



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: 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, September 8, 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. Hearing Board Meeting Minutes of July 14, 2022
 - b. Hearing Board In-Camera Session Minutes of July 14, 2022
 - c. Regular Board Meeting Minutes of July 14, 2022

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[Page # 9](#)

RECOMMENDED:

 THAT the meeting minutes of July 14, 2022 be adopted.

8. Business arising from these minutes

There is no business arising from these minutes for this meeting.

STANDING ITEMS**9. Correspondence – Rhonda Bateman, CAO/Secretary-Treasurer**

Page # 15

- a. 2022-08-07 Letter of Intent from the Council of Havelock-Belmont-Methuen

RECOMMENDED:

THAT the letter of intent from the Council of Havelock-Belmont-Methuen dated August 7, 2022 be received as information.

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 July 1, 2022 to August 31, 2022 – Janet Noyes, Manager, Development Services & Water Resources

Page # 17

RECOMMENDED:

THAT the summary of Section 28 Permits pursuant to Ontario Regulation 163/06 approved by staff for the period from July 1, 2022 to August 31, 2022 be received as information.

11. List of Monthly Payments Issued – Kelly Vandette, Manager, Corporate Services

Page # 23

RECOMMENDED:

THAT the list of payments of cheques and electronic funds transfers (EFTs) in the total amount of \$169,263.69 for the months of July and August 2022 be received as information.

12. Summary of Education & Outreach Activities – Rhonda Bateman

Page # 26

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 Newsletters for July and August 2022

Page # 28

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

Page # 34

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. Permanent Watershed Services Technician Position – Rhonda Bateman

RECOMMENDED:

THAT the Board decision provided to staff via email dated July 20, 2022 to make the Watershed Services Technician position permanent effective July 25, 2022, be ratified.

15. 2023 Fee Policy and Schedule – Rhonda Bateman

[Page # 35](#)

RECOMMENDED:

THAT staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2023 Fee Policy and Schedule.

16. 2023 Preliminary Draft Budget – Rhonda Bateman and Kelly Vandette

[Page # 47](#)

RECOMMENDED:

THAT the 2023 Preliminary Draft Budget be received as information.

17. Enlargement of Lower Trent Conservation’s Jurisdiction – Rhonda Bateman

[Page # 54](#)

RECOMMENDED:

THAT staff begin the process, at the request of and in consultation with, the Township of Havelock-Belmont-Methuen, to meet the requirements for watershed enlargement under the *Conservation Authorities Act* to bring the lands in the Township of Havelock-Belmont-Methuen that are outside of conservation authority jurisdiction into the watershed jurisdiction of the Lower Trent Region Conservation Authority.

OTHER BUSINESS

18. CAO's Report – Rhonda Bateman

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RECOMMENDED:

THAT the CAO’s Report be received as information.

19. Members Inquiries/Other Business

20. Adjournment

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

Kelly Vandette 613-394-3915 ext. #215

kelly.vandette@ltc.on.ca



LOWER TRENT
CONSERVATION

LOWER TRENT REGION CONSERVATION AUTHORITY
HEARING BOARD for O. Reg. 163/06 PERMIT APPLICATIONS

#RP-22-029

MINUTES

DATE: July 14, 2022

TIME: 6:30 p.m.

LOCATION: Administrative Office, 714 Murray Street, Trenton / Virtually

PRESENT:

ON SITE		REMOTE SITE
Eric Sandford (Chair)	Mark DeJong	Mike Filip
Mary Tadman	Jim Alyea – arrived 7:25 pm	Lynda Reid
Don Clark		Gene Brahaney – arrived 6:37 pm

ABSENT / REGRETS: Bob Mullin, Rick English, Mark Bateman

STAFF: Rhonda Bateman, Janet Noyes, Kelly Vandette

APPLICANTS: For **RP-22-029**, Cole Ingoldsby (TaskForce Engineering) on behalf of Owner: Nickey Eden (Custom Carts St. Lawrence).

GUESTS: Cole Ingoldsby and Colin Crowe (TaskForce Engineering), Bryon Keene and Elliott Fledderus (Jewell Engineering) - agents

1. Call to order

The meeting was called to order by Chair Sandford at 6:30 p.m.
Chair Sandford provided protocols for the meeting and welcomed guests present.

2. Motion for the Board of Directors to sit as the Hearing Board

RES: HC06/22

Moved by: Mary Tadman

Seconded by: Mark DeJong

THAT the Board of Directors sit as the Lower Trent Conservation Hearing Board.

Carried

3. First Nation Acknowledgement by the Chair

“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.”

4. Opening Remarks by Chair

Chair Sandford made the following remarks:

We are now going to conduct a hearing under Section 28 of the *Conservation Authorities Act* in respect of a permit application by the agent Cole Ingoldsby on behalf of the owner Nikey Eden to:

- realign the Glen Miller Creek Tributary Stream around a proposed development area;
- to fill in the flood hazard on the property from Glen Miller Creek;
- to redelineate the flood hazard on these lands to allow for expanded development area; located at 6 Douglas Road, Trenton, City of Quinte West, Geographic Township of Murray, Concession 2, Part Lot 1.

The Authority has adopted regulations under section 28 of the *Conservation Authorities Act* which requires the permission of the Authority for development within an area regulated by the Authority in order to ensure no adverse effect on the control of flooding, erosion, dynamic beaches, pollution or conservation of land, or to permit alteration to a shoreline or watercourse or interference with a wetland. This Hearing is about granting permission to develop under the Authority regulations; a separate matter from approvals under the *Planning Act*.

The Staff has reviewed this proposed work and a copy of the staff report has been given to the applicant.

The *Conservation Authorities Act* (Section 28 [12]) provides that:

"Permission required under a regulation made under clause (1) (b) or (c) shall not be refused or granted subject to conditions unless the person requesting permission has been given the opportunity to require a hearing before the authority or, if the authority so directs, before the authority's executive committee."

In holding this hearing, the Hearing Board is to determine whether or not a permit is to be issued, with or without conditions. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing. It is not our place to suggest alternative development methods.

It is to be noted that if the Hearing Board decision is "to refuse" or not support the proposed work within the permit submission, the Chairman or Acting Chairman shall notify the owner/applicant of his/her right to appeal the decision to the Ontario Land Tribunals.

The proceedings will be conducted according to the *Statutory Powers Procedure Act*. Under Section

5 of the *Canada Evidence Act*, a witness may refuse to answer any question. The procedure in general shall be informal without the evidence before it being given under oath or affirmation.

If the applicant has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chair of the Board.

At this time, if any member of this Board has intervened on behalf of the Applicant with regards to this matter, they should recuse themselves so there is no apprehension of bias and that a fair and impartial Hearing may be conducted.

5. Disclosure of pecuniary interests

There was no disclosure of pecuniary interests for this Hearing.

6. Presentation by Staff

Janet Noyes, Manager, Development Services and Water Resources presented the staff report to the Hearing Board (**Appendix 1**).

7. Presentation by Applicants

Elliott Fledderus, Jewell Engineering spoke to the presentation as provided in the agenda package on behalf of the owner.

8. Additional Information Sharing

a. Additional Questions from the Board

Chair Sandford asked the applicants questions regarding the proposed drainage, fill, water flow along the Glen Miller Creek, and the stormwater management conditions. The applicants responded to the questions to the Board's satisfaction and concerns, including risk management for public and property safety were addressed.

Director Reid commented that she visited the sight and saw no indication of water pooling or flooding issues.

There were no further questions from the Board.

b. Comments or Questions from the Applicant

There were no questions from the Applicant.

c. Comments or Questions from Staff

There were no questions from the Staff.

9. Deliberation (In-Camera)

RES: HC07/22

Moved by: Lynda Reid

Seconded by: Jim Alyea

THAT the Hearing Board move to in-camera session.

Carried

Time 7:36 pm

RES: HC08/22

Moved by: Jim Alyea

Seconded by: Lynda Reid

THAT the Lower Trent Conservation Hearing Board move out of in-camera session.

Carried

Time 8:01 pm

Chair Sandford invited the guests back into the Hearing Board meeting.

The Board asked the applicants for confirmation regarding the silt fencing used while construction is being done; that drainage run off does not go into adjacent properties; and stabilizing of the buffer and swale area.

Staff presented the following proposed conditions to be applied to the permit RP-22-029:

- Works are to be completed in accordance with the approved engineering design plans;
- The permit shall be valid for a term of five years from the date of issuance;
- Confirmation from the design engineer that the new channelization has been constructed in accordance with the approved plans shall be provided to Lower Trent Conservation within 30-days of completion;
- All erosion and sediment control measures identified on the approved engineering design plans are to be implemented prior to the commencement of any on-site works. These measures are to be maintained in good repair during the construction phase, and remain in place until all disturbed soil surfaces have become stabilized and/or revegetated to prevent migration of sediment away from the construction site and entry into the existing channel or downstream waters;
- All activities including maintenance procedures, must be controlled to prevent the entry of petroleum products, debris, rubble concrete or other deleterious substances into the watercourse;
- Local drainage is to be maintained;
- Any disturbed areas should be stabilized, immediately upon completion of the permitted work; and,
- LTC staff are to be contacted and advised of when the work is being undertaken.
- LTC staff are to be contacted if the updated Site Plan Approval plans are to be modified from what is currently approved by QW and/or what is approved through this LTC permit. An amendment to the LTC permit may be required.
- LTC Board authorizes LTC staff to approve permit amendment applications on this property.

The applicants responded that the conditions appear to be standard and should be acceptable.

10. Motion on the Hearing Board Decision

Director Reid motioned for the permit application RP-22-029 be approved with conditions as provided by staff.

RES: HC09/22

Moved by: Lynda Reid

Seconded by: Mary Tadman

THAT the permit application RP-22-029 be approved with the conditions as provided by staff.

Carried

11. Motion to adjourn the Hearing Board

There being no further business, the meeting was adjourned.

RES: HC10/22

Moved by: Mark DeJong

Seconded by: Jim Alyea

THAT the meeting for permit application RP-22-029 be adjourned.

Carried

Time: 8:12 pm

Eric Sandford, Chair

Rhonda Bateman, CAO/ST



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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

REGULAR BOARD MEETING MINUTES

MEETING # 2022-06

DATE: July 14, 2022
TIME: 8:18 p.m.
LOCATION: Administration Office, 714 Murray Street, Trenton / Virtually
PRESENT:

ON SITE		REMOTE SITE
Eric Sandford (Chair)	Mark DeJong	Mike Filip
Mary Tadman	Jim Alyea	Lynda Reid
Don Clark		Gene Brahaney

ABSENT/REGRETS: Bob Mullin, Rick English, Mark Bateman

STAFF: Rhonda Bateman, Janet Noyes, Kelly Vandette

1. Meeting called to order by the Chair

The meeting was called to order by Chair Sandford at 8:18 p.m.

2. First Nation Acknowledgement by the Chair

"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 disclosed at this meeting.

4. Approval of the Agenda

RES: G87/22

Moved by: Mike Filip

Seconded by: Lynda Reid

THAT the agenda be approved as presented.

Carried

5. Delegations

There were no delegations received for this meeting.

6. Public Input (3 minutes per speaker)

There was no Public Input or participation at this meeting.

7. Adoption of the Minutes:

RES: G88/22

Moved by: Don Clark

Seconded by: Mary Tadman

THAT the Hearing Board, In-Camera Session of Hearing Board, and Regular Board Meeting Minutes of June 9, 2022 be adopted.

Carried

8. Business arising from these minutes

There was no business arising from these minutes for this meeting.

STANDING ITEMS

9. Correspondence

Rhonda Bateman, CAO/Secretary-Treasurer spoke to the correspondence as provided in the agenda package:

- a. July 14, 2022 – Letter to MPP Piccini from LTC Board of Directors
- b. July 14, 2022 – Letter to MPP Smith from LTC Board of Directors
- c. July 14, 2022 – Letter to MPP Bresee from LTC Board of Directors

RES: G89/22

Moved by: Jim Alyea

Seconded by: Mike Filip

THAT the correspondence communicated 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 June 1, 2022 to June 30, 2022

RES: G90/22

Moved by: Jim Alyea

Seconded by: Mary Tadman

THAT the summary of Section 28 Permits pursuant to Ontario Regulation 163/06 approved by staff for the period from June 1, 2022 to June 30, 2022 be received as information.

Carried

11. List of Monthly Payments Issued

RES: G91/22

Moved by: Gene Brahaney

Seconded by: Don Clark

THAT the list of payments of cheques and electronic funds transfers (EFTs) in the total amount of \$231,217.81 for the month of June 2022 be

received as information.

Carried

12. Summary of Education and Outreach Activities

RES: G92/22

Moved by: Mike Filip

Seconded by: Lynda Reid

THAT the summary of recent and upcoming education and outreach activities be received as information.

Carried

13. Updates

a. Drinking Water Source Protection Update

Rhonda Bateman shared that the Source Protection Committee will be meeting on July 21st. The public consultation on the Blackstock well has begun. Blackstock is east of Port Perry.

b. Bay of Quinte Remedial Action Plan Update

The June 2022 BQRAP Waterlogs newsletter was provided in the agenda package.

RES: G93/22

Moved by: Mary Tadman

Seconded by: Mike Phillip

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

Carried

c. Planning and Regulations Update

Janet Noyes, Manager, Development Services and Water Resources provided the numbers of various files requiring Development Services and Water Resources services that have been received to date compared to past years. She expressed her concern that staff continue to be very busy and the risk of staff members seeking alternate employment. Staff turnover results in extra time spent on recruitment and training costs.

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

Janet Noyes shared that there are no flood issues as the Trent River is now down to regular summer flows. There was enough rain in June that there are no drought triggers. LTC has notified the LTC low water response team of the status.

RES: G94/22

Moved by: Mark DeJong

Seconded by: Don Clark

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

Carried

STAFF REPORTS

14. Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* – April 1, 2022 to June 30, 2022

Rhonda Bateman shared that the recruitment for the vacant RMO/RMI position is in progress. She commented that the number of qualified applicants received was very low.

RES: G95/22

Moved by: Jim Alyea

Seconded by: Lynda Reid

THAT the Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* for the period of April 1, 2022 to June 30, 2022 report be received as information.

Carried

15. Conservation Lands Report April 1, 2022 to June 30, 2022

Rhonda Bateman shared that the new Conservation Lands Supervisor, Chris McLeod provided the updated report and streamlined the information. He has now taken over and is doing a great job finding necessary upgrades and maintenance required for some of the older equipment and modifying new equipment to ensure long length of service.

In addition, he is getting familiar with the lands and maintenance requirements. Patience is warranted during this transition. She has every confidence in Chris to keep things moving forward.

RES: G96/22

Moved by: Gene Brahaney

Seconded by: Mary Tadman

THAT the Conservation Lands Report for the period of April 1, 2022 to June 30, 2022 be received as information.

Carried

16. *Conservation Act O. Reg 687* – First Quarterly Report

Rhonda Bateman stated that she sent the Progress Report to MECP prior to June 27th.

RES: G97/22

Moved by: Jim Alyea

Seconded by: Mike Filip

THAT the *Conservation Act O.Reg.687* Quarterly Report for the period of April 1, 2022 to June 30, 2022 be received as information.

Carried

17. Financial Progress Report for June 30, 2022

Kelly Vandette, Manager, Corporate Services spoke to the Financial Progress Report for June 30, 2022 as provided in the agenda package. A correction was noted in the summary page date column that should be Jan-Jun period.

Overall, LTC is currently managing within the 2022 budget and specific variances in the expense and revenue lines were highlighted:

- An increase in insurance costs of 37% year over year.
- Conservation Lands may exceed some budget lines for equipment and

maintenance/repairs.

- Legal fees are lower than projected as very few legal cases have come forward so far.
- A one-time refund of \$14K for 2020-2021 was received from WSIB.
- High volume of permit applications and planning reviews are currently exceeding the revenue expected, year to date.
- Draw from any prior year surplus is not finalized until closer to year end once the required amount is determined.

In addition, she raised the matter of the staff report presented by the CAO at the April 28, 2022 Board meeting regarding a portion of the 2021 surplus funds to be allocated to reserve funds and the extension of the Assistant Development Technician contract position. The allocation items were omitted in the resolution of the minutes and is being brought back to this meeting for Board ratification.

RES: G98/22

Moved by: Don Clark

Seconded by: Mike Filip

THAT the Financial Report for the period ending June 30, 2022 staff report be accepted as information; and

THAT the portion of 2021 surplus funds be allocated to the following expenses and reserves as provided in the April 28, 2022 Staff Report (Item 16):

*\$6,500 to extend the contract for the Assistant Development Technician;
\$22,237 to the Youth Education Reserve;
\$10,000 to the IT Infrastructure Reserve; and
\$10,000 to Legal Fees Reserve be approved.*

Carried

18. Re-Opening Report

Rhonda Bateman spoke to the Re-Opening Report as provided in the agenda package. She said we should be able to be open the office after the Civic holiday in August.

RES: G99/22

Moved by: Mark DeJong

Seconded by: Lynda Reid

THAT the staff report on the office re-opening and the recommendations therein be accepted.

Carried

OTHER BUSINESS

19. CAO's Report

Rhonda Bateman spoke to her CAO report as provided in the agenda package. She added that there will be a press release announcing pesticide spraying along the Trenton Greenbelt 0.3 ha area as part of a project to eliminate grass and weeds and will be done beginning the week of July 25th. To assist with responding to questions from the public, staff is also sharing information with City of

Quinte West. There will be signage on site as well directing the public to information.

Trent Hills Chambers of Commerce held a breakfast meeting with MPP David Piccini and Rhonda Bateman attended. She shared that she raised awareness to the members and the MPP regarding concerns about the expectation of deliverables under the changes to the CA Act. She emphasized struggles that smaller CAs face with staffing and financial resources.

Chair Sandford acknowledged and thanked Director English and Vice-Chair Bateman for taking time and participating in the 2023 Budget sub-committee.

RES: G100/22

Moved by: Jim Alyea

Seconded by: Mike Filip

THAT the CAO's Report be received as information.

Carried

20. Members Inquiries/Other Business

Director Mark DeJong commented on the conflicting message of a Conservation Authority spraying of pesticide at the Trenten Greenbelt CA sent to the public when other organizations are reducing spraying. Rhonda Bateman responded that due to the funding and timeline requirements of the project, this was the best option to proceed successfully.

Chair Alyea apologized for being delayed in arriving to the Hearing meeting as a result of the Committee of Adjustment meeting that he came directly from ran late.

Director Reid wished Rhonda Bateman time to rest and recover after her recent surgeries.

Director Brahaney shared that the Cattlemen's Association held their Annual Twilight meeting in Morganston. It was attended by approximately 800 people.

There were no other Board Members inquiries or other business.

21. Adjournment

There being no further business, the meeting was adjourned.

RES: G101/22

Moved by: Mark DeJong

Seconded by: Gene Brahaney

THAT the meeting be adjourned.

Carried

Time 8:55 p.m.

Eric Sandford, Chair

Rhonda Bateman, CAO/ST



August 7, 2022

Ms. Rhonda Bateman
Chief Administrative Officer (CAO)
Lower Trent Conservation Authority
714 Murray Street
Trenton, Ontario K8V 5P4
Rhonda.bateman@ltc.on.ca

Dear Ms. Bateman:

Re: Letter of Intent from the Council of Havelock-Belmont-Methuen

I am pleased to notify the Board of Directors of the Lower Trent Conservation Authority (LTC) regarding the intention of the Council of the Township of Havelock-Belmont-Methuen to join the LTC as a member municipality and thereby expanding LTC's administration within the area in the southern portion of the former Belmont Township.

The Council of the Township of Havelock-Belmont-Methuen has passed the following resolutions in order to commence the process:

R-313-22 Moved by Councillor Ellis
 Seconded by Councillor Pomeroy

Whereas there is a vast quantity of land within the southern portion of the Township that is currently not under any conservation authority jurisdiction; and

Whereas this lack of conservation authority oversight has the potential for creating major planning, environmental and legal issues stemming from planning approvals, development applications, severances and other planning matters; and

Whereas the current procedure, when lands do not fall under any conservation authority, is to consult with the Ministry of the Environment, Conservation and Parks (MECP) which is a lengthy process and often leads to bureaucratic entanglement; and

Whereas a conservation authority having jurisdiction over these lands will allow for a more efficient process whereby Township staff can consult directly with the conservation authority as opposed to the MECP in order to avoid costly and lengthy complications;

.../2

-2-

Be It Resolved That staff is hereby directed to provide a letter to the Lower Trent Conservation Authority (LTC) Board of Directors outlining the Township's expression of interest in joining the LTC as a member municipality and having the LTC capture the southern portion of the Township of Havelock-Belmont-Methuen under its jurisdiction.

Carried

R-314-22 Moved by Councillor Pomeroy
 Seconded by Deputy Mayor Gerow

That staff is hereby directed to invite the Lower Trent Conservation Authority (LTC) to a future Council Meeting.

Carried

The southern portion of the Township is currently under no conservation authority jurisdiction. As growth continues across the County of Peterborough, this will result in the need to approve development applications efficiently with consultation from conservation authorities.

If you would be so kind as to outline the next steps in the process of joining LTC, the Township would be grateful. Perhaps an outline of the process and of the services you will offer can form the basis of your delegation to a future council meeting.

Do not hesitate to contact me if you have any questions.

Sincerely,

Bob Angione

Bob Angione, M.P.A., B.Admin.
Chief Administrative Officer and Municipal Clerk

Copy: Travis Toms, Chief Building Official
Rob Lamarre, Deputy Chief Building Official
Arya Hejazi, Planning Assistant
Sonia Aaltonen, Administrative Assistant – Building and Planning

Agenda Item #10.

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: July 1 to August 31, 2022



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-21-333 (Complex)	Trent Hills	Seymour	Murray	10	2	9 Island Park Road	Trent River Floodplain; Wilson Island East PSW	Install a replacement wastewater treatment system for the collection, transmission, treatment and disposal of sewage from the existing seasonal trailer park
P-21-377 (Compliance; Minor)	Alnwick/ Haldimand	Alnwick	Alnwick	7	21	104 Sunset Bay Road	Rice Lake Flood Hazard	Minor shoreline work to reconstruct a raised deck and repair existing concrete shoreline protection works
P-21-380 (Complex)	Quinte West	Murray	Murray	A	8	Wooler Road	York Creek Floodplain	Replace the existing culvert with a 3 m x 1.8 m concrete box culvert
P-22-029 (Board Approved)	Quinte West	Trenton	Murray	2	1	6 Douglas Road	Glen Miller Creek Floodplain; Glen Miller Creek Tributary Stream	Realignment of Glen Miller Creek Tributary stream, fill in the flood hazard on the subject property and redelineate the flood hazard on the subject lands to allow for an expanded development area.
P-22-088	Trent Hills	Seymour	Seymour	15	5	573 County Road 42	Trent River Floodplain	Minor fill and shoreline works for a dock abutment
P-22-135	Quinte West	Sidney	Sidney	7	13	1073 Frankford-Stirling Road	Trent River Final Bend Swamp PSW (allowance)	Remove old building materials, brush material rubble rock and garbage
P-22-139	Trent Hills	Percy	Percy	11	15	16 Concession Road 11 East	Unevaluated Wetland (allowance)	Construct a 54 m ² (576 ft ²) detached accessory structure
P-22-140 (Compliance)	Trent Hills	Percy	Percy	7	6	521 Concession Road 8 West	Percy (Halfway) Creek PSW (allowance)	Remove/Demolish a shed that was constructed without permits
P-22-141 (Compliance; Minor)	Trent Hills	Seymour	Murray	10	2	9 Island Park Road - Unit 67	Trent River Floodplain; Wilson Island East PSW	Convert existing structure into 10 m ² (100 ft ²) gazebo
P-22-146	Trent Hills	Seymour	Murray	10	22	87 Hickory Bay Road	Trent River Floodplain	Construct a 49 m ² detached non-habitable accessory structure
P-22-148 (Complex)	Quinte West	Murray	Murray	4	18-19	2520 County Road 40	Cold Creek Tributary Stream	Replace an existing watercourse crossing with a box culvert and earth works related to the driveway
P-22-156	Cramahe	Cramahe Township	Cramahe	4	29	163 Burbridge Road	Unevaluated Wetland (allowance)	Construct a single family dwelling and septic system
P-22-159	Quinte West	Sidney	Sidney	BF	29	2015 Old Highway 2	Bay of Quinte Tributary Stream (allowance)	Construct an addition and replace septic system
P-22-161	Alnwick/ Haldimand	Haldimand	Haldimand	5	19	Centreton Road	Shelter Valley Creek Floodplain (allowance); Shelter Valley Complex PSW (allowance)	Construct a single family dwelling and install a septic system
P-22-164	Brighton	Brighton Township	Cramahe	2	4	Percy Street	Butler Creek	Erosion protection works to protect the municipal road and undergo ditch clean out
P-22-167	Trent Hills	Percy	Percy	13	20	Sunnybrae Lane	Trent River Floodplain	Erosion protection works and installation of landscaped retaining wall



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: July 1 to August 31, 2022

Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-22-168	Trent Hills	Percy	Percy	5	9	County Road 24	Dartford Pond - O'Reilly PSW (allowance); Unevaluated Wetland (allowance)	Install an entrance and driveway
P-22-173	Trent Hills	Seymour	Seymour	14	7	206 Centennial Lane	Trent River Floodplain; Nappan Island Complex PSW (allowance)	Bank protection using gabion stones and armour stone steps
P-22-175	Trent Hills	Seymour	Seymour	4	24	2778 4th Line	Squires (Hoards) Creek Tributary	Bridge repairs including complete removal and replacement of the bridge deck, removal and replacement of the barrier posts and steel beams and parge portions of the abutment walls
P-22-176	Cramahe	Cramahe Township	Cramahe	10	17	County Road 25	Unevaluated Wetland (allowance)	Install an entrance and driveway
P-22-183	Trent Hills	Percy	Percy	3	16	Percy Street	Burnley Creek Tributary Stream (allowance)	Construct a single family dwelling and a swale
P-22-184 (Compliance; Minor)	Brighton	Brighton Town	Murray	C	35	53 Elgin Street West	Lake Ontario Flood Hazard; Presqu'ile Bay Marsh PSW (allowance)	Demolish one garden shed and construct a replacement shed
P-22-185	Brighton	Brighton Township	Murray	C	26	20 Willow Point Road	Lake Ontario Flood Hazard; Presqu'ile Bay Marsh PSW (allowance)	Minor repairs to foundation and construct a new 21 m ² deck
P-22-186	Alnwick/ Haldimand	Haldimand	Haldimand	A	21	255 Purdy Road	Grafton Swamp PSW (allowance)	Construct a detached accessory structure (garage)
P-22-187	Quinte West	Sidney	Sidney	6	5	93 Prior Lane	Trent River Floodplain	Reconstruct the single family dwelling and move existing shed to a new location
P-22-188	Trent Hills	Seymour	Seymour	1	5	353 E Minnow Trail	Trent River Floodplain	Bank protection using rip rap and boulders
P-22-189 (Minor)	Cramahe	Cramahe Township	Cramahe	3	17	55 McDonald Road	Little Lake Flood Hazard	Shoreline protection
P-22-190	Cramahe	Cramahe Township	Cramahe	3	15	90 Reddick Road	Little Lake Flood Hazard (allowance)	Construct a deck addition with pergola and floating deck structure with pergola
P-22-192 (Compliance)	Brighton	Brighton Town	Murray	C	35	5 Rogers Road	Lake Ontario Flood Hazard; Presqu'ile Bay Marsh PSW (allowance)	Construct a 71 m ² (768 ft ²) deck and remove a lower deck that were both constructed without permits
P-22-193	Stirling- Rawdon	Stirling Village	Rawdon	1	11	82 Mill Street	Rawdon Creek Floodplain	Remove asphalt driveway and replace with concrete for future accessory building
P-22-194	Brighton	Brighton Township	Murray	5	31	732 Old Wooler Road	Cold Creek Shiloh to Wooler PSW (allowance)	Construct a three-sided porch
P-22-195	Alnwick/ Haldimand	Alnwick	Alnwick	7	19	68 Parker Drive	Rice Lake Flood Hazard	Remove Existing boardwalk and complete bank protection with rip rap and armour stone steps



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ONTARIO REGULATION 163/06 - Development, Interference with Wetlands and Alterations to Shorelines & Watercourses
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For Period: July 1 to August 31, 2022

Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-22-198	Alnwick/ Haldimand	Alnwick	Alnwick	4	7	6108 Curtis Point Road - Unit 54	Rice Lake Flood Hazard	Replacement and conversion of boathouse roof into a deck structure
P-22-199 (Minor)	Trent Hills	Campbellford	Seymour	6	9	75 Bridge Street West	Trout Creek Floodplain	Reconstruct a 2 m2 deck
P-22-200	Quinte West	Murray	Murray	Gore	B	County Road 64	Lake Ontario Flood Hazard; Wellers Bay PSW (allowance)	Earthworks in conjunction with the servicing of the Prince Edward Estates Subdivision - Phase 3A
P-22-201 (Minor)	Brighton	Brighton Township	Murray	5	26	1107 Old Wooler Road	Cold Creek Shiloh to Wooler PSW (allowance)	Reconstruct a 17 m2 (186 ft2) deck
P-22-202	Cramahe	Cramahe Township	Cramahe	1	22	13831 County Road 2	Unevaluated Wetlands (allowance); Salem Creek	Construct a carport addition onto existing garage
P-22-204 (Minor)	Brighton	Brighton Town	Cramahe	2	2	100 B Sanford Street	Unevaluated Wetland (allowance)	Construct a semi-detached dwelling
P-22-206 (Minor)	Brighton	Brighton Town	Cramahe	2	2	100 A Sanford Street	Unevaluated Wetland (allowance)	Construct a semi-detached dwelling
P-22-207 (Compliance; Minor)	Trent Hills	Seymour	Murray	10	2	9 Island Park Road - Unit 115	Trent River Floodplain; Wilson Island East PSW	Construct a deck with a cumulative gross square footage of 300 ft2
P-22-208 (Compliance; Minor)	Trent Hills	Seymour	Murray	10	2	9 Island Park Road - Unit 117	Trent River Floodplain; Wilson Island East PSW	Reconstruct a 2 m2 deck
P-22-209 (Compliance; Minor)	Trent Hills	Seymour	Murray	10	2	9 Island Park Road - Unit 65	Trent River Floodplain; Wilson Island East PSW	Construct a deck with a cumulative gross square footage of 300 ft2
P-22-210 (Compliance; Minor)	Trent Hills	Seymour	Murray	10	2	9 Island Park Road - Unit 195	Trent River Floodplain; Wilson Island East PSW	Construct a deck with a cumulative gross square footage of 300 ft2
P-22-211 (Minor)	Alnwick/ Haldimand	Haldimand	Haldimand	5	19	Centreton Road	Shelter Valley Creek Floodplain; Shelter Valley Complex PSW (allowance)	Removal of illegal entrance
P-22-212	Trent Hills	Seymour	Murray	Gore	26	Kelleher Road	Unevaluated Wetlands (allowance)	Install a driveway and entrance
P-22-213	Trent Hills	Seymour	Seymour	14	7	134 Centennial Lane	Trent River Floodplain (allowance)	Replace existing deck with 67 m2 (717 ft2) deck
P-22-214	Trent Hills	Seymour	Seymour	14	9	165 Cedar Shores Drive	Nappan Island Complex PSW (allowance)	Construction of single family dwelling with septic system
P-22-215 (Minor)	Brighton	Brighton Township	Murray	A	24	296 Drewery Street	Smithfield Creek	Construct a 11 m2 (114 ft2) deck addition



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Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-22-216 (Minor)	Trent Hills	Seymour	Seymour	3	5	County Road 30	Unevaluated Wetlands (allowance)	Install an entrance and driveway
P-22-217	Alnwick/Haldimand	Haldimand	Haldimand	A	23	177 Glens of Antrim Way	Unevaluated Wetland (allowance)	Construct a 19 m2 detached accessory structure
P-22-220	Trent Hills	Seymour	Seymour	12	13	217 Lakeview Drive	Nappan Island Complex PSW (allowance)	Construct a single family dwelling and septic system
P-22-221	Alnwick/Haldimand	Alnwick	Alnwick	4	6	8612 Shearer Point Road	Rice Lake Flood Hazard (allowance)	Demolish 2 cottage structure and reconstruct a single family dwelling
P-22-222 (Minor)	Trent Hills	Hastings	Percy	12	14	Water Street	Trent River Floodplain (allowance)	Install a natural gas service installation through directional drilling
P-22-223	Trent Hills	Percy	Percy	11	10	Trillium Lane	Trent River Tributary Stream (allowance)	Road maintenance and vegetation removal within the ditch on Trillium Lane
P-22-224 (Compliance)	Cramahe	Cramahe Township	Cramahe	1	16	County Road 2	Lake Ontario Tributary Stream (allowance)	Construct a single family dwelling; septic system and undergo bank stabilization and remediation works along the creek embankment due to destabilization caused by the construction equipment
P-22-225 (Minor)	Quinte West	Frankford	Sidney	5	4	116 North Trent Street	Trent River Floodplain	Reconstruct a shed
P-22-226	Trent Hills	Seymour	Seymour	13	14	128 Lake Road	Trent River Floodplain	Bank Erosion Protection Works
P-22-228	Quinte West	Sidney	Sidney	1	15	15 Meadow Boulevard	Trenton Airport Approach Wetland PSW; South Sidney Creek Floodplain	Construct a 32 m2 (340 ft2) unenclosed deck
P-22-230	Cramahe	Cramahe Township	Cramahe	5	35	117 Neil McGregor Road	Cold Creek Complex PSW (allowance)	Construct new unenclosed decks on the south and west side of ht dwelling
P-22-231	Trent Hills	Seymour	Murray	Gore	6	40 Tompkins Road	Trent River Floodplain	Construct a 12' x 16' addition and 24' x 30' detached garage
P-22-232	Quinte West	Murray	Murray	2	8 & 9	Orchard Lane Extension	Mayhew Creek Floodplain; Unevaluated Wetland	Minor earth work along the road allowance to prepare fore future road works
P-22-233	Cramahe	Cramahe Township	Cramahe	1	20	353 Peters Road	Unevaluated Wetlands (allowance)	Construct a 21 m2 addition and 19.5 m2 deck
P-22-234	Quinte West	Frankford	Sidney	5	3	40 North Trent Street	Trent River Floodplain (allowance)	Demolish existing structure
P-22-235 (Compliance; Minor)	Quinte West	Sidney	Sidney	9	A	Carmel Road	Trent River Floodplain; Wilson Island East PSW	Construct and/or erect a shed (2.4 m2) and wooden shed (7.5 m2)
P-22-236	Quinte West	Sidney	Sidney	9	7	34 Grist Mill Lane	Trent River Floodplain	Reconstruct a landscaped retaining wal and placemnet of minor fill



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Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-22-238 (Minor)	Trent Hills	Seymour	Murray	Gore	26	Kelleher Road	Unevaluated Wetlands (allowance)	Install a driveway and entrance
P-22-239	Alnwick/Haldimand	Alnwick	Alnwick	7	19	6 7th Line Road - Unit 76	Rice Lake Flood Hazard (allowance)	Raise the cottage and foundation repairs
P-22-240	Quinte West	Murray	Murray	2	9	Trailside Crescent	Mayhew Creek Floodplain; Unevaluated Wetland (allowance)	Earth works and site alteration involving topsoil stripping in preparation fro servicing and grading of subdivision lands
P-22-241 (Compliance; Minor)	Quinte West	Sidney	Sidney	8	13	564 Rosebush Road	Trent River Floodplain	Construct a 10 m2 (108 ft2) gazebo structure
P-22-242	Trent Hills	Seymour	Seymour	1	23	2175 B 2nd Line East	Trent River Floodplain	Construct a 30 m2 (320 ft2) addition
P-22-243	Brighton	Brighton Township	Murray	1	28	561 Scriver Road	Unevaluated Wetland (allowance)	Install an inground pool
P-22-245	Trent Hills	Seymour	Seymour	11	7	1080 11th Line West	Unevaluated Wetland (allowance)	Construct a 24' x 40' detached accessory structure
P-22-246 (Compliance; Minor)	Cramahe	Cramahe Township	Cramahe	BF	29	103 Victoria Beach Road	Lake Ontario Flood & Dynamic Beach Hazards	Remove deck and addition that were constructed without permits
P-22-247	Quinte West	Sidney	Sidney	2	1	22 Anderson Lane	Glen Miller Creek Floodplain	Minor septic repairs
P-22-250	Quinte West	Sidney	Sidney	BF	12	686 Old Highway 2	Bayside PSW (allowance)	Replace failing septic system
P-22-257	Trent Hills	Seymour	Seymour	14	13	188 Franklin Road	Trent River Floodplain; Nappan Island Complex PSW	Bank protection and rehabilitation work
P-22-262	Cramahe	Cramahe Township	Cramahe	BF	30	106 Victoria Beach Road - Unit 7	Lake Ontario Dynamic Beach Hazard (allowance); Unevaluated Wetland (allowance)	Septic System replacement in new location due to the existing septic being located on adjacent lands
P-22-266	Quinte West	Sidney	Sidney	6	5	Trent River Floodplain	93 Prior Lane	Replace existing septic system with Class VI tertiary system
P-22-277	Trent Hills	Seymour	Sem	13	7	120 Birch Point Road	Trent River Floodplain (allowance); Nappan Island Complex PSW (allowance)	Replace failing septic system

AMENDMENTS



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: July 1 to August 31, 2022

Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-21-184	Trent Hills	Seymour	Seymour	14	9	196 Cedar Shores Drive	Trent River Floodplain (allowance); Nappan Island Complex PSW (allowance)	Original Permit: Demolish and reconstruct a single family dwelling and construct a detached garage; Amended to include a revision of the garage plans
P-21-362	Quinte West	Murray	Murray	C	22	Barcovan Beach Road	Presqu'île Bay Marsh PSW (allowance)	Original Permit: Install silt fence entrance for property; Amended to include the construction of a single family dwelling and septic system
P-21-366	Alnwick/Haldimand	Alnwick	Alnwick	4	10	230 Hampton Crescent	Rice Lake Flood Hazard (allowance)	Original Permit: to replace existing septic system; Amended to update file with revised septic system location
P-22-075	Quinte West	Murray	Murray	A	19	189 Whispering Woods Drive	Unevaluated Wetland (allowance)	Original Permit: to install a pool, undergo landscaping of the backyard and construct a pool house; Amended to revise plans and include a swale at the back of the lot
P-22-110	Alnwick/Haldimand	Haldimand	Haldimand	5	18	2267 County Road 23	Shelter Valley Creek Tributary Stream	Original Permit: Construct an addition on the existing Public Works building, replace asphalt, watercourse realignment and replacement of storm pipes; Amended to include a revised site plan that includes a class 4 septic to treat discharge from oil separator system for floor drains.
P-22-133	Stirling-Rawdon	Stirling Village	Rawdon	1	11	82 Mill Street	Rawdon Creek Floodplain	Original Permit: Remove asphalt driveway and replace with concrete for future accessory structure; Amended to include the construction of a 65 m ² (700 ft ²) detached garage.

**Lower Trent Conservation
PAYMENTS LOG - JULY2022**

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
61421436	J.J. Stewart Motors	Jul/22 Vehicle Lease - BQRAP	904.00
61781391	J.J. Stewart Motors	Aug/22 Vehicle Lease - BQRAP	904.00
61421386	Sun Life Assurance	Jul/22 Group Benefits Premium	6,758.83
61781472	Sun Life Assurance	Aug/22 Group Benefits Premium	6,522.92
61781438	Jani-King of Eastern	Jul/22 Janitorial Services - Admin & Workshop	1,127.74
61781426	OMERS	Jul/22 Pension Contributions	19,200.02
15442	Brighton Springs	Water Supply - Admin Bldg	16.00
15443	City of Quinte West	Final Property Taxes & Water/Sewage	20,126.68
15444	Free Flow Petroleum	Jun/22 Vehicle & Equipment Fuel	2,618.02
15445	OT Group - DCB Business Systems	Jun/22 Photocopier Usage Services	170.10
15446	Phone Works	Phone System Service Repair	197.75
15447	Purolator Inc.	Courier Services	32.97
15448	Quinte Septic Tank	Septic Services - Admin, Sager, & Seymour	350.30
15449	Snap360 Ltd.	BQRAP - Annual Security Website	66.67
15450	Staples Commercial	Office Supplies	80.22
15451	Trenton Home Hardware Building	Maintenance and Building Supplies/Materials	650.26
15452	Waste Management of Canada	Monthly Conservation Lands Dumpster Services	82.51
15453	K. Stephens	Staff Reimbursed - Supplies & Travel	149.58
15454	A&L Canada Laboratories Inc.	BQRAP Stewardship - Soil Testing	378.93
15455	CDW Canada Corp.	Printer/Copier Supplies - Ink	327.12
15456	Cogeco Connexion Inc.	Monthly Internet - Workshop	90.34
15457	Cormier Autopro - Obsentia	Vehicle Maintenance - CL	72.83
15458	Municipality of Brighton	Final 2022 Property Taxes	3,574.19
15459	Hydro One Networks Inc.	Monthly Utilities - Admin and Workshop	712.94
15460	Telizon Inc	Monthly Telephone Lines	457.54
15461	The Standard News Corp.	DWSP Advertising - Public Consultation	367.25
15462	M. Narini	Staff Reimbursed - Supplies & Travel	23.94
15463	Bayside Secondary School	Buses - Children's Water Festival	367.78
15464	Bell Canada	Monthly FFW Web Hosting	26.49
15465	Bell Mobility Inc.	Monthly Cellular Services	200.18
15466	Brighton Springs	Water Supply - Admin Bldg	40.00
15467	Caduceon Enterprises Inc.	Jun/22 Water Sampling Analysis	1,386.17
15468	Canadian Pacific Railway Company	Property Taxes for Leased Lands - TGBCA	31.24
		JUL/22 STMT - HST = \$361.80, Admin = \$1,712.11, CL = \$464.09, BQRAP \$325.28, YE = \$100.00, E&O = \$1,385.98, WSS = \$211.82, SP = \$311.39	
15469	CIBC - VISA		4,872.47
15470	City of Quinte West	Final 2022 Property Taxes - TGCA	1,926.70
15471	Enbridge - Uniongas	Monthly Utilities - Workshop & Admin Office	41.94
15472	Hydro One Networks Inc.	Monthly Utilities - Goodrich-Loomis Centre	248.06
15473	KONE Inc	Elevator Repair per TSSA Report	6,156.49
15474	Purolator Inc.	Courier Services	12.31
15475	Staples Commercial	Office Supplies	301.09
15476	Templeman LLP	Legal Services	618.68
15477	Waste Management of Canada	Monthly Conservation Lands Dumpster Services	80.48
15478	Wilkens Health and Safety Solutions	OH&S Books	72.00
15479	WSIB Ontario	Jul/22 WSIB Premium	3,610.03
15480	A&L Canada Laboratories Inc.	BQRAP Stewardship - Soil Testing	315.78

**Lower Trent Conservation
PAYMENTS LOG - JULY2022**

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
15481	E. Bednarczuk	Staff Reimbursed - Supplies & Travel	186.71
15482	G. Comeau	Staff Reimbursed - Supplies & Travel	105.70
15483	S. Midlane-Jones	Staff Reimbursed - Supplies & Travel	27.04
15484	A. Boulton	Jul 21/22 SPC Mtg - Per Diem	200.00
15485	B. Spencer	Jul 21/22 SPC Mtg - Per Diem	200.00
15486	B. Clark	Jul 21/22 SPC Mtg - Per Diem	200.00
15487	C. Broughton	Jul 21/22 SPC Mtg - Per Diem	200.00
15488	D. Blodgett	Jul 21/22 SPC Mtg - Per Diem	200.00
15489	D. Workman	Jul 21/22 SPC Mtg - Per Diem	200.00
15490	G. Offshack	Jul 21/22 SPC Mtg - Per Diem	200.00
15491	K. Muskratt	Jul 21/22 SPC Mtg - Per Diem	200.00
15492	L. Burt	Jul 21/22 SPC Mtg - Per Diem	200.00
15493	R. Straka	Jul 21/22 SPC Mtg - Per Diem	200.00
15494	R. Lake	Jul 21/22 SPC Mtg - Per Diem	200.00
15495	R. Kelleher-MacLennan	Jul 21/22 SPC Mtg - Per Diem	200.00
15496	T. Rees	Jul 21/22 SPC Mtg - Per Diem	200.00
15497	T. Taylor	Jul 21/22 SPC Mtg - Per Diem	200.00
15498	A. Hukowich	Jul 21/22 SPC Mtg - Per Diem	200.00

Total of A/P Cheques & EFTS July 2022 \$ 89,590.99

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

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
		Aug/22 STMT - HST = \$324.81, Admin = \$1,984.65, CL = \$688.52, BQRAP \$35.61, E&O = \$312.17, YE = \$47.47, WSS = \$323.54, SP Local = \$60	
62170308	CIBC VISA		3,776.77
62170557	Jani-King of Eastern	Aug/22 Cleaning - Admin and Workshop	1,127.74
62170643	OMERS	Aug/22 Pension Contributions	18,584.44
62170701	J.J. Stewart Motors	Sep/22 Leased Vehicle - BQRAP	904.00
62170752	Sun Life Assurance	Sep/22 Group Benefits Premium	6,149.53
15499	A&L Canada Laboratories Inc.	BQRAP Stewardship - Soil Testing	76.07
15500	Alarm Systems	Annual Security System & Monitoring - Admin Bldg	339.00
15501	Bill's Johns	May-Jul/22 Rentals - Portable Johns	2,288.25
15502	City of Quinte West	Monthly Utilities - Workshop	74.24
15503	Free Flow Petroleum	Jul/22 Vehicle & Equipment Fuel	1,458.84
15504	JB Print Solutions	Trenton Greenbelt CA Project - Signage	259.85
15505	Loyalist Lock & Key Services	Admin Bldg - Inside foyer door lock and key	172.43
15506	OT Group - DCB Business Systems	Jul/22 Photocopier Usage Services	267.18
15507	Purolator Inc.	Courier Services	10.18
15508	Renshaw Power Products	Equipment Maintenance - Mower blades sharpened	128.09
15509	Staples Commercial	Office Supplies	183.65
15510	Templeman LLP	Legal Services - Wielenga	632.24
15511	The Glen Road Organics Ltd	Trenton Greenbelt CA Project - Soil Samples	361.60
15512	Township of Stirling-Rawdon	2022 Final Property Taxes	290.17
15513	Trenton Home Hardware	Maintenance and Building Supplies/Materials	775.67
15514	Cogeco Connexion Inc.	Monthly Internet - Workshop	90.34
15515	A&L Canada Laboratories Inc.	BQRAP Stewardship - Soil Testing	105.26
15516	B&T Sales	Janitorial Supplies	187.34
15517	Battlefield Equipment Rentals	Equipment Oil	23.59
15518	Bell Canada	Monthly FFW Web Hosting	26.49
15519	Bell Mobility Inc.	Monthly Cellular Services	184.30
15520	Brighton Springs	Water Supply - Admin Bldg	106.00
15521	Caduceon Enterprises Inc.	Monthly Water Sampling Analysis	1,428.89
15522	Enbridge - Uniongas	Monthly Utilities - Workshop & Admin Office	53.06
15523	Goodfellow Inc.	Warkworth Dam - Stop Logs WECl Project	32,419.70
15524	Hydro One Networks Inc.	Monthly Utilities - Admin / Workshop / GLCC	868.75
15525	JB Print Solutions	BQRAP Stewardship	61.78
15526	Purolator Inc.	Courier Services	12.31
15527	Staples Commercial	Trenton Greenbelt CA Project - Equipment	1,483.22
15528	TCO Agromart Ltd.	Trenton Greenbelt CA Project - Supplies	61.28
15529	Telizon Inc	Monthly Telephone Lines	455.25
15530	Jeanne Collins	BQRAP Stewardship - Rain Garden	750.00
15531	WSIB Ontario	Aug/22 WSIB Premium	3,495.20
Total of A/P Cheques & EFTS September 2022 \$			<u>79,672.70</u>



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: August 30, 2022
To: Board of Directors
Re: Summary of Education and Outreach Events for July and August 2022
Prepared by: Anne Anderson, Manager of Community Outreach and Special Projects; and Corinne Ross, Communications Specialist

RECENT EDUCATION & OUTREACH EVENTS

Date	Event	Approximate Attendance
July 4	Special Event: OFAH Clean Drain Day Event, Trenton boat launches - Brooke Wright, Summer Student	5
July 11	Guest Speaker: Rotary Club of Trenton - Jason Jobin, Environmental Stewardship Technician	15
July 27	Special Event: Trenton Farmers Market, Invasive Species Outreach - Brooke Wright, Summer Student	20
August 2	Youth Education: What is a Watershed, Brighton Public Library Children’s Program - David Stassen and Brooke Wright, Summer Students	5
August 3	Special Event: Trenton Farmers Market, Trenton Greenbelt Conservation Area restoration project outreach - Ewa Bednarczuk, Ecology and Stewardship Specialist; Brooke Wright, Summer Student; David Stassen, Summer Student; Anne Anderson, Manager, Community Outreach and Special Projects	30
August 9	Youth Education: The Water Cycle, Brighton Public Library Children’s Program - David Stassen and Brooke Wright, Summer Students	8
August 10	Special Event: Quinte West Chamber of Commerce BBQ - Ewa Bednarczuk, Ecology and Stewardship Specialist; Corinne Ross, Communications Specialist	~100
August 16	Youth Education: Invasive Species, Brighton Public Library Children’s Program - David Stassen and Brooke Wright, Summer Students	9
August 17 and 18	Special Event: Hastings County Plowing Match - Sarah Midlane-Jones, BQRAP Community Outreach Specialist; Anne Anderson, Manager, Community Outreach and Special Projects; Trent Bos, Source	~2,000

	Protection Program Technician; Corinne Ross, Communications Specialist; David Stassen, Brooke Wright, Amanda Whitehead, Nathan Obach, Summer Students	
August 22	Youth Education: Benthics, Brighton Public Library Children's Program - Brooke Wright, Amanda Whitehead, Nathan Obach, Summer Students	14

SOCIAL MEDIA

Date	Post	People Reached
July 4	Family Fishing Week	1358
July 4	We are hiring!	5061
July 6	Source Water Protection Information	197
July 13	Source Water Protection Information	197
July 25	We are hiring!	4816
July 27	Source Water Protection Information	68
July 29	Restoring the Trenton Greenbelt	249
August 5	Vandalism at Seymour Conservation	616
August 8	Wonderous Watershed at Brighton Library	750
August 10	Be Bear Aware	9591
August 12	Quinte West Chamber of Commerce	367
August 16	Postal Code Change Information	310
August 22	Summer Students 2022	534
August 23	Wonderous Watershed at Brighton Library	312
August 24	World Water Week – Conservation Authorities	217
August 24	Water Solider Awareness	669
August 25	World Water Week – Monitoring	TBD

Agenda Item #13.b.

Waterlogs - July 2022

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

ACTIONS TO ACHIEVE THE LONG-TERM PHOSPHORUS GOALS IN THE PMP



Last month, point sources of phosphorus were highlighted. This month's topic is non-point sources of phosphorus. Non-point source loads of phosphorus, from both urban and rural sectors, are significant to the Bay of Quinte. There are many tools available to focus efforts on phosphorus reduction in the Bay including education and awareness, stewardship, cost-sharing incentives, and regulation. The two non-point sources requiring management actions are agriculture and urban stormwater.

- Reduce non-point phosphorus loading from agricultural land use by 20% based on current annual load estimates.
- Reduce urban non-point stormwater loadings by 50%. This can be accomplished through adoption and implementation of existing recommended Pollution Prevention Control Plans, enhanced stormwater management controls, retrofits, and use of Low Impact Development technologies.

Urban Stormwater

Stormwater is a significant source of phosphorus to the Bay. Currently, Stormwater Management facilities for all new developments are required to meet Level 1 guidelines under Municipal Official Plans. However, there are a number of older stormwater facilities and outfalls that require upgrades. When upgrading and planning for stormwater infrastructure, consideration of phosphorus reduction should be a top priority. The use of green infrastructure for on-site controls such as porous pavements, rain gardens, etc. should be encouraged as part of infrastructure upgrades and development proposals. As well, avoiding P-fertilizer application to gardens/lawns/sports fields, unless found necessary by soil tests, should be practiced by municipalities and urban and rural homeowners.

All municipalities surrounding the Bay of Quinte should adopt and implement the Master Drainage Plans and Pollution Prevention Control Plans that have been completed for their areas.

Urban home owners should be encouraged to reduce phosphorus inputs to the Bay by undertaking Best Management Practices on their property like creating rain gardens, installing permeable pavers, reusing grey water on gardens, and planting native plants species.

Agricultural land use

Rural landowners are encouraged to use Best Management Practices to reduce phosphorus loads. Thereby, reducing erosion and runoff, and increasing infiltration, helping keep soils and phosphorus on the fields and out

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In partnership locally with Lower Trent Conservation and Quinte Conservation

ACTIONS TO ACHIEVE THE LONG-TERM PHOSPHORUS GOALS IN THE PMP

of local waterways. Best Management Practices are practical and affordable approaches to conserving soil and protecting water quality without sacrificing productivity. Farmers can choose a suite of Best Management Practices depending on what they produce, their production techniques, and their farm's unique soil characteristics, economics, and production challenges.

Examples of Best Management Practices that reduce phosphorus loads include:

cover crops, improved manure storage, erosion control structures, vegetative cover along shorelines and stream banks, fencing and alternative water systems to keep livestock out of waterbodies, soil testing, and the 4 R's of nutrient stewardship (right source, right rate, right time, and right place).

Urban and rural stewardship programs have been successful in reducing non-point source phosphorus inputs to the Bay because they combined education with incentives to adopt Best Management Practices, resulting in changes to land management over time. BQRAP offers a variety of stewardship programs for both urban and rural non-point sources.

Draft discussion paper

GUIDE TO EATING ONTARIO FISH

**The Bay of Quinte
is a world-class fishery.**

**Bay of Quinte fish are healthy, abundant,
and perfectly fine to eat.**

Use this guide to help you identify the types and amounts of fish that are safe to eat from more than 2,400 fishing locations in Ontario.
Guide to Eating Ontario Fish
<https://www.ontario.ca/page/eating-ontario-fish>

Bay of Quinte Remedial Action Plan
www.bqrap.ca

You can use this guide and the interactive map to help you identify the types and amounts of fish that are safe to eat from more than 2,400 fishing locations in Ontario including the Bay of Quinte.

Learn how to choose and prepare fish to reduce contaminants.

Fish can be an important part of a balanced diet. They are a great source of high-quality protein, beneficial omega-3 fats, and other nutrients. At the same time, there is a risk of exposing ourselves and our families to harmful contaminants in fish, such as mercury. Based on their size, type, and location, certain fish may be more suitable to eat than others.

The Guide to Eating Ontario Fish provides easy-to-use information to help choose fish caught from Ontario lakes and rivers to minimize exposure to toxins. Consumption advice in the guide is based on guidelines provided by Health Canada.

Guide to Eating Ontario Fish

<https://www.ontario.ca/page/eating-ontario-fish>

PHOSPHORUS MANAGEMENT PLAN VIDEO

**Bay of Quinte
Phosphorus Management Plan
Video**

A Long Term Phosphorus Management Plan needs to be in place to continue to improve water quality in the Bay and ensure it doesn't backslide to conditions that required a Remedial Action Plan in the first place.

Currently, the Bay is meeting the phosphorus targets outlined in its Remedial Action Plan.

However, water quality in the Bay will be subjected to additional stressors from population increases, land use development, and climate change.

Phosphorus Management Plan video

SHORELINE PLANTING PROGRAM

IS YOUR RESIDENTIAL OR AGRICULTURAL PROPERTY ON A WATERFRONT?

YOU COULD BE ELIGIBLE FOR A COST-SHARING SHORELINE PLANTING PROGRAM.

Natural shorelines protect against erosion, support wildlife, and help to protect water quality.

The program includes a free site visit, the creation of a customized shoreline-planting plan, and native trees, shrubs and wildflowers.

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Shorelines are a critical and sensitive link between land and water, often called "the ribbon of life". The land and shallow water that meet at the water's edge provide a nursery for the wildlife. Here, fish spawn, aquatic insects find mates, waterfowl nest, and turtles scramble ashore to lay their eggs. When development destroys the vegetation, all living things are affected.

Also, shoreline vegetation helps to protect water quality. Shrubs, trees, grasses and wildflowers all play a role in removing sediments and pollutants from rainwater runoff.

This shoreline planting program includes a free site visit, the creation of a customized shoreline planting plan, and subsidizes the native trees, shrubs and wildflowers recommended for your shoreline. **Book your shoreline site visit, Today!**

BE SEPTIC SAVVY



Bay of Quinte Remedial Action Plan

FREE

Septic tank pump out

Do you live on the Bay of Quinte or one of its tributaries?
(up to 10 kms up the tribs)

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Bay of Quinte
Remedial Action Plan
Healthy Bay • Healthy Community

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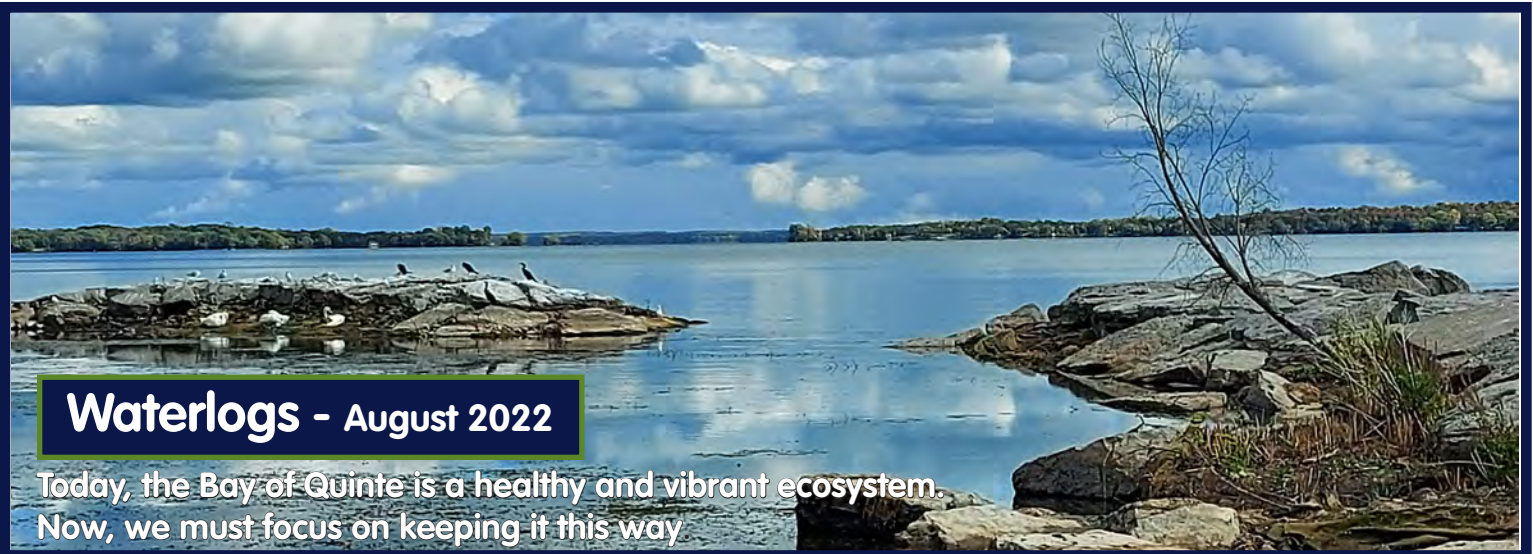
You are responsible for your septic system

Most rural homes and cottages use a septic system.

When working properly, septic systems can provide a safe and reliable way to treat your household wastewater. If you do not properly care for your septic system it could add excess phosphorus to nearby waterbodies causing algal blooms, and excess plant growth. As well, bacteria can cause localized health impacts for homeowners and their neighbours.

You own your septic system and are responsible for its safe operation, maintenance, and repair.

Regular maintenance can add years to the life of your system, saving you costly repairs and protecting the local environment. **Book your site visit, Today!**



Waterlogs - August 2022

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

CURRENT CONDITIONS IN THE BAY OF QUINTE



This month's newsletter continues to outline important aspects of the Phosphorus Management Plan for the Bay of Quinte.

What are the current conditions in the Bay of Quinte. Despite the decreases in phosphorus loads made to date, the amount of phosphorus in the bay continues to be at a level that contributes to outbreaks of algae (both toxic and non-toxic) mainly due to nutrient loading. The target of a phosphorus concentration reduction for the upper bay from 40 $\mu\text{g/L}$ to 30 $\mu\text{g/L}$ for the May to October time period was set in 1993 using the scientific understanding at the time.

The Bay of Quinte is regularly meeting the established phosphorus target. The target and supporting criteria are addressed under Eutrophication and Undesirable Algae (BUI # 8). It is recommended that this target and criteria be used to delist the bay from the Areas of Concern list.

- Phosphorus concentration levels for the Upper Bay of Quinte have met the seasonal average of 30 $\mu\text{g/L}$ for the May to October time period over the 7-year period, 2012-2019 (Criterion 1)
- Chlorophyll a concentrations are meeting the delisting threshold of 10 $\mu\text{g/L}$ for the upper Bay of Quinte for the May to October with/without the presence of zebra mussels over the 7- year period, 2012-2019 (Criterion 2)
- Total phytoplankton biomass in the upper Bay of Quinte is meeting the delisting threshold of 4.5 $\mu\text{g/L}$ for the May to October time period over the 6-year period, 2012-2018 (Criterion 3)

However, based on current understanding, this target would still keep the bay within the eutrophic (June 2022 newsletter) range with its related risk of harmful algal blooms. The Phosphorus Management Plan proposes to bring the bay to a meso-eutrophic range and reduce the risk of harmful algal blooms. To ensure long-term protection of the bay's water quality, new long-term targets have been recommended based on modelling studies conducted by the University of Toronto.

These studies concluded that the current Remedial Action Plan target does not reflect:

- (1) the considerable year-round variations within the system;
- (2) the near-shore water quality conditions that are subject to public perception; and
- (3) the persistence of harmful algae blooms in the bay.

CURRENT CONDITIONS IN THE BAY OF QUINTE - CONT.

As a result, it is proposed that long-term phosphorus targets be based on an assessment of extreme conditions in the system, not averages, and accommodate a range of conditions by permitting a realistic frequency of violations. The proposed phosphorus targets are designed to reduce harmful algae blooms and still maintain a healthy food web and sustainable fishery. The long-term proposed targets can be found on page 20 of the draft discussion paper.

Draft discussion paper

WATER SOLDIER SPREADING IN BAY OF QUINTE

Water Soldier is spreading in the Bay of Quinte. This invasive species will have devastating consequence for the Bay's ecosystem, fishery, and recreational activities. Potentially, causing hefty financial implications for municipalities and tourism operators.



Water soldier is a cold tolerant invasive perennial aquatic plant that is native to Europe and northwest Asia. Water soldier is a submerged aquatic plant which has 40cm long sword shape leaves with serrated edges that are sharp enough to cut swimmers or anyone handling the plant. It becomes buoyant during the summer months forming dense mats of floating vegetation that choke out native species and are so thick that some boats can't move through the mats. As the leaves mature, they become waterlogged and the plant sinks below the surface. The mature plants produce offsets, like a household spider plant.

The Bay of Quinte is prime habitat as the plant grows in standing or slow flowing waterbodies up to depths of five metres. This plant will have a major impact on the ecosystem, because of the dense mats of floating vegetation it creates. As well, it has the potential to alter surrounding water chemistry, which may harm phytoplankton (the base of the food chain) and other aquatic organisms.



What has been done to stop the spread of this invader? Since it was found in the Trent River in 2008, a number of research, control and management strategies have been undertaken to better understand the biology and management of this invasive plant. In 2014, federal and provincial agencies and other organizations implemented a control program, using a herbicide. Due to the size of the infestation, control efforts focused on addressing the source populations and attempting to prevent further downstream dispersal of the plants.

What can you do to help stop the spread? Fishermen, recreational boaters and shoreline property owners can learn to identify the plants and report any sightings. When out on the water, fishermen and boaters should avoid infested areas, reduce boat speeds so the wake doesn't dislodge plants and offsets, and inspect their boat, trailer, and equipment to ensure they don't move the plant to another waterbody.

Everyone is asked to report any sightings of Water Soldier to 1-800-563-7711 or visit **EDDMapS Ontario**, or search for the 'Invasive Species in Ontario' project on **iNaturalist.org** to report a sighting.

You can find out more about water soldier at

<http://www.invadingspecies.com/invaders/aquatic-plants/water-soldier/>.

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LOWER TRENT
CONSERVATION

STAFF REPORT

Date: August 26, 2022
To: LTC Board of Directors
Re: Planning and Regulations UPDATE
Prepared by: Janet Noyes, Manager, Development Services and Water Resources

PROPOSED RESOLUTION:

THAT the Planning and Regulations Update be accepted as information.

BY THE NUMBERS:

New files that have begun this year for the following activities are shown in the Table below and compared to similar numbers for previous years.

File Type	# Files for 2022 (as of Aug 25, 2022)	Dates for Similar Number for Previous Years (Total for Year)			
		2021	2020	2019	2018
Permits	277	Sept 14 (383)	Oct 14 (351)	Oct 4 (338)	N/A (248)
Inquiries	507	July 27 (794)	Nov 3 (585)	Oct 11 (591)	Sept 18 (640)
Planning	214	Oct 13 (259)	N/A (169)	Oct 18 (248)	Nov 21 (230)
Complaints	42	Aug 24 (65)	Aug 18 (56)	Oct 21 (54)	Oct 4 (55)
Enforcement	47	N/A (45)	N/A (32)	N/A (33)	N/A (26)

Planning:

- LTC Staff have reviewed and commented on 21 Subdivision and Condominium Files so far this year (new and ongoing)
- LTC Staff have reviewed and commented on 25 Site Plan Control and Amendments so far this year

Legal Files:

- ENF-19-010 – Pre-Trial held October 7, 2021 - Currently awaiting trial dates (on the Trial Pile) – discussions of restoration and compensation plans not proceeding
- ENF-19-024 – Last Court Date: January 7, 2022 - Pleading Guilty, Working on Restoration Plan, requirement of interpreter in court is causing delays
- ENF-20-028 – Trial Date set for October 13, 2022

Commendation received:

- From shoreline Landowners in Alnwick/Haldimand after a site visit from Gage at 6:00 pm after work hours: *“You have certainly set our thinking about retaining walls on a different trajectory, with the options you outlined for us at our on-site meeting last night. Thank you for being so generous with your time and with your wise advice. We appreciated your systematic and thorough critical inspection of our existing retaining walls. Your highly-trained, keen-observer’s eyes opened our eyes to potential vulnerabilities and necessary next steps to safeguard the integrity of our existing walls, and to build longer-term protections, not only for the retaining walls, but also for our properties and the beautiful shoreline we are fortunate to share. Janet - please know how much we all appreciated Gage’s sharing his knowledge, so thoroughly as well as clearly and concisely. We are all smarter, better-informed decision makers, as a result. Thank you.”*



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: August 31, 2022
To: Board of Directors
Re: 2023 Fee Policy and Schedules
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT staff proceed with public and municipal consultation on the proposed revisions to the Lower Trent Conservation 2023 Fee Policy and Schedules.

BACKGROUND:

Lower Trent Conservation (LTC) charges fees to assist with covering the program costs for services and products that are not supported through provincial grant funding, assisting in reduction of the general levy. The fees take into account estimated staff time, travel, and material costs to provide the service. To date the fees have only covered a portion of the service costs. As a result of provincial cutbacks to the operating budget, it is imperative to charge a fee reflective of full costs associated with the service provided.

On January 1, 2023, the *Conservation Authorities Act* will be amended by repealing 21 (1) (m.1) which related to the power of CAs to charge fees for services approved by the Minister of Natural Resources and Forestry and enacting section 21.2 (1)-(12) "Fees for Programs and Services". Subsection (1) enables the Minister of Environment, Conservation and Parks to determine the classes of programs and services in respect of which an authority may charge a fee and (2) requires the minister to publish a List in a policy document. The Minister published the list through the [Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee](#) ("Minister's List") on April 11, 2022. Conservation authorities may only charge a fee for a program or service that it provides if it is included in this List.

Section 21.2 of the *Conservation Authorities Act* sets out that every Conservation Authority shall prepare and adopt both a written **fee policy** and **fee schedules** with respect to the fees that it charges for the programs and services it provides. Upon enactment of the new Section 21.2, on January 1, 2023, all CAs will be required to have a fee policy and fee schedules approved by their Members. Lower Trent's fee policy and schedules are currently reviewed annually, distributed for comment and posted on our website.

The Fee Policy as discussed, must include the following:

- The Conservation Authority's Fee Schedule;
- The frequency within which the fee policy will be reviewed by the Authority;
- The process for carrying out a review of the Policy, including rules for giving notice of the review and of any changes as a result of the review; and,
- The circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration.

The 2022 LTC Fee Policy and Schedules was approved by the Board of Directors in November 2021. A thorough review of the fee policy and schedules was required. The CAO has ensured that the Policy meets the requirements as listed above. For the fee schedules, the planning and regulations staff completed a fulsome comparative of

regulatory and planning charges for eastern region conservation authorities. Realistic consideration of staff time and expenses required for these services were evaluated. In addition, the other schedules were revised to more realistic fees. The 2023 LTC Fee Policy and Schedules are attached for reference.

The fee policy enforces that the fees are intended to recover the cost of the services.

Fee Policy and Schedules will be reviewed and updated annually by LTC staff to monitor effectiveness and brought forward to the Board of Directors for consideration. Consultation is required annually as noted under Process and Public Notification prior to Board approval.

DISCUSSION:

Staff has now completed its 2022 Fee Policy and Schedules review. Staff recommend that changes to the policy document as well as fee increases within the schedules be accepted for implementation in 2023. The full draft 2023 LTC Fee Policy and Schedules document is attached.

Policy

- Addition of several clauses to reflect the requirements of *Conservation Authorities Act* changes as noted above.

Schedule 1 – Planning and Regulations Fees

- Combined Planning and Regulations fees into one schedule.
- There are some new fees that were developed based on experience and need related to site visits, PSW updates, Technical Report Review, complex hearing fees, and single lot residential site plan.
- Most of the planning and regulation fees were increased by 5% while some fees remained unchanged.
- Larger fee increases as indicated in the schedule were reviewed with the intent of covering staff time and expenses.
- Ministerial Zoning Order – suggested minimum deposit doubled to cover all costs relating to review of technical reports, consultant costs, compensation, development and implementation, administration and legal fees staff, general administration, Board costs and legal fees.

Schedule 2 – General Service Fees

- Staff charge out rates have generally increased as a reflection of the 2021 salary review approved increases, fees include salary and benefits and associated expenses.
- Conservation lands charges are for services such as building or property rentals are considered non-mandatory. Fee increases are considerate of staff time expended for the services.
- The printing category under administration has been summarized as full cost recovery based on staff time and printing costs regardless of media-type or size.

Schedule 3 – Stewardship Services Fees

- Revised fees for tree seedlings due to increases in nursery pricing.

RECOMMENDATION: That staff begin public and municipal consultation for a minimum of 30 days before the final draft is brought back to the Board for the November meeting.



Lower Trent Conservation Fee Policy and Schedules

*This manual outlines Lower Trent Conservation's policies
for setting and charging fees*

Approved by Lower Trent Conservation Board of Directors – XXXX X, 2022

RES: G

Effective Date: January 1, 2023

Lower Trent Conservation
Administration Office
714 Murray Street
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K8V 5P4
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FEE SCHEDULES

- Schedule 1: LTC Planning and Regulations Fees
- Schedule 2: LTC General Fees
- Schedule 3: LTC Stewardship Services Fees

POLICY

Purpose

The purpose of the Fee Policy and Schedules is to inform the public and our municipal partners of the fees charged for programs and services delivered by Lower Trent Conservation.

Legislative Framework

The *Conservation Authorities Act (CAA)* Section 21.2 allows for conservation authorities to charge fees for services.

The CAA Section 21.1 Mandatory programs and services and Ontario Regulation (O. Reg.) 686/21 Mandatory Programs and Services outline mandatory (Category 1) programs that may be funded by municipal apportionment, provincial grants, or self-generated revenue with the user pay principal as appropriate.

Section 21.1.1 of the CAA outlines Category 2 Municipal programs and services, “An authority may provide, within its area of jurisdiction, municipal programs and services that it agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction under a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the programs and services”

Section 21.1.2 of the CAA defines Category 3 Other programs and services, “In addition to programs and services described in sections 21.1 and 21.1.1, an authority may provide, within its area of jurisdiction, any other programs and services that it determines are advisable to further the purposes of this Act.”

Category 1 Mandatory Programs and Services include:

- Administration of *Conservation Authorities Act (CAA)* Section 28 and 28.1 including technical advice and studies;
- Response to legal, real estate and public inquiries regarding a CAA Section 28 and 28.1 and natural hazard inquiries under the *Planning Act*;
- Activities requiring a permit made pursuant to section 29 of the CAA;
- Review and commenting on applications under other legislation noted under the Mandatory Programs and Services Regulation (O. Reg. 686/21) and associated inquiries.
- Access to authority owned or controlled land for recreational activities not requiring direct authority or other staff involvement.

Category 2 Municipal programs and services include but are not limited to:

- Commenting on Planning Act applications for technical and policy matters other than for consistency with natural hazard policies, such as related to natural heritage, storm water management, or other matters requested by a municipality, county, corporation or individual.

Category 3 Other programs and services include but are not limited to:

- Extension Services (e.g. technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- Recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body, or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events.
- Community relations to help establish, maintain, or improve relationships between the authority and community members.

- Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.
- The provision of information to the public.
- The sale of products by the authority.

Policy Principles

This Fee Policy and associated Schedules have been prepared in conformity with the *Conservation Authorities Act*. The Fee Schedules are based on the user-pay principle. The fees and revenues for planning and permitting services are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. These fees do not exceed the cost of the service.

Process and Public Notification

The Fee Policy and Schedules has been established by the Lower Trent Conservation (LTC) Board of Directors following consultation with local stakeholders and the public.

Consultation includes direct e-mail to key stakeholders (e.g., municipalities) and posting the notice for comment for review and/or revisions to the Fee Policy and Schedules on the LTC website for a minimum of 30 days. Comments received will be presented to the Board of Directors prior to any approval.

Implementation

It is the objective of LTC to provide an effective and efficient delivery of services. To achieve this objective:

- Land use proposals will be reviewed in a timely fashion.
- Comments on applications under the *Planning Act* will be provided in time for the legislated public meeting or hearing.
- Permit applications under the *CAA* generally will be processed within timelines outlined in Conservation Ontario's "Annual Reporting on Timelines Template for permissions under Section 28 of the Conservation Authorities Act". These timelines were developed by the Timely Review and Approvals Taskforce and received endorsement by the CO Council in December 2019.
- Fees will not exceed the costs to deliver the service.

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, such as Ducks Unlimited (DU), Nature Conservancy of Canada (NCC), Ontario Federation of Anglers and Hunters (OFAH) for permit applications, *Planning Act* applications, inquiries, and site assessments;
- LTC municipalities forming part of the permit applications, inquiries, and site assessments (excluding exceptional circumstances where considerable staff time is required to conduct major technical reviews and enforcement matters).

Refunds

Lower Trent Conservation does not issue refunds for services or products once the application or order is submitted and the payment has been processed. Under exceptional circumstances, refund requests will be considered and may be approved by the Chief Administrative Officer. If a refund is approved, a 10% refund fee will apply.

Appeal

The fee appeal process will be based on the principles of fairness, opportunity, and notification. The only fees that would be considered for an appeal are those found under planning and permitting.

Consideration of appeals will be directed to the Chief Administrative Officer (CAO). The appellant must submit in writing to the CAO the reasons for the appeal request. The CAO will review the request, consult with staff and the proponent. The appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee could be waived or varied from the original amount. The applicant will be notified of the CAO's decision.

If the applicant is dissatisfied with the decision from the CAO an appeal to the LTC Board of Directors can be requested.

The appellant must submit in writing to the CAO the reasons for the appeal request to the Board of Directors. The written request must identify a request to present the appeal before the Board of Directors. Once heard, the appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee could be waived or varied from the original amount. Any appeal decision requires a resolution passed by the Board of Directors. The appellant will be notified of the Board's decision.

Date of Effect

The Fee Policy and Schedules becomes effective as of the date set by the LTC Board of Directors.

Transition

The establishment of this Fee Policy and Schedules supersedes and replaces all previous fee policies and/or schedules. The Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision which predated any fee schedule.

Review Process

This Fee Policy and Schedules will be reviewed annually by LTC staff to monitor effectiveness and any changes will be brought forward to the Board of Directors for consideration. Consultation is required if changes are applied to the Policy or Schedules (as noted under Process and Public Notification) prior to Board approval. Approval of the updated Fee Policy and Schedule will require passage of a resolution by the Board of Directors.

FEE SCHEDULES

Schedule 1: LTC Planning and Regulations Fees

Schedule 2: LTC General Fees

Schedule 3: LTC Stewardship Services Fees

SCHEDULE 1 Planning and Regulations Fees			
FEE TYPE	2022 Fees	PROPOSED 2023 Fee	NOTES
Pre-Application Services Fees			No reimbursement or crediting of fees
General Inquiry		free	Verbal or email response
Clearance Letter/Screening Letter	\$100	\$100	No change
Pre-Consultation with Written Comments	\$100+\$50	\$200	Combined fees with former verbal comments
Site Visit - Project Specific (< 0.5 ha)		\$200	NEW – detailed discussion on specific site locations
Site Visit - Standard (<2 ha)	\$160	\$400	
Site Visit - Large (>2 ha)		Min \$500	NEW - Cost estimate to be provided based on scope and complexity
PSW Update		\$1,000	NEW - Includes submission to MNRF
Legal Inquiry	\$160	\$200	(3-10 business days)
Legal Inquiry – RUSH	\$240	\$300	(up to 2 business days)
Technical Report Review		\$250	NEW Per Report (EIS, HE, Floodline, etc.)
Map of property with environmental constraints	\$30	\$30	No change
Permit Fees			
Routine Permit Drainage Act (DART Protocol)	\$100	\$100	No change
Hydro One - Utility Corridor (up to five sites)	\$500	\$500	No change
Minor Permit	\$210	\$220	
Standard Permit	\$525	\$550	
Complex Permit - One Technical Study	\$785	\$825	Deposits may be required
Complex Permit - Two Technical Studies		\$1,100	Deposits may be required
Compliance Permit			Double the Application Fee – no change
Restoration Agreement			Double the Application Fee - no change
Permit Amendment - Administrative	\$100	\$100	No change
Permit Amendment			50% of original fee – no change
Hearing Administration Fee - Standard	\$250	\$400	
Hearing Administration Fee - Complex		\$1,000	NEW - Large non-single residential

FEE TYPE	2022 Fees	PROPOSED 2023 Fee	NOTES
Standard Plan Review Fees			
Consent	\$420	\$440	
Consent - Multiple (up to 3)	\$630	\$660	
Zoning Bylaw Amendment (ZBA)	\$420	\$440	
ZBA (condition of previously reviewed consent OR concurrent)	\$210	\$220	
Minor Variance (MVA)	\$315	\$330	
Official Plan Amendment (OPA)	\$525	\$550	
Combined OPA/ZBA	\$835	\$990	
Recirculation (any Standard Plan Review)			50% of original fee – no change
Site Plan Control Fees			
Single Lot Residential Site Plan		\$550	NEW - same fee as Standard Permit
Minor Site Plan	\$520	\$1,000	
Major Site Plan	\$1,560	\$2,500	
Subdivision / Condominium Fees			
DRAFT PLAN Subdivision - Basic	\$2,600	\$3,500	
DRAFT PLAN Subdivision - Complex	\$5,200	\$7,000	Phasing may incur additional fees
Redline Revision or Resubmission	\$520	\$1,300	No Technical Reports to review
Redline Revision or Resubmission	\$1,570	\$2,600	Technical Reports to review
Detailed Design Review & Clearance of Draft Conditions	\$520	\$1,900	per Phase
Detailed Design Review & Clearance of Draft Conditions	\$1,225	\$3,500	Draft Plan Approval > 5yrs ago
Ministerial Zoning Order (MZO)	\$7,500	\$15,000 deposit	Cost recovery for: Review of technical reports, consultant costs, compensation, development and implementation, administration and legal fees

Note: No fees apply to applications for submissions from levying municipalities on municipal initiatives (excluding major technical reviews and enforcement matters)

Payments can be made by cash, cheque, or credit card (Visa or MasterCard)

SCHEDULE 2 General Service Fees			
FEE TYPE	2022 Fees	PROPOSED 2023 Fee	NOTES
Staff Charge Out Rates			
<i>Management/Project Management</i>	\$80	\$90	Increases reflective of administrative costs
<i>Engineering/Planning</i>	\$75	\$75	No change
<i>Specialists – IT, GIS, Ecologist</i>	\$55	\$60	Increases reflective of administrative costs
<i>Administration/ Technicians</i>	\$45	\$55	Increases reflective of administrative costs
Conservation Lands			
Group picnics/Special events			
Up to 50 people	\$100	\$150	Increases reflective of administrative costs
Up to 100 people	\$200	\$300	Increases reflective of administrative costs
Up to 200 people	\$400	\$600	Increases reflective of administrative costs
>200 people (per 100)	+ \$100	+ \$150	Increases reflective of administrative costs
Delivery Charges (picnic tables/garbage cans)	\$100	\$110	
Goodrich-Loomis Conservation Centre Rental			
Half day – one floor	\$75	\$100	Increases reflective of administrative costs
Half day – two floors	\$100	\$150	
Full day – one floor	\$100	\$175	Increases reflective of administrative costs
Full day – two floors	\$150	\$300	
Murray Marsh Hunting permission	\$60	\$75	Increases reflective of administrative costs
Other events (filming, athletic, sponsored events)			Cost recovery
Discover Your Watershed Events			Cost recovery
Administrative Services			
Shipping and Handling – minimum fee	\$10	\$10	No change
NFS Cheque	\$50	\$50	No change
Printing – all printing and sizes			Cost recovery – change in wording

Payments can be made by cash, cheque, or credit card (Visa or MasterCard)

SCHEDULE 3 Stewardship Services Fees			
	2022 Fees	PROPOSED 2023 Fee	NOTES
Tree Seedlings and Shrubs			
Conifer Stock	\$1.32	\$1.52	Increase in grower costs
Deciduous Stock	\$1.70	\$1.96	Increase in grower costs
Administrative Fee – per order	\$12	\$14	Increase in administrative costs
Potted Trees	\$15	\$17	Increase in grower costs
Wildflower Kits			
Sun-loving	\$50	\$50	
Shade-tolerant		\$70	NEW
Little Forest Kits	\$400	\$400	

Payments can be made by cash, cheque, or credit card (Visa or MasterCard)



LOWER TRENT
CONSERVATION

2023 BUDGET PRELIMINARY DRAFT

Presented to: Board of Directors

Presented by: Rhonda Bateman, CAO/Secretary-Treasurer
Kelly Vandette, Manager, Corporate Services

Date: September 8, 2022

OUTLINE

- Process To Date
- Surveys / Queries
- Costs Out of LTC's Control
- Budget Preliminary Draft
- Next Steps

PROCESS TO DATE

- Sub-committee Board members identified
 - ✓ *Rick English and Mark Bateman*
- 3 Meetings held
 - ✓ *Jun 29 – Terms of Reference, changes in regulations, budget process, budget outlook and information*
 - ✓ *Jul 8 – Preliminary proposed draft budget reviewed*
 - ✓ *Aug 10 – Survey, Costs out of LTC control, financial breakdown of revised proposed budget, and options*
- Present to Board
 - *Revised (version 5) preliminary draft 2023 Budget proposed for input*

3

SURVEYS / QUERIES

- 10 Municipalities/Counties surveyed within LTC Watershed and 4 responded ≤ 2% to 4% (Budget)
- 9 Conservation Authorities responded range between 2% - 5%, majority just beginning budget process
- Fuel supply from City of Quinte West has been requested. Waiting on response.

4

OUT OF LTC'S CONTROL

- Provincial funding (MNRF) has not changed since 1990's and was cut 48% in 2018 to \$68,831
- Insurance increased 35% from annual \$48K to \$65K in 2022 and could increase further in 2023
- OMERS pension plan per the Pension Benefits Act (PBA) extended to non-full time employees will be eligible to enroll into plan = \$8.5K
- CPI year over year average as of July 2022 = 6.05% inflation (Jul/21 vs Jul/22 = 7.6% increase) **Stats Canada*
- Unleaded fuel costs (Jul/21 vs Jul/22) increase of 36% from \$1.36 to \$1.85/litre and Diesel fuel = \$1.27 to \$1.99 increase of 57% **Stats Canada*
- Category 1 deliverables mandated requires additional resources

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FINANCIAL OVERVIEW - Proposed Budget Total

	2022 BUDGET APPROVED	2023 PROPOSED BUDGET	INCREASE / - DECREASE	PERCENTAGE CHANGE
Category 1	\$ 2,010,590	\$ 2,342,062	\$ 331,472	16%
Category 2	\$ 291,163	\$ 334,746	\$ 43,583	15%
Category 3	\$ 115,953	\$ 94,251	\$ -21,702	-19%
TOTAL	\$ 2,417,706	\$ 2,771,060	\$ 353,354	15%

Note – Category 1 includes Regional Source Protection

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FINANCIAL OVERVIEW - Expenses

	2022 BUDGET APPROVED	2023 PROPOSED BUDGET	INCREASE / - DECREASE	PERCENTAGE CHANGE
Wages / Benefits	\$ 1,760,291	\$ 2,019,007	\$ 258,716	15%
Program Operations	\$ 559,310	\$ 653,948	\$ 94,638	17%
Capital	\$ 98,105	\$ 98,105	\$ 0	0%
TOTAL	\$ 2,417,706	\$ 2,771,060	\$ 353,354	15%

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FINANCIAL OVERVIEW – Revenue

	2022 BUDGET APPROVED	2023 BUDGET PROPOSED	INCREASE / - DECREASE	% CHANGE
Provincial – MNRF	\$ 68,831	\$ 68,831	\$ 0	0%
Federal Funding – CSJ	\$ 24,000	\$ 33,852	\$ 9,852	41%
Municipal – General Levies	\$ 1,024,074	\$ 1,338,509	\$ 314,435	31%
Municipal – Capital Levies	\$ 98,105	\$ 98,105	\$ 0	0%
Municipal – SP Agreements/Rebates	\$ 147,395	\$ 148,724	\$ 1,329	1%
Program Fees/Chargebacks	\$ 333,389	\$ 425,452	\$ 92,063	28%
Administered Programs	\$ 219,203	\$ 209,305	\$ -9,898	-4.5%
Regional Source Protection	\$ 372,077	\$ 388,282	\$ 16,205	4%
Surplus Funds Drawn	\$ 130,632	\$ 60,000	\$ -70,632	-54%
TOTAL	\$ 2,417,706	\$ 2,771,060	\$ 353,354	15%

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FINANCIAL BREAKDOWN – Municipal Levy

Increase = \$314,435

- \$130.6K prior year surplus drawn in 2022
 - ½ of Salary Review \$35K + contract staff \$67K (WST) + to keep Levy @ 2% \$28.6K
- \$226.8K wages/benefits
 - \$111K new contract positions (\$74K IM/Regs, \$37 Watershed Strategy)
 - \$31K Conservation Lands reinstate seasonal contract previously removed from budget
 - \$15.4K additional 2 Conservation Lands students
 - \$23K reallocation of Env Education Technician to Category 1
 - \$41K CPI 4% (Reduced from 5.26% \$54K at start of budget planning)
 - \$5.4K Merit increases for 3 staff (Reduced from \$7.6K due to staff resignation)
- \$17.5K insurance + \$48.5K inflation, fuel, etc.
- \$109K revenue increase in planning, permits, and other revenue

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NEXT STEPS – 2023 BUDGET DRAFT

- Make if any changes to 2023 preliminary draft budget as directed by Board
- Bring draft back to October 13, 2022 meeting for Board review and approval

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2023 LTC BUDGET - PRELIMINARY DRAFT v5

As at August 30, 2022

CATEGORY 1 - MANDATORY

EXPENDITURES	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
NATURAL HAZARD MGMT				
Staffing	\$ 454,905	\$ 522,568	\$ 67,663	+4% CPI + merits + contract to perm + .5 FTE Techn
Operating	\$ 123,810	\$ 141,062	\$ 17,252	+5.26% inflation + insurance \$10K + Fuel \$740
Capital	\$ -	\$ -	\$ -	
PROV WATER QUALITY-QUANTITY MONITORING				
Staffing	\$ 15,243	\$ 10,203	-\$ 5,040	
Operating	\$ -	\$ -	\$ -	
Capital	\$ 3,680	\$ 3,680	\$ -	Remain same for now to net zero captial per plan
LOCAL/REGONAL DRINKING WATER SOURCE PROTECTION				
Staffing	\$ 308,107	\$ 321,972	\$ 13,865	As per Regional SP agreement - revenue recovered
Operating	\$ 63,970	\$ 66,310	\$ 2,340	As per Regional SP agreement - revenue recovered
CORE WATERSHED-BASED RESOURCE MGMT STRATEGY				
Staffing	\$ -	\$ 37,125	\$ 37,125	6 mth contract staff to do CL and Watershed Strategies
Operating	\$ -	\$ -	\$ -	
CA LANDS AND AREAS				
Staffing	\$ 193,124	\$ 259,258	\$ 66,134	+4% CPI + 4 students + OMERS + min wage increase
Operating	\$ 103,577	\$ 115,670	\$ 12,093	+5.26% inflation + insurance \$4,545 + fuel \$2.1K
Capital	\$ 50,425	\$ 50,425	\$ -	
ENABLING SERVICES				
Staffing	\$ 464,821	\$ 522,590	\$ 57,769	+4% inflation + contract .5FTE Info/Data techn
Operating	\$ 184,928	\$ 247,200	\$ 62,272	+5.26% + Insur + IT \$20K + Sal\$30K + Brd \$2.5K
Capital	\$ 44,000	\$ 44,000	\$ -	Server = \$25K + Telephone system \$10K + Admin bldg\$9K
TOTAL EXPENDITURES CATEGORY 1 =	\$ 2,010,590	\$ 2,342,062	\$ 331,472	16%
REGIONAL DWSP	\$ 271,611	\$ 293,283	\$ 21,672	Adjusted to reflect portion of funding not included in LTC

INCOME	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
Provincial Funds	\$ 68,831	\$ 68,831	\$ -	0%
Federal Funds	\$ 8,000	\$ 19,344	\$ 11,344	CSJ if 4 CL students approved @\$4,836/student
Municipalities - General Levies	\$ 938,031	\$ 1,248,055	\$ 310,024	Levy allocated across Category 1 and 2
Municipalities - Capital Levies	\$ 98,105	\$ 98,105	\$ -	0%
Municipalities - Rebates/Recoveries	\$ 25,275	\$ 26,604	\$ 1,329	+5.26% inflation
Legal inquiries and Permit Fees	\$ 110,000	\$ 181,500	\$ 71,500	projection based on volumn and fees increased
Plan Review Fees	\$ -	\$ -	\$ -	
CL Fees and Leases Income	\$ 30,436	\$ 32,037	\$ 1,601	+5.26% inflation
Administered Programs	\$ 219,203	\$ 209,304	-\$ 9,899	BQRAP/DWSP and GIS Projects (OMAFRA \$10K)
Local / Regional Drinking Water Source Protection	\$ 372,077	\$ 388,282	\$ 16,205	As per contract
Miscellaneous Revenue/General Donations	\$ 10,000	\$ 10,000	\$ -	Depends on cash flow in account (4.5% increase?)
Draw from Surplus or Reserves	\$ 130,632	\$ 60,000	-\$ 70,632	\$20K IT + \$30 External Salary Review + \$10K Orthophotos
TOTAL INCOME CATEGORY 1 =	\$ 2,010,590	\$ 2,342,062	\$ 331,472	
REGIONAL DWSP	\$ 271,611	\$ 293,283	\$ 21,672	Adjusted to reflect portion of funding not included in LTC

CATEGORY 2 - NON-MANDATORY

EXPENDITURES	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
PLANNING AND INFRASTRUCTURE				
Staffing	\$ 130,043	\$ 166,391	\$ 36,348	+4% CPI
Operating	\$ -	\$ -	\$ -	
LOCAL WATER QUALITY MONITORING				
Staffing	\$ 22,000	\$ 25,136	\$ 3,136	increase in minimum wage + OMERS contributions
Operating	\$ 17,000	\$ 21,099	\$ 4,099	+metals analysis per 2018 recommendation (every 5yrs) + fuel
LOCAL RISK MGMT PART IV & EDUCATION SP				
Staffing	\$ 102,595	\$ 104,514	\$ 1,919	Increase offset by reduced admin/overhead
Operating	\$ 19,525	\$ 17,606	-\$ 1,919	reduced to meet wages/benefits increase
CA LANDS AND AREAS				
Staffing	\$ -	\$ -	\$ -	
Operating	\$ -	\$ -	\$ -	
Capital	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES CATEGORY 2 =	\$ 291,163	\$ 334,746	\$ 43,583	15%

INCOME	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
Provincial Funds	\$ -	\$ -	\$ -	
Federal Funds	\$ 8,000	\$ 9,672	\$ 1,672	CSJ if 2 students approved @ \$4,836/student
Municipalities - General Levies	\$ 86,043	\$ 90,454	\$ 4,411	Levy allocated across Category 1 and 2
Municipalities - SP Agreements	\$ 122,120	\$ 122,120	\$ -	Current SP agreements run to Dec 31, 2022
Plan Review Fees	\$ 75,000	\$ 112,500	\$ 37,500	Increase in fee rates + volume
Miscellaneous Revenue	\$ -	\$ -	\$ -	
Draw from Surplus or Reserves	\$ -	\$ -	\$ -	
TOTAL INCOME CATEGORY 2 =	\$ 291,163	\$ 334,746	\$ 43,583	

CATEGORY 3 - SPECIAL PROJECTS

EXPENDITURES	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
YOUTH EDUCATION				
Staffing \$	69,453	\$ 49,251	-\$ 20,202	Staff \$36.8K (reallocation) + Student \$12.5K
Operating \$	20,000	\$ 20,000	\$ -	Youth programs - CWF, SSFD, FrostFest, etc.
			\$ -	
COMMUNITY OUTREACH				
Staffing \$	-	\$ -	\$ -	No staff time allocated to operate programs
Operating \$	26,500	\$ 25,000	-\$ 1,500	varies based on program grants/fees/funds
			\$ -	
TOTAL CATEGORY 3 =	\$ 115,953	\$ 94,251	-\$ 21,702	-19%
BAY OF QUINTE REMEDIAL ACTION PLAN PROGRAM	\$ 320,234	\$ 215,000	-\$ 105,234	<i>Fiscal year and funding outside of LTC budget - Govern/Admin</i>

INCOME	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
Provincial Funds \$	-	\$ -	\$ -	
Federal Funds \$	8,000	\$ 4,836	-\$ 3,164	CSJ if 1 student approved @ \$4,836/student
Stewardship and Outreach Funds \$	26,500	\$ 25,000	-\$ 1,500	varies based on program grants/fees/funds
Youth Education Program Funds \$	81,453	\$ 64,415	-\$ 17,038	drawn from dedicated donations/funds
			\$ -	
TOTAL INCOME CATEGORY 3 =	\$ 115,953	\$ 94,251	-\$ 21,702	
BAY OF QUINTE REMEDIAL ACTION PLAN PROGRAM	\$ 320,234	\$ 215,000	-\$ 105,234	<i>Fiscal year and funding outside of LTC budget - Govern/Admin</i>

	\$ 2,417,706	\$ 2,771,060	\$ 353,354	14.615246%
General Levy	\$ 1,024,074	\$ 1,338,509	\$ 314,435	30.704324%
Capital Levy	\$ 98,105	\$ 98,105	\$ -	0%
	\$ 1,122,179	\$ 1,436,614	\$ 314,435	28.020040%



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: August 31, 2022
To: LTC Board of Directors
Re: Enlargement of Lower Trent Conservation's Jurisdiction
Prepared by: Rhonda Bateman, CAO/Secretary-Treasurer

PROPOSED RESOLUTION:

THAT staff begin the process, at the request of and in consultation with, the Township of Havelock-Belmont-Methuen, to meet the requirements for watershed enlargement under the Conservation Authorities Act to bring the lands in the Township of Havelock-Belmont-Methuen that are outside of conservation authority jurisdiction into the watershed jurisdiction of the Lower Trent Region Conservation Authority.

BACKGROUND:

The Township of Havelock-Belmont-Methuen (HBM) has made a formal request to have the southern most area of their township included in the Lower Trent Conservation Authority jurisdiction. The request was initiated by the township in anticipation of residential growth in Peterborough County to assist with planning and regulations. The area being discussed is currently outside conservation authority jurisdiction and the enlargement would allow the full extent of the Lower Trent watershed to be captured. This gap in the mapping has become affectionately known as the Eastern Hole.

REQUIREMENTS:

There are designated steps to be followed under the *Conservation Authorities Act*. The steps are relatively clear and are as follows:

Enlargement of authority's area

The council of a municipality that is completely or partly outside the jurisdiction of the authority may call a meeting to consider the enlargement of the area over which the authority has jurisdiction to include an area specified by the municipality.

Notice of meeting

Notice of the meeting shall be given to each participating municipality of the authority and to any municipality that is completely or partly within the area specified.

Representatives

Each municipality that receives notice of the meeting may appoint the number of representatives to attend the meeting.

Quorum

At any meeting called under this section, a quorum consists of two-thirds of the representatives that the municipalities are entitled to appoint

Resolution

At a meeting held under this section at which a quorum is present, a resolution may be passed to do all of the following:

1. Agree to enlarge the area over which the authority has jurisdiction.
2. Designate participating municipalities for the enlarged area.
3. Designate the enlarged area over which the authority has jurisdiction.

Two-thirds majority vote

A resolution described in subsection shall be passed by a majority of at least two-thirds of the representatives present at the meeting.

Resolution in effect

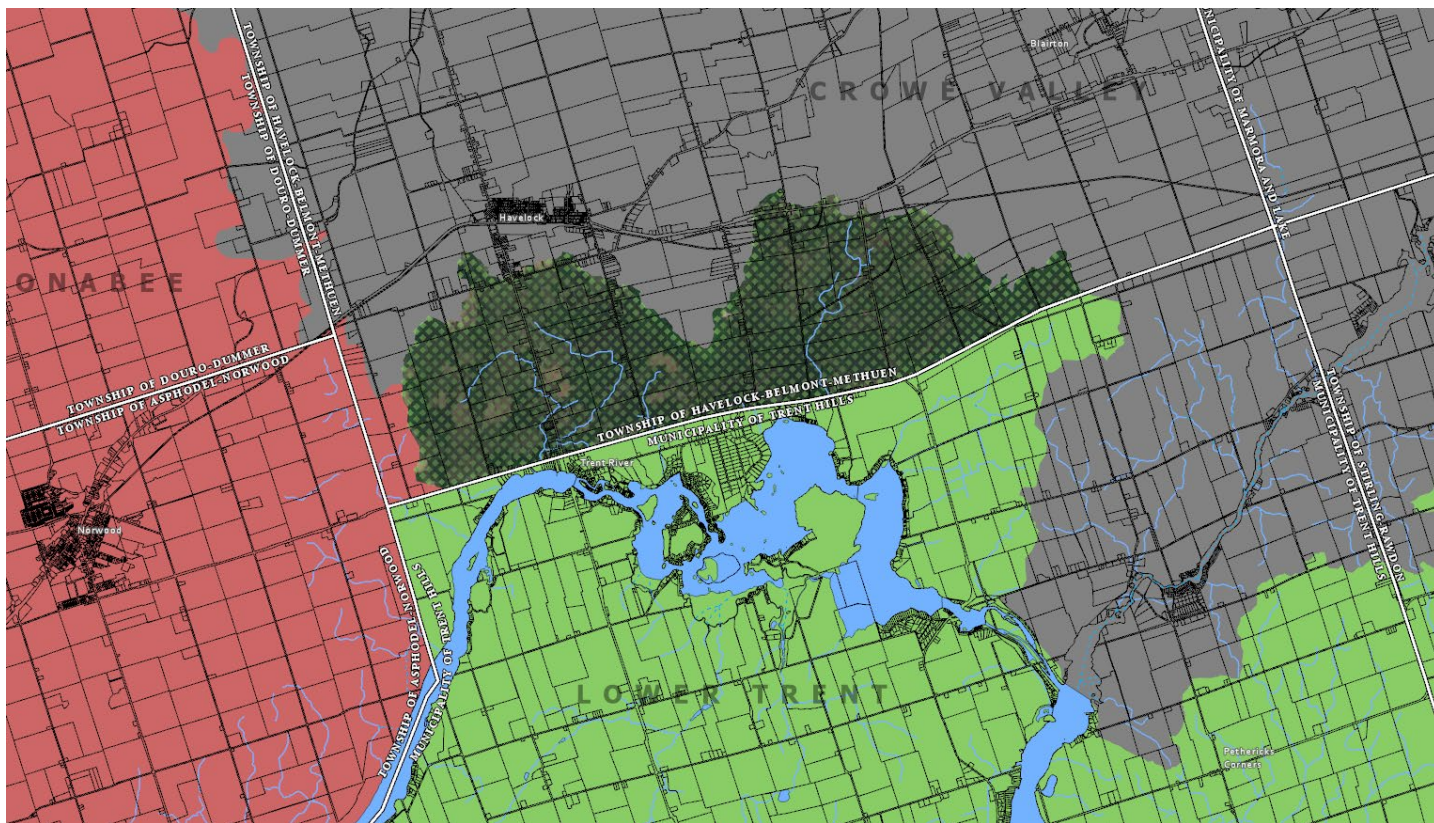
The resolution described takes effect on such terms as it may specify despite anything to the contrary in the order in council establishing the authority.

Minister's copy

The municipality that called a meeting under subsection (1) shall provide the Minister with a copy of any resolution described, passed at the meeting promptly after the resolution is passed.

DISCUSSION:

The mapped area with the dark green hatching is the area under consideration. The total area noted is 27.7 square km. Lower Trent is the light green area with our neighbouring conservation authorities are noted on the map as well for clarity.



In addition to the above requirements, based on previous legal advice from the Trent Hills enlargement exercise from 2016-2018, there should be a letter of support requested from our neighbouring CAs.

It is the prerogative of the Township to conduct public consultation. LTC will assist in any consultation efforts of the Township.

The municipalities within the Lower Trent's jurisdiction are required to appoint representatives to the meeting for the Resolution request for enlargement. The number of appointments per municipality are equivalent to the number of members on the LTC Board of Directors. Due to the timing of the request, there may be an opportunity to have appointments made at the same time as 2023 appointments for LTC Board membership.

HBM has requested LTC staff be a delegation at a Council meeting to explain the process and introduce our programs and services. Staff have acknowledged and requested a delegation for October 4th.

In anticipation of movement forward on this request, LTC has invited the CAO of HBM to attend a municipal senior staff session regarding the program and service inventory and the development of MOUs being held on September 14, 2022 in Trent Hills.

NEXT STEPS

The delivery of next steps and the estimated timelines listed below are ambitious but dependent on various factors.

October 4 - Delegation at Havelock-Belmont-Methuen Council

October – Supply sample By-law and communications regarding municipal appointments to seven municipal partners

October – Support Letters out to neighbouring CAs

October – Contact Surveyor for CA enlargement legal wording

November - Public Consultation/Open House (if requested)

December/January – By-laws passed for municipal appointments for the Special Meeting

February/March – Post Notice of Special Meeting (two-week minimum)

February/March – Hold Special Meeting



LOWER TRENT
CONSERVATION

CAO REPORT

Date: August 31, 2022
To: Board of Directors
Prepared by: Rhonda Bateman, Chief Administrative Officer

CHANGE IN REPORTING

As noted in the email dated August 30, 2022 from the Director of Resources Planning and Development Policy Branch of the Ministry of Natural Resources and Forestry, Conservation Authorities are no longer reporting to the Ministry of the Environment, Conservation and Parks but have been returned to the fold of the Ministry of Natural Resources and Forestry (MNRF). MNRF has also returned to their previous name from the Ministry of Northern Development, Mines, Natural Resources and Forestry.

STAFFING

There are two new fulltime staff members at LTC. The new Risk Management Official/Inspector (RMO/I) is Marcus Rice. Marcus is currently the Conservation Lands Maintenance Assistant under the BioTalent funding contract. Once that contract has been fulfilled in September, Marcus will begin in the RMO/I position. Anne Anderson and Chris McLeod continue to meet the commitments under the municipal agreements for RMO services.

The Conservation Lands Technician position was offered to John Mahoney. John comes to us from a career at Parks Canada. John will be starting with Conservation Lands on September 6th.

Interviews for the new Watershed Services Technician were held on August 31st. We hope to announce the successful candidate soon.

Our students wrapped up their summer contracts by August 26th. Of the five students hired, only two positions, in monitoring were financially assisted through the Canada Summer Jobs program. One student was financed completely through the Ontario Federation of Anglers and Hunters for invasive species work. One student was financed through LTC's education and outreach funds. The fifth student was paid through the Conservation Lands budget.

CONSERVATION ONTARIO

The new CAO for Conservation Ontario is Angela Coleman, the current CAO at South Nation Conservation. Ms. Coleman is a wonderful choice for this position and she will bring an eastern perspective to the role. She is familiar with working with politicians and as a lawyer, has the capacity to evaluate issues from multiple standpoints.

Conservation Ontario, with the assistance of participating conservation authority staff, has been developing guidance documents to assist on the deliverables announced by the MECP through the regulations such as the Fee Policy and Schedule, Conservation Lands Strategy, Watershed Based

Resource Management Strategy and others. These documents will assist LTC in ensuring the deliverables will meet the regulatory requirements. LTC's Anne Anderson was a member of the Watershed Based Resource Management Strategy working group.

MUNICIPAL ENGAGEMENT

A meeting for the municipal CAOs and senior staff members from all of our seven municipalities has been scheduled for September 14th in Trent Hills. This is an opportunity to outline changes and requirements under the new *Conservation Authorities Act* regulations. We will be discussing current service agreements such as planning, RMO services, Source Water education and outreach, and introducing new agreements based on the programs and services inventory such as surface water quality monitoring and infrastructure inspection services.

On July 25th the LTC Board Chair, Vice Chair, CAO and Manager of Development Services and Water Resources attended a meeting at Quinte West at the request of Mayor Harrison. In attendance were Mayor Harrison, Councillors and Board Members Alyea and Reid, the QW CAO, Director of Planning and Development Services and the Director of Public Works and Environmental Services. The meeting was a discussion of LTC's Hearing process and permitting.

POSTAL CODE CHANGE

As noted in an email from the Manager of Corporate Services on August 10th, Canada Post has announced a change to the postal code for the administrative office. Notification of the change to customers, partners, vendors, etc. are underway.