



# LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 5P4

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: [www.ltc.on.ca](http://www.ltc.on.ca) ■ Email: [information@ltc.on.ca](mailto:information@ltc.on.ca)

Registered Charitable Organization No. 107646598RR0001

## NOTICE OF REGULAR MEETING OF THE LOWER TRENT CONSERVATION BOARD OF DIRECTORS

*Board of Directors refers to the General Membership as set out in the Lower Trent Conservation Administrative By-Law No. 2021-01*

**Administration Office, 714 Murray Street, Trenton**

Virtually [Join the Meeting](#)

**Thursday, March 10, 2022**

**Time: 6:30 PM**

### AGENDA

1. Meeting called to order by the Chair
2. First Nations Acknowledgement
3. Disclosure of pecuniary interests

4. **Approval of the Agenda**

RECOMMENDED:

THAT the agenda be approved as presented.

5. **Delegations**

There are no delegations received for this meeting.

6. **Public Input** (3 minutes per speaker)

7. **Adoption of the Minutes:**

- a. Annual General Meeting Board Minutes of February 10, 2022

Page # 4

RECOMMENDED:

THAT the Annual General Meeting Board Minutes of February 10, 2022 be adopted.

8. **Business arising from these minutes**

**STANDING ITEMS****9. Correspondence – Rhonda Bateman**

There is no correspondence received for this meeting.

**10. Section 28, Ontario Regulation 163/06, Development Interference with Wetlands & Alterations to Shorelines & Watercourses Regulation - Summary of Permits approved by staff for period from February 1, 2022 to February 28, 2022 – Janet Noyes, Manager, Development Services & Water Resources** Page # 14

RECOMMENDED:

THAT the summary of Section 28 Permits pursuant to Ontario Regulation 163/06 approved by staff for the period from February 1, 2022 to February 28, 2022 be received as information and further that the email poll “Request for Administrative Review” staff report dated February 16, 2022 for Application #RP-21-237 by Glenn Relf be confirmed as an incomplete application.

**11. List of Monthly Payments Issued – Kelly Vandette, Manager, Corporate Services** Page # 16

RECOMMENDED:

THAT the list of payments of cheques and electronic funds transfers (EFTs) in the total amount of \$56,653.63 for the month of February 2022 be received as information.

**12. Summary of Education & Outreach Activities – Rhonda Bateman** Page # 17

RECOMMENDED:

THAT the summary of Recent and Upcoming Education and Outreach Activities be received as information.

**13. Updates**

- a. Drinking Water Source Protection Update – Rhonda Bateman
- b. Bay of Quinte Remedial Action Plan Update – Rhonda Bateman
  - BQRAP Newsletter for February 2022

Page # 19

RECOMMENDED:

THAT the Drinking Water Source Protection Update; and  
THAT the Bay of Quinte Remedial Action Plan Update be received as information.

- c. Planning & Regulations Update – Janet Noyes
- d. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR) Update – Janet Noyes

RECOMMENDED:

THAT the planning and regulations update; and  
THAT the flood forecasting and warning, and Ontario low water response updates be received as information.

## **STAFF REPORTS**

- 14. 2021 Audited Financial Statements - Final** – Kelly Vandette Page # 21  
RECOMMENDED:  
THAT the approved Lower Trent Conservation 2021 Audited Financial Statements be received as information.
- 15. 2021 Annual Report** – Rhonda Bateman Page # 40  
RECOMMENDED:  
THAT the Lower Trent Conservation 2021 Annual Report be received as information.
- 16. Conservation Lands Staffing** – Rhonda Bateman Page # 51  
RECOMMENDED:  
THAT the staff report be accepted as information and further that surplus funds be used to supplement the conservation lands seasonal staffing position be approved.
- 17. South Eastern Ontario Production Accelerator Fund – Regional Film Support** – Rhonda Bateman Page # 52  
RECOMMENDED:  
THAT the staff report be accepted as information and further that the Board authorize staff to write a letter of support for the South Eastern Ontario Production Accelerator Fund (SEOPAF) proposal and allow SEOPAF to advertise the LTC name and logo on its list of support partners.

## **OTHER BUSINESS**

- 18. In-Camera Session Related to Legal Matters**  
RECOMMENDED:  
THAT the Lower Trent Conservation Board of Directors move in to in-camera session to discuss a legal matter.
- 19. CAO's Report** – Rhonda Bateman Page # 54  
RECOMMENDED:  
THAT the CAO's Report be received as information.
- 20. Members Inquiries/Other Business**
- 21. Adjournment**

**PLEASE CONTACT THE OFFICE IF YOU ARE UNABLE TO ATTEND THIS MEETING**

**Kelly Vandette, Manager, Corporate Services**

**613-394-3915 ext. #215**

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Registered Charitable Organization No. 107646598RR0001

## ANNUAL GENERAL MEETING OF THE LOWER TRENT CONSERVATION BOARD OF DIRECTORS

*Board of Directors refers to the General Membership as set out in the Lower Trent Conservation Administrative By-Law No. 2021-01*

### MINUTES

**MEETING #2022-01**  
**714 Murray Street, Trenton**

**February 10, 2022**  
**6:30 p.m.**

**PRESENT:**

ON SITE	REMOTE SITE
Eric Sandford (Chair)	Mike Filip
Mary Tadman (Vice-Chair)	Lynda Reid
Mark Bateman	Rick English
Don Clark	
Jim Alyea	
Bob Mullin	
Gene Brahaney	

**REGRETS:**

**OTHERS:** STAFF: Rhonda Bateman, Janet Noyes, Kelly Vandette  
GUESTS: Dan Coleman, Welch LLP

**1. Meeting called to order by the Chair**

The meeting was called to order by Chair Sandford at 6:30 p.m.

**2. First Nations Acknowledgement**

“This land is located on the traditional territories of the Anishnabek, Huron-Wendat, and Haudenosaunee (Iroquois) peoples. We acknowledge our shared responsibilities and obligations to preserve and protect the land, air and water. We are grateful to have the privilege to meet, explore, and connect here on these shared lands. In the spirit of friendship, peace and respect, we extend our thanks to all the generations that came before us and cared for these lands - for time immemorial.”

**3. Disclosure of pecuniary interests**

There were no pecuniary interests declared.

**4. Approval of the Agenda**

RES: G1/22 Moved by: Mary Tadman                      Seconded by: Lynda Reid  
THAT the agenda be approved as presented and add to Item #27. Agriculture  
Appointment – Board discussion.  
Carried

**5. Delegations**

There were no delegations received for this meeting.

**6. Public Input (3 minutes per speaker)**

There was no public input at this meeting.

**7. Adoption of the Minutes:**

RES: G2/22 Moved by: Don Clark                      Seconded by: Gene Brahaney  
THAT the Regular Board Meeting Minutes of December 9, 2021 be adopted.  
Carried

**8. Business arising from these minutes**

There was no business arising from these minutes.

**STANDING ITEMS**

**9. Correspondence**

RES: G3/22 Moved by: Rick English                      Seconded by: Mike Filip  
THAT the correspondence to the Board of Directors as provided in the agenda  
package be received as information.  
Carried

**10. Section 28, Ontario Regulation 163/06, Development Interference with Wetlands & Alterations to Shorelines & Watercourses Regulation - Summary of Permits approved by staff for period from December 1, 2021 to January 31, 2022**

RES: G4/22 Moved by: Jim Alyea                      Seconded by: Bob Mullin  
THAT the summary of Section 28 Permits pursuant to Ontario Regulation  
163/06 approved by staff for the period from December 1, 2021 to January 31,  
2022 be received as information.  
Carried

**11. List of Monthly Cheque Accounts Issued**

RES: G5/22 Moved by: Gene Brahaney                      Seconded by: Mike Filip  
THAT the list of payments of cheques and electronic funds transfers (EFTs) in  
the total amount of \$254,961.43 for the months of December 2021 and  
January 2022 be received as information.  
Carried

## 12. Summary of Education & Outreach Activities

RES: G6/22 Moved by: Mary Tadman                      Seconded by: Lynda Reid  
 THAT the summary of Recent and Upcoming Education & Outreach Activities  
 be received as information.  
Carried

## 13. Updates

### a. Drinking Water Source Protection Update

Rhonda Bateman provided a Drinking Water Source Protection update. There was a SPC meeting on January 26, 2022. The focus of the meeting was the Technical Rules and Source Protection Plan policies. The annual reporting from all of the source protection areas is due to the Trent Conservation Coalition by February 1<sup>st</sup>. The new annual reporting database released two years ago has streamlined the process and made it easier for the municipalities and CAs to report. Our SP Technician, Trent Bos, has done an excellent job in providing training and maintaining the database.

### b. Bay of Quinte Remedial Action Plan Update

Rhonda Bateman spoke to the Bay of Quinte Remedial Action Plan update as provided in the correspondence, and December 2021 and January 2022 newsletters included in the agenda package.

RES: G7/22 Moved by: Lynda Reid                      Seconded by: Mike Filip  
 THAT the Drinking Water Source Protection Update and the Bay of Quinte  
 Remedial Action Plan Update be received as information.  
Carried

### c. Planning & Regulations Update

Janet Noyes, Manager, Development Services & Water Resources, provided the planning and regulations update. The numbers to date for 2022 illustrate that planning, regulations, inquiries and complaint numbers continue to increase.

### d. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR) Update

Janet Noyes provided the FFW and OLWR Update.

RES: G8/22 Moved by: Bob Mullin                      Seconded by: Don Clark  
 THAT the planning and regulations updates and  
 THAT the flood forecasting and warning and Ontario low water response  
 updates be received as information.  
Carried

## 14. Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* - Period from October 1, 2021 to December 31, 2021

RES: G9/22 Moved by: Jim Alyea                      Seconded by: Mary Tadman  
 THAT the Summary of Risk Management Official Activity pursuant to Part IV

of the *Clean Water Act* for the period October 1, 2021 to December 31, 2021 be received as information.

Carried

**15. Conservation Lands Update - Period from September 25, 2021 to December 31, 2021**

RES: G10/22 Moved by: Mark Bateman      Seconded by: Mary Tadman

THAT the Conservation Lands Update for the period September 25, 2021 to December 31, 2021 be received as information.

Carried

**2021 BUSINESS**

**16. Annual Permit Reports**

RES: G11/22 Moved by: Jim Alyea      Seconded by: Mike Filip

THAT the Staff Report including the statistical reports provided to Conservation Ontario be received as information.

Carried

**17. Audit Report to the Board for Year Ending December 31, 2021**

Dan Coleman, Partner at Welch LLP, Chartered Professional Accountants, presented the Draft Lower Trent Conservation Financial Statements for the year ended December 31, 2021. Due to unexpected funds received within the past few days, an adjustment of \$15,000.00 revenue is added for accounts receivables. He spoke to the audit report with the adjustments to the Board of Directors and there were no issues or concerns identified.

RES: G12/22 Moved by: Jim Alyea      Seconded by: Mary Tadman

THAT the Audit Report for the period ended December 31, 2021 with the changes made to reflect the additional \$15,000.00 revenue as presented by Welch LLP, Chartered Professional Accountants be adopted and circulated.

Carried

**18. Members Inquiries/Other Business for 2021**

There was no other business for 2021.

**19. Close 2021 Business Year**

RES: G13/22 Moved by: Rick English      Seconded by: Don Clark

THAT the Lower Trent Conservation 2021 Business Year be closed.

Carried

**2022 BUSINESS**

**20. 2022 Board of Directors Elections**

RES: G14/22 Moved by: Bob Mullin      Seconded by: Gene Brahaney

THAT the CAO, Rhonda Bateman, assume the role of Chair to conduct the 2022 Board of Directors Elections.

Carried

Rhonda Bateman assumed the Chair to conduct the 2022 Board of Directors Elections. She declared the positions of LTC Chair and Vice-Chair to be vacant and confirmed the number of eligible votes present at the meeting was ten (10). In the event of an election by secret ballot, members attending remotely are able within MS TEAMS to vote.

**a. Appointment of Scrutineers**

Before opening the Board to nominations, Rhonda Bateman recommended to the Board that Dan Coleman, Welch LLP, and Janet Noyes, Manager, Development Services and Water Resources, be appointed as Scrutineers.

RES: G15/22 Moved by: Mary Tadman                      Seconded by: Don Clark  
THAT Dan Coleman and Janet Noyes be appointed as Scrutineers in the event of an election by secret ballot; and  
THAT following an election that the ballots be destroyed.

Carried

**b. Election of the Lower Trent Conservation (LTC) Chair**

Rhonda Bateman provided the rules of the election and then opened the floor to nominations for the position of LTC Chair for the Year 2022.

Director Tadman nominated Director Sandford for the position of LTC Chair for the Year 2022.

Director Sandford accepted the nomination for LTC Chair.

There were no further nominations after being called three times.

RES: G16/22 Moved by: Mary Tadman                      Seconded by: Mike Filip  
THAT nominations for the position of LTC Chair for the Year 2022 be closed;  
and  
THAT Director Sandford, being the only nomination, be declared LTC Chair by acclamation.

Carried

**c. Election of the Lower Trent Conservation (LTC) Vice-Chair**

Rhonda Bateman opened the floor to call for nominations for the position of LTC Vice-Chair for the Year 2022.

Director Alyea nominated Director Tadman for the position of LTC Vice-Chair for the Year 2022.



Director Tadman declined the nomination for LTC Vice-Chair.

Director Tadman nominated Director Alyea for the position of LTC Vice-Chair for the Year 2022.

Director Alyea declined the nomination for LTC Vice-Chair.

Director Tadman nominated Director Bateman for the position of Vice-Chair for the year 2022.

Director Bateman accepted the nomination for LTC Vice-Chair.

There were no further nominations after being called three times.

RES: G17/22 Moved by: Don Clark                      Seconded by: Gene Brahaney  
THAT nominations for the position of LTC Vice-Chair for the Year 2022 be closed; and  
THAT Director Bateman, being the only nomination, be declared LTC Vice-Chair by acclamation.

Carried

Rhonda Bateman congratulated Chair Sandford and Vice-Chair Bateman, and thanked Director Tadman for her contributions as Vice-Chair in 2021. She then returned the meeting back to the Chair.

## **21. 2022 Annual Resolutions**

- a. Authority Solicitor
- b. External Auditor
- c. Financial Institute
- d. Signing Officers
- e. Conservation Ontario Representative and Alternatives
- f. Borrowing

RES: G18/22 Moved by: Lynda Reid                      Seconded by: Mike Filip  
THAT the law firm of Templeman LLP from the City of Belleville be engaged as solicitor for Lower Trent Conservation for the 2022 business year;

THAT the firm of WELCH LLP be engaged as external auditor by Lower Trent Conservation for the 2022 business year at a cost of \$11,000 plus HST;

THAT the Canadian Imperial Bank of Commerce in Trenton serve as Lower Trent Conservation's financial institute;

THAT the Authority Chair, Vice Chair, Chief Administrative Officer/Secretary Treasurer, and Manager, Corporate Services be appointed as the signing officers for Lower Trent Conservation for the 2022 business year;

THAT the Lower Trent Conservation Chair be appointed as the Conservation Ontario representative, and that the Vice-Chair and Chief Administrative Officer/Secretary Treasurer be appointed as the Conservation Ontario Alternate Representatives for 2022; and,

THAT the Lower Trent Region Conservation Authority AUTHORIZE staff to borrow from the approved financial institution, if needed, up to \$500,000, in accordance with Section B.12, Signing Officers, and C.12.e, Annual Meeting, Borrowing Resolution, of By-law No. 2021-01 (Administrative By-law) and Section 3 (5) of the *Conservation Authorities Act*.

Carried

## **OTHER BUSINESS**

### **22. Staff Report - Warkworth Dam – WECl Application 2022**

Janet Noyes spoke to the staff report as provided in the agenda package. She informed the Board that the decision for funding from the MNDMNRF is anticipated by early June.

Director English asked if there was no funding received would LTC consider milling the logs. Janet Noyes will investigate this option and will speak to other CAs to discuss any potential cost savings.

RES: G19/22

Moved by: Rick English

Seconded by: Gene Brahaney

THAT the Board supports staff moving forward to access available funds from the Water and Erosion Control Infrastructure (WECl) program through the Ministry of Northern Development, Mines, Natural Resources and Forestry for required work for Warkworth Dam.

Carried

### **23. Proposed Updates to LTC Regulation 163/06 Policy Document**

Chair Sandford spoke to the members and emphasized that the changes made are reflective of the decisions made for Hearings and reminded the Board members of the importance in understanding the changes as this is a policy document for staff and board decision making.

Janet Noyes spoke to the staff report as provided in the agenda package. She highlighted legislative changes, definitions and references that were all updated.

Director Alyea commented that there were three items he wished to speak to:

- First item is his understanding of the use of unevaluated wetland mapping and thinking that there is more flexibility being offered and softening in the evaluation process as he thought it was over used,

- Second item was that staff should have more flexibility for approving applications to circumvent holding hearings that would be better resolved in advance to improve public relations, and
- Third item was the relocation of a cemetery regarding the Authority's right to take that action.

The Directors further discussed the risk and considerations of the impact of policy decisions with regards to future liabilities and costs. Directors commented on the merits of policies/guidelines versus legislative authority.

Staff provided clarification to assist the Board's interpretation of the policy. Staff are waiting for further changes to the regulations and have identified that the policy document will have to be updated to address the changes.

RES: G20/22 Moved by: Bob Mullin                      Seconded by: Don Clark  
 THAT the proposed revisions and updates to the LTC Regulation 163/06 Policy Document, dated February 10, 2022 be adopted.

Carried

#### **24. Program and Service Inventory**

Rhonda Bateman spoke to the staff report as provided in the agenda package. The inventory document meets all the requirements under O. Reg. 687/21. The financials will be based on the 2022 budget and will be added to the final document by end of February.

Rhonda Bateman gave attention to the distribution of the Section 39 funding and stated that LTC has been reporting back to the province twice per year on the \$68K received. Over the past two years, 100% of the funding was spent and reported under flood forecasting and warning and thereby, all of the other components that the provincial government allowed in Section 39 funding is being paid at 100% by the municipalities. She proposed leaving that reporting as a statement of the lack of funding provided by the province.

RES: G21/22 Moved by: Mike Filip                      Seconded by: Jim Alyea  
 THAT the Draft Program and Services Inventory be approved, and further that the final version be distributed to our municipal partners and the Ministry of the Environment, Conservation and Parks prior to February 28, 2022.

Carried

#### **25. Phase 2 Regulatory and Policy Proposal Consultation Guide:** Regulations regarding Municipal Levies, Conservation Authority Budget Process, Transparency and Provincial Policy for the Charging of Fees by Conservation Authorities (ERO#019-4610).

Rhonda Bateman spoke to the staff report as provided in the agenda package and spoke to the webinar held last week by the Ministry of the Environment, Conservation and Parks.

RES: G22/22 Moved by: Bob Mullin

Seconded by: Lynda Reid

THAT the staff report on the Phase 2 Regulatory and Policy Proposal Consultation Guide and recommendations be accepted as information.

Carried

## 26. CAO's Report

Rhonda Bateman spoke to the CAO's Report as provided in the agenda package. She added that staff will be sending more information to Quinte West Counsellors regarding the stewardship project on the portion of the LTC owned Trenton Greenbelt.

Rhonda Bateman distributed the complimentary 2022 Conservation Ontario Pass to Conservation Areas to the Board members.

RES: G23/22 Moved by: Jim Alyea

Seconded by: Mary Tadman

THAT the CAO's Report be received as information.

Carried

## 27. Members Inquiries/Other Business

### a. Agricultural Appointment – Board Discussion

Chair Sandford spoke to the Public Appointments Secretariat application shared by the CAO (attached). He shared his concerns regarding the per diem costs (\$150.00) per meeting that the appointed position would receive and that it is three times the LTC Board of Directors per diem rate (\$50.00).

### b. Director Alyea inquired about Mr. Lloyd Jones, landowner of Prince Edward Estates, Young's Cove, in regard to the wetland compensation arrangement. Mr. Jones is concerned that the time line for the Indigenous review of the compensation site is uncertain which may result in his permit running out. Mr. Jones questioned as to whether he may have to come to the Board for another Hearing.

Janet Noyes responded and provided the history of the permit and hearings over time for the identified area. Staff have been working with the proponent's wetland consultant to try and support timing of the Indigenous review but is out of LTC's control. It is her understanding that the proponent's consultant is attempting to negotiate a compensation location outside of the subwatershed. Staff have agreed to speak directly with the proponent to discuss the current status of the permit.

Director Reid commented that she is pleased that Rhonda Bateman supported direct communication with the applicant to ensure the correct information is being conveyed to help prevent a new hearing.

Janet Noyes stated that a 5-year permit term was already provided.

Director Alyea commented that the proponent is already working on further phases of the development and there may be concerns with infrastructure if not started now, may

get delayed and if does get delayed, concerned that they will have to request another permit.

Janet Noyes stated that LTC was not distributed on other phases in the proposed development.

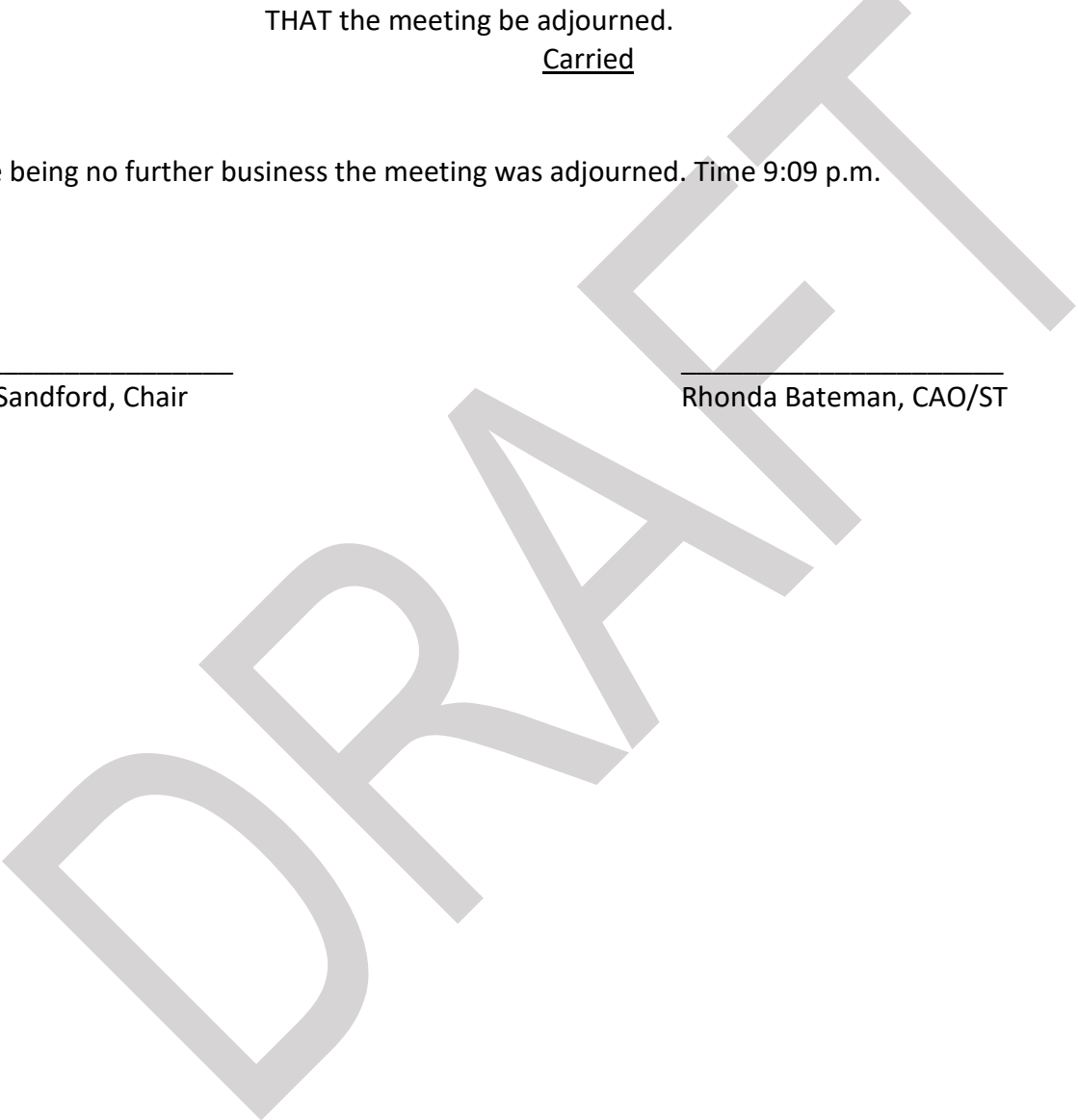
**28. Adjournment**

RES: G24/22 Moved by: Jim Alyea                      Seconded by: Lynda Reid  
                                 THAT the meeting be adjourned.  
   Carried

There being no further business the meeting was adjourned. Time 9:09 p.m.

\_\_\_\_\_  
Eric Sandford, Chair

\_\_\_\_\_  
Rhonda Bateman, CAO/ST



### Summary of Permits Approved by Staff

**ONTARIO REGULATION 163/06 - Development, Interference with Wetlands and Alterations to Shorelines & Watercourses**

Prepared by: Janet Noyes, Manager Development Services & Water Resources

For Period: February 1 to February 28, 2022



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-21-208	Trent Hills	Seymour	Seymour	12	10	139 South Shores Road	Nappan Island Complex PSW (allowance)	Construct a single-family dwelling and septic system
P-21-299 (Compliance)	Trent Hills	Seymour	Seymour	2	20	1819 2nd Line East	Trent River Floodplain; Wilson Island East PSW (allowance)	Placement of minor fill and stabilization of the river bank
P-21-341	Quinte West	Murray	Murray	C	11	25 Carter Road	Lake Ontario Flood & Erosion Hazards	Shoreline modification and rehabilitation
P-21-342	Quinte West	Murray	Murray	C	11	27 Carter Road	Lake Ontario Flood & Erosion Hazards	Shoreline modification and rehabilitation
P-21-343	Quinte West	Murray	Murray	C	11	33 Carter Road	Lake Ontario Flood & Erosion Hazards	Shoreline modification and rehabilitation
P-21-353	Trent Hills	Seymour	Seymour	10	3	1022 10th Line West	Unevaluated Wetland (allowance)	Construct a 31 m <sup>2</sup> (334 ft <sup>2</sup> ) garage addition
P-21-358	Alnwick/Haldimand	Haldimand	Haldimand	5	19	Centreton Road	Shelter Valley Creek; Unevaluated Wetland	Restoration of the wetland feature and remove watercourse crossing
P-21-370	Trent Hills	Percy	Percy	4	16	Pine Court	Unevaluated Wetland	Install an entrance and driveway with wetland compensation works
P-21-382	Quinte West	Sidney	Sidney	BF	24	1572 Old Highway 2	Bay of Quinte Erosion Hazard (allowance)	Construct a pool house accessory structure
P-22-002	Quinte West	Murray	Murray	1	10 & 11	Telephone Road	Unevaluated Wetland (allowance)	Earth works to construct stormwater management facility for the Exeter Court Subdivision
P-22-003	Quinte West	Murray	Murray	C	13	Barcovan Beach Road	Lake Ontario Flood & Erosion Hazards; Wellers Bay Complex PSW	Maintenance dredging of the navigation channel for Wellers Bay and placement of the dredgate on the subject lands for dewatering
P-22-004	Quinte West	Murray	Murray	1	10 & 11	Telephone Road	Unevaluated Wetland (allowance)	Earth works including clearing grubbing, stripping topsoils and road borrow import in advance of the subdivision agreement for Exeter Court Subdivision
P-22-009	Quinte West	Murray	Murray	5	2	332 Thompson Road	Unevaluated Wetland (allowance)	Construct a single-family dwelling with attached garage and septic system
P-22-010	Quinte West	Murray	Murray	C	22	370 Cedardale Road	Unevaluated Wetland (allowance); Presqu'ile Bay Marsh PSW (allowance)	Construct a 112 m <sup>2</sup> (1200 ft <sup>2</sup> ) detached garage
P-22-011 (Minor)	Centre Hastings	Huntingdon	Huntingdon	8	5	393 Wood Road	Unevaluated Wetland (allowance)	Install an entrance and driveway
P-22-012	Trent Hills	Hastings Village	Percy	13	15	153 Cedar Drive	Trent River Floodplain	Demolish boat slip structure

### Summary of Permits Approved by Staff

ONTARIO REGULATION 163/06 - Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

Prepared by: Janet Noyes, Manager Development Services & Water Resources

For Period: February 1 to February 28, 2022



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-22-014	Stirling-Rawdon	Rawdon Township	Rawdon	6	2	1235 Salem Road	Valley system of Rawdon Creek (allowance); Unevaluated Wetland (allowance)	Construct a 65 m2 (704 ft2) addition onto the existing barn
P-22-016	Quinte West	Sidney	Sidney	8	17 & 18	1538 Frankford-Stirling Road	Valley of a Rawdon Creek Tributary (allowance); Unevaluated Wetland (allowance)	Construct a 103 m2 (1400 ft2) detached storage building
P-22-019 (Minor)	Alnwick/Haldimand	Alnwick	Alnwick	4	6	6108 Curtis Point Road - Unit 11	Rice Lake Flood Hazard (allowance)	Replacement of existing deck
P-22-080	Alnwick/Haldimand	Haldimand	Haldimand	A & B	24 - 30	Haldimand Shores Community	Lake Ontario Watercourse features; Unevaluated wetlands	Install new natural gas pipelines (500 metres of NPS 4-inch; 7 km of NPS 2-inch)

#### AMENDMENTS

P-20-188	Alnwick/Haldimand	Haldimand	Haldimand	3	3	Shelter Valley Road	Cold Creek; Unevaluated Wetland (allowance)	Original permit: Pipeline Integrity Investigation for Trans-Northern Pipeliens Inc. (MP-256.17-2020); Amended to revise the work area.
P-20-301	Quinte West	Murray	Murray	CPL	1	Wellers Way - Lot 7	Lake Ontario Flood Hazard (allowance); Presqu'ile Marsh PSW (allowance)	Original permit: to construct a single family dwelling and install a drainage swale; Amended to update the plans that were submitted.
P-20-302	Quinte West	Murray	Murray	CPL	1	Wellers Way - Lot 8	Lake Ontario Flood Hazard (allowance); Presqu'ile Marsh PSW (allowance)	Original permit: to construct a single family dwelling and install a drainage swale; Amended to update the plans that were submitted.

**Lower Trent Conservation  
PAYMENTS LOG - FEBRUARY 2022**

<b>CHEQUE #</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>
59745923	Jani-King of Eastern Ontario	Feb/22 Cleaning - Admin and Workshop	1,127.74
59745993	OMERS	Feb/22 Pension Contributions	21,314.76
15186	Brighton Springs	Water Supply - Admin Bldg	16.00
15187	City of Quinte West	Monthly Utilities - Workshop	111.09
15188	Cogeco Connexion Inc.	Monthly Internet - Worksho	90.34
15189	Cormier's Auto Repair	Vehicle Maintenance - Nissan Rogue	100.17
15190	D&M Plumbing Heating & Refrig	HVAC Service - Admin, Workshop, GLCC	779.70
15191	Free Flow Petroleum	Jan/22 Vehicle & Equipment Fuel	414.39
15192	Hydro One Networks Inc.	Monthly Utilities - Admin and Workshop	882.77
15193	Marsh Canada Limited	BQRAP - Vehicle Insurance	255.67
15194	Municipality of Brighton	2022 Interim Property Taxes	3,423.98
15195	OT Group - DCB Business Systems	Monthly photocopier usage/mtn services	192.81
15196	Quinte Soil & Crop Assoc	Coordination Fees - Stewardship Project	1,628.90
15197	Quinte West Chamber of Commerce	2022 Annual Membership	282.50
15198	Staples Commercial	Office Supplies	426.07
15199	Telizon Inc	Monthly Telephone Lines	445.26
15200	Township of Alnwick/Haldimand	1st Interim 2022 Property Taxes	254.00
15201	Trenton Home Hardware	Jan/22 Facilities Materials & Supplies	375.27
15202	Trophic Design	Landscape Design Services - Stewardship	565.00
15203	Ultramar - Parkland Corporation	Furnace Oil - Goodrich-Loomis Centre	873.94
15204	CDW Canada Corp.	VM Ware Protection - Annual Renewal	365.39
15205	Battlefield Equipment Rentals	PPE Supplies	50.86
15206	Bell Canada	FFW Web Hosting	26.49
15207	Bell Mobility Inc.	Cellular Services	150.51
15208	Brighton Springs	Water Supply - Admin Bldg	24.00
15209	CDW Canada Corp.	ESET Protection - Annual Renewal	1,773.85
15210	Chris McLeod	5 Years Recognition	50.00
15211	Enbridge - Uniongas	Monthly Utilities - Workshop & Admin Office	626.68
15212	Hydro One Networks Inc.	Monthly Utilities - Goodrich-Loomis Centre	81.07
15213	The Napanee Beaver	Advertising - BQRAP Stewardship	262.16
15214	Township of Cramahe	2022 Interim Property Taxes	186.01
15215	WSIB Ontario	Feb/22 WSIB Insurance Premiums	3,597.24
15216	Welch LLP	2021 Audit Fees	12,147.50
15217	Minister of Finance	2021 EHT Annual Return	176.00
15218	CIBC - VISA	Feb/21 STMT - HST = \$218.96, Admin = \$734.77, WSS = \$2,378.03, CL = \$859.75, BQRAP = \$511.74	4,703.25
<b>Total of Cheques &amp; EFTS February 2022</b>			<b>\$ 56,653.63</b>





**LOWER TRENT**  
CONSERVATION

# STAFF REPORT

**Date:** March 1, 2022  
**To:** Board of Directors  
**Re:** Summary of Education and Outreach Events for February 2022  
**Prepared by:** Anne Anderson, Manager of Community Outreach & Special Projects, Corinne Ross, Communications Specialist, Jenn McCallum, Environmental Education Technician

During the month of February, there have been a number of youth education programs postponed due to familial cases of COVID-19 and the need to self-isolate, or due to bus cancellations resulting from inclement weather. The data below reflects the programs that were successfully carried out regardless of their original booking date.

## RECENT EDUCATION & OUTREACH EVENTS

Date	Event	Approximate Attendance
Feb. 2	<b>Youth education:</b> Roseneath PS – Virtual, Grade 3, Wetlands - Jenn McCallum, Environmental Education Technician	18
Feb. 10	<b>Youth education:</b> Spring Valley PS – Virtual, Grade 5/6, Art and Science of Snow - Jenn McCallum, Environmental Education Technician	26
Feb. 15	<b>Youth education:</b> Prince Charles PS, Trenton – Virtual, Grade 6, Our Changing Climate - Jenn McCallum, Environmental Education Technician	17
	<b>Youth education:</b> St. Mary CS, Grafton – Virtual, Grade 7/8, What is a Watershed? - Jenn McCallum, Environmental Education Technician	20
Feb. 16	<b>Youth education:</b> Prince Charles PS, Trenton – Virtual, Grade 3/4, Art and Science of Snow - Jenn McCallum, Environmental Education Technician	18
Feb. 22	<b>Youth education:</b> Kent PS, Campbellford – Virtual, Grade 6/7, Amazing Invertebrates - Jenn McCallum, Environmental Education Technician	23
Feb. 23	<b>Youth education:</b> Spring Valley PS – Virtual, Grade 4/5, Art and Science of Snow - Jenn McCallum, Environmental Education Technician	23
Feb. 24	<b>Youth education:</b> Spring Valley PS – Virtual, Grade 3/4, Art and Science of Snow - Jenn McCallum, Environmental Education Technician	19

Feb. 28	<b>Youth education:</b> St. Mary CS, Grafton (in person, outdoors while masked and physically distanced) – Grade 2 and Grade 2/3 (2 classes), Animal and Plant Adaptations to Winter - Jenn McCallum, Environmental Education Technician	40
<b>Total number of youths engaged through February programming</b>		<b>181</b>

### Social Media Posts

Date	Post	People Reached
February 14	Snow Art Program Grade 2 – 6	240
February 15	Snow Art Program Grade 2 – 6	323

### Lower Trent General Communications

Date	Post	People Reached
February 2	World Wetlands Day	277
February 4	Summer Students Jobs Application	3,100
February 7	BQRAP Workshop	335
February 9	DWSP Applying Salt	230
February 11	Conservation Lands Update – Duck Boxes Installation	1,100
February 16	Flood Outlook Statement	2,100
February 21	Flood Outlook Statement - Extension	342
February 23	Drinking Water Source Protection – Road Salt	261
February 25	Conservation Land Update – Icy Trail Conditions	490

### UPCOMING EDUCATION & OUTREACH EVENTS

March 2022	<b>Youth Education:</b> Virtual education programs
March 16	<b>Special Event:</b> Farewell to Frost, at Goodrich-Loomis Conservation Area

Please find the following comments from two local educators in reference to LTC's education programs:

Thank you for everything! We enjoyed it. I really liked how you included some movement and some creative work, something for everyone. I will definitely recommend you. Do you have specific grades that are best suited to Science of Snowflakes?

Hi Jenn,

We really appreciated your presentation yesterday, I shared your kind words and follow-up video and information with the class, they sure were interested!

When I said you would come to visit us again, there was a lot of enthusiasm, and I had the Awesome Plants in mind for the spring when we start that in science, so I am so glad that I will be able to reach out and book you again!

I have lots of great feedback to share and after report cards I will take a minute to collect those thoughts and send them.

Thank you again, for yesterday and ALL the wonderful things you do!

Agenda Item #13.b.

## Waterlogs - February 2022

Today, the Bay of Quinte is a healthy and vibrant ecosystem.  
Now, we must focus on keeping it this way

### IT'S SPRING-TIME AND THOUGHTS TURN TO - FLOODING?

At this point in time, it's anyone's guess what weather conditions are going to be a month or so down the road. Let's hope for warm and sunny. Here are some links to help shoreline residents understand water levels, who is responsible for what, and how to protect your property.

#### Water Level Information

It's important to understand that water levels on the Bay of Quinte are influenced by Lake Ontario. Lake Ontario/Bay of Quinte water levels are primarily determined by rain, snow, wind, and other natural factors. The Moses-Saunders Dam at Cornwall, does provide some limited control over water levels and flows.

Lake Ontario water levels and flows are managed under Plan 2014. The International Joint Commission, after 14 years of scientific study and public engagement, advanced Plan 2014 as the preferred option for regulating Lake Ontario.

Plan 2014 is designed to provide for more natural variations in water levels, which are needed to restore ecosystem health. The Plan moderates extreme high and low levels, to better maintain system-wide levels for navigation, frequently extend the recreational boating season, and slightly increase hydro power production.

[www.ijc.org](http://www.ijc.org)

[https://www.ijc.org/sites/default/files/Plan2014FactSheet\\_EN.pdf](https://www.ijc.org/sites/default/files/Plan2014FactSheet_EN.pdf)

#### Current and forecast Lake Ontario water information

For a more in-depth understanding of the system's hydrologic conditions, water levels and outflows, including graphics and photos, visit the International Lake Ontario – St. Lawrence River Board's web site and Facebook page.

<https://www.facebook.com/InternationalLakeOntarioStLawrenceRiverBoard>

and more detailed information is available on its website at <https://www.ijc.org/en/loslrbb>.

Your local Conservation Authorities do not control Lake Ontario/Bay of Quinte water levels.

#### Protecting your property from water damage

High water levels can cause flooded basements, erosion issues, and contaminated wells. For flooded basements ensure your sump pump is working and elevate items off the floor. If your well has been impacted by flood waters – do not drink well water in flooded areas - have it tested before using it.

<https://hpepublichealth.ca/well-water/>

If you have erosion issues contact your local Conservation Authority.

All work along shorelines requires a permit from your local Conservation Authority and may require a permit from the Ministry of Northern Development, Mines, Natural Resources and Forestry.

Your local Conservation Authority can provide you with options to protect your shoreline, and help with the permitting process.

Lower Trent Conservation - [www.ltc.on.ca](http://www.ltc.on.ca)

Quinte Conservation - [www.quinteconservation.ca](http://www.quinteconservation.ca)

Catarauqui Conservation - [www.crca.ca](http://www.crca.ca)

[www.bqrap.ca](http://www.bqrap.ca)

In partnership locally with Lower Trent Conservation and Quinte Conservation

## CITIZEN SCIENTISTS HELP PROTECT BAY OF QUINTE WETLANDS AND WILDLIFE.

Bay of Quinte Remedial Action Plan

## Citizen Scientists Help Local Wetlands Around The Bay of Quinte

Learn how citizen scientists help monitor wetland birds and frogs through the Marsh Monitoring Program and FrogWatch Ontario

**Monday, March 7, 2022- 7:00 p.m.**

This is a free online presentation.

Please register on Eventbrite to receive the link.

<https://mmpbqrap2022.eventbrite.ca>

Registration closes on Sunday, March 6th at 7:00 pm.



Wood Frog - *Lithobates sylvaticus*

photo by Terry Sprague

Quinte area naturalist, Terry Sprague will explain how **FrogWatch Ontario** and the **Marsh Monitoring Program** help us understand the health of local wetlands by observing for birds and frogs.



Healthy Bay • Healthy Community

For information on this virtual presentation  
smidlenejones@bqrap.ca  
613-394-3915 ext 214  
[www.bqrap.ca](http://www.bqrap.ca)

In partnership locally with Lower Trent Conservation and Quinte Conservation



BIRDS CANADA OISEAUX CANADA

Every year, the Bay of Quinte Remedial Action Plan (BQRAP) needs volunteer citizen scientists to monitor local wetlands.

Naturalist and columnist, Terry Sprague hosts an information session explaining how you can help protect local wetlands and wildlife by collecting information on birds and frogs. This year, the presentation will be a virtual event on Monday, March 7, 2022 at 7:00 pm.

Terry will discuss two programs, the FrogWatch Ontario program, which is a family-friendly activity; and the Marsh Monitoring Program, which is more structured, ideal for the outdoors enthusiast. The FrogWatch Ontario Program records amphibians once a week from April through June and the results are submitted online. The Marsh Monitoring Program records wetland birds and frogs, between May and July. Frogs are monitored three times approximately 15 days apart. Wetland birds are monitored twice for 15 minutes and the monitoring must be at least 10 days apart. Monitoring sites are at a variety of locations like cottages, backyards, or at designated monitoring locations. "The information collected tells us about the presence and abundance of both species in coastal and inland marshes, and contributes to our understanding of these species and their habitat needs." says Terry.

Citizen scientists are vitally important as "boots on the ground" ensuring wetlands and wildlife don't revert to the conditions that required a remedial action plan in the first place. You can register on Eventbrite at <https://mmpbqrap2022.eventbrite.ca> to receive the presentation link.

Registration closes on Sunday, March 6th at 7:00 pm.

## PLOT AND PLAN THIS WINTER

### FREE Agricultural Soil Testing.

Book your soil testing for early spring and get a jump start on the planting season.

Our FREE Soil Testing Program provides you with:

- Agronomic soil testing with analysis being done by an OMAFRA accredited soil lab.
- Detailed field maps showing contours (slopes) and areas within the field that are more prone to erosion.

Book Today!

E: [jason.jobin@ltc.on.ca](mailto:jason.jobin@ltc.on.ca)

P: 613-394-3915 ext 225

\*Ask about our cover crop grant



**Bay of Quinte**

Remedial Action Plan  
Healthy Bay • Healthy Community

[www.bqrap.ca](http://www.bqrap.ca)

In partnership locally with Lower Trent Conservation and Quinte Conservation

Get a jump start on spring projects. Contact our stewardship technician for all the details on getting your project planned and ready for spring.

Free soil testing

[www.bqrap.ca/communityprograms/healthysouils/](http://www.bqrap.ca/communityprograms/healthysouils/)

For details contact -

Jason Jobin, BQRAP Environmental Technician, Lower Trent Conservation,

P: 613-394-3915 ext. 225, E: [jason.jobin@ltc.on.ca](mailto:jason.jobin@ltc.on.ca)

**Agenda Item #14.**

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**

**FINANCIAL STATEMENTS**

December 31, 2021



# LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 5P4

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: [www.ltc.on.ca](http://www.ltc.on.ca) ■ Email: [information@ltc.on.ca](mailto:information@ltc.on.ca)

Registered Charitable Organization No. 107646598RR0001

## MANAGEMENT RESPONSIBILITY STATEMENT

The financial statements of The Lower Trent Region Conservation Authority are the responsibility of management and have been approved by the Board.

The financial statements have been prepared in compliance with Canadian public sector accounting standards, as issued by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Authority's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The financial statements have been audited by Welch LLP, independent external auditors appointed by the Authority, in accordance with Canadian auditing standards. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Authority's financial statements.

Rhonda Bateman  
Chief Administrative Officer

Kelly Vandette  
Manager, Corporate Services

February 10, 2022

## INDEPENDENT AUDITOR'S REPORT

To the Members of  
**THE LOWER TRENT REGION CONSERVATION AUTHORITY**

### Opinion

We have audited the financial statements of **THE LOWER TRENT REGION CONSERVATION AUTHORITY**, which comprise the statement of financial position as at December 31, 2021, and the statements of surplus, changes in net financial assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

## INDEPENDENT AUDITOR'S REPORT (continued)

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ◆ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ◆ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- ◆ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ◆ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- ◆ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Trenton, Ontario  
February 10, 2022

*Welch LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS  
LICENSED PUBLIC ACCOUNTANTS



**THE LOWER TRENT REGION CONSERVATION AUTHORITY**


*(Established under the Conservation Authorities Act of Ontario)*


**STATEMENT OF FINANCIAL POSITION**

**DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
<b>FINANCIAL ASSETS</b>		
Cash	\$ 2,026,174	\$ 1,601,148
Short term investment - <i>note 3</i>	63,858	63,799
Accounts receivable:		
Municipalities	20,180	15,460
Other	26,474	63,626
	<u>2,136,686</u>	<u>1,744,033</u>
 <b>LIABILITIES</b>		
Accounts payable and accrued liabilities	97,031	104,846
Unearned revenue	39,721	50,149
Due to partnership programs - <i>note 5</i>	343,493	124,940
Deferred contributions - <i>note 4</i>	207,745	258,650
	<u>687,990</u>	<u>538,585</u>
 <b>NET FINANCIAL ASSETS</b>	<u>1,448,696</u>	<u>1,205,448</u>
 <b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets - <i>schedule 4</i>	2,944,036	2,935,433
Prepaid expenditures	21,468	16,512
	<u>2,965,504</u>	<u>2,951,945</u>
 <b>ACCUMULATED SURPLUS</b>	<u>\$ 4,414,200</u>	<u>\$ 4,157,393</u>
 Represented by:		
Operating fund - <i>note 6</i>	\$ 822,652	\$ 607,890
Reserve funds - <i>note 7</i>	647,512	614,070
Equity in tangible capital assets	2,944,036	2,935,433
	<u>\$ 4,414,200</u>	<u>\$ 4,157,393</u>

Approved on behalf of the Board

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

*(See accompanying notes)*

**Welch<sup>4</sup> LLP<sup>®</sup>**

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**STATEMENT OF SURPLUS**  
**YEAR ENDED DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
ACCUMULATED SURPLUS , beginning of year	\$ 4,157,393	\$ 3,767,580
Annual surplus	<u>256,807</u>	<u>389,813</u>
ACCUMULATED SURPLUS , end of year	<u>\$ 4,414,200</u>	<u>\$ 4,157,393</u>

**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
**YEAR ENDED DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
NET FINANCIAL ASSETS, beginning of year	<u>\$ 1,205,448</u>	<u>\$ 801,103</u>
Annual surplus	256,807	389,813
Acquisition of tangible capital assets	(56,315)	(65,985)
Proceeds on disposition of tangible capital assets	-	225,245
Gain (loss) on disposal of tangible capital assets	746	(186,241)
Amortization of tangible capital assets	46,966	43,163
Change in prepaid expenditures	<u>(4,956)</u>	<u>(1,650)</u>
	<u>243,248</u>	<u>404,345</u>
NET FINANCIAL ASSETS, end of year	<u>\$ 1,448,696</u>	<u>\$ 1,205,448</u>

*(See accompanying notes)*

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**YEAR ENDED DECEMBER 31, 2021**

	2021 Budget (Note 11)	2021 Actual	2020 Actual
<b>REVENUE</b>			
Government grants - provincial	\$ 68,831	\$ 68,831	\$ 68,831
Municipal levies - operating	1,003,994	1,003,994	1,003,994
Recoveries - property taxes	24,420	24,253	24,839
Municipal levies - capital	49,053	49,053	-
Legal enquiries, fill permits and plan review	171,000	337,172	242,586
Sundry - note 8	102,500	137,658	64,591
Property rental	29,636	27,386	28,223
Donations - unrestricted	86,023	3,634	2,238
Deferred contributions recognized - note 4	-	56,647	30,261
Source Protection RMO/RMI and E&O programs	122,120	128,999	131,099
Recovered from partnership programs - note 10	257,250	277,870	267,889
Government grants - summer students	16,000	17,400	4,480
Government assistance	-	-	25,000
	<u>1,930,827</u>	<u>2,132,897</u>	<u>1,894,031</u>
<b>EXPENDITURES</b>			
Corporate Services, Schedule 1	662,673	600,308	560,282
Watershed Science and Services, Schedule 2	932,314	908,003	812,605
Conservation Lands, Schedule 3	346,363	320,067	295,409
	<u>1,941,350</u>	<u>1,828,378</u>	<u>1,668,296</u>
Annual Surplus before capital items	<u>(10,523)</u>	<u>304,519</u>	<u>225,735</u>
<b>CAPITAL ITEMS</b>			
Amortization	-	(46,966)	(43,163)
Gain (loss) on disposal of tangible capital assets	-	(746)	186,241
Land donations	-	-	21,000
	<u>-</u>	<u>(47,712)</u>	<u>164,078</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>\$ (10,523)</u>	<u>\$ 256,807</u>	<u>\$ 389,813</u>

*(See accompanying notes)*

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**SCHEDULES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

**SCHEDULE OF CORPORATE SERVICES****Schedule 1**

	2021 Budget (Note 11)	2021 Actual	2020 Actual
Wages and benefits	\$ 510,923	\$ 517,421	\$ 457,686
Travel and allowances	15,000	9,720	9,026
Equipment purchases and rental	2,500	-	855
Materials and supplies	12,250	7,138	12,237
Building occupancy costs	25,000	20,295	17,773
General	97,000	69,109	88,113
Less: internal charge for supervision and overhead	<u>-</u>	<u>(23,375)</u>	<u>(25,408)</u>
	<u>\$ 662,673</u>	<u>\$ 600,308</u>	<u>\$ 560,282</u>

**SCHEDULE OF WATERSHED SCIENCE AND SERVICES****Schedule 2**

	2021 Budget (Note 11)	2021 Actual	2020 Actual
Wages and benefits	\$ 655,794	\$ 601,045	\$ 564,819
Travel and allowances	5,000	3,880	2,596
Materials, equipment and supplies	5,000	3,534	3,285
Office	8,000	13,473	4,242
Vehicle and equipment - operations and maintenance	8,000	3,922	4,693
Oak Ridges Moraine Coalition	2,500	1,250	2,500
Groundwater monitoring network	-	-	5
Benthic/flow monitoring	39,000	9,946	740
Flood forecasting and control structures	37,300	23,946	48,571
Events and publications	7,500	-	418
Education and outreach programs	19,600	55,107	29,129
Stewardship programs	22,500	62,837	20,870
Source Protection RMO/RMI and E&O programs	<u>122,120</u>	<u>129,063</u>	<u>130,737</u>
	<u>\$ 932,314</u>	<u>\$ 908,003</u>	<u>\$ 812,605</u>

(See accompanying notes)

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**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**SCHEDULES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

**SCHEDULE OF CONSERVATION LANDS****Schedule 3**

	2021 Budget (Note 11)	2021 Actual	2020 Actual
Wages and benefits	\$ 231,837	\$ 205,283	\$ 187,991
Travel and allowances	1,600	1,966	421
General maintenance	18,500	16,802	14,297
Property taxes	46,526	43,257	44,470
Insurance	15,900	16,669	14,424
Workshop costs	10,000	9,538	7,754
Goodrich-Loomis Conservation Centre operations	7,000	6,971	7,747
Vehicle and equipment operations and maintenance	15,000	19,581	17,802
Vehicle and equipment lease/purchase	-	-	503
	<u>\$ 346,363</u>	<u>\$ 320,067</u>	<u>\$ 295,409</u>

*(See accompanying notes)*

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**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**YEAR ENDED DECEMBER 31, 2021**

Schedule 4

	Land	Buildings, structures and bridges	Flood and Erosion Control Infrastructure	Roads, parking lots and trails	Furniture and fixtures	Equipment	Office equipment	Vehicles	Computer Equipment	2021 Total	2020 Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Historical Costs:</b>											
Opening Balance	2,117,404	832,062	273,132	134,797	39,578	70,924	39,021	200,667	77,548	3,785,133	3,758,152
Additions	-	12,335	40,704	-	-	-	-	-	3,276	56,315	65,985
Disposals	(746)	-	-	-	-	-	-	-	-	(746)	(39,004)
Closing Balance	<u>2,116,658</u>	<u>844,397</u>	<u>313,836</u>	<u>134,797</u>	<u>39,578</u>	<u>70,924</u>	<u>39,021</u>	<u>200,667</u>	<u>80,824</u>	<u>3,840,702</u>	<u>3,785,133</u>
<b>Accumulated Amortization:</b>											
Opening Balance	-	304,210	166,857	41,297	37,005	57,552	36,592	140,802	65,385	849,700	806,537
Amortization	-	13,273	3,420	2,338	514	2,675	728	17,960	6,058	46,966	43,163
Closing Balance	<u>-</u>	<u>317,483</u>	<u>170,277</u>	<u>43,635</u>	<u>37,519</u>	<u>60,227</u>	<u>37,320</u>	<u>158,762</u>	<u>71,443</u>	<u>896,666</u>	<u>849,700</u>
<b>Net book value for year ended December 31, 2021</b>	<u>2,116,658</u>	<u>526,914</u>	<u>143,559</u>	<u>91,162</u>	<u>2,059</u>	<u>10,697</u>	<u>1,701</u>	<u>41,905</u>	<u>9,381</u>	<u>2,944,036</u>	<u>2,935,433</u>

(See accompanying notes)

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED DECEMBER 31, 2021**

	<u>2021</u>	<u>2020</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Annual surplus	\$ 256,807	\$ 389,813
Adjustments for:		
Amortization	46,966	43,163
Loss (gain) on disposal of tangible capital assets	746	(186,241)
Land donation	<u>-</u>	<u>(21,000)</u>
	304,519	225,735
Change in non-cash operating balances:		
Accounts receivable	32,432	(42,693)
Prepaid expenditures	(4,956)	(1,650)
Accounts payable and accrued liabilities	(7,815)	20,765
Unearned revenue	(10,428)	25,500
Due to partnership programs	218,553	(206,267)
Deferred contributions	<u>(50,905)</u>	<u>126,702</u>
	<u>481,400</u>	<u>148,092</u>
<b>CASH FLOWS FROM CAPITAL TRANSACTIONS</b>		
Purchase of tangible capital assets	(56,315)	(44,985)
Proceeds on disposal of tangible capital assets	<u>-</u>	<u>225,245</u>
	<u>(56,315)</u>	<u>180,260</u>
<b>CASH FLOWS FROM INVESTING TRANSACTIONS</b>		
Purchase of short-term investment	<u>(59)</u>	<u>(289)</u>
<b>INCREASE IN CASH</b>	425,026	328,063
<b>CASH, beginning of year</b>	<u>1,601,148</u>	<u>1,273,085</u>
<b>CASH, end of year</b>	<u><u>\$ 2,026,174</u></u>	<u><u>\$ 1,601,148</u></u>

*(See accompanying notes)*

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

**1. NATURE OF OPERATIONS**

The Lower Trent Region Conservation Authority ("the Authority") is established under the Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals, for the watersheds within its area of jurisdiction. The watersheds include areas in the Municipalities of Centre Hastings, Trent Hills and Brighton, the Townships of Alnwick/Haldimand, Cramahe and Stirling-Rawdon, and the City of Quinte West.

The Authority is a registered charity and is exempt from income taxes.

**2. SIGNIFICANT ACCOUNTING POLICIES**

The Authority follows Canadian Public Sector Accounting Standards as issued by the Public Sector Accounting Board (PSAB) in preparing its financial statements. The significant accounting policies used are as follows:

**Basis of accounting**

Revenue and expenditures are recorded on the accrual basis, whereby they are reflected in the accounts in the year in which they have been earned and incurred, respectively, whether or not such transactions have been settled by the receipt or payment of money.

**Appropriations to reserves**

Authorities may establish reserves by appropriating amounts to earmark them for specific purposes. Appropriations to or from reserves are disclosed in note 6 and note 7 as appropriations from or to the operating fund.

**Tangible capital assets**

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a declining balance basis commencing in the year the asset is put into service. Donated tangible capital assets are reported at fair value at the time of donation. Amortization rates are as follows:

Buildings, structures and bridges	2.5%
Flood and erosion control infrastructure	2.5%
Roads, parking lots and trails	2.5%
Furniture and fixtures	20%
Equipment	20%
Office equipment	30%
Vehicles	30%
Computer equipment	30 to 45%



**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

**2. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Revenue recognition**

The Authority recognizes revenue as follows:

Municipal levies - general are recognized in the fiscal year in which they are levied.

The Provincial government annual operating grant is recognized in the fiscal year to which the grant relates to the extent that eligible expenditures have been incurred.

User fees and sales are recognized when the service has been performed or the goods have been transferred.

Other grants and specified donations are recognized when the related net expenditures have been incurred.

Property rental income is recognized over the lease term.

General donations are recognized when received.

Any funding received for which the related services have not been performed and/or the related expenditures have not been incurred at the end of the fiscal year are recorded as unearned revenue.

Investment income, which includes interest on bank accounts and distributions from mutual funds, is recognized when earned.

**Investments**

Investments, which consist of mutual funds, are measured at acquisition cost.

**Use of estimates**

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenditures during the reporting period. Items requiring the use of significant estimates include determining the estimated useful lives of tangible capital assets. Actual results could differ from those estimates.

**Pension expense and obligation**

The cost of employer contributions to the multi-employer defined benefit pension plan are charged to operations in the same year as the related employee salaries and wages to which the contributions relate. No provision is made for any funding liability or surplus related to this plan.

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

**2. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Liability for contaminated sites**

A contaminated site is a site at which substances occur, in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated sites if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the Authority is directly responsible or accepts responsibility, it is expected that future economic benefits will be given up and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring. The liability is recorded net of any expected recoveries. These statements do not include any liability for contaminated sites.

**3. SHORT TERM INVESTMENT**

The short term investment consists of a T-Bill mutual fund and includes \$15,884 (2020 - \$15,870) which is restricted in use for the Shell Canada project described in Note 4. The market value of the investment is equivalent to its cost.

**4. DEFERRED CONTRIBUTIONS**

	<u>2021</u>	<u>2020</u>
Balance, beginning of year	\$ 258,650	\$ 131,948
Contributions received in year	5,727	156,891
Interest earned	15	72
Expended in year	<u>(56,647)</u>	<u>(30,261)</u>
Balance, end of year	<u>\$ 207,745</u>	<u>\$ 258,650</u>

Deferred contribution balance includes the following items:

	<u>2021</u>	<u>2020</u>
Shell Canada	\$ 15,884	\$ 15,870
Youth Education Programs and Fundraising Initiative	<u>191,861</u>	<u>242,780</u>
	<u>\$ 207,745</u>	<u>\$ 258,650</u>

The Authority received contributions in a prior year from Shell Canada that are restricted in their use towards capital improvements at the Goodrich-Loomis Conservation Centre.

The Authority received contributions during the year from various donors that are restricted in their use towards Youth Education Programs and Fundraising Initiative.

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

**5. DUE TO PARTNERSHIP PROGRAMS**

The Authority has been engaged to manage and administer various non-authority programs on behalf of partners. This includes hiring and supervising the employees of these programs as well as providing technical and administrative support. The Authority is advanced funds to cover the expenditures of these programs. Separate bank accounts are not maintained for these programs. At December 31, 2021 the Authority had the following amounts payable to these programs and funds received and expended for these programs.

	Amount payable (recoverable) beginning of year	Funds received in year	Expenditures	Amount payable (recoverable) end of year
Bay of Quinte Governance	\$ (19,629)	\$ 370,250	\$ 228,476	\$ 122,145
Bay of Quinte Natural Heritage	<u>109,852</u>	<u>249,679</u>	<u>233,509</u>	<u>126,022</u>
Bay of Quinte Remedial Action Plan - total	90,223	619,929	461,985	248,167
Source Water Protection	<u>34,717</u>	<u>764,779</u>	<u>704,170</u>	<u>95,326</u>
	<u>\$ 124,940</u>	<u>\$ 1,384,708</u>	<u>\$ 1,166,155</u>	<u>\$ 343,493</u>

The Authority is the signatory to funding contracts with the Federal and Ontario governments for the above noted programs. Under these contracts, there are periodic submissions of financial reports and reconciliation of expenditures incurred to the funding provided for the contract period. Funding received in excess of eligible expenditures may have to be returned to the funding government.

**6. OPERATING FUND**

The activity during the year in the operating fund is as follows:

	<u>2021</u>	<u>2020</u>
Balance, beginning of year	\$ 607,890	\$ 493,140
Increase in net financial assets	243,248	404,345
Increase (decrease) in prepaid expenditures	4,956	1,650
Appropriations to reserves	(49,053)	(291,245)
Appropriations from reserves	<u>15,611</u>	<u>-</u>
Balance, end of year	<u>\$ 822,652</u>	<u>\$ 607,890</u>

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

**7. RESERVE FUNDS**

Appropriations to or from the reserve for administration facility, reserve for equipment, reserve for special projects, reserve for workshop facility, reserve for conservation lands, reserve for legal fees and reserve for youth education are specific decisions of the Authority's Board of Directors. The Provincial land reserve consists of funds received from sales of lands that are restricted in purpose to the purchase of provincially significant conservation lands, flood operations, flood control structures or hazard land mapping and require provincial approval. The activity in the various reserve funds during the year are as follows:

	Balance beginning of year	Appropriation from Operations	Appropriation to Operations	Balance end of year
Reserve for buildings, structures, and bridges	\$ 80,481	\$ 16,000	\$ 12,335	\$ 84,146
Reserve for vehicles and equipment	103,556	15,275	-	118,831
Reserve for special projects	62,675	1,840	-	64,515
Reserve for conservation lands	15,000	-	-	15,000
Reserve for legal fees	60,000	-	-	60,000
Reserve for youth education	43,113	-	-	43,113
Provincial land reserve	225,245	-	-	225,245
Reserve for IT infrastructure	24,000	6,000	3,276	26,724
Reserve for land infrastructure	-	9,938	-	9,938
	<u>\$ 614,070</u>	<u>\$ 49,053</u>	<u>\$ 15,611</u>	<u>\$ 647,512</u>

During the year, the Authority consolidated the reserve for administration facility and workshop facility into the reserve for buildings, structures and bridges and created the reserve for IT infrastructure allocating \$24,000 from the reserve for vehicles and equipment. Opening balances above reflect these changes.

Appropriations from operations represent the capital levy approved in the year and appropriations to operations relate to actual spending on items approved in the capital asset management plan.

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

**8. SUNDRY**

Sundry revenue consists of the following:

	2021 Budget (Note 11)	2021 Actual	2020 Actual
Tree seedling and native potted plant program	\$ 22,500	\$ 28,580	\$ 27,179
Shoreline Management Plan staff secondment	-	9,000	-
Stewardship programs and other projects	20,000	47,665	26,262
Interest	10,000	8,890	11,150
Warkworth Dam capital improvements	50,000	39,948	-
Rebates and recoveries	-	3,575	-
	<u>\$ 102,500</u>	<u>\$ 137,658</u>	<u>\$ 64,591</u>

Sundry revenue includes \$19,974 (2020 - \$12,704) related to special projects that were recognized from special levies to the benefitting municipalities.

**9. DONATIONS**

During the year, the Authority received donations totalling \$6,861 of which \$3,223 were restricted in use and have been included in deferred contributions (see note 4) and \$3,638 is included as donations - unrestricted on the statement of operations.

**10. RECOVERIES FROM PARTNERSHIP PROGRAMS**

Recoveries from partnership programs are amounts recovered from the programs described in note 5 and include recovery of wages and benefits of general Authority employees, office space and automotive equipment rental and overhead costs. The amounts charged to the programs are as follows:

	2021	2020
Bay of Quinte Remedial Action Plan	\$ 130,136	\$ 122,743
Source Water Protection	<u>147,734</u>	<u>145,146</u>
	<u>\$ 277,870</u>	<u>\$ 267,889</u>

**THE LOWER TRENT REGION CONSERVATION AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

**11. BUDGET AMOUNTS**

The budget amounts presented are as approved by the Board of Directors on December 10, 2020. This includes both the operating budget and the capital budget. The operating budget included \$1,831,774 of revenue and \$1,941,350 of expenditures for a deficit of \$109,576. The capital budget included \$99,053 of revenue with projected capital expenditures of \$142,500 for the current year. The Authority does not budget for amortization.

**12. FINANCIAL INSTRUMENTS**

The Authority's financial instruments consist of cash, short term investment, accounts receivable, accounts payable and accrued liabilities and due to partnership programs. Unless otherwise noted, it is management's opinion that the Authority is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

The fair value of the financial instruments, excluding short term investment, approximate their carrying values because of their expected short-term maturities and treatments on normal trade terms. The fair value of the short term investment approximates its carrying value as the investment is in a T-bill fund for which the quoted price does not vary.

**13. EXPENDITURES BY OBJECT**

	<u>2021</u>	<u>2020</u>
Salaries and benefits	\$ 1,385,000	\$ 1,366,617
Operating goods and services	<u>443,378</u>	<u>301,679</u>
	<u>\$ 1,828,378</u>	<u>\$ 1,668,296</u>

**14. PENSION AGREEMENTS**

The Authority makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of the members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Contributions are split equally between the employees and the Authority.

The Authority's share of contributions to OMERS for 2021 was \$125,447 (2020 - \$126,548) for current service costs, of which \$16,186 (2020 - \$16,491) related to Partnership Programs and \$109,261 (2020 - \$110,057) relates to Authority programs that are included in the statement of operations.

The OMERS plan has a reported \$3.2 billion actuarial deficit at the end of 2020 (2019 - \$3.4 billion), and \$113.1 billion of actuarial liabilities at the end of 2020 (2019 - \$107.7 billion). Amounts for 2021 are not yet available.

**THE LOWER TRENT REGION CONSERVATION AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2021**

**15. UNCERTAINTY DUE TO THE ECONOMIC CONSEQUENCES OF THE  
CORONAVIRUS DISEASE (COVID-19) OUTBREAK**

In mid-March of 2020, the province of Ontario declared a state of emergency in response to the public health concern originating from the spread of the coronavirus disease.

A high degree of uncertainty persists surrounding the full economic impact of the situation. The unpredictable nature of the spread of the disease makes it difficult to determine any long-term impact on the Authority's financial position and operations.

**16. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified from those previously presented to conform to the presentation of the 2021 financial statements.



**LOWER TRENT**  
CONSERVATION

# ANNUAL REPORT 2021



Member of



**Conservation  
ONTARIO**  
Natural Champions



# Message from the CAO and Chair

## Board of Directors 2021



Rhonda Bateman, CAO



Eric Sandford, Chair

### 2021 Annual Report Message from the CAO and Chair

Lower Trent Conservation's 2021 Annual Report is a testament to the spirit and dedication of our staff members to improve the delivery of our programs and services. Although the pandemic continued through 2021, Lower Trent Conservation adapted programming and services to meet the needs of our watershed residents and our municipal partners. While our offices were closed to the public, communication with our staff members continued through telephone and email. When necessary, and with COVID safety protocols in place, office appointments were scheduled and site visits continued.

Partnerships and cooperation with local municipalities, the provincial Water and Erosion Control Infrastructure program, community groups, individuals and non-governmental organizations helped Lower Trent Conservation to accomplish many goals in 2021 including: the installation of a new Log-Lifting system at the Warkworth Dam, the migration of children's education to an online format and the virtual delivery of the Tri-County Children's Water Festival, and the completion of the multi-year Murray Marsh NHA buffer project.

Our Planning and Regulations section recorded large increases with online inquiries up 58%, *Planning Act* applications increasing by 60% and new violations up by 40% over last year.

Three new regulations under the *Conservation Authorities Act* were passed in the fall: Transition Plans and Agreements, Mandatory Programs and Services, and Rules of Conduct in Conservation Areas. Lower Trent Conservation delivered the first requirement under these regulations with the development and distribution of a Transition Plan to our municipal partners and the province before the end of 2021. The remainder of these regulations and their delivery requirements will be a prominent driver for upcoming workplans.

The highlights contained within this Report are the result of the support received from our Board of Directors and the commitment of our staff members. We appreciate the continued support from our partner municipalities and the greater watershed community.

Municipalities located within the Lower Trent Conservation watershed region appoint representatives to the Board of Directors.

The 10-member Board representing the seven municipalities, located either entirely or partially within the watershed region, oversees the activities of the Conservation Authority and reports back to their respective municipal councils.

### **Township of Alnwick/ Haldimand**

Mike Filip

### **Municipality of Brighton**

Mary Tadman (Vice-Chair)  
Mark Bateman

### **Municipality of Centre Hastings**

Eric Sandford (Chair)

### **Township of Cramahe**

Don Clark

### **City of Quinte West**

Jim Alyea  
Lynda Reid

### **Township of Stirling- Rawdon**

Bob Mullin

### **Municipality of Trent Hills**

Rick English  
Gene Brahaney

# About Us

Lower Trent Conservation is a community-based, non-profit environmental protection organization dedicated to protecting, restoring, and managing natural resources across the Lower Trent watershed region.

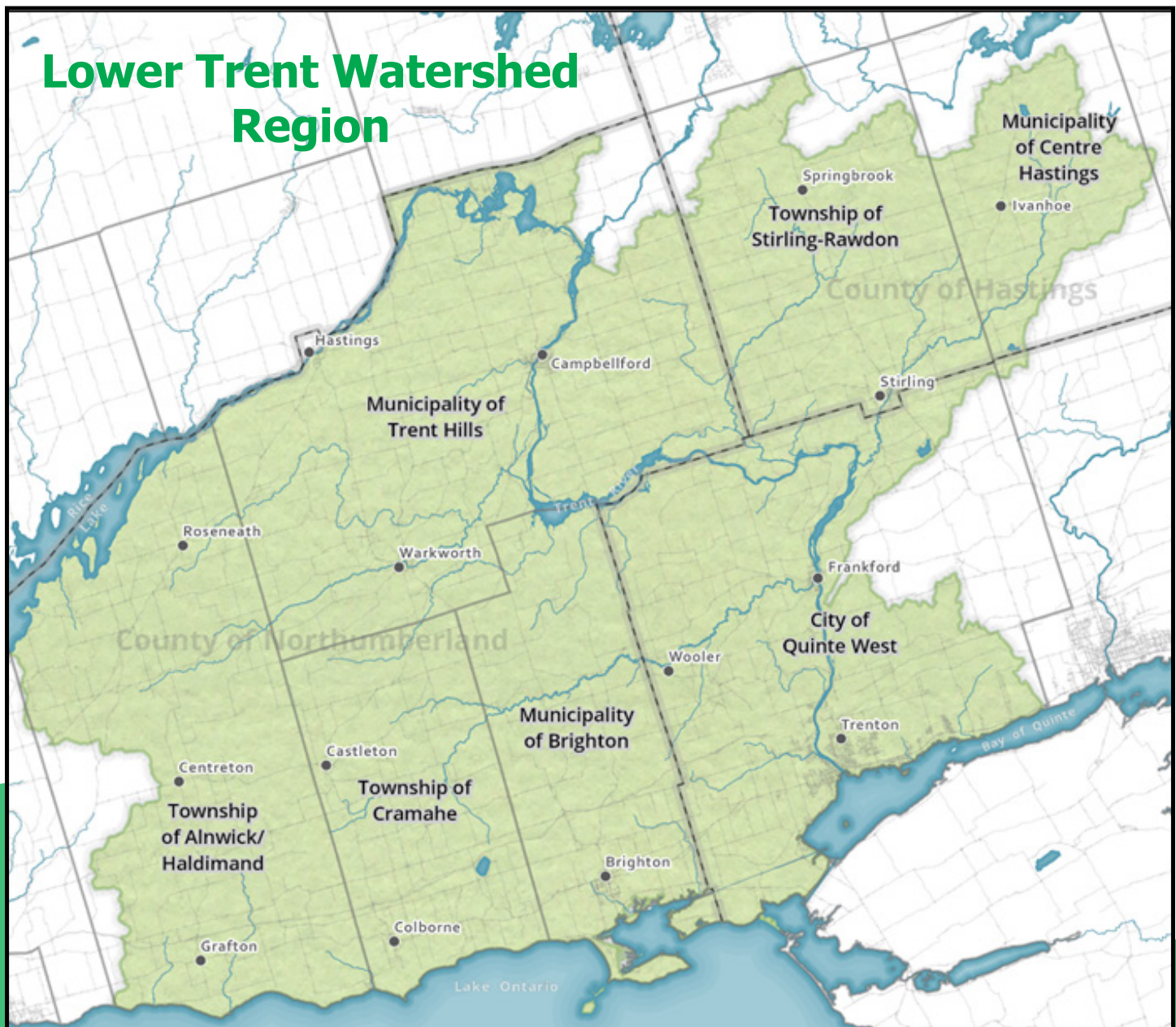
Established by the provincial government and our municipal partners in 1968, under the *Conservation Authorities Act*, Lower Trent Conservation is one of 36 Conservation Authorities in Ontario, and a member of Conservation Ontario.

Lower Trent Conservation works in partnership with municipal, provincial and federal governments, businesses, community organizations and the general public to deliver locally-based environmental programs.



*Trent River at the Trenton Greenbelt Conservation Area*

Lower Trent Conservation's watershed jurisdiction covers 2,070 square kilometres including the Trent River and the watersheds of eight main tributaries, as well as areas that flow directly into Lake Ontario and the Bay of Quinte between Grafton and Quinte West.



# Watershed Science & Services

## Environmental Planning and Regulations

*Development activities in environmentally sensitive areas such as wetlands, shorelines, streams, and rivers can damage the environment or pose a threat to public safety. Lower Trent Conservation offers advice to municipalities, developers, and landowners to help them meet provincial policy requirements and to ensure compliance with government legislation. These services also ensure environmental integrity and protect people and property from flooding and erosion hazards.*

*Regulation of construction activities in environmentally sensitive areas such as wetlands, shorelines, and waterways ensures that activities in these areas will not result in a risk to public safety or property damage. This preventative approach also ensures the protection of important natural features.*

### 2021 Highlights

- Provided comments to local municipalities on 264 *Planning Act* applications (severances, minor variances, official plans, zoning by-laws, etc.).
- Provided ongoing review and input to 25 subdivision proposals, 2 condominium proposals and 17 site plan approval applications.
- Participated in 3 legal court cases regarding Section 28 regulations.
- Received applications for 383 permits for development activities under Section 28 of the *Conservation Authorities Act* (Ontario Regulation 163/06 Development, Interference with Wetlands & Alterations to Shorelines and Watercourses) and approved 332 permits.
- Identified 45 new violations; Conducted enforcement investigations related to 67 violations (new and ongoing); Resolved 35 Violations Files.
- Responded to 65 complaints.
- Responded to 1,134 online property inquiries and provided comments regarding property specific development constraints and environmental conditions for 793 new general development inquiries and 48 legal requests.
- Conducted 282 site inspections to assist with the environmental review of municipal planning and permit applications.
- Delivered outreach and education on source water protection, regulations and planning with a municipal partner.
- Delivered risk management services as part of the implementation of the Trent Source Protection Plan: completed 4 risk management plans addressing 5 significant drinking water threats, conducted 4 risk management plan compliance inspections, 6 inspections for prohibited activities, issued 42 restricted land use notices.



Lake Ontario shoreline

# Watershed Science & Services

## Flood Forecasting and Protection Works

*Lower Trent Conservation, in cooperation with local municipalities and the provincial government, plays a key role in reducing the risk of property damage and loss of life from natural hazards such as flooding.*

*Weather forecasts and conditions along the region's waterways are monitored daily, as part of a flood forecasting and warning system, in order to provide the earliest possible notification to municipalities and the public of the potential for flooding.*

*In addition, 10 flood control structures, including a dam, flood walls, berms, weirs, and overflow channels, have been constructed to help protect existing development in flood susceptible areas from potential damages resulting from a flood. The structures were constructed with the aid of the Province of Ontario and local municipalities on a cost-sharing basis.*

## 2021 Highlights

- Issued 6 bulletins regarding high water levels on local water systems: 2 water safety statements, 4 flood outlook statements or flood watches were issued. 5 of these notices were watershed wide, 1 was specifically for the Trent River. No water level bulletins were issued for Lake Ontario and the Bay of Quinte.
- Conducted daily risk assessments for flood forecasting including monitoring weather forecasts, water levels/flows at 13 stations, and precipitation at 10 stations; carried out 12 snow surveys at 4 snow sampling sites.
- LTC watershed was in Level I Low Water Conditions for the months of June and July. One Low Water Bulletin was issued on June 2, 2021 declaring the Level 1 Conditions and another Bulletin was issued on August 6, 2021 ending the Drought Advisory.
- Conducted annual inspections of 10 flood control structures.
- Installation of the new overhead gantry log-lifting system at the Warkworth Dam was completed in early 2021.
- Seasonal operation of the Warkworth Dam: Logs In (April 30, 2021) and Logs Out (November 11, 2021).



## Environmental Monitoring and Reporting

*Watershed monitoring activities focus on collecting data to evaluate and report on existing conditions within the watershed. LTC works in partnership with our municipalities on water monitoring programs to support local initiatives as well as provincial monitoring networks. Due to COVID-19 and lack of funding, the program was reduced based on resources available.*

- Monthly provincial surface water quality monitoring was completed (9 sites) as well as monthly LTC surface water quality sampling (9 sites).
- Annual groundwater quality monitoring was undertaken at 11 wells. One well was decommissioned at the request of the land owner. Ongoing water level monitoring is being logged at the remaining 10 wells.

# Watershed Science & Services

## Education, Outreach and Stewardship

Education and outreach are critically important for engaging residents in environmentally sustainable behaviours and drawing attention to conservation issues. Special events, workshops, and landowner stewardship activities provide opportunities for people to learn about and get involved in the protection of natural resources within the watershed region. Lower Trent Conservation also recognizes that the students of today are the environmental champions of tomorrow. Through a variety of educational activities, young people learn about the importance of our natural environment and are inspired to care for our precious environment. Lower Trent Conservation's youth environmental education initiatives are made possible through grants and donations from local industry, business, service clubs, and private individual supporters.

### 2021 Highlights

- Developed new virtual class programs to engage youth from Grades 2-12.
- Launched the pilot Love Your Watershed program, which will fund youth-initiated projects that will improve the air quality, water quality, or wildlife habitat.
- Coordinated a virtual Tri-County Children's Water Festival that took place over the month of May.
- Attended 6 Batawa Summer Adventure Camps.
- Presented at Latornell Conservation Symposium Webinar series.
- In total, the environmental education programming engaged 1,957 people, including 1720 youth, 243 adults, 85 classes, and 42 schools.
- Raised awareness regarding drinking water source protection with 36 social media posts reaching over 11,000 people and assisting in the development of road sign campaign and online quiz.
- Completed "A Management Guide to Control Invasive Phragmites" at the MMNHA with support from the Invasive Species Hit Squad position supported by Ontario Federation of Anglers and Hunters.
- Delivered 12,000 free trees through the EAB Replacement Tree program to 141 Northumberland County residents.
- Native Plant Sale provided 11,100 tree and shrub seedlings, 180 potted tree saplings, and 3,240 wildflowers to over 300 customers.
- Completed 4 site visits with landowners interested in planting trees through the 50 Million Tree Program.



*Child exploring on a guided hike*



*Guided hike with Batawa Summer Camp*



*Site visit with landowner*

# Conservation Lands

Lower Trent Conservation owns 1,540 hectares of natural open space. These forests, valleys, meadows, and wetlands form part of a regional system of protected landscapes that depict the natural diversity of the region. They are special places in the watershed that are protected from development, where the natural world comes first.

There are 17 properties that range in size from small parkettes to over 650 hectares. Ten properties are classified as Conservation Areas and provide venues for healthy, active lifestyles such as hiking, mountain biking, fishing, canoeing, and other outdoor recreational activities. These properties feature over 27 kilometres of trails, and other facilities such as parking lots, privies, boat launches, picnic shelters, and the Goodrich-Loomis Conservation Centre. In addition, seven Natural Habitat Areas, while open to the public, are left in a natural state with no maintained trails or recreational facilities.

## 2021 Highlights

- Implemented final stage of the Proctor Park Conservation Area Improvement Plan.
- Installed new or rebuilt entrance signs at Bleasdell Boulder, Trenton Greenbelt, Haldimand, and Proctor Park Conservation Areas, including a new (replacement) sign on Hwy #2 west of Brighton.
- Coordinated with Ontario Hydro to relocate an osprey nest to a new safer nesting pole.
- Masonry professionals completed structural maintenance on the King's Mill building.
- An unauthorized trail was closed at Sager Conservation Area to allow for regeneration.
- Upgraded path at Goodrich-Loomis Conservation Area with a drainage swale.
- Ecological Land Classification assessments were initiated for the Trenton Greenbelt Conservation Area and the King's Mill Conservation Area.
- Removed hazard trees including those infected with Emerald Ash Borer and many that were damaged during strong wind storms.
- Performed invasive species removal (autumn olive) at the Goodrich-Loomis Conservation Area.
- Monitored for an endangered butterfly at our conservation areas.
- Supported field assessments of an endangered moth on conservation lands.
- Completed the multi-year wetland buffer project at MMNHA by planting an additional 8,420 trees on Austen Island with support from Forests Ontario, Highway of Heroes, Ducks Unlimited and donations to the Stewardship program.



Osprey nest relocation



# Corporate Services

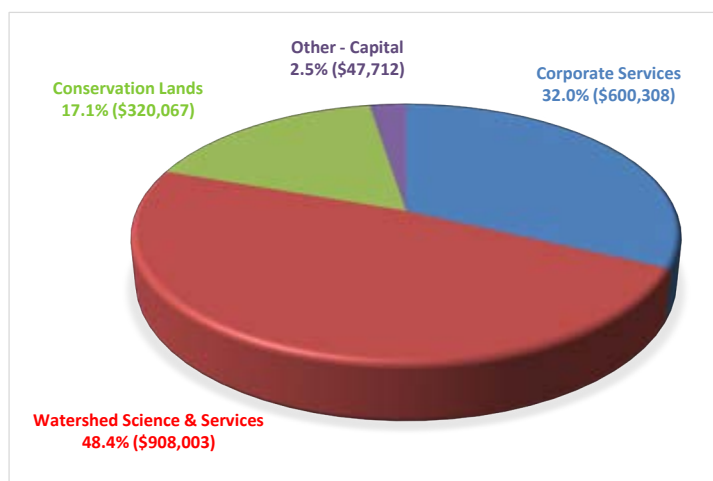
Corporate Services is an important part of day-to-day operations, providing support to all Lower Trent Conservation programs. These include: financial and human resource management; administrative and IT support; program planning and development; customer relations; partnership building; information management; GIS (mapping); and marketing and communications.

## 2021 Highlights

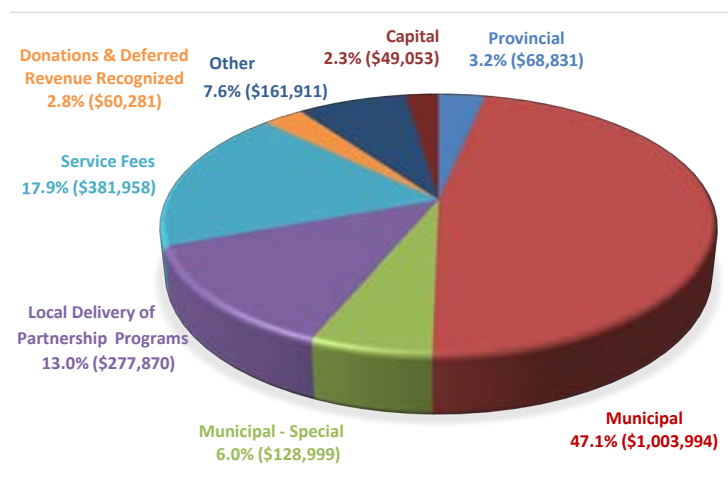
- Launched upgraded accounting software, Sage50 Premium Accounting with new chart of accounts to accommodate departmental reporting.
- Researched, purchased and set up the new online time and attendance (Dayforce) process for all staff, allowing staff time to be allocated to various projects/program activities; as well as, directly linked to the payroll system.
- Provided CS support to fifteen (15) various special projects/programs funded contracts throughout 2021.
- Conducted 2021 Salary Review with proposed changes for 2022 Budget.
- Updated the Human Resources Policy and Procedures, including expanding scope for 'Working from Home' section due to COVID-19 pandemic.
- Launched electronic funds transfer (EFT) payments through CIBC bank.
- Completed first electronic records destruction online to meet Information Classification Retention meeting disposition equalling 'destroy'.
- Successfully implemented the new 10-year Capital Management Plan with 50% capital budget funding for 2021.

## 2021 Financial Summary

### Expenditures - \$1,876,090



### Revenues - \$2,132,897



Financial summary does not include partnership programs (Bay of Quinte Remedial Action Plan & Drinking Water Source Protection) administered by Lower Trent Conservation.

# Partnership Programs

## Bay of Quinte Remedial Action Plan



Lower Trent Conservation coordinates the local administration of the Bay of Quinte Remedial Action Plan, co-chairs the Bay of Quinte Restoration Council, and provides communications and technical support aimed at rehabilitating the Bay.

In 2021, further progress was made with addressing the environmental health issues for the Bay of Quinte. Degradation of aesthetics was submitted to the federal and provincial governments for formal redesignation to not impaired. Three environmental health issues remain to be addressed: restrictions on fish and wildlife consumption, eutrophication or undesirable algae and degradation of phytoplankton and zooplankton populations.

Eutrophication and undesirable algae has always been the main issue with the Bay and a long-term phosphorus management plan is required. A discussion paper has been prepared and consultation with local municipalities and other stakeholders continued in 2021. A long-term monitoring plan for the phosphorus management plan is under development.

Stewardship programs were delivered to assist landowners with implementation of the recommendations in the phosphorus management plan.

## Drinking Water Source Protection

As the lead Source Protection Authority for the Trent Conservation Coalition Source Protection Region, Lower Trent Conservation provides technical and administrative support to the Source Protection Committee and Crowe Valley, Ganaraska Region, Kawartha-Haliburton, Lower Trent, and Otonabee-Peterborough Source Protection Authorities. Source Protection Plan policies are in effect across this vast region to protect sources of drinking water for 52 municipal drinking water systems (34 groundwater wells and 18 surface water intakes).

- Reviewed several applications for developments that could impact the vulnerability of drinking water systems.
- Proposed a new method of calculating what would constitute a road salt application threat to drinking water, this approach was adopted by the MECP.
- Involved in a peer review of the Durham Region Groundwater Modeling Study.
- Involved in creating a music video to promote understanding of the Drinking Water Protection Zone Road Signs which was part of a Province wide campaign



Bain Park



The 28-member Source Protection Committee has been monitoring the progress of the policy implementation phase, while working on improvements to the existing policies in an effort to enhance the effectiveness of the policies. Plan amendments are also required when a drinking water system changes. Amendments to the Source Protection Plan for the new wells in Colborne and Blackstock were initiated in 2021 with approval expected in 2022.



# Our 2021 Staff

Rhonda Bateman, CAO/Secretary-Treasurer

## Corporate Services

Kelly Vandette, Manager, Corporate Services  
Corinne Ross, Communications Specialist  
Anna Morgan, Finance & Information Technician  
Jeffrey Meyer, GIS and Information Technology Specialist

## Watershed Science & Services

Anne Anderson, Manager, Community Outreach & Special Projects  
Janet Noyes, Manager, Development Services & Water Resources  
Leah Stephens, Environmental Planner/Regulations Officer (Jan - Sept)  
Ashley Anastasio, Environmental Planner  
Gage Comeau, Water Resources Specialist/Regulations Officer  
Victoria Heffernan, Assistant Planning Technician (Jan - July)  
Kim Stephens, Assistant Planning Technician  
Ewa Bednarczuk, Ecology & Stewardship Specialist  
Chris McLeod, Source Protection Risk Management Official/Inspector  
Jenn McCallum, Environmental Education Technician  
Massimo Narini, Assistant Development Technician \*  
Savanah Muller, Communications and Outreach Assistant +  
Emil Senathirajah, Invasive Species Outreach Specialist +  
Daniel Butler - Student Placement  
Kayla Nelson - Student Placement

## Conservation Lands

David Beamer, Manager, Conservation Lands  
Frank Cherrier, Conservation Lands Maintenance Technician (Retired May)  
Luke Oomen, Conservation Lands Technician  
Matthew Doxtator, Conservation Lands Field Assistant \*  
Jett Brown, Conservation Lands Field Assistant +

## Bay of Quinte Remedial Action Plan

Sarah Midlane-Jones, Community Outreach Specialist  
Shan Mugalingam, Technical Specialist  
Jason Jobin, Environmental Stewardship Technician \*

## Drinking Water Source Protection

Keith Taylor, Program Coordinator \*  
Trent Bos, Program Assistant\*

\* Contract/Seasonal Position  
+ Summer Student Position



**LOWER TRENT**  
CONSERVATION



**@LowerTrent**



**/LowerTrentConservation**



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**LOWER TRENT**  
CONSERVATION

# STAFF REPORT

**Date:** February 28, 2022  
**To:** Board of Directors  
**Re:** Conservation Lands Staffing  
**Prepared by:** Rhonda Bateman, Chief Administrative Officer

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## PROPOSED RECOMMENDATION:

**THAT** the staff report be accepted as information and further that surplus funds be used to supplement the conservation lands seasonal staffing position be approved.

## BACKGROUND:

The budget discussions in October resulted in the best attempt to keep the operations budget increase for 2022 at 2% for our municipal partners. This resulted in the withdrawal of the seasonal conservation lands position. The manager of conservation lands brought forward the option of finding outside funding for the position as an alternative. This initiative was supported with the understanding that the position is important for full coverage during the active season. Due to the responsibilities assigned to this position, it is not feasible to substitute for an extra student position.

## DISCUSSION:

We were successful in obtaining a funding opportunity through BioTalent Science Horizons. This program supplies 80% funding for a position up to \$25,000.

This will allow the proposed position to be active for six months to receive the \$25,000. The remainder of the required funding for the position would be approx. \$7,964.

## RECOMMENDATION:

That surplus funds be applied to fully cover the conservation lands seasonal position for six months.



**LOWER TRENT**  
CONSERVATION

## STAFF REPORT

**Date:** March 1, 2022  
**To:** Board of Directors  
**Re:** Support for the South Eastern Ontario Production Accelerator Fund (SEOPAF)  
**Prepared by:** David Beamer, Manager, Conservation Lands

### PROPOSED RESOLUTION:

THAT the staff report be accepted as information and further that the Board authorize staff to write a letter of support for the South Eastern Ontario Production Accelerator Fund (SEOPAF) proposal and allow SEOPAF to advertise the LTC name and logo on its list of support partners.

### BACKGROUND

Lower Trent Conservation staff have been working with our Regional Tourism Office (RTO-9), Kingston Film Office, City/Municipal partners, and other partners to actively promote tourism for the South Eastern Ontario region and work to support and grow the tourism industry. LTC's Conservation Lands are a destination for tourism-related activities as well as other sectors such as the commercial filming industry. This partnership was instrumental in acquiring funding to have professional photos taken of our Conservation Lands. The photos have been posted on the Ontario Creates Film Location Database to attract commercial film companies to use conservation lands resulting in t potential revenue generation for LTC.

<https://digitallibrary.ontariocreates.ca/DigitalLibrary/Location/LocationSearch.aspx>

### About SEOPAF

The South Eastern Ontario Production Accelerator Fund (SEOPAF) proposes to be a stable separate funding stream that will boost original domestic screen-based production while growing local industry in South Eastern Ontario (SEON). Part of the SEOPAF funding will be used to invest in 25 to 30 domestic productions at a level of \$500,000 to \$1M per project depending on local spend, hires, etc. By attracting Domestic Screen-based Production Companies with viable film, TV and documentary projects to the region, SEOPAF will create new entry level jobs in SEON while building capacity across a range of support sectors (i.e. hotels, catering, etc.) including key infrastructure construction builds such as expanded broadband and studio construction.

The proposed South Eastern Ontario Production Accelerator Fund is actively lobbying the Ministry of Economic Development. Their proposed \$25 million fund is modelled on the highly successful Northern Ontario Heritage Fund, which has effectively built a \$100 million industry and turned the North into Canada's fourth largest production hub.

Their full proposal can be found here: [www.seopaf.ca](http://www.seopaf.ca)

### DISCUSSION

Lower Trent Conservation is positioning itself to attract revenue from commercial filming on LTC properties. By supporting the Eastern Ontario filming industry, we hope to increase the potential for films to be produced on LTC properties.

**RECOMMENDATION**

LTC staff would like the Board to authorize staff to write a letter of support for the SEOPAF proposal. In addition, staff would ask the Board to allow SEOPAF to advertise the LTC name and logo to the list of support partners on the SEOPAF website, applicable reporting, and proposals.

**ADDITIONAL INFORMATION**

SEOPAF are requesting letters of support directly from municipal governments within our watershed. Currently, the City of Quinte West, Municipality of Brighton, and Municipality of Trent Hills have provided letters of support. For the remaining municipalities within our watershed, LTC staff is available for discussion if any of these partners are interested in providing a letter of support.



**LOWER TRENT**  
CONSERVATION

# CAO REPORT

**Date:** February 28, 2022

**To:** Board of Directors

**Prepared by:** Rhonda Bateman, Chief Administrative Officer

## QUINTE WEST CHAMBER OF COMMERCE

As a member of the Quinte West Chamber of Commerce, I attended Mayor Harrison's State of the City Address luncheon at Hero's Landing on February 11<sup>th</sup>.

## MECP

The Programs and Services Inventory was distributed to our municipal partners and the MECP on February 28, 2022 as per the regulation. We look forward to working with municipal staff to discuss existing agreements and development of new agreements or programs.

The MECP released the information regarding the Public Appointment Secretariat advertisement for agricultural representative positions. The postings were open for only two weeks. MECP held a question and answer session for CAO/GMs. It was confirmed that the per diem payments would be the province's responsibility. There were many questions regarding voting privileges associated with budget/financial considerations, potential for conflict of interest, relationship of members to the ministry, affect to quorum, indemnification, and potential updates to Administrative By-laws. There were some issues that require further follow-up from MECP.

## COVID UPDATE

As of March 1, 2022, the restrictions on indoor setting limits and vaccination passports will be withdrawn from the province. Staff at LTC have returned to the workplace and some staff have selected to take advantage of our new Work from Home option available through the updated Personnel Policy. Staff are required to be in the office for a minimum of one day per week. These arrangements appear to be working well and we will be revisiting/evaluating the program after the first three months of practice.

LTC will maintain the current COVID protocols for masking, hand washing and distancing to ensure the safety of all staff. The administrative office remains closed to the public however, the public are invited to make appointments with staff members. This option has been well received by proponents.

## SPECIAL PROJECTS

LTC has a Co-op student from Loyalist College, Renee Richardson. Renee is working primarily on the conservation lands inventory which is a requirement under the new regulations. Renee is also helping out in other areas of the organization to give her a broad appreciation of the work done at LTC.

**CONSERVATION ONTARIO**

The Annual General Meeting of Conservation Ontario will occur on April 11, 2022.

**LDD SPRAYING**

I have received one email inquiry regarding LTC properties not participating in the Quinte West BTK spraying for LDD. A resident in the Oak Lake area requested that we re-visit the decision to not spray. We have replied outlining the same rationale that was presented to the Board last December. Quinte Conservation is also receiving inquiries from the same area regarding their Board's decision to not spray on their conservation lands. LTC staff are working on a fact sheet that will be available on our website for future inquiries. LTC and Quinte Conservation are sharing messaging in response to complaints.