes to Investment Board or Joint Investment Board) made under the Act. O. Reg. 43/18, s. 10.

(2) The municipality must satisfy the requirement set out in paragraph 1 or 2 of section 15 at the time of establishing the board and the reference in subparagraph 1 ii of section 15 to "the day the municipality passes the by-law under subsection 418.1 (2) of the Act" is deemed for the purposes of this section to be a reference to "the day the Investment Board is established". O. Reg. 43/18, s. 10.

(3) Subsections 17 (1) and (2) apply to the municipality. O. Reg. 43/18, s. 10.

(4) Sections 16 and 18 to 22 apply with respect to the investment of money by the Investment Board or Joint Investment Board. O. Reg. 43/18, s. 10.

Transitional matters, what may be done in advance

25. For greater certainty, before a municipality passes a by-law under subsection 418.1 (2) of the Act and before the effective date of the by-law,

(a) the municipality may establish an Investment Board or Joint Investment Board and appoint the members;

(b) the municipality may enter into an agreement described in paragraph 2 or 3 of section 15;

(c) the municipality may adopt an investment policy under section 18;

(d) an Investment Board or Joint Investment Board may adopt an investment plan under section 19; and

(e) an Investment Board or Joint Investment Board may authorize an agent under section 22. O. Reg. 43/18, s. 10.

Transitional matters, s. 418.1 of the Act

26. (1) No municipality shall pass a by-law under subsection 418.1 (2) of the Act until January 1, 2019. O. Reg. 43/18, s. 10.

(2) Despite the passing of a by-law by a municipality under subsection 418.1 (2) of the Act,

(a) section 8 of this Regulation continues to apply to the municipality for the purposes of reporting in respect of any period up to and including the effective date of the by-law; and

(b) section 20 of this Regulation applies to an Investment Board or Joint Investment Board for the purposes of reporting in respect of any period following the effective date of the by-law. O. Reg. 43/18, s. 10.

(3) Despite the passing of a by-law by a municipality under subsection 418.1 (2) of the Act,

(a) section 8.1 of this Regulation continues to apply with respect to investments made on or before the effective date of the by-law; and

(b) section 21 of this Regulation applies with respect to investments made following the effective date of the by-law. O. Reg. 43/18, s. 10.

(4) Despite the passing of a by-law by a municipality under subsection 418.1 (2) of the Act, reports shall be made by the treasurer under subsection 12 (1) of this Regulation until reports have been made covering the periods up to and including the period ending on the effective date of the by-law. O. Reg. 43/18, s. 10.

Français

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LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: November 5, 2025 **File: 1.2.10.1**

To: Chair and Members,
LPRCA Board of Directors

From: General Manager

Re: Administration Review Policy for Permits

Recommendation:

THAT the LPRCA Board of Directors approve the Administration Review Policy for Permits required under Section 12 of *Ontario Regulation 41/24* as presented.

Links to Strategic Plan:

Strategic Direction # 1 – Protect People and Property from Flooding and Natural Hazards
Strategic Direction # 4 – Organizational Excellence

Purpose:

The purpose of this report is to present to the members the Administration Review Policy for the completion of an administrative review under Section 8, Request for Review of *Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits.*

Background:

Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits, came into effect on April 1, 2024. Section 8 of the new regulation allows applicants to request a review by the authority relating to permitting activities. Section 12 of O. Reg. 41/24 requires all Conservation Authorities to develop a policy and procedures document for administrative reviews.

Under section 8 of *Ontario Regulation 41/24* the following is when an applicant may request a review by the authority if;

(a) the applicant has not received a notice from the authority within 21 days in accordance with subsection 7 (2);

(b) the applicant disagrees with the authority's determination that the application for a permit is incomplete; or

(c) the applicant is of the view that a request by the authority for other information, studies or plans under clause 7 (1) (i) is not reasonable.

The draft Administrative Review Policy (attached) provides a structure and consistent process for LPRCA staff to follow when conducting and evaluating administrative review requests. This policy is consistent with the policy guidance document that was prepared by Conservation Ontario to aid Conservation Authorities with developing their own policy.

On October 1, 2025, LPRCA staff brought forward the draft Administrative Review Policy for approval. Discussion lead by the Board asked if the Administrative Review Officer role could be delegated to the Board of Directors. The Administrative Review Officer has been appointed to the General Manager through LPRCA's Administration and Delegation of Powers related to Permit Issuance, Extensions, Cancellation, and Hearings Policy approved in April of 2024 by the LPRCA Board of Directors. The Board of Directors deferred the report and policy, asking for additional information regarding the appointment of the Administrative Review Officer.

Discussion:

Since the October 1, 2025, LPRCA Board of Directors meeting, staff have been in contact with Conservation Ontario staff. We are under the agreement that the legislation allows for the Administrative Review Officer role to be appointed to the Board of Directors, or a committee of the Board of Directors. The Board of Directors can also appoint member(s) of staff to fulfill these duties. All neighbouring Conservation Authorities have directed this authority to the General Manager (or equivalent) and some also include a member of senior staff for efficiency.

Based on our discussion with Conservation Ontario staff, review of the regulation and the LPRCA Hearing Procedure Policy the General Manager appointed as the Administrative Review Officer is the ideal person for the following reasons:

1. The timeline for an administrative review is 30 days. With the Board or a committee comprised of Board members, it may be difficult to arrange times to meet in order to meet the 30-day deadline. Depending on the month, Board meetings are more than 30 days apart, and the Board does not meet in August. There would be additional expenses for the Board or a committee to perform the administrative reviews. The administrative review process is intended to be timely for the applicant.
2. There would be a perceived conflict of interest for the Board members to have a role in the administrative review process and also form the hearing board. The best practice is to keep the two roles separate.
3. The review process for a complete application is technical in nature and is science-based. The regulation outlines what is required for a complete application, and staff do not request additional information that is not required to evaluate the application against our policies. After an application has been deemed complete, the regulation outlines that no other information can be requested to assist staff with their review. A reminder that a permit under *Ontario Regulation 41/24* is similar to a building permit under the *Building Code Act*, the plans and information that are submitted are considered final, and we do not accept conceptual plans for the issuing of permits.

For these reasons, staff is recommending the Administrative Review duties remain with the General Manager to provide an efficient and effective way to administer the Administrative Review Officer responsibilities.

Financial Implication:

There are no financial implications associated with this report.

Prepared by:

Leigh-Anne Mauthe

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

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

Long Point Region Conservation Authority
Conservation Authority
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Policy Title: Administrative Review Policy for Permits under Section 12 of *Ontario Regulation 41/24*	Policy Number: 018-25	Pages: 5
Date:	Supersedes:	
Cross Reference:	Issuing Authority:	

1.0 Statement

The policy outlined below is intended to guide the Long Point Region Conservation Authority (LPRCA) when receiving, evaluating, and making a decision related to a request for review (herein referred to as an "administrative review") submitted in accordance with s. 8 of *O. Reg. 41/24* made under the *Conservation Authorities Act*, as amended.

2.0 Purpose of an Administrative Review

The purpose of an administrative review is to provide the applicant with an opportunity to resolve issues specified in s. 8 (1) of *O. Reg. 41/24*.

Administrative reviews do not determine whether a permit will be issued, or the scope of conditions proposed to be attached to a permit; these factors will be assessed throughout the permit review process, after the administrative review is complete. An applicant will be provided with an opportunity to be heard by the Authority in a hearing should staff recommend refusal of their application, or should staff propose permit conditions the applicant disagrees with.

Additionally, administrative reviews are not intended to be a procedure to settle permit fee disputes. Disputes related to the charging of the Authority's permit fees will be addressed in accordance with the Authority's fee policy.

3.0 Pre-submission Consultation

The LPRCA encourages pre-submission consultation prior to an application submission for the purpose of confirming the requirements of a complete application to obtain a permit.

Pre-submission consultation shall occur as a meeting between LPRCA staff, the applicant, and/or the municipality and/or other regulatory agencies (if applicable), prior to application submission. This meeting may occur prior to or at the same time as a site visit to the property where the activity is proposed to be carried out. Pre-submission consultation is a critical value-added service that assists applicants with the application process.

After the pre-submission consultation meeting, LPRCA will provide the applicant with complete application requirements, and scoping of required studies. A successful pre-submission consultation should result in a quality submission where the LPRCA's complete application requirements are met; thereby minimizing potential for an administrative review request. Where an application has been submitted without pre-consultation, complete application requirements should be communicated to the applicant, in writing, during the 21 days allotted for a complete application decision.

If after a pre-consultation meeting, the proposed development activities change in size or scope, the application will be treated as a new application and LPRCA will confirm in writing to the applicant the requirements for a complete application.

4.0 Complete Application Requirements

The LPRCA's complete application requirements will be in accordance with s. 7 (1) and (2) of *O. Reg. 41/24* and will be provided in writing following a pre-submission consultation and/or application submission.

Below are the requirements for a complete application for a permit as per *O. Reg. 41/24*:

> **S 7.** (1) An application for a permit under section 28.1 of the Act shall be submitted to an authority and shall include,
>
> (a) a plan of the area showing the type and location of the proposed development activity or a plan of the area showing plan view and cross-section details of an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland;
>
> (b) the proposed use of any buildings and structures following completion of the development activity or a statement of the purpose of an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse or to change or interfere with a wetland;
>
> (c) the start and completion dates of the development activity or other activity;
>
> (d) a description of the methods to be used in carrying out an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland;
>
> (e) the elevations of existing buildings, if any, and grades and the proposed elevations of any buildings and grades after the development activity or other activity;
>
> (f) drainage details before and after the development activity or other activity;
>
> (g) a complete description of any type of fill proposed to be placed or dumped;

(h) a confirmation of authorization for the proposed development activity or other activity given by the owner of the subject property, if the applicant is not the owner; and

(i) any other technical information, studies or plans that the authority requests including information requested during pre-submission consultations between the authority and the applicant.

S. 7(2) Upon receipt of the information required under subsection (1) and payment by the applicant of the fee charged by the authority under subsection 21.2 (4) of the Act, the authority shall notify the applicant in writing, within 21 days, whether or not the application complies with subsection 28.1 (3) of the Act and is deemed to be a complete application.

5.0 Eligibility

Eligibility Requests for administrative review apply to applications made under s. 28.1 of the *Conservation Authorities Act*.

Administrative reviews undertaken by the LPRCA shall be conducted under the following circumstances as per s. 8 (1) of *O. Reg 41/24*:

a) The applicant has not received written confirmation from the Authority within 21 days upon submission of the application and fee in accordance with the Authority's Complete Application requirements; or,
b) The applicant disagrees with the Authority's determination that the application for a permit is incomplete; and/or,
c) The applicant is of the view that the request for other information, studies or plans is not reasonable under clause 7 (1) (i).

The administrative review process is not available where the development or alteration activity has already commenced without the necessary LPRCA permits in place.

6.0 Timeline for Review

Administrative reviews shall be completed within 30 days of receipt of a request for review by the applicant.

There may be extenuating circumstances where it is not possible to complete the administrative review within 30 days. In these cases, LPRCA will provide notice to the applicant of any anticipated delays and obtain written approval of the applicant to extend the timeline, if feasible.

7.0 Authority (or Delegate) Powers

Subsection 8(2) of *O. Reg 41/24* establishes the outcome of an administrative review, being that the Authority (or its delegate) must:

(a) confirm that the application meets the requirements for a complete application; or provide reasons why the application is incomplete; or,
(b) provide reasons why a request for other information, studies or plans is reasonable or withdraw the request for all or some of the information, studies, or plans.

Section 28.4 of the *Conservation Authorities Act* enables an Authority to delegate any of its powers related to the issuance or cancellation of permits or to the holding of hearings in relation to the permits to its executive committee or to any other person or body subject to limitations or requirements prescribed by regulation. As such, the LPRCA has delegated the above administrative review powers to the General Manager/Secretary Treasurer as the Administrative Review Officer.

8.0 Submitting a Request for Administrative Review

The administrative review process must be commenced by the applicant and/or authorized agent of the applicant, by notifying the Manager of Watershed Services in writing with their intentions to request review under s.8 of *O. Reg 41/24.* The applicant will be provided with the LPRCA Request for Administrative Review form and a copy or link to this policy document upon receipt of the request.

9.0 Administrative Review Process

Upon receipt of a completed Request for Administrative Review form, the Manager of Watershed Services will compile all the information provided through the submission as well as all information available on the application in question to assist the Administrative Review Officer in their review of the request. The Administrative Review Officer may also reach out to the applicant directly for clarification or questions regarding their request for administrative review. The Administrative Review Officer will evaluate the request in accordance with section 10 of this policy.

9.1 Evaluation Criteria

The Administrative Review Officer shall evaluate the request for administrative review in accordance with the following standards:

1) That the request for review meets the eligibility criteria outlined in section 5 of this policy.
2) That the application and/or the requests for information, studies and plans by the LPRCA staff are consistent with the requirements of the *Conservation Authorities Act*, *O. Reg. 41/24* and any LPRCA Board approved policies.
3) That the applicant has submitted all information detailed in the section 4 of this policy for a complete application requirement.

4) To determine if the LPRCA's request for other information, plans and studies is reasonable, the request must be made in accordance with the LPRCA's policies for the proposed project, must reflect the site-specific hazards, and the request is consistent with similar application requirements within the watershed.

10.0 Decision

The decision for an administrative review is limited to determining a complete application and/or whether the request for all or some of the information, studies, or plans is reasonable; it is not a decision as to whether or not to issue a permit, nor a process to settle permit fee disputes. The administrative review decision of the Administrative Review Officer is final.

Upon completing the administrative review, the Administrative Review Officer will notify the applicant of the decision in writing, which must:

a) Confirm that the application meets the Authority's complete application requirements and is complete or provide reasons why the application is incomplete; or,
b) Provide reasons why requests for other information, studies or plans are reasonable, or withdraw the request for all or some of the information, studies, or plans (if applicable).

11.0 Notice and Communication

The Manager of Watershed Services shall provide the following correspondence in writing to the applicant:

1) Within 1-2 business days, upon receipt of a "Request for Review" form, confirm the receipt of the request, set out the start and end dates of the administrative review period (requests for administrative review shall be completed within 30 days upon receipt of the request, unless an extension is approved by the applicant); and,
2) Forthwith, upon completion of the review by the Administrative Review Officer, provide notice of decision, with reasons.

12.0 Administrative Review Policy – Updates

The Authority will review and update the policy as required. Public and stakeholder consultation will be completed as the authority considers advisable.

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 23, 2025 **File: 2.1.F.1.1.1**

To: Chair and Members,
LPRCA Board of Directors

From: General Manager, LPRCA

Re: Forest Management Prescription/Operating Plans

Recommendation:

THAT the LPRCA Board of Directors approves the prescription/operating plans for the Earl Danylevich Tract at 1290 Charlotteville West Quarter Line of Charlotteville Township, and the Casselton Tract at 811 Charlotteville Road 2 of Charlotteville Township.

Strategic Direction:

Strategic Direction #4 – Organizational Excellence

Background:

On an annual basis, staff prepares prescriptions/operating plans for each individual tract that will receive some form of silvicultural treatment. The plan outlines current stand conditions, the silvicultural treatment that will be applied and identifies the goals LPRCA aims to achieve.

The Earl Danylevich Tract is a total of 159.9 Acres 62.71 ha, with 67.70 Acres/27.40 ha operable area for single tree selection of hardwoods. The Casselton Tract is a total of 14.00 Acres/5.67 ha with 14.00 Acres/5.67 ha operable area of single tree selection of hardwoods.

These plans incorporate all collected data from forestry field crews, ecological concerns and past management activities. This plan was prepared and approved in-house by LPRCA forestry staff. Following board approval, the forest tracts will be marked and tendered for 2026 revenue.

Financial Implications:

All revenues derived from forest management operations are credited to the forestry section of the budget. The 2 prescriptions will be used to support revenue for 2026.

Prepared by:

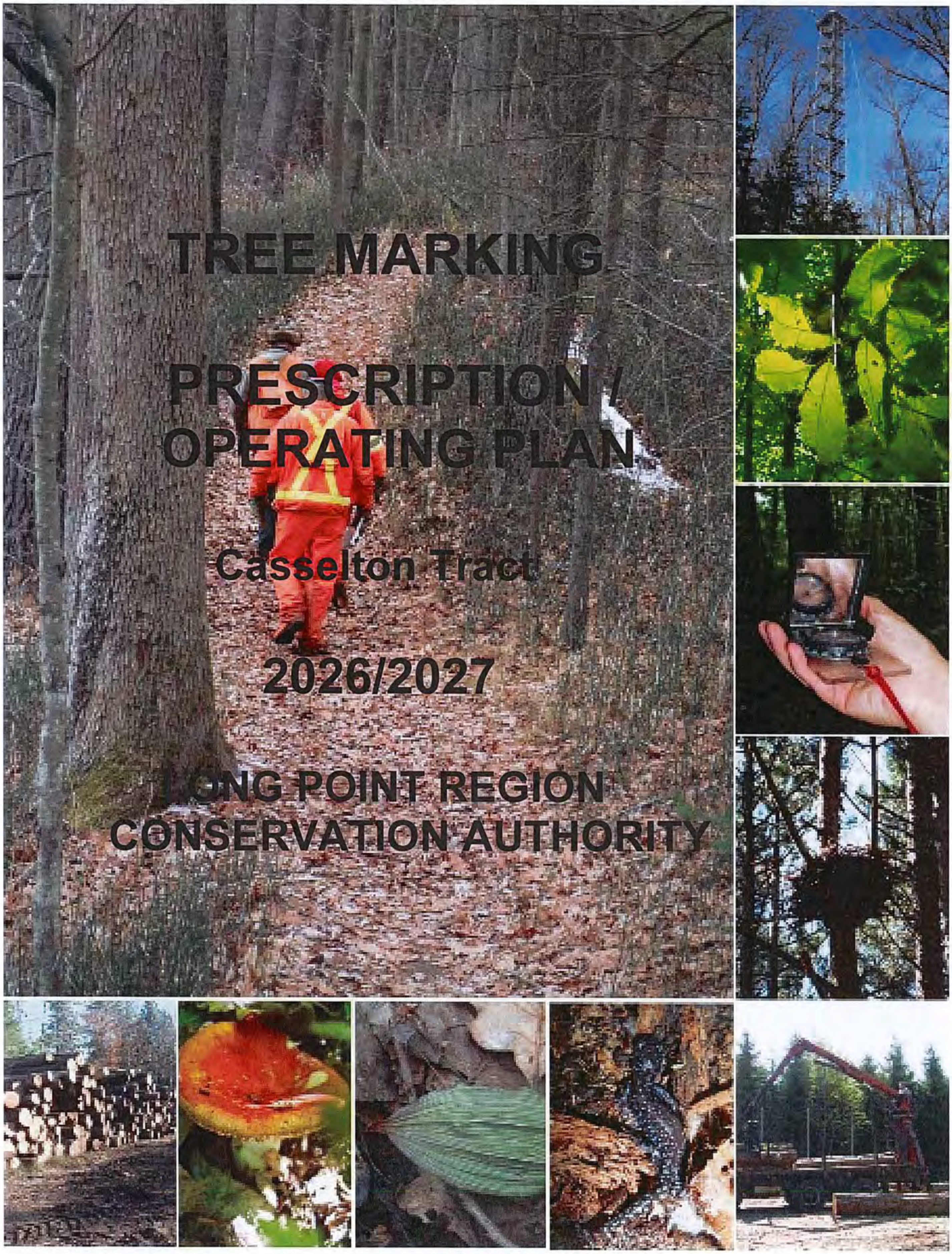
Debbie Thain

Debbie Thain, Associate R.P.F.
Forestry Supervisor

Approved & Submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager



TREE MARKING

PRESCRIPTION / OPERATING PLAN

Casselton Tract

2026/2027

LONG POINT REGION CONSERVATION AUTHORITY

DRAFT

TREE MARKING PRESCRIPTION / OPERATING PLAN
LONG POINT REGION CONSERVATION AUTHORITY

Ownership: Casselton
M.N.R. District: Aylmer M.N.R.
Lot/Concession: Lot 11, Con 2
Township: Charlotteville
County: Norfolk

Special Designations: None
Roll #: 331049307002000000
Total Area: 14.00 Ac./5.67 Ha.
Treatment Area: 14.00 Ac./5.67 Ha.

Stand Access:
811 Charlotteville Road 2, St. Williams, ON N0E 1P0 – From the main office turn left onto Vienna Rd/ON-19 proceed to roundabout, take the third exit onto ON-3 E, in approx. 13 km turn right onto Rhineland Rd/Regional Rd. 16, proceed 11.5 km and turn left onto McDowell Rd., East, take a right onto Charlotteville West Quarter Line, proceed 9.5 km and turn left onto Charlotteville Rd. 2/Concession Rd. 2, proceed another 2.5 km and your destination will be on the left. Property gated and signage present.

Content:
The prescription will consist of detailed guidelines to be followed by the certified tree marking crew, detailed/surrounding area mapping, location of prism plots, Species at Risk mapping, stand analysis and property history to guide markers to obtain a good understanding of the property.

Soil Type: Sand

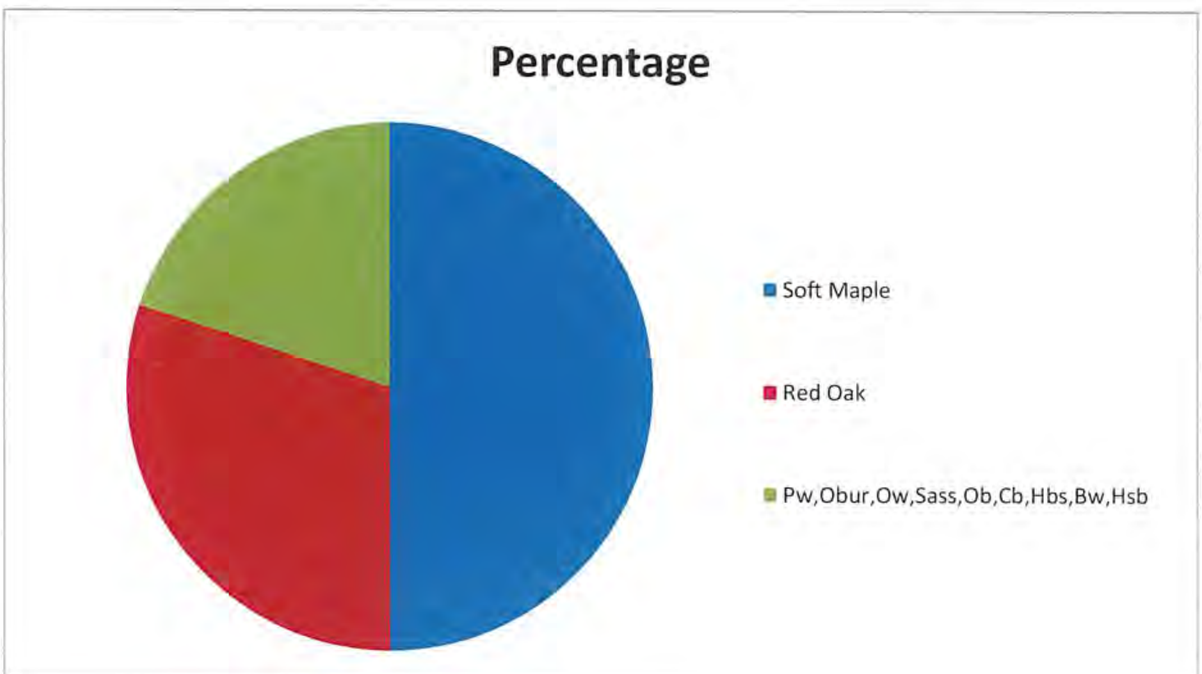
Objectives:

Long Term: Using the selection system to maintain the long term, health, vigor and resilience of a diverse tolerant hardwood forest that supports important forest bird habitat and an adjacent high conservation value component of the LPRCA forest. Periodic harvests under the selection system using good forestry practices will sustainably maintain all-aged conditions and the diversity of species, and will yield high value wood products as growth over the cutting cycle. Currently is sitting with 92% within the operating area up from previous management which was 74%. Maintain native species diversity currently located on all sites within the woodlot. This woodlot will be managed as a sawlog production woodlot, promoting high quality forest products for future consideration by employing good forestry practices, while maintaining all I.R.M. objectives. Exotic/Invasive species control by approved methods, to help protect natural heritage features. Improve existing habitat and creation of new habitat types for Species at Risk and Carolinian species such as Eastern Flowering Dogwood, Tulip, Black Gum, American Chestnut etc.

Short Term: Reduce basal area on site to ±19.00m²/Ha from current 24.00m²/Ha while maintaining higher residual BAs in the x-large trees to maintain high canopy cover and minimizing disturbance to light levels and bird habitat. Remove high risk, poor quality and over mature stems from the stand to maintain the health and vigor of the regeneration and residual stems. Single tree selection will be the main silvicultural methods to obtain these goals. To promote and encourage Carolinian species and SAR that are currently on site such as American Chestnut and Eastern Flowering Dogwood competing tree species will be removed to increase sunlight and air flow to create a positive response in the form of accelerated growth of and improved vigor. The stand is currently comprised of Soft Maple 50%, Red Oak 30%. White Pine, Bur Oak, White Oak, Sassafras, Black Oak, Black Cherry, Bitternut Hickory, White Birch and Shagbark Hickory comprise the remaining 20%. Select crop trees that display genetically superior qualities for seed production and future harvests and mark competitors for removal to promote regeneration efforts.

Stand Information:

Species Composition: Ms_5, Or_3 $(Pw,Obur,Ow,Sass,Ob,Cb,Hbs,Bw,Hsb)_2$



Age Class: Un-Even Age with Even age pockets.
Height (m): 28
Stocking: Over Stocked

Regeneration Notes: Regeneration is light too moderate for both advanced regeneration and early regeneration. Distribution is patchy and quality is poor too good for both early and advanced regeneration.

Early Species Include: Ag,Cb,Pw,Ms,Sass,Or,Obur,Aw,Tu,Gb,Cn. Growth is light to moderate and quality is poor to good.

Advanced Species Include: Gb,Ag,Ew,Ms,Cb,Sass,Be,Or,Pw,Tu,Aw,Hbn,Cn, Growth is light to moderate and quality is poor to good.

Stand Quality Notes: 92% A.G.S., 8% U.G.S. Stand has potential to exceed 95% quality growing stock, after current operations, if careful logging practices are employed and enforced.

Site and Topography Notes: The Casselton Tract is 14.00 Acres (5.67 ha) property in Charlotteville Township with frontages along Charlotteville Road 2. The property is gated with a 911 sign (#811) at the entrance to the to the property. This will be the main access to the property. The Casselton Tract is part of a larger forested feature that also included lands owned by the Norfolk County, the St. Williams Conservation Reserve – Turkey Point Tract and private land. Casselton Tract is on the north side of Charlotteville Road 2 as a narrow parcel approximately 90 meters wide which extends northwest, terminating at an agriculture field. A residence is present to the immediate east of the parcel. The site is relatively flat, with less than 5 meters in elevation change throughout.
The canopy at the site is primarily deciduous and is made up of a mosaic of wetland and upland. Roughly half of the site contains portions of the Dedrick-Young Creek (DYC) 8 Provincially Significant Wetland Complex, consisting of Deciduous Swamp dominated by Red Maple with a subcanopy that includes Green Ash, Pumpkin Ash, and Black Ash. The understory is ash with Winterberry Holly, and ground layers consists of mix of Cinnamon Fern, Skunk Cabbage, and sedges. Upland areas are rich moist forest dominated by Red Oak, with American Hazelnut dominating the understory, and ground layer of ferns, oak Sedge, and other sedge species.
There is a trail in the southern portion of the property which extends from the road to a pond.

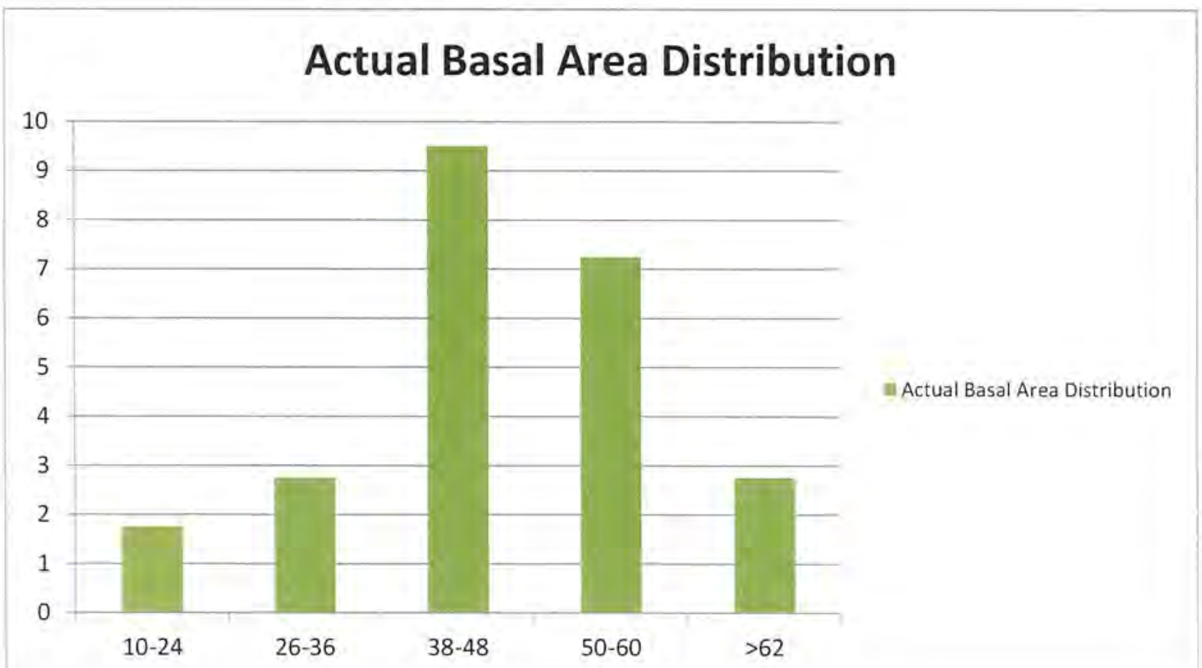
Plot Locations:

Plot #1 – UTM x: 551806, Y: 4729620; Refer to map
Plot #2 – UTM x: 551774, Y: 4729680; Refer to map
Plot #3 – UTM x: 551719, Y: 4729718; Refer to map
Plot #4 – UTM x: 551720, Y: 4729820; Refer to map
Plot #5 – UTM x: 551639, Y: 4729851; Refer to map
Plot #6 – UTM x: 551632, Y: 4729935; Refer to map
Plot #7 – UTM x: 551568, Y: 4729983; Refer to map
Plot #8 – UTM x: 551542, Y: 4730059; Refer to map

Ecological Report and Findings: A private consultant was retained by the Authority in 2024 to effectively document the SAR and SCC occurrences on site. Field data collected for the Casselton Tract is attached and all of the Provincially Rare Vascular Plants and Provincially Rare Vegetation types that were identified will be protected. Blue flagging ribbon will be placed on these species and vegetation types and Modified Management will be implemented in these Areas of Concern as recommended in best management guidelines. As of December 2018, the committee on the Status of Endangered Wildlife in Canada (COSEWIC) has listed Black Ash (Fraxinus Nigra) as threatened. On January 24th, 2024 a decision was made by the Minister to classify Black Ash as Endangered. If there are any concerns identified during marking or harvesting operations, the Ministry of Environment, Conservation and Parks S.A.R. ecologist will be asked for advice and comments, as it relates to the management around or in the proximity to species of concern.

Actual Basal Area Distribution (M^2/Ha)

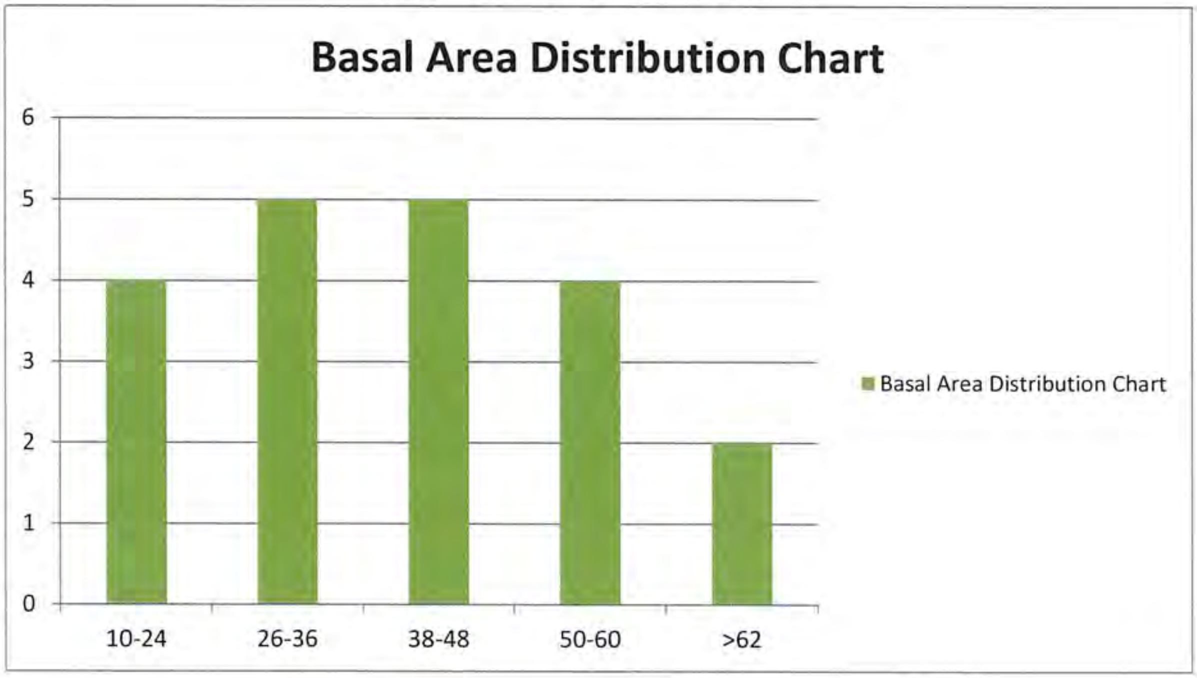
Tree Size Classes (cm)	10 - 24	26 - 36	38 - 48	50 - 60	62+	TOTAL
Actual Ba M^2/Ha	1.75	2.75	9.50	7.25	2.75	24.00



Target Basal Area Distribution Chart

Tree Size (cm)	Ideal Prov. Rec. Ba M^2/Ha
Pole Wood (10 - 24 cm D.B.H.)	4
Small Sawlog (26 - 36 cm D.B.H.)	5
Medium Sawlog (38 - 48 cm D.B.H.)	5
Large Sawlog (50 - 60 cm D.B.H)	4
X-Large Sawlog (>62 cm D.B.H)	2
TOTAL	20.0

Target Basal Area Distribution



Our goal is to adopt this general direction to meet the ideal provincial recommendations for basal distribution for tolerant hardwoods, while adding some small group selection openings to encourage encouraging regeneration in patches. Regeneration will be monitored to ensure desirable regeneration targets are being met.

Recommended Basal Area to Remove by Size Class

Size Class (cm)	Current Ba M2/Ha	Ba M2/Ha to Remove	Retained Ba/M2/Ha	Ideal Prov. Rec. Ba M2/Ha
10 - 24	1.75	0.00	1.75	4.00
26 - 36	2.75	0.00	2.75	5.00
38 - 48	9.50	3.00	6.50	5.00
50 - 60	7.25	1.50	5.75	4.00
>62	2.75	0.50	2.25	2.00
TOTAL	24.00	5.00	**19.00**	**20.00**

Stand Prescription:

Treatment Instructions: Target UGS and poor-quality stems for removal. Remove AGS only to reduce BA to desired level and maintain spacing were necessary. Landings already exist on the site from previous forest management operations in 2008. Existing skid trails/walking trails will be utilized for timber extraction and are well established. Where necessary due to the presence of species of concern, skid trails will be re-located to other acceptable locations. Treat all size classes according to the breakdown in the prescription, removing all trees exhibiting signs of infectious diseases/insects. Remove stems in state of decline and/or standing dead merchantable stems where not required for IRM targets. Dead standing stems posing a safety threat to crews will be marked with an "X" for felling. In cases where dead standing trees provide good nesting opportunities or/cavities for wildlife habitat they will be retained and trees will not be marked near these dead trees to reduce safety issues or risk damage to the retained dead standing stem. Stems will be marked in blue paint for protection. Mark all merchantable salvageable stems on the ground or tipped over but leave low grade logs as the benefits will out-weigh the revenue. The downed logs provide shelter and denning sites for mammals, birds, amphibians and reptiles such as salamanders and snakes. Woody debris contributes to the overall ecosystem of the forest and the wildlife therein. During prism cruising small amounts of new Spongy Moth egg masses were noticed on a variety of different tree species throughout the property. Spongy moth egg masses will be monitored during marking operations. Oak wilt is an up and coming concern on the forested tracts containing oak species. This tract will be monitored by the marking crew for any signs of oak wilt throughout the property. Since oak wilt has been reported in Ontario, all tree markers will be made aware of the signs and symptoms of oak wilt. Target all merchantable Ash species for removal, excluding Black Ash. E.A.B. is well established in the stand, and surrounding municipalities. All dead/dying Ash Species, excluding Black Ash will be salvaged. All Black Ash will be retained for protection and flagged in blue flagging tape with a 30-metre buffer for protection. In January 2024 the committee on the Status of Endangered Wildlife in Canada (COSEWIC) has listed Black Ash (Fraxinus Nigra) as Endangered. Black Ash trees will be noted and mapped for any potential recovery efforts or to support future indigenous needs. This section of woodlot will be managed as a sawlog production woodlot. Certified marking crews will need to evaluate Basal Area distribution frequently to ensure targets are met. Areas that have already had decreased amount of crown closure due to tree mortality will be assessed at time of marking and limited trees will be removed to maintain crown closure. Trees containing reduced volume will be marked clearly with three dots at D.B.H. and stump level using orange paint and a visible "X" indicating there has been a reduction in volume. Mark bumper trees on main trails. All measurements to be Ontario Log Rule Form Class '79. All non-commercial material to be marked with a slash of orange paint on two sides at D.B.H. as well as ground level. Authority winter work crews have carried out vine control and invasive species management prior to harvest.

All Black Gum will be retained, with exception given to high risk or poor-quality stems. The decision to mark any Black Gum for removal will be made onsite by certified tree markers. All Black Gum encountered during marking operations, will be flagged so they are visible to the harvesting contractor. Marking crew will avoid marking any trees to close in proximity to SAR/SCC that have been flagged for protection by the Ecologist. And any trees that are marked to be harvested in proximity of SAR/SCC species will have an arrow indicating the direction the tree should be felled. Tree marking will avoid wetland areas, in particular those which accumulate water as vernal pools, because rutting is likely to damage these sensitive habitats, no harvesting is to occur in these areas unless is guaranteed to be undertaken when the ground is frozen. Marking crew will read and follow all recommendations outlined in the Ecological report.

I.R.M. Instructions: Maintain species diversity throughout the stand to benefit all forms of fauna during all seasons. Retain recommended number of cavity (10/Ha) and mast (10/Ha) trees of different species to ensure annual mast production, nesting, roosting and escape opportunities for wildlife. Identify and protect significant wildlife habitat. Mark lowland areas in a manner that will facilitate easy removal of marked timber to minimize damage. Candidate cavity and mast trees will be identified with either blue flagging ribbon or paint. All stick nests if encountered to be identified with blue flagging ribbon as A.O.C. and appropriate boundaries established for protection. Ensure all habitat guidelines contained within the Endangered Species Act are met or exceeded. Recommendations contained within the new management guidelines for forest birds in Southern Ontario will also be implemented by tree markers. Recommendations from Birds Canada on the protection of Eastern Wood-Pewee and Wood Thrush will be taken into consideration when marking.

I.R.M. Instructions Specific to Certified Markers: Certified Tree markers will be aware of the sensitive habitats that exist throughout the property and concentrate on enhancing and protecting existing habitat for SAR present on the site. Careful consideration will be taken in removing declining/over-mature trees throughout stand considering canopy closure to ensure closure is sufficient for the protection and encouragement of SAR migratory birds that have been recorded onsite while still promoting and encouraging SAR such as American Chestnut and Flowering Dogwood. All areas flagged in blue by the Ecologist will be avoided and protected. Any trees that have potential of falling into protected areas will be avoided or arrows will be put on trees for directional felling. No trees will be marked within the protected areas which will be flagged in blue flagging tape

Special Instructions: All machinery to be used in this timber extraction activity will be previously cleaned to help prevent the spread of invasive/exotic non-desirable species. All cutting and skidding crews will be instructed to use the recommended careful logging procedures as per the Silvicultural Guide to Managing Southern Ontario Forests. Careful logging around advanced growth will be implemented in all areas. All other considerations will be outlined in the standard Long Point Region Conservation Authority "Agreement for the Sale of Standing Timber". Operations will only be undertaken during dry or frozen ground conditions to minimize impacts on the forest floor. No harvesting will take place from **March 31st – August 25th** to protect birds and habitat during breeding season. Any exceptions to this rule will be authorized by Bird Canada. All A.O.C.'s to be marked with blue flagging ribbon or blue paint.

LPRCA Property Other Uses: The Casselton Tract is one of a vast network of forest tracts owned and managed by L.P.R.C.A. A wide range of permitted land uses are enjoyed by the public during the various seasons. Activities include hunting, nature viewing, X-country skiing, and nature trails. In order to eliminate user conflicts during timber harvesting activities, this tract will be posted restricting public use until operations are completed.

Research: Birds Canada has done Breeding Bird Surveys over the years and provide the data to LPRCA in order to in the protection of SAR Migratory birds and their habitat.

Follow Up Recommendations: Monitor stand on an annual basis for blow down and further signs of insect/disease presence (Spongy Moth/Oak Wilt). Monitor regeneration to determine if desirable species are regenerating. If not, follow up treatments will be required such as manual removal with a brush saw, or approved herbicide application to remove competition or non-desirable species. (Invasive/Exotic Species) All areas of High Conservation Values will be inspected and assessed after commercial timber operations are completed to ensure that there has been no impact to the site. Follow-up inspections will be completed every three years or sooner if required. If necessary, a qualified consultant that manages invasive/Exotic species will be contacted for control of these species.

Property History:

Previous Forest Management Operations:

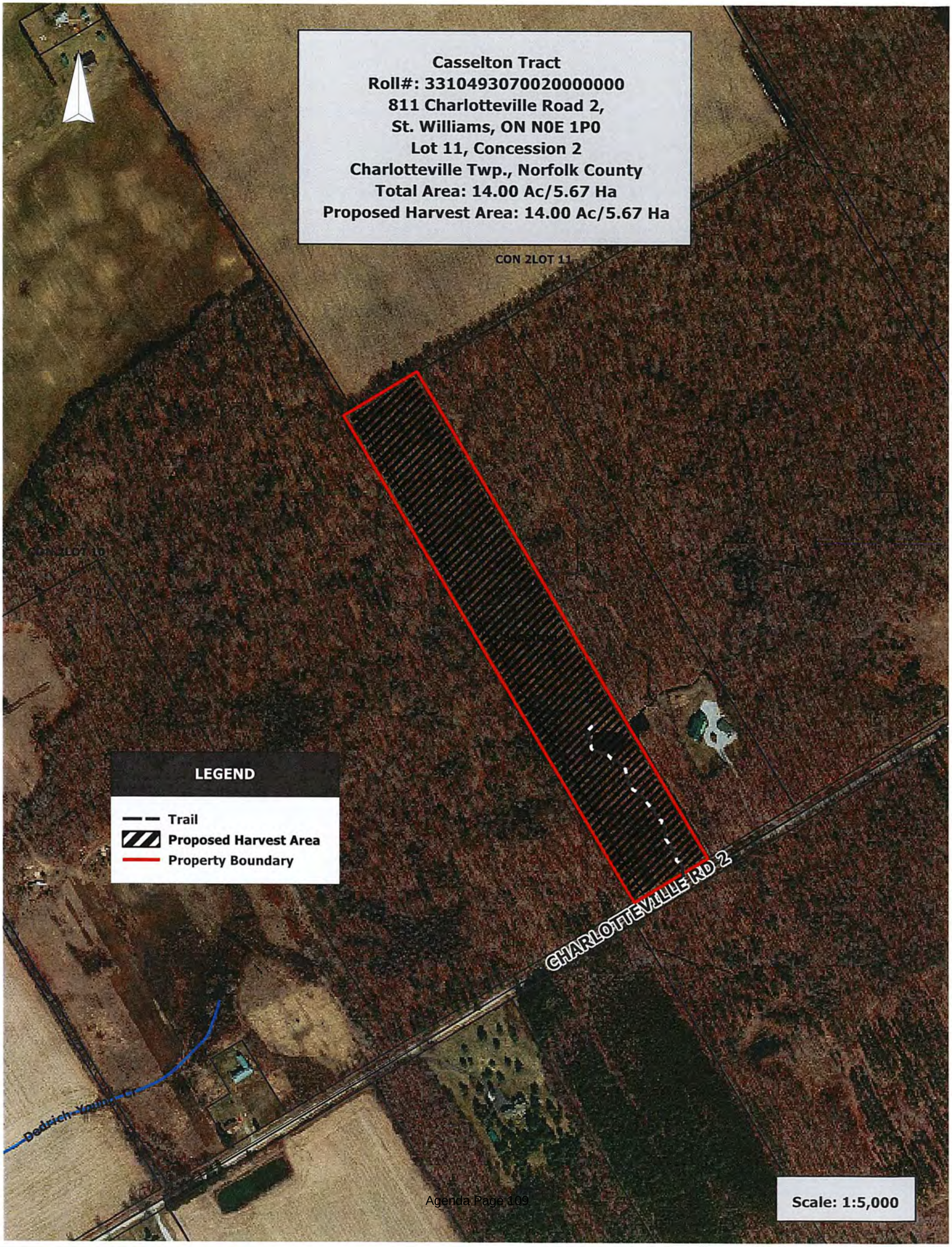
YEAR	MAINTANENCE
2024	• Property was surveyed for Invasive and also vine control was throughout.
2023	• Property was prism cruised for data for 5 Year Operating Plan.
2021	• Gypsy Moth surveys were conducted throughout the property using the Modified Kaldar Plot Method to determine the infestation severity. • Property was sprayed with Btk for Gypsy Moth by Zimmer Air between May 21st and June 6th • Follow up Gypsy Moth surveys were conducted to determine the success of the spray program. • Follow up Gypsy Moth surveys were conducted to determine the success of the spray program.
2020	• 911 numbers were assigned and signs put up
2013	• Prism cruised for the MFTIP program. MFTIP plan submitted for the 2014 tax year. CLTIP all removed
2012	• Approx. 20 Ha was marked for harvest, producing 299,748 F.B.M. Was tendered out and purchased by Porter Lumber.
2011	• Approx. 20 Ha had an Ecological Survey done for any rare vegetation/tree species and flagged in blue to be protected by Bill Draper – Ecologist.

	• Approx. 20 Ha was prism cruised for future harvest.
2002	• Mixed conifer plantation thinning undertaken, producing: Scots pine-1212.8 ft3 (14.2 cords) Red pine- 7389.7 ft3 (86.9 cords) Jack pine- 61.7ft3 (0.7 cords) White pine- 3478.2 ft3 (40.9 cords) Poplar- 195.1 ft3 (2.2 cords) White spruce- 1115.6 ft3 (13.1 cords) European larch- 4822.4 ft3 (56.7 cords)
2001	• Mixed conifer plantation thinning undertaken, producing: Scots pine-29042.4 ft3 (341.6 cords) Red pine- 3632.6 ft3 (42.7 cords) Jack pine- 9068.7 ft3 (106.6 cords) White pine- 873.3 ft3 (10.3 cords) Poplar- 3489.2 ft3 (41 cords) • Additional mixed conifer plantation thinning undertaken at the same time producing: Scots pine-311.1 ft3 Red pine- 11.6 ft3 White pine- 9.6 ft3 White spruce- 452.8 ft3
1999	• This tract was cruised.
1981	• Walnut plantation pruned, shaped, and released from competition.
1978	• Property was purchased from Barbara Bowly Browne Anderson.
1977	• Entire woodlot was walk and girdled or pruned as needed. W.I.A.
1976	• Walnut plantation pruned, shaped, and released from competition. W.I.A.
1971	• 11,400 trees were planted on this tract. (white pine, white spruce, and black walnut) – W.I.A.
1970-1971	• 20 acres of crop trees were pruned, and girdling of cull trees to help release White pine was undertaken done through the W.I.A.

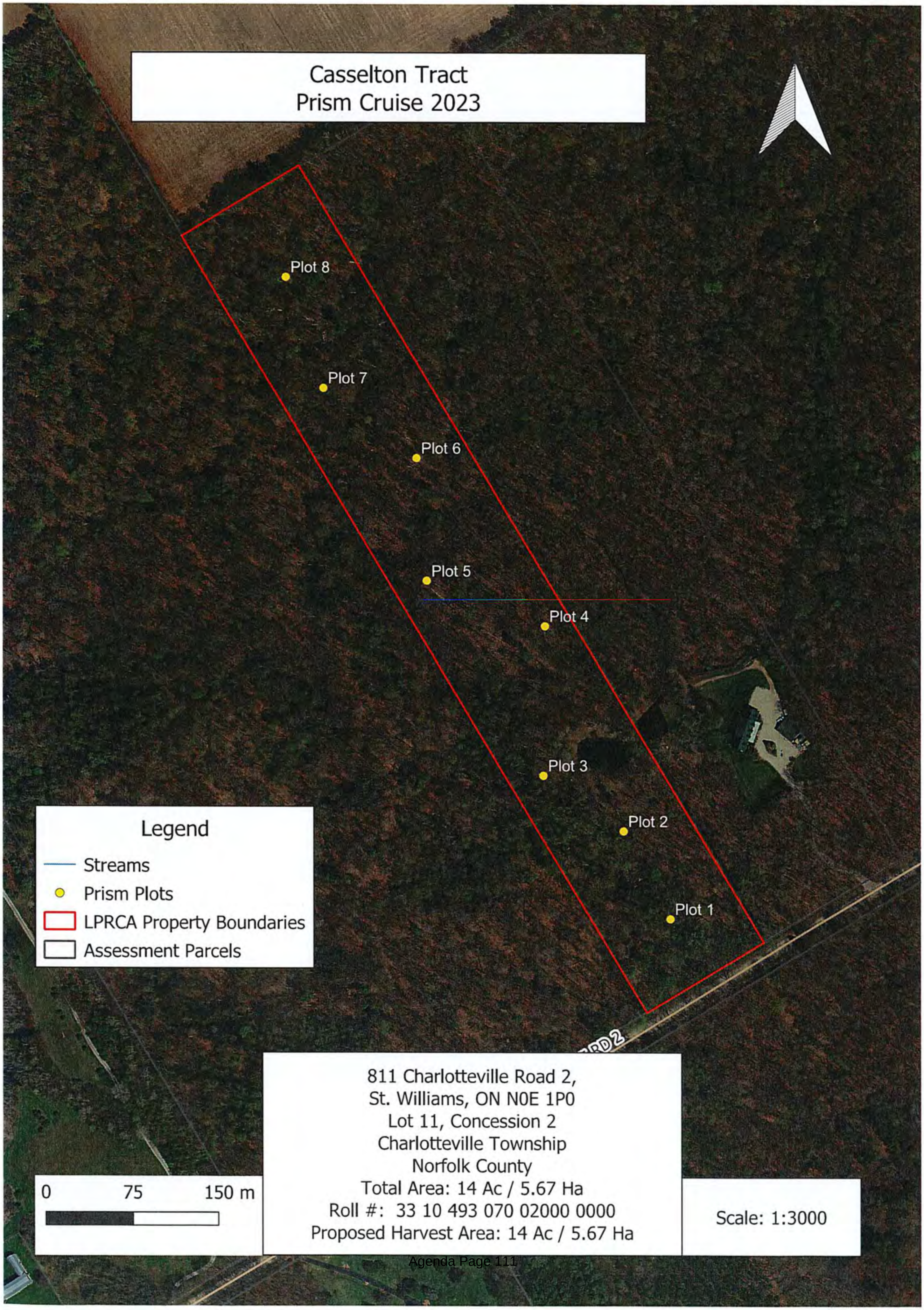
Year of Next Cut: 2046-2047
Prescription Approved by: Debbie Thain, Associate R.P.F.
Prescription Prepared by: Debbie Thain, Associate R.P.F.
Adopted by: LPRCA Full Authority
Board Approval:

Current Stand Analysis for Harvest or Intermediate Cutting:

STAND ANALYSIS FOR HARVEST OR INTERMEDIATE CUTTING												
TREE SIZE CLASSES	POLEWOOD 10-24cm		SAWTIMBER SMALL 26-36cm		SAWTIMBER MEDIUM 38-48cm		SAWTIMBER LARGE 50-60cm		LARGE GROWTH 62+cm		TOTAL	
SPECIES	AGS	UGS	AGS	UGS	AGS	UGS	AGS	UGS	AGS	UGS	AGS	UGS
Soft Maple	6	0	5	0	14	4	16	0	4	1	45	5
White Pine	0	0	0	0	0	0	1	0	1	0	2	0
Bur Oak	0	0	1	0	1	0	0	0	0	0	2	0
Red Oak	0	0	2	0	11	1	7	1	5	0	25	2
White Oak	0	0	0	0	1	1	1	0	0	0	2	1
Sassafrass	0	0	2	0	0	0	0	0	0	0	2	0
Black Oak	0	0	0	0	0	0	1	0	0	0	1	0
Black Cherry	1	0	0	0	4	0	1	0	0	0	6	0
Big Shell Hickory	0	0	0	0	0	0	1	0	0	0	1	0
White Birch	0	0	1	0	0	0	0	0	0	0	1	0
Shagbark Hickory	0	0	0	0	1	0	0	0	0	0	1	0
TOTAL TREES	7	0	11	0	32	6	28	1	10	1	88	8
BA (m^2/Ha) **	1.75	0.00	2.75	0.00	8.00	1.50	7.00	0.25	2.50	0.25	22.00	2.00
BA (m^2/Ha) TOTAL	1.75		2.75		9.50		7.25		2.75		24.00	


Casselton Tract
Roll#: 3310493070020000000
811 Charlotteville Road 2,
St. Williams, ON N0E 1P0
Lot 11, Concession 2
Charlotteville Twp., Norfolk County
Total Area: 14.00 Ac/5.67 Ha
Proposed Harvest Area: 14.00 Ac/5.67 Ha
CON 2LOT 11
LEGEND
Trail
Proposed Harvest Area
Property Boundary
CHARLOTTEVILLE RD 2
Scale: 1:5,000


Casselton Tract
Roll#: 3310493070020000000
811 Charlotteville Road 2,
St. Williams, ON N0E 1P0
Lot 11, Concession 2
Charlotteville Twp., Norfolk County
Total Area: 14.00 Ac/5.67 Ha
Proposed Harvest Area: 14.00 Ac/5.67 Ha
LEGEND
Property Boundary
Scale: 1:40,000
ST JOHNS RD W
CHARLOTTEVILLE RD 5
VITTORIA RD
NORFOLK COUNTY HWY 24 E
CHARLOTTEVILLE RD 2
VERMEULEN RD
TURKEY PT RD
GIBSON RD
FRONT RD
CHARLOTTEVILLE RD 1
CON 2 LOT 11
CON 3 LOT 10
CON 2 LOT 9
CON 2 LOT 8
CON 1 LOT 9
CON 1 LOT 11
CON 5 LOT 14
CON 4 LOT 18
CON 3 LOT 19


Casselton Tract
Prism Cruise 2023
Plot 8
Plot 7
Plot 6
Plot 5
Plot 4
Plot 3
Plot 2
Plot 1
Legend
Streams
Prism Plots
LPRCA Property Boundaries
Assessment Parcels
811 Charlotteville Road 2,
St. Williams, ON N0E 1P0
Lot 11, Concession 2
Charlotteville Township
Norfolk County
Total Area: 14 Ac / 5.67 Ha
Roll #: 33 10 493 070 02000 0000
Proposed Harvest Area: 14 Ac / 5.67 Ha
0 75 150 m
Scale: 1:3000

Map 1

LPRCA 2024 Ecological Inventory

Casselton Tract

Legend

- Subject Property
- Intermittent Watercourse
- Water Body
- Provincially Significant Wetland (PSW)

Species of Conservation Concern

- Appalachian Sedge
- Pignut Hickory
- Black Gum
- Pumpkin Ash
- Stalked Water Horehound

Species at Risk

- American Chestnut
- Eastern Flowering Dogwood
- Black Ash
- Butternut

NATURAL RESOURCE SOLUTIONS INC.
Aquatic, Terrestrial and Wetland Biologists

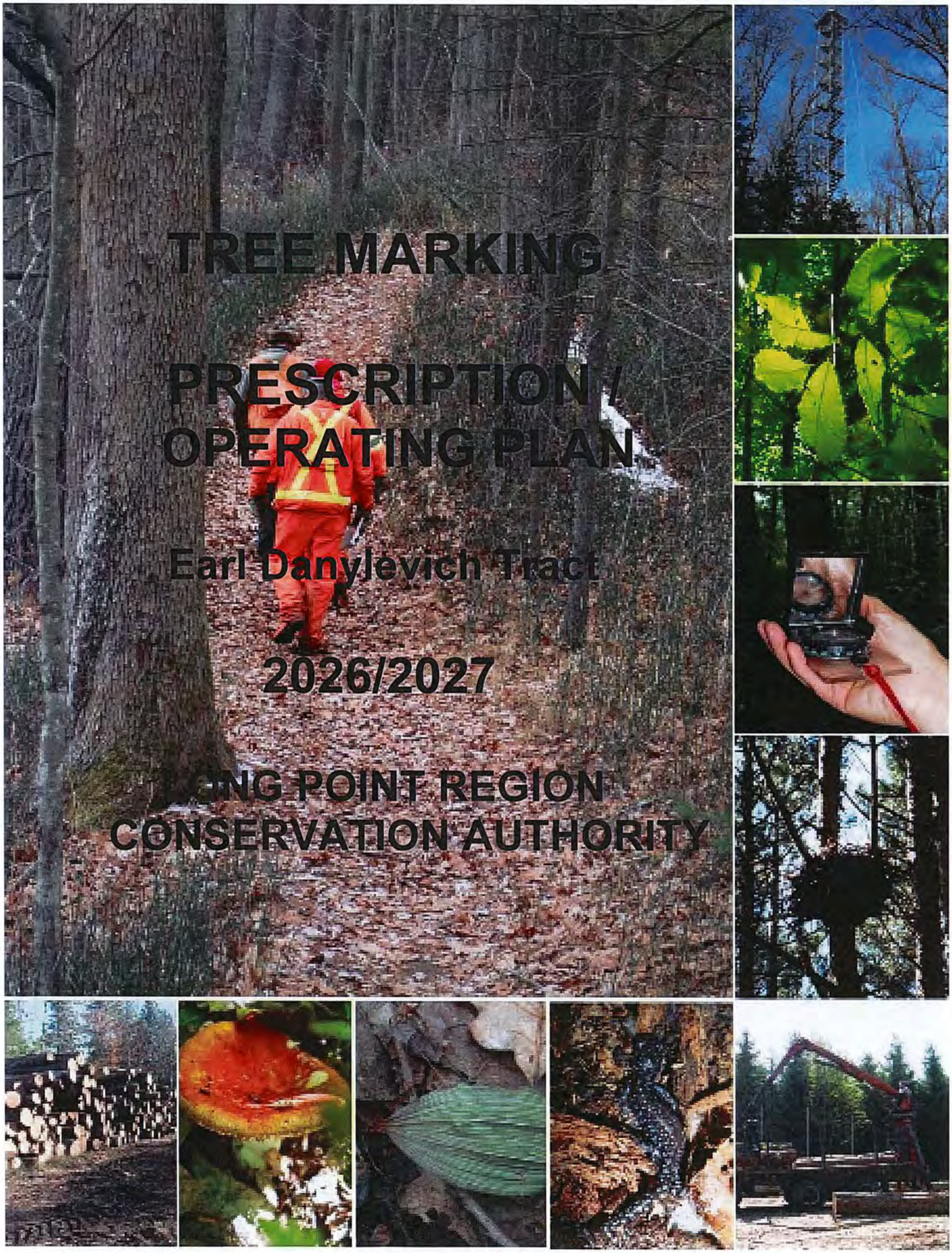
Map Produced by Natural Resource Solutions Inc. This map is proprietary and confidential and must not be duplicated or distributed by any means without express written permission of NRSI. Data provided by MNR© Copyright: King's Printer Ontario, Imagery: ESRI (2017-2022).

Project: 2403
Date: October 21, 2024

NAD83 - UTM Zone 17
Size: 11x17"
1:3,500

0 50 100 150 200 Metres

N



TREE MARKING

PRESCRIPTION / OPERATING PLAN

Earl Danylevich Tract

2026/2027

LONG POINT REGION CONSERVATION AUTHORITY

DRAFT

TREE MARKING PRESCRIPTION / OPERATING PLAN
LONG POINT REGION CONSERVATION AUTHORITY

Ownership: Earl Danylevich
M.N.R. District: Aylmer M.N.R.
Lot/Concession: Lot 7, 8, Con 6
Township: Charlotteville
County: Norfolk

Special Designations: Regionally Significant Agreement Forest, NHW
Total Area: 159.9 Ac/62.71 Ha.
Treatment Area: 67.70 Ac./27.40 Ha.

Stand Access:
1290 Charlotteville West Quarter Line, Simcoe, ON N3Y 4K1. From the main office, turn left onto Vienna Rd/ON-19 S, at the roundabout take the 3rd exit onto ON-3 E, drive approx. 13.5 km, turn right onto Rhineland Rd./Regional Rd. 16, drive approx. 5 km turn left at the T-intersection, continue on Regional Road 16 for approx. 6 km, turn left into McDowell Rd. East, right onto Charlotteville West Quarter Line, left onto St. John's Road West. Property is located on the north side of St. John's Road West. Two access points which are both gated. This is be the access to the forest block for management.

Content:
The prescription will consist of detailed guidelines to be followed by the certified tree marking crew, detailed/surrounding area mapping, location of prism plots, Species at Risk mapping, stand analysis and property history to guide markers to obtain a good understanding of the property.

Soil Type: Sand

Objectives:

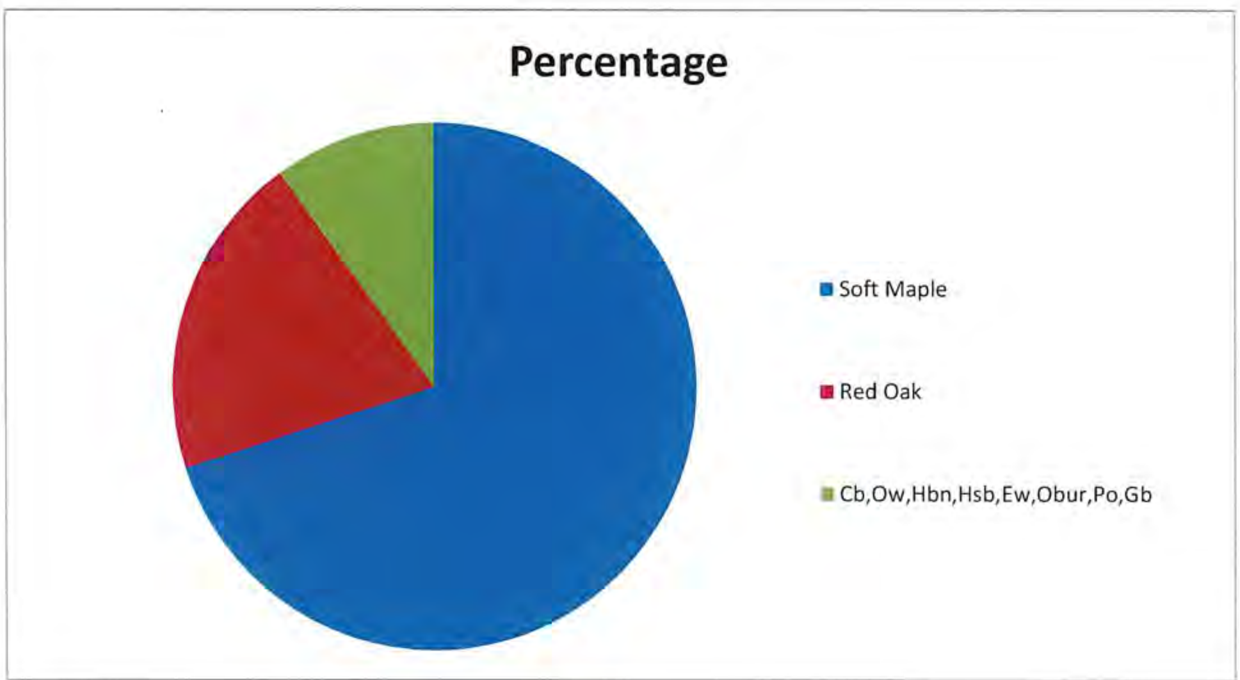
Long Term: Using the selection system to maintain the long term, health, vigor and resilience of a diverse tolerant hardwood forest that supports important forest bird habitat and an adjacent high conservation value component of the LPRCA forest. Periodic harvests under the selection system using good forestry practices will sustainably maintain all-aged conditions and the diversity of species, and will yield high value wood products as growth over the cutting cycle. Un-even aged stand with potential to maintain a 95% quality growing stock. Currently is sitting with 95% within the operating area. Maintain native species diversity currently located on all sites within the woodlot. This woodlot will be managed as a sawlog production woodlot, promoting high quality forest products for future consideration by employing good forestry practices, while maintaining all I.R.M. objectives. Exotic/Invasive species control by approved methods, to help protect natural heritage features. Improve existing habitat and creation of new habitat types for Species at Risk and Carolinian species such as Eastern Flowering Dogwood, Tulip, Black Gum, American

Chestnut etc.

Short Term: Reduce basal area on site to ±19.00m^2 /Ha from current 23.07m^2/Ha while maintaining higher residual BAs in the x-large trees to maintain high canopy cover and minimizing disturbance to light levels and bird habitat. Remove high risk, poor quality and over mature stems from the stand to maintain the health and vigor of the regeneration and residual stems. Single tree selection and stand improvement will be the main silvicultural methods to obtain these goals. To promote and encourage Carolinian species and SAR that are currently on site such as American Chestnut and Eastern Flowering Dogwood competing tree species will be removed to increase sunlight and air flow to create a positive response in the form of accelerated growth of and improved vigor. The stand is currently comprised of Soft Maple 70%, Red Oak 20%. Black Cherry, White Oak, Bitternut Hickory, Shagbark Hickory, White Elm, Bur Oak, Poplar, and Black Gum comprise the remaining 10%. Select crop trees that display genetically superior qualities for seed production and future harvests and mark competitors for removal to promote regeneration efforts.

Stand Information:

Species Composition: Ms_7, Or_2 $(Cb,Ow,Hbn,Hsb,Ew,Obur,Po.Gb)_1$



Age Class: Un-Even Age with Even age pockets.
Height (m): 27
Stocking: Over Stocked

Regeneration Notes: Regeneration is light too moderate for both advanced regeneration and early regeneration. Distribution is patchy and quality is poor too good for both early and advanced regeneration.

Early Species Include: Cb,Or,Aw,Ew,Ag,Ms,Hbn,Sass,Pw,By,Tu. Growth is light to moderate and quality is poor to good.

Advanced Species Include: Obur,Cb,Hbn,Aw,Ew,Ag,Be,Hsb,Or,Ms,By,Ab,Sass,Tu,Gb. Growth is light to moderate and quality is poor to good.

Stand Quality Notes: 95% A.G.S., 5% U.G.S. Stand has potential to exceed 95% quality growing stock, after current operations, if careful logging practices are employed and enforced.

Site and Topography Notes: The Earl Danylevich Tract is 159.9 acres (64.71 ha) property in Charlotteville Township with frontages along the St. John's Road and Charlotteville W Quarter Line Road. The property is gated with a 911 sign (#1290) at the entrance to the to the property from Charlotteville West Quarter and as well as two access points gated from St. John's Road West. This will be the main access to the block which will be managed, is approx. 68.00 acres. The northern section of the parcel contains 35.00 acres of Natural Heritage Woodlands. The tract is immediately north of the Swick-King Tract, on the north side of St. John's Road. Similarly, the Danylevich Tract contains a portion of the DYC7 (3) Provincially Significant Wetland Complex. Gated trailheads at both the southwest and southeast corners lead to a trail that runs up the west and east sides of the block stated for management, eventually connecting to the north portion of the property not slated for management. The upland portion of the forest the canopy consists of Red Oak, White Oak, White Pine and in the lowlands the Prominade species is Red Maple. In some areas, single species is dominant in the canopy; however, Red Maple tends to be present in the understory throughout. Limited light to the forest floor is limiting the species diversity of new regeneration. Sugar Maple, American Beech and Black Cherry are scattered across the tableland areas. Localized patches of Black Oak are present but the species is relatively uncommon in the parcel. On the dune ridges and drier areas of the tablelands, the tree species composition suggests ingrown oak savanna or oak woodland conditions that could be enhanced through extensive harvest of Red Maple.

Several sizable stands of White Pine and Red Pine are also present and there are mixed stands of pine, oak and maple were the conifer forest transitions to the deciduous-dominated stand. In areas of Large=toothed Aspen are present in the northern portion of the site and these stands likely represent areas of past disturbance.

Along the watercourse, the tree cover includes large Red Maple and Eastern Hemlock and scattered Yellow Birch. Small Areas of organic soil deposits are present along this feature and support a rich diversity of herbaceous species. With the exception of a small marsh pocket along the western edge of the parcel and swampy areas along the watercourse, the parcel does not contain any other areas of wetland.

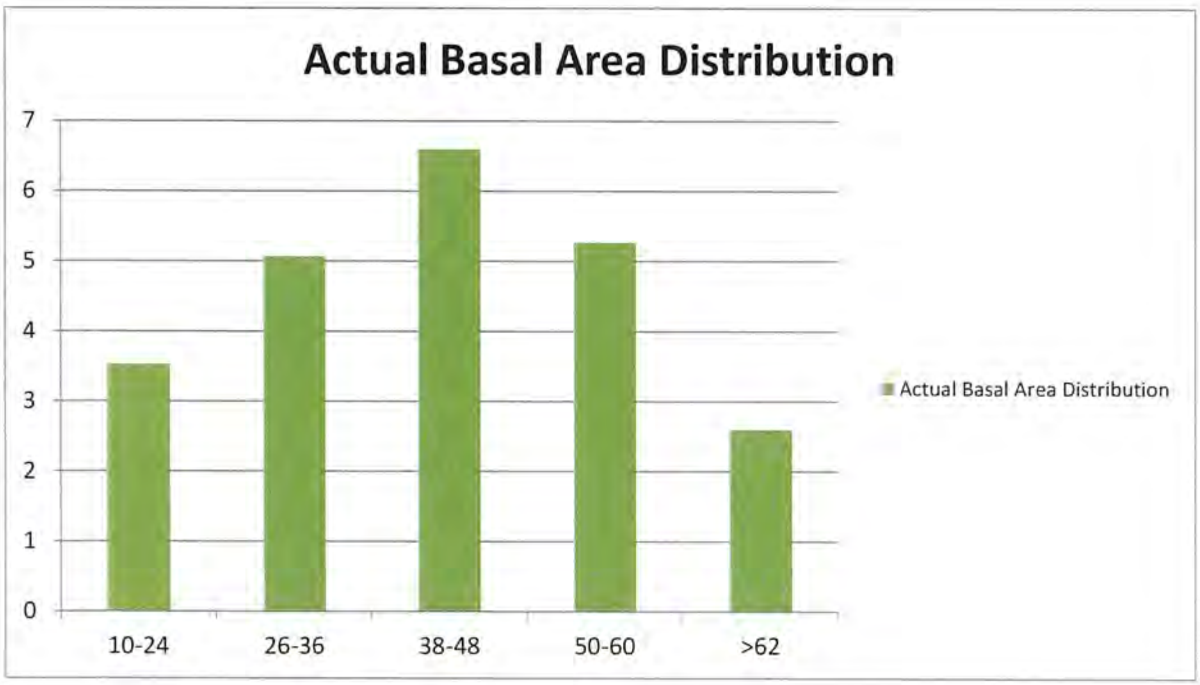
Plot Locations:

Plot #1 – UTM x: 547682, Y: 4733550; Refer to map
Plot #2 – UTM x: 547626, Y: 4733667; Refer to map
Plot #3 – UTM x: 547570, Y: 4733752; Refer to map
Plot #4 – UTM x: 547539, Y: 4733836; Refer to map
Plot #5 – UTM x: 547432, Y: 4733805; Refer to map
Plot #6 – UTM x: 547481, Y: 4733712; Refer to map
Plot #10 – UTM x: 547489, Y: 4733494; Refer to map
Plot #11 – UTM x: 547427, Y: 4733577; Refer to map
Plot #12 – UTM x: 547367, Y: 4733682; Refer to map
Plot #13 – UTM x: 547317, Y: 4733757; Refer to map
Plot #14 – UTM x: 547217, Y: 4733679; Refer to map
Plot #15 – UTM x: 547281, Y: 4733590; Refer to map
Plot #16 – UTM x: 547352, Y: 4733514; Refer to map
Plot #17 – UTM x: 547379, Y: 4733409; Refer to map
Plot #18 – UTM x: 547402, Y: 4733325; Refer to map
Plot #19 – UTM x: 547472, Y: 4733409; Refer to map
Plot #20 – UTM x: 547579, Y: 4733460; Refer to map
Plot #21 – UTM x: 547315, Y: 4733340; Refer to map
Plot #22 – UTM x: 547274, Y: 4733425; Refer to map
Plot #23 – UTM x: 547244, Y: 4733519; Refer to map
Plot #24 – UTM x: 547189, Y: 4733591; Refer to map
Plot #25 – UTM x: 547108, Y: 4733597; Refer to map
Plot #26 – UTM x: 547146, Y: 4733509; Refer to map
Plot #27 – UTM x: 547196, Y: 4733419; Refer to map
Plot #28 – UTM x: 547227, Y: 4733338; Refer to map
Plot #29 – UTM x: 547613, Y: 4733594; Refer to map
Plot #30 – UTM x: 547437, Y: 4733644; Refer to map
Plot #31 – UTM x: 547588, Y: 4733685; Refer to map
Plot #32 – UTM x: 547307, Y: 4733645; Refer to map
Plot #33 – UTM x: 547438, Y: 4733501; Refer to map

Ecological Report and Findings: A private consultant was retained by the Authority in 2024 to effectively document the SAR and SCC occurrences on site. Field data collected for the Earl Danylevich Tract is attached and all of the Provincially Rare Vascular Plants and Provincially Rare Vegetation types that were identified will be protected. Blue flagging ribbon will be placed on these species and vegetation types and Modified Management will be implemented in these Areas of Concern as recommended in best management guidelines. As of December 2018, the committee on the Status of Endangered Wildlife in Canada (COSEWIC) has listed Black Ash (Fraxinus Nigra) as threatened. On January 24th, 2024 a decision was made by the Minister to classify Black Ash as Endangered. If there are any concerns identified during marking or harvesting operations, the Ministry of Environment, Conservation and Parks S.A.R. ecologist will be asked for advice and comments, as it relates to the management around or in the proximity to species of concern.

Actual Basal Area Distribution (M^2/Ha)

Tree Size Classes (cm)	10 - 24	26 - 36	38 - 48	50 - 60	62+	TOTAL
Actual Ba M^2/Ha	3.53	5.07	6.60	5.27	2.60	23.07



Target Basal Area Distribution Chart

Tree Size (cm)	Ideal Prov. Rec. Ba M^2/Ha
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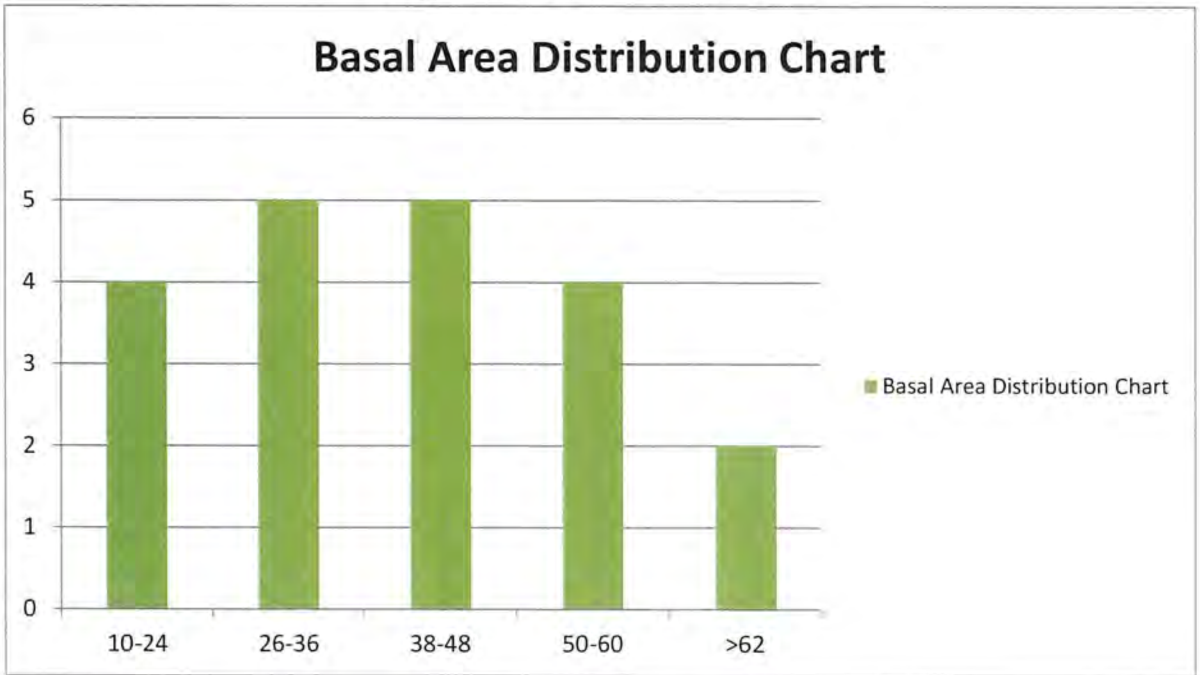
Small Sawlog (26 - 36 cm D.B.H.)	5
Medium Sawlog (38 - 48 cm D.B.H.)	5
Large Sawlog (50 - 60 cm D.B.H)	4
X-Large Sawlog (>62 cm D.B.H)	2
TOTAL	20.0

Target Basal Area Distribution



Our goal is to adopt this general direction to meet the ideal provincial recommendations for basal distribution for tolerant hardwoods, while adding some small group selection openings to encourage encouraging regeneration in patches. Regeneration will be monitored to ensure desirable regeneration targets are being met.

Recommended Basal Area to Remove by Size Class

Size Class (cm)	Current Ba M2/Ha	Ba M2/Ha to Remove	Retained Ba/M2/Ha	Ideal Prov. Rec. Ba M2/Ha
10 - 24	3.53	0.00	3.53	4.00
26 - 36	5.07	0.20	4.87	5.00
38 - 48	6.60	1.80	4.80	5.00
50 - 60	5.27	1.47	3.80	4.00
>62	2.60	0.60	2.00	2.00
TOTAL	23.07	4.07	**19.00**	**20.00**

Stand Prescription:

Treatment Instructions: Target UGS and poor-quality stems for removal. Remove AGS only to reduce BA to desired level and maintain spacing were necessary. Landings already exist on the site from previous forest management operations in 2004. Existing skid trails/walking trails will be utilized for timber extraction and are well established. Where necessary due to the presence of species of concern, skid trails will be re-located to other acceptable locations. Treat all size classes according to the breakdown in the prescription, removing all trees exhibiting signs of infectious diseases/insects. Remove stems in state of decline and/or standing dead merchantable stems where not required for IRM targets. Dead standing stems posing a safety threat to crews will be marked with an "X" for felling. In cases where dead standing trees provide good nesting opportunities or/cavities for wildlife habitat they will be retained and trees will not be marked near these dead trees to reduce safety issues or risk damage to the retained dead standing stem. Stems will be marked in blue paint for protection. Mark all merchantable salvageable stems on the ground or tipped over but leave low grade logs as the benefits will out-weigh the revenue. The downed logs provide shelter and denning sites for mammals, birds, amphibians and reptiles such as salamanders and snakes. Woody debris contributes to the overall ecosystem of the forest and the wildlife therein. During prism cruising small amounts of new Spongy Moth egg masses were noticed on a variety of different tree species throughout the property. Spongy moth egg masses will be monitored during marking operations. Oak wilt is an up and coming concern on the forested tracts containing oak species. This tract will be monitored by the marking crew for any signs of oak wilt throughout the property. Since oak wilt has been reported in Ontario, all tree markers will be made aware of the signs and symptoms of oak wilt. Target all merchantable Ash species for removal, excluding Black Ash. E.A.B. is well established in the stand, and surrounding municipalities. All dead/dying Ash Species, excluding Black Ash will be salvaged. All Black Ash will be retained for protection and flagged in blue flagging tape with a 30-metre buffer for protection. In January 2024 the committee on the Status of Endangered Wildlife in Canada (COSEWIC) has listed Black Ash (Fraxinus Nigra) as Endangered. Black Ash trees will be noted and mapped for any potential recovery efforts or to support future indigenous needs. This section of woodlot will be managed as a sawlog production woodlot. Certified marking crews will need to evaluate Basal Area distribution frequently to ensure targets are met. Areas that have already had decreased amount of crown closure due to tree mortality will be assessed at time of marking and limited trees will be removed to maintain crown closure. Trees containing reduced volume will be marked clearly with three dots at D.B.H. and stump level using orange paint and a visible "X" indicating there has been a reduction in volume. Mark bumper trees on main trails. All measurements to be Ontario Log Rule Form Class '79. All non-commercial material to be marked with a slash of orange paint on two sides at D.B.H. as well as ground level. Authority winter work crews have carried out vine control and invasive species management prior to harvest.

All Black Gum will be retained, with exception given to high risk or poor-quality stems. The decision to mark any Black Gum for removal will be made onsite by certified tree markers. All Black Gum encountered during marking operations, will be flagged so they are visible to the harvesting contractor. Marking crew will avoid marking any trees to close in proximity to SAR/SCC that have been flagged for protection by the Ecologist. And any trees that are marked to be harvested in proximity of SAR/SCC species will have an arrow indicating the direction the tree should be felled. Tree marking will avoid wetland areas, in particular those which accumulate water as vernal pools, because rutting is likely to damage these sensitive habitats, no harvesting is to occur in these areas unless is guaranteed to be undertaken when the ground is frozen. Marking crew will read and follow all recommendations outlined in the Ecological report.

I.R.M. Instructions: Maintain species diversity throughout the stand to benefit all forms of fauna during all seasons. Retain recommended number of cavity (10/Ha) and mast (10/Ha) trees of different species to ensure annual mast production, nesting, roosting and escape opportunities for wildlife. Identify and protect significant wildlife habitat. Mark lowland areas in a manner that will facilitate easy removal of marked timber to minimize damage. Candidate cavity and mast trees will be identified with either blue flagging ribbon or paint. All stick nests if encountered to be identified with blue flagging ribbon as A.O.C. and appropriate boundaries established for protection. Ensure all habitat guidelines contained within the Endangered Species Act are met or exceeded. Recommendations contained within the new management guidelines for forest birds in Southern Ontario will also be implemented by tree markers. Recommendations from Birds Canada on the protection of Acadian Flycatcher and Louisiana Waterthrush indicate a minimum 100-meter buffer on all reported nesting/sightings from the last 5 years of surveys.

I.R.M. Instructions Specific to Certified Markers: Certified Tree markers will be aware of the sensitive habitats that exist throughout the property and concentrate on enhancing and protecting existing habitat for SAR present on the site. Careful consideration will be taken in removing declining/over-mature trees throughout stand considering canopy closure to ensure closure is sufficient for the protection and encouragement of SAR migratory birds that have been recorded onsite while still promoting and encouraging SAR such as American Chestnut and Flowering Dogwood. All areas flagged in blue by the Ecologist will be avoided and protected. Any trees that have potential of falling into protected areas will be avoided or arrows will be put on trees for directional felling. No trees will be marked within the protected areas which will be flagged in blue flagging tape

Special Instructions: All machinery to be used in this timber extraction activity will be previously cleaned to help prevent the spread of invasive/exotic non-desirable species. All cutting and skidding crews will be instructed to use the recommended careful logging procedures as per the Silvicultural Guide to Managing Southern Ontario Forests. Careful logging around advanced growth will be implemented in all areas. All other considerations will be outlined in the standard Long Point Region Conservation Authority "Agreement for the Sale of Standing Timber". Operations will only be undertaken during dry or frozen ground conditions to minimize impacts on the forest floor. No harvesting will take place from **March 31st – August 25th** to protect birds and habitat during breeding season. Any exceptions to this rule will be authorized by Bird Canada. All A.O.C.'s to be marked with blue flagging ribbon or blue paint.

LPRCA Property Other Uses: The Earl Danylevich tract a vast network of forest tracts owned and managed by L.P.R.C.A. A wide range of permitted land uses are enjoyed by the public during the various seasons. Activities include hunting, nature viewing, X-country skiing, and nature trails. In order to eliminate user conflicts during timber harvesting activities, this tract will be posted restricting public use until operations are completed.

Research: Birds Canada has done Breeding Bird Surveys over the years and provide the data to LPRCA in order to in the protection of SAR Migratory birds and their habitat.

Follow Up Recommendations: Monitor stand on an annual basis for blow down and further signs of insect/disease presence (HWA/Spongy Moth/Oak Wilt). Monitor regeneration to determine if desirable species are regenerating. If not, follow up treatments will be required such as manual removal with a brush saw, or approved herbicide application to remove competition or non-desirable species. (Invasive/Exotic Species) All areas of High Conservation Values will be inspected and assessed after commercial timber operations are completed to ensure that there has been no impact to the site. Follow-up inspections will be completed every three years or sooner if required. If necessary, a qualified consultant that manages invasive/Exotic species will be contacted for control of these species.

Property History:

Previous Forest Management Operations:

YEAR	**MAINTANENCE**
2023-2024	• Property outside of the NHW was surveyed for data for the 5-year operating plan
2022	• Blowdown was marked along main trail, 46 trees in total from 2021, 2022, 7803 FBM. Removed by Townsend Lumber, Scaled in yard. Additional blowdown was removed with the final total 17,481 FBM.
2021	• Gypsy Moth surveys were conducted throughout the property using the Modified Kaldar Plot Method to determine the infestation severity. • The property was sprayed BtK for Gypsy Moth. • Follow up Gypsy Moth surveys were conducted to determine the success of the spraying. • Blowdown was marked along trail.
2020	• 911 numbers were assigned and signs posted along gates
2016	• The entire property was prism cruised to determine basal area, species composition, and compartment definition as per the requirements of the 10-year renewal for the MFTIP program
2013	• L.P.R.C.A. wood crew removed Ash (E.A.B.) to supply Authority parks for the 2013 season. • Porter Lumber purchased 3450 F.B.M. in a road side sale of Ash (E.A.B.) • New signage was put up on property.

2006	• The entire tract was cruised for basal area calculations and MFTIP plan updating.
2004-2005	• A fuelwood harvest was undertaken, producing 400 cords.
2004	• A commercial harvest (sawlog timber) was carried out, producing 165,652 F.B.M (728.84m^3)
2003	• This tract was cruised, for basal area calculations.
1998	• This tract was cruised.
1997	• Removed 28,079.2 ft3. – Poplar thinning.
1995-1996	• A stand improvement thinning (Poplar removal in upland hardwood) over 110 acres which is divided between the Earl tract and the Danylevich tract. Producing 33,980.8 ft^3 (398.21 standard cords)
1988	• Removed 45 cords (16") of firewood 38 poplar, 7 hardwoods. Material was retrieved from road-right-of-way in 1987 by the O.M.N.R. This tract was cruised.
1987	• A road was constructed.

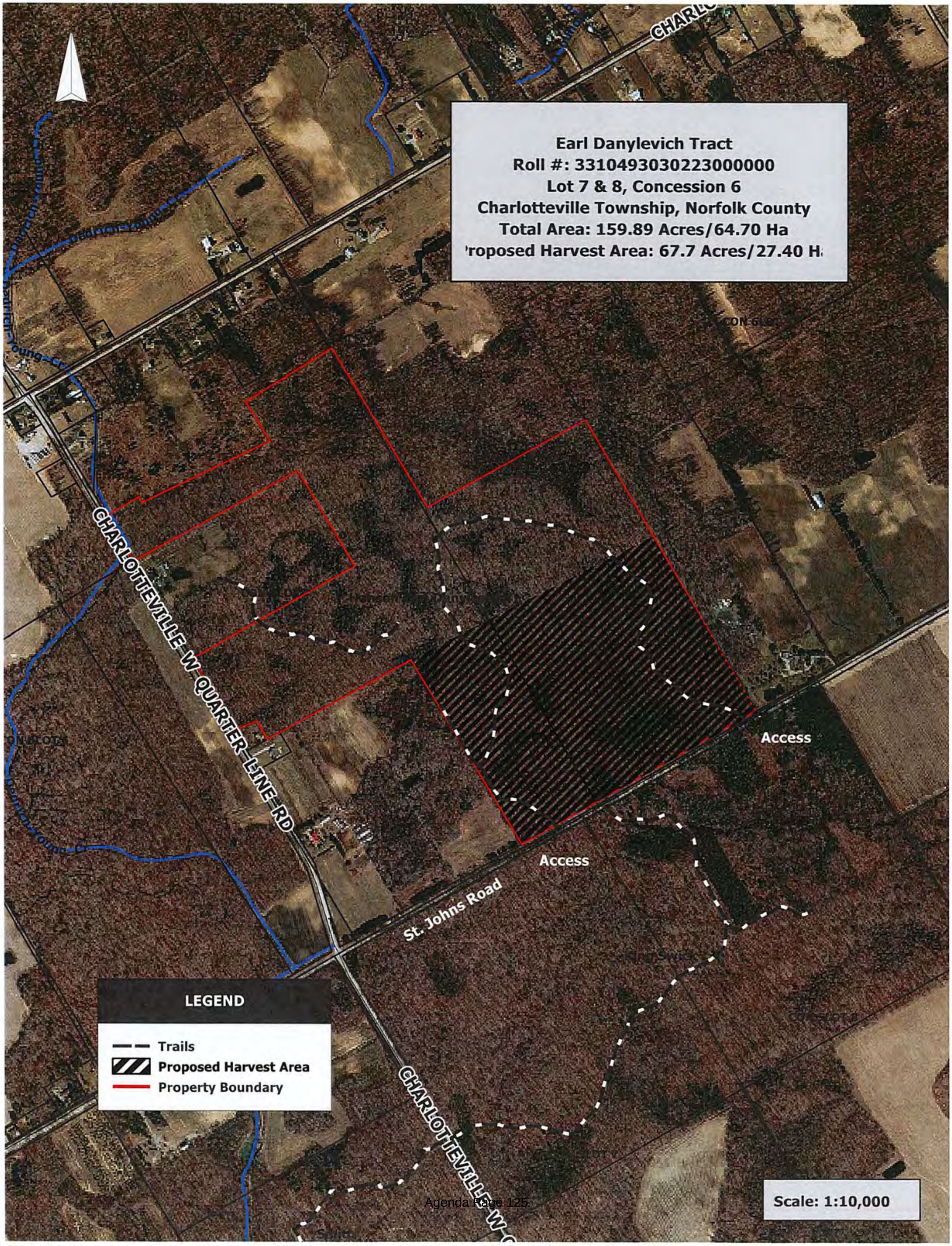
ONTARIO PROFESSIONAL FORESTERS ASSOCIATION
2747
DEBRA THAIN
ONTARIO
ASSOCIATE MEMBER

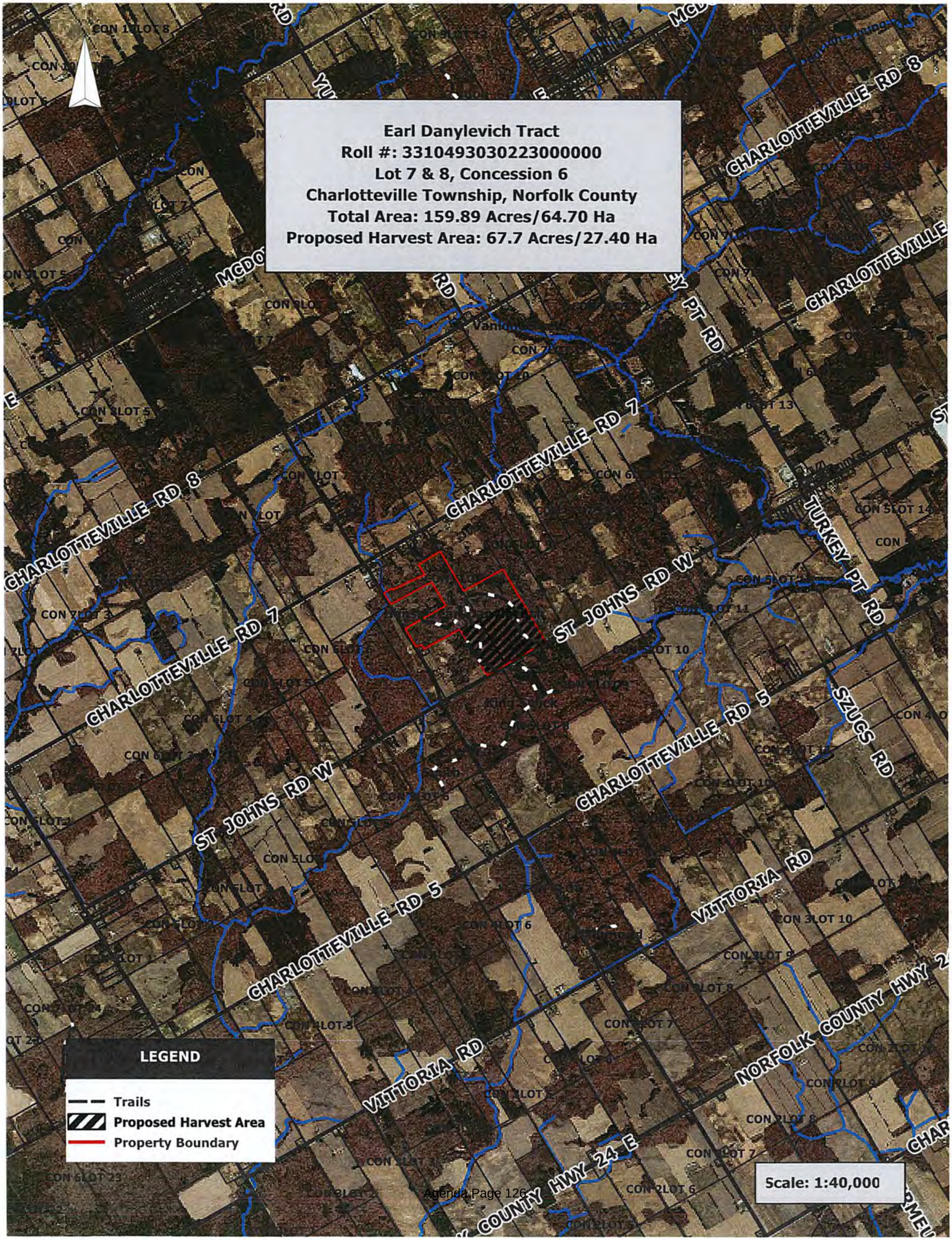
Year of Next Cut: 2046-2047
Prescription Approved by: Debbie Thain, Associate R.P.F.
Prescription Prepared by: Debbie Thain, Associate R.P.F.
Adopted by: LPRCA Full Authority
Board Approval:

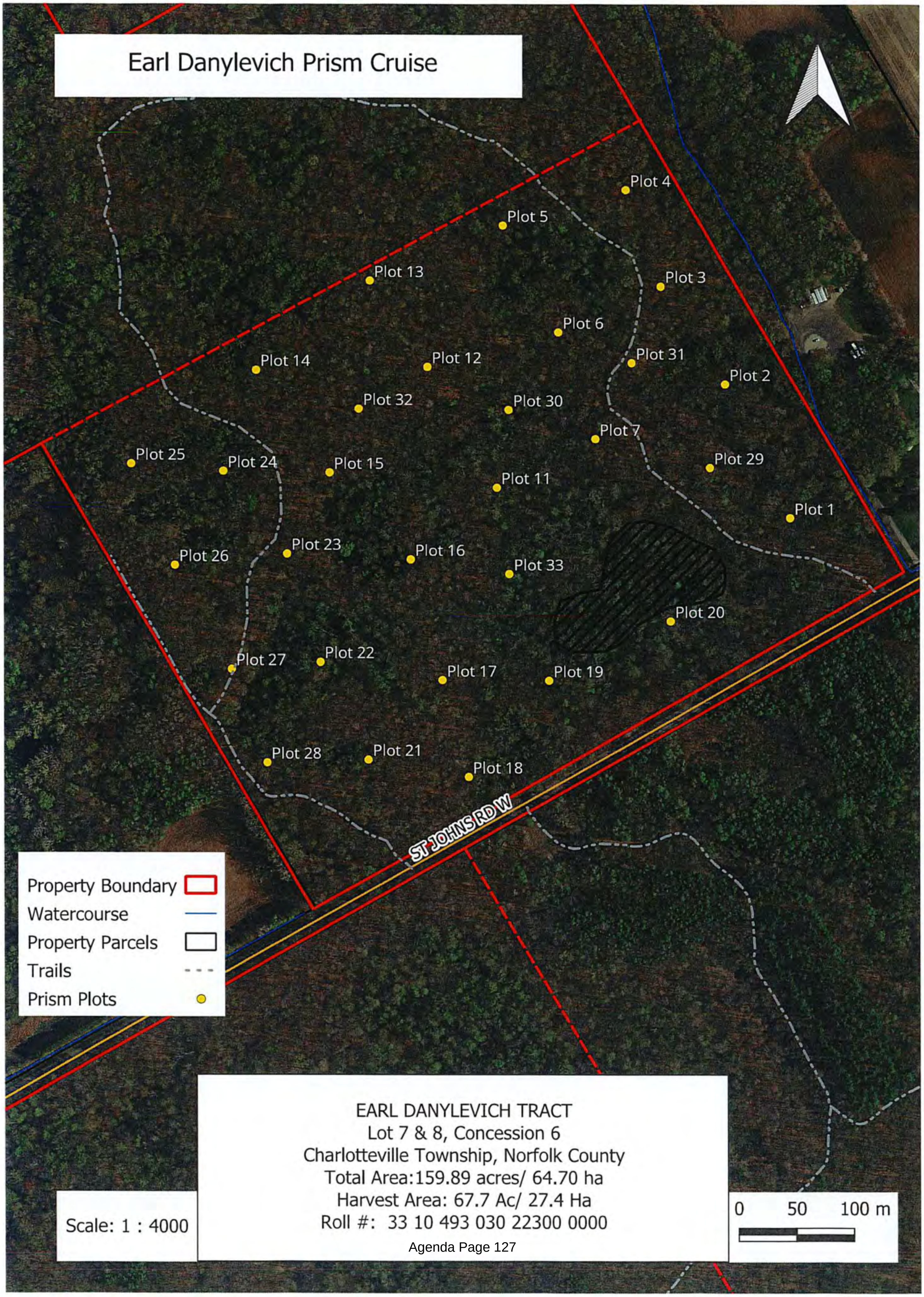
Current Stand Analysis for Harvest or Intermediate Cutting:

STAND ANALYSIS FOR HARVEST OR INTERMEDIATE CUTTING

TREE SIZE CLASSES	POLEWOOD 10-24cm		SAWTIMBER SMALL 26-36cm		SAWTIMBER MEDIUM 38-48cm		SAWTIMBER LARGE 50-60cm		LARGE GROWTH 62+cm		TOTAL	
SPECIES	**AGS**	**UGS**	**AGS**	**UGS**	**AGS**	**UGS**	**AGS**	**UGS**	**AGS**	**UGS**	**AGS**	**UGS**
Soft Maple	37	0	57	3	65	5	39	2	21	0	219	10
Red Oak	2	0	9	0	21	1	37	0	18	0	87	1
Black Cherry	2	0	4	0	4	0	1	0	0	0	11	0
White Oak	4	0	1	0	1	0	0	0	0	0	6	0
Bitternut Hickory	1	0	0	0	0	0	0	0	0	0	1	0
White Elm	0	4	0	1	0	0	0	0	0	0	0	5
Bur Oak	0	0	0	0	0	1	0	0	0	0	0	1
Poplar	1	0	1	0	1	0	0	0	0	0	3	0
Black Gum	1	1	0	0	0	0	0	0	0	0	1	1
Black Oak	0	0	0	0	1	0	0	0	0	0	1	0
TOTAL TREES	48	5	72	4	92	7	77	2	39	0	328	18
BA (m^2/Ha)**	3.20	0.33	4.80	0.27	6.13	0.47	5.13	0.13	2.60	0.00	21.87	1.20
BA (m^2/Ha) TOTAL	3.53		5.07		6.60		5.27		2.60		23.07	


Earl Danylevich Tract
Roll #: 3310493030223000000
Lot 7 & 8, Concession 6
Charlotteville Township, Norfolk County
Total Area: 159.89 Acres/64.70 Ha
Proposed Harvest Area: 67.7 Acres/27.40 Ha
CHARLOTTEVILLE W QUARTER LINE RD
St. Johns Road
Access
Access
CHARLOTTEVILLE W
LEGEND
Trails
Proposed Harvest Area
Property Boundary
Scale: 1:10,000


Earl Danylevich Tract
Roll #: 3310493030223000000
Lot 7 & 8, Concession 6
Charlotteville Township, Norfolk County
Total Area: 159.89 Acres/64.70 Ha
Proposed Harvest Area: 67.7 Acres/27.40 Ha
LEGEND
Trails
Proposed Harvest Area
Property Boundary
Scale: 1:40,000
CHARLOTTEVILLE RD 8
CHARLOTTEVILLE RD 7
CHARLOTTEVILLE RD 5
ST JOHNS RD W
TURKEY PT RD
SZUCS RD
VITTORIA RD
NORFOLK COUNTY HWY 24 E

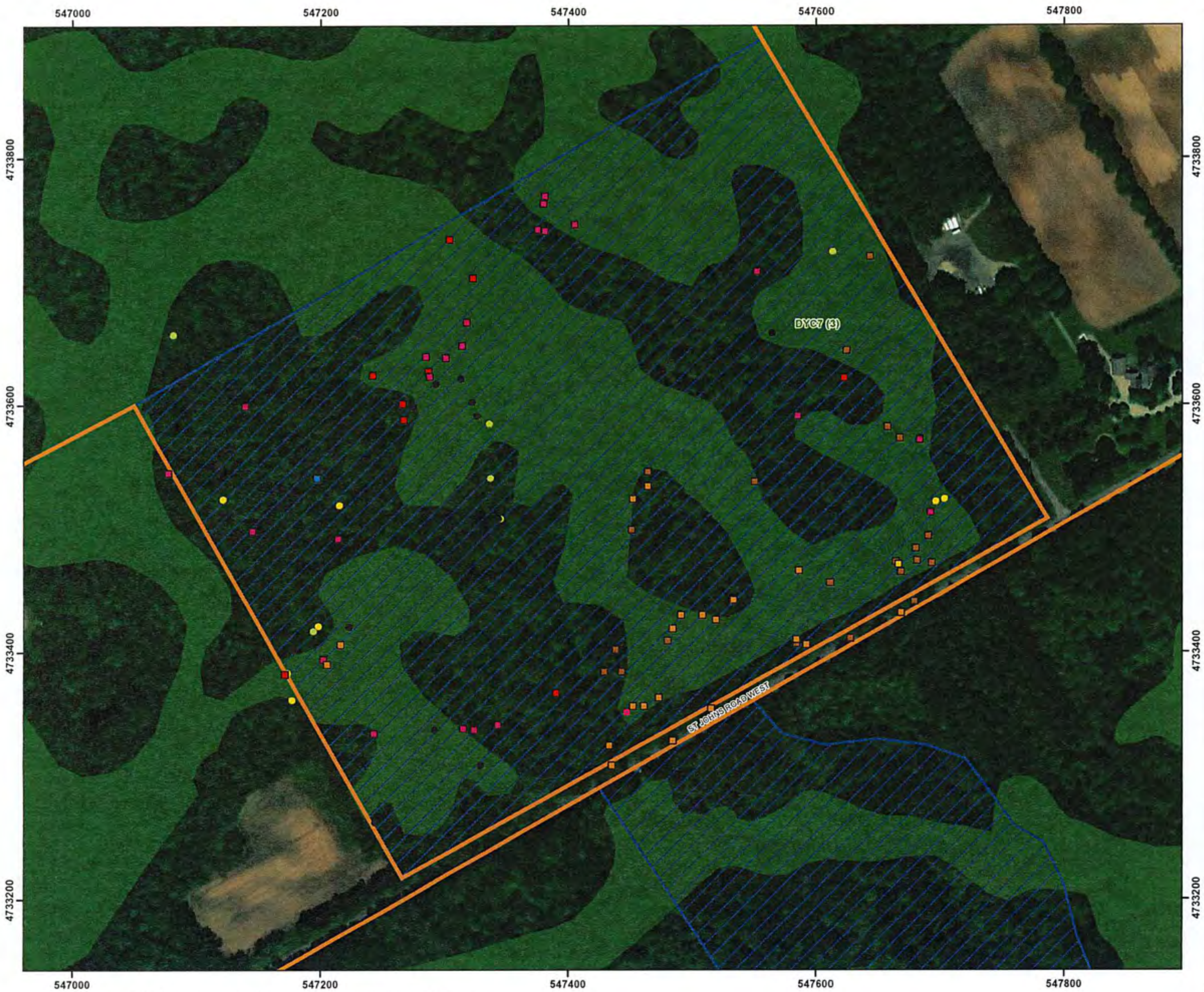


Earl Danylevich Prism Cruise
Plot 1
Plot 2
Plot 3
Plot 4
Plot 5
Plot 6
Plot 7
Plot 11
Plot 12
Plot 13
Plot 14
Plot 15
Plot 16
Plot 17
Plot 18
Plot 19
Plot 20
Plot 21
Plot 22
Plot 23
Plot 24
Plot 25
Plot 26
Plot 27
Plot 28
Plot 29
Plot 30
Plot 31
Plot 32
Plot 33
ST JOHNS RD W
Property Boundary
Watercourse
Property Parcels
Trails
Prism Plots
EARL DANYLEVICH TRACT
Lot 7 & 8, Concession 6
Charlotteville Township, Norfolk County
Total Area:159.89 acres/ 64.70 ha
Harvest Area: 67.7 Ac/ 27.4 Ha
Roll #: 33 10 493 030 22300 0000
Scale: 1 : 4000
0 50 100 m

Map 6

LPRCA 2024 Ecological Inventory

Danylevich Tract



Legend

- Property Boundary
- Proposed Survey Area
- Primary Road
- Provincially Significant Wetland (PSW)

Species at Risk

- American Chestnut
- Black Ash
- Butternut
- Cucumber Magnolia
- Eastern Flowering Dogwood
- Pumpkin Ash

Species of Conservation Concern

- Appalachian Sedge
- Black Gum
- Ribbed Sedge
- Stalked Water-horehound

Natural Resource Solutions Inc.
Aquatic, Terrestrial and Wetland Biologists

Project: 2403
Date: October 21, 2024

NAD83 - UTM Zone 17
Size: 11x17"
1:3,000

0 50 100 150 200 Metres

N