



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. 2023-01

Administration Office, 714 Murray Street, Trenton
Virtually Join Meeting [HERE](#)
Thursday, April 13, 2023 **Time: 1:20 p.m.**

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 requests for delegations received for this meeting.

6. Public Input (3 minutes per speaker)

7. Adoption of the Minutes:

a. Board Meeting Minutes of March 9, 2023

[Page # 5](#)

RECOMMENDED:

THAT the Regular and In-camera Session Board Meeting Minutes of March 9, 2023 be adopted.

8. Business arising from these minutes

CORRESPONDENCE

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

[Page # 11](#)

a. 2023-03-28 Fourth Quarter Report - O. Reg. 687/21

RECOMMENDED:

THAT the correspondence to the province re Fourth Quarterly Report – O. Reg. 687/21 dated March 28, 2023 be received as information.

STAFF REPORTS

- 10. Monthly Payments Issued – Kelly Vandette, Manager, Corporate Services** Page # 13
 RECOMMENDED:
 THAT the list of payments issued in the total amount of \$255,731.58 for the month of March 2023 be received as information.
- 11. Quarterly Financial Status - March 31, 2023 – Kelly Vandette** Page # 15
 RECOMMENDED:
 THAT the Quarterly Financial Status staff report for period ending March 31, 2023 be received as information.
- 12. 2022 Surplus Allocation – Rhonda Bateman** Page # 18
 RECOMMENDED:
 THAT the 2022 surplus be allocated to the following expenses and reserves:
 \$20,000 to Legal Fees Reserve; and
 \$25,000 to the IT Infrastructure Reserve be approved.
- 13. Program and Service Inventory - Update – Rhonda Bateman** Page # 22
 RECOMMENDED:
 THAT the updates to the Program and Service Inventory be received as information.
- 14. Watershed Management, Planning and Regulations Report – Gage Comeau, Manager, Watershed Management, Planning and Regulations** Page # 36
 a. Summary of Permits for Period March 1 – April 4, 2023
 b. Planning and Regulations
 c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR)
 RECOMMENDED:
 THAT the Watershed Management, Planning and Regulations Update be received as information.
- 15. Wetland Offsetting Policy – Gage Comeau** Page # 41
 RECOMMENDED:
 THAT the Wetland Offsetting Policy be approved and adopted.
- 16. Flood Hazard Identification Mapping Program Projects – Sole Source Contract Services – Rhonda Bateman** Page # 58
 RECOMMENDED:

THAT LTC enter into an agreement with JKN Consulting to complete project management services for the Flood Hazard Identification Mapping Program projects at an upset limit of \$20,000.

- 17. Conservation Lands Report - March 31, 2023** – Chris McLeod, Conservation Lands Supervisor [Page # 60](#)

RECOMMENDED:

THAT the Conservation Lands Report for the period January 1 – March 31, 2023 be received as information.

- 18. Community Outreach, Education and Stewardship Programs Report - March 31, 2023** – Anne Anderson, Manager, Community Outreach and Special Projects [Page # 62](#)

RECOMMENDED:

THAT the Community Outreach, Education and Stewardship Programs Report for the period January 1 – March 31, 2023 be received as information.

- 19. 2023 Watershed Report Card** – Anne Anderson [Page # 64](#)

RECOMMENDED:

THAT the Lower Trent Conservation 2023 Watershed Report Card be received as information.

- 20. Summary of Risk Management Official Activity Report – March 31, 2023** – Anne Anderson [Page # 69](#)

RECOMMENDED:

THAT the summary of the Risk Management Official Activity pursuant to Part IV of the *Clean Water Act* for the period of January 1, 2023 thru March 31, 2023 staff report be received as information.

- 21. Local Drinking Water Source Protection Report - March 31, 2023** – Anne Anderson [Page # 71](#)

RECOMMENDED:

THAT the Local Drinking Water Source Protection Report for the period January 1 – March 31, 2023 be received as information.

- 22. Bay of Quinte Remedial Action Plan Program** – Anne Anderson

a. March 2023 Newsletter [Page # 72](#)

b. BQRAP Annual Report Year Ending March 31, 2023 [Page # 75](#)

RECOMMENDED:

THAT the Bay of Quinte Remedial Action Plan Newsletter for March 2023; and THAT the BQRAP Annual Report for year ending March 31, 2023 be received as information.

- 23. CAO's Report** – Rhonda Bateman [Page # 95](#)

RECOMMENDED:

THAT the CAO's Report be received as information.

24. Members Inquiries/Other Business

25. 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



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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. 2023-01

REGULAR BOARD MEETING MINUTES

MEETING # 2023-02

DATE: March 9, 2023

TIME: 6:30 PM

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

PRESENT:

ON SITE		REMOTE SITE (R)
Bob Mullin (Chair)	Gene Brahaney (Vice-Chair)	Jeff Wheeldon
Mike Ainsworth	Jim Alyea – arrived 6:59 pm	Lynda Reid
Eric Sandford	Rick English	
Sherry Hamilton		

REGRETS: Bobbi Wright, Mark DeJong

STAFF: Rhonda Bateman, Gage Comeau, Chris McLeod, Janet Noyes, Scott Robertson, Kelly Vandette

1. Meeting called to order by the Chair

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

Chair Mullin recognized staff member Janet Noyes, Manager Development Services and Water Resources on her upcoming retirement. He shared her education and career history; including the ten plus service years with LTC. Janet Noyes will begin her retirement April 1, 2023 and on behalf of the Board of Directors, Chair Mullin wished her all the best on her retirement.

2. First Nations Acknowledgement

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

3. Disclosure of pecuniary interests

There were no pecuniary interests disclosed at this meeting.

4. Approval of the Agenda

RES: G26/23

Moved by: Sherry Hamilton

Seconded by: Eric Sandford

THAT the agenda be approved as presented and with the amendment to include a closed in-camera session.

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:

a. Annual General Meeting Minutes of February 9, 2023

RES: G27/23

Moved by: Mike Ainsworth

Seconded by: Rick English

THAT Annual General Meeting Board Minutes of February 9, 2023 be adopted.

Carried

8. Business arising from these minutes

a. 2022 Audited Financial Statements - Final

RES: G28/23

Moved by: Eric Sandford

Seconded by: Gene Brahaney

THAT the approved Lower Trent Conservation 2022 Audited Financial Statements be received as information.

Carried

b. Board Meeting Schedule

RES: G29/23

Moved by: Sherry Hamilton

Seconded by: Rick English

THAT Lower Trent Region Conservation Authority Board meetings be held on the second Thursday of each month beginning at 1:00pm.

Carried

CORRESPONDENCE

9. Correspondence

Post agenda review, Rhonda Bateman, CAO/Secretary-Treasurer shared that LTC received confirmation from the Crowe Valley Conservation Authority Board supporting the Havelock-Belmont-Methuen enlargement.

RES: G30/23

Moved by: Mike Ainsworth

Seconded by: Sherry Hamilton

THAT the correspondence verbally shared by Rhonda Bateman be received.

Carried

STAFF REPORTS

10. List of Monthly Payments Issued

RES: G31/23

Moved by: Lynda Reid

Seconded by: Sherry Hamilton

THAT the list of payments issued in the total amount of \$354,095.79 for the month of February 2023 be received as information.

Carried

11. Summary of Education and Outreach Activities

RES: G32/23

Moved by: Lynda Reid

Seconded by: Gene Brahaney

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

Carried

12. Bay of Quinte Remedial Action Plan Newsletter

RES: G33/23

Moved by: Eric Sandford

Seconded by: Mike Ainsworth

THAT the Bay of Quinte Remedial Action Plan Newsletter for February 2023 be received as information.

Carried

13. Watershed Management, Planning and Regulations Update

a. Summary of Permits for Period February 1 – 28, 2023

b. Planning and Regulations

Gage Comeau, Regulations and Enforcement Officer spoke to the staff report as provided in the agenda package.

Director Sandford asked if it was known how many times staff have to attend court when the defendant does not show. Staff responded that the process is dependent on the Court's decision.

Janet Noyes spoke to a previous Hearing regarding a wetland compensation, staff are expecting that the conditions assigned may be affected from potential changes to the permit. Staff relayed that the case may have to return to the Hearing Board for further direction.

The Board moved into discussion.

RES: G34/23

Moved by: Eric Sandford

Seconded by: Mike Ainsworth

THAT staff conduct another Board Hearing should the permit need

revision and the existing conditions require changes.

Carried

- c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR)
Janet spoke to the current conditions of the FFW status and precipitation and that there was nothing to report on the low water conditions.
- d. Flood Hazard Identification Mapping Program Projects
Janet highlighted the staff report as provided in the agenda package.
Chair Mullin thanked Janet for getting the FHIMP project agreements and working with the participating municipalities.

RES: G35/23

Moved by: Lynda Reid

Seconded by: Sherry Hamilton

THAT the Watershed Management, Planning and Regulations Update be received as information; and

THAT the Flood Hazard Identification Mapping Program Projects staff report and proposed agreements be accepted.

Carried

14. 2022 Annual Report

RES: G36/23

Moved by: Rick English

Seconded by: Eric Sandford

THAT the Lower Trent Conservation 2022 Annual Report be received as information; and THAT the 2022 Annual Report be circulated to LTC's member municipalities.

Carried

15. LTC Website Redevelopment Project Presentation

Corinne Ross, Communications Specialist presented the redeveloped LTC Website to the Board Members. She highlighted the improvements made to the functionality, including being mobile friendly and the visual display of layout.

Director Wheeldon complimented the LTC newly enhanced website.

RES: G37/23

Moved by: Sherry Hamilton

Seconded by: Jim Alyea

THAT the Lower Trent Conservation website redevelopment project presentation be received as information.

Carried

16. Corporate Communications Strategy

RES: G38/23

Moved by: Gene Brahaney

Seconded by: Eric Sandford

THAT the Corporate Communications Strategy Goals/Objectives Overview report be received as information; and

THAT the proposed changes to the Corporate Communications Strategy for the period 2023 – 2026 be adopted effective immediately.

Carried

17. Appointment of Provincial Offences Officers (Level 1)

Staff members Chris McLeod, Conservation Lands Supervisor and Scott Robertson, Watershed Technician took the oath for appointment as Provincial Offences Officers (Level 1). Chair Mullin presented them with certificates.

RES: G39/23

Moved by: Sherry Hamilton

Seconded by: Jim Alyea

THAT Scott Robertson be appointed as a Provincial Offences Officer for the purpose of enforcing regulations made pursuant to Sections 28 and 29 of the *Conservation Authorities Act* and the *Trespass to Property Act* within the area of jurisdiction for Lower Trent Conservation, effective during his employment with Lower Trent Conservation; and

THAT Chris McLeod be appointed as a Provincial Offences Officer for the purpose of enforcing regulations made pursuant to Section 29 of the *Conservation Authorities Act* and the *Trespass to Property Act* within the area of jurisdiction for Lower Trent Conservation, effective during his employment with Lower Trent Conservation.

Carried

18. Administrative By-Law 2021-01 Repeal, Administrative By-law 2023-01 Approval

The Board members discussed the modifications for electronic meetings and Board member participation section of the Administrative By-law.

RES: G40/23

Moved by: Eric Sandford

Seconded by: Mike Ainsworth

THAT the Modification to the Electronic Meetings and Participation section of the Administrative By-law be adopted.

Carried

RES: G41/23

Moved by: Sherry Hamilton

Seconded by: Eric Sandford

THAT the Administrative By-law 2021-01 is hereby repealed; and Administrative By-law 2023-01 is approved (with the inclusion of the modification of the Electronic Meetings and Participation section) and is effective the 9th day of March, 2023.

Carried

19. CAO's Report

Rhonda Bateman shared that since the CAO report was issued, a municipal council meeting with the Township of Cramahe has been scheduled for April 11, 2023.

RES: G42/23

Moved by: Jim Alyea

Seconded by: Sherry Hamilton

THAT the CAO's Report be received as information.

Carried

OTHER BUSINESS

20. Closed In-Camera Session

RES: G43/23

Moved by: Mike Ainsworth

Seconded by: Gene Brahaney

THAT the Lower Trent Conservation Board of Directors move to in-camera session to discuss information regarding litigation or potential litigation.

Carried

Time: 7:33 p.m.

RES: G44/23

Moved by: Rick English

Seconded by: Eric Sandford

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

Carried

Time: 8:10 p.m.

RES: G45/23

Moved by: Sherry Hamilton

Seconded by: Jim Alyea

THAT the matter regarding litigation or potential litigation be received as information.

Carried

21. Members Inquiries/Other Business

There were no member inquiries or additional other business.

22. Adjournment

There being no further business, the meeting was adjourned.

RES: G46/23

Moved by: Rick English

Seconded by: Mike Ainsworth

THAT the meeting be adjourned.

Carried

Time 8:15 p.m.

Bob Mullin, Chair

Rhonda Bateman, CAO/ST



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March 28, 2023

CA Office
Ministry of Natural Resources and Forestry
Resource Planning and Development Policy Branch
2nd Floor South Tower, 300 Water Street East
Peterborough, ON K9J 3C7
ca.office@ontario.ca

Subject: April 1, 2023, Progress Report

As required under Ontario Regulation 687/21 please accept this correspondence as Lower Trent Conservation's January 1, 2023, Progress Report.

Sec. 7. (3)(a) Comments Received or Feedback Submitted by a Municipality

Lower Trent Conservation received no further written comments or feedback during this quarter.

Sec. 7 (3)(b) Summary of Changes to the Inventory

Lower Trent Conservation has begun editing the program and service inventory to identify necessary corrections to assist with municipal negotiations. However, no updates to financials have occurred during the quarter.

Sec. 7 (3)(c) Update on the Progress of Negotiating Cost Apportioning Agreements

A Memorandum of Understanding has been drafted and under review by legal. Staff have been and continue to visit municipal councils to provide updates on the required programs and services under MOUs and status of the MOUs.

Sec. 7 (3) (d) – Outline of Any Difficulties that May Affect the Ability to Conclude Cost Apportioning Agreements by the Transition Date

As noted in the previous report:

The biggest challenge affecting the ability to complete the agreements by the transition date is the passage of Bill 23 - *More Homes Built Faster Act*. This Act has affected and continues to affect our municipal partner's operations, processes and relationship with Lower Trent

Working with Local Communities to Protect our Natural Environment



Member of Conservation Ontario

Representing Ontario's 36 Conservation Authorities

Conservation (LTC). The repercussions from Bill 23 may drastically affect LTC's ability to complete the agreements within the required timeframe.

In addition, municipal budget processes this quarter and municipal preparation for the implementation of Bill 109 are factors in potential delays in finalizing MOUs.

The intent of this report was to meet the requirements set in regulation.

Please contact me if you have any questions or concerns,



Rhonda Bateman,
CAO/Secretary-Treasurer
Lower Trent Conservation
613-394-3915 ext. 212
rhonda.bateman@ltc.on.ca



Lower Trent Conservation
 PAYMENTS LOG - MARCH 2023

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Mar/23 Payroll Period Feb 18 - Mar 17	123,037.09
64988021	Workplace Safety Insurance Board	Mar/23 WSIB Premium	4,025.89
64988057	Jani-King of Eastern	Mar/23 Cleaning - Admin and Workshop	1,268.99
		Mar/23 STMT	
64987907	CIBC VISA	HST = \$387.16, Admin = \$320.66, CL= \$1,137.56, WSS = \$88.07, YE = \$358.44, BQRAP = \$2,745.58	5,037.47
64988035	OMERS	Mar/23 Pension Contributions	22,731.78
64988118	Sun Life Assurance	Apr/23 Group Benefits Premium	7,071.51
15838	Alderville Black Oak Savanna	Trees - Trenton Greenbelt Restoration Project	14,300.00
15839	Brighton Springs	Water Supply - Admin Bldg	40.00
15840	CDW Canada Corp.	IT cybersecurity - 'ESET' Annual protection	1,791.03
15841	City of Quinte West	Monthly Water/Wastewater - Workshop	69.88
15842	City of Quinte West	2023 Interim Property Taxes	21,553.85
15843	Cogeco Connexion Inc.	Monthly Internet Services - Workshop	90.34
15844	Farms at Work	Outreach communications website	50.00
15845	Free Flow Petroleum	Monthly Vehicle and Equipment Fuel	335.45
15846	Hydro One Networks Inc.	Monthly Utilities - Admin & Workshop Bldgs	989.18
15847	JB Print Solutions	Signs - Trenton Greenbelt Restoration Project	106.98
15848	Nesda Technologies Ltd.	BQRAP Apr-Jun/23 eMail storage	71.12
15849	OT Group - DCB Business Systems	Monthly Photocopier Usage Services	202.67
15850	Pitney Bowes Leasing	Postage Meter Jan-Mar/23 lease	99.53
15851	Quinte Conservation	BQRAP - Stewardship agreement	5,000.00
15852	Snap360 Ltd.	Website upgrade - final balance	8,565.40
15853	Staples Commercial	Office supplies	131.28
15854	Telizon Inc	Monthly Telephone Lines	465.79
15855	Templeman LLP	Legal Services - Borba	565.03
15856	Trenton Home Hardware Building Centre	Building/Janitorial supplies	40.41
15857	Township of Stirling-Rawdon	2023 Interim Property Taxes	293.85
15858	Ultramar - Parkland Corporation	Goodrich-Loomis Centre - Furnace Oil	1,085.12
15859	Victoria Taylor Landscape Architect	Trenton Greenbelt Retoration Project - Design	3,446.50
15860	Waste Management	Mar/23 Waste Services - Conservation Lands	78.12
15861	Welch LLP	2022 Audit Fees	12,430.00
15862	Bell Canada	Monthly FFW Web Hosting	25.65
15863	Bell Mobility Inc.	Monthly Cellular Phones	235.29
15864	D. Koets Plumbing & Heating Ltd.	Goodrich-Loomis Centre - Plumbing repairs	490.48
15865	Enbridge - Uniongas	Monthly Utilities - Admin Bldg and Workshop	681.74
15866	Ferguson Tree Nursery	2nd Installment - Native Plants/Tree Seedlings	4,464.91
15867	Hai Precision Waterjets Inc.	Sign - Trenton Greenbelt Restoration Project	1,197.80
15868	Hitchon Pumps Inc.	UV bulbs	226.00
15869	Hydro One Networks Inc.	Monthly Utilities - Goodrich-Loomis Centre	132.22
15870	JB Print Solutions	Promotion - name badges	124.11
15871	Metroland Media Group Ltd.	LTC advertising - Trent Hills Community Guide	1,039.60
15872	Templeman LLP	Legal Services - PE Estates RP-21-049	5,638.70
15873	Waste Management	Apr/23 Waste Services - Conservation Lands	77.23
15874	T. Sprague	BQRAP - Stewardship webinar	250.00
15875	E. Bednarczuk	Seeds-Trenton Greenbelt Restoration Project	118.51
15876	B&T Sales	Janitorial supplies	196.28

**Lower Trent Conservation
PAYMENTS LOG - MARCH 2023**

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
15877	Quinte Broadcasting Company Ltd.	BQRAP - Stewardship advertising	1,762.80
15878	Quinte Conservation	Annual SODA WISKI system hosting	3,580.00
15879	J. Noyes	Recognition - Retirement	500.00
15880	Brighton Springs	Water Supply - Admin Bldg	16.00
Total of Payments March 2023			\$ 255,731.58

2023 LTC FINANCIAL REPORT - Q1							
CATEGORY 1 - MANDATORY	EXPENDITURES	2023 BUDGET	ACTUAL	BUDGET TO	% of		
			MAR 31/23	ACTUAL VARIANCE	Budget		
	NATURAL HAZARD MGMT						
	Staffing	\$ 494,936	\$ 172,177	\$ 322,759		35%	
	Operating	\$ 139,502	\$ 16,500	\$ 123,003		12%	
	Capital	\$ 5,000	\$ -	\$ 5,000			
	PROV WATER QUALITY-QUANTITY MONITORING						
	Staffing	\$ 10,112	\$ 4,622	\$ 5,490		46%	
	Operating	\$ -	\$ -	\$ -			
	Capital	\$ 3,000	\$ -	\$ 3,000			
	LOCAL/REGIONAL DRINKING WATER SOURCE PROTECTION						
	Staffing	\$ 321,972	\$ 80,026	\$ 241,946		25%	
	Operating	\$ 66,310	\$ 14,260	\$ 52,050		22%	
	CORE WATERSHED-BASED RESOURCE MGMT STRATEGY						
	Staffing	\$ 36,768	\$ -	\$ 36,768			
	Operating	\$ -	\$ -	\$ -			
	CA LANDS AND AREAS						
	Staffing	\$ 232,646	\$ 67,246	\$ 165,400		29%	
	Operating	\$ 114,365	\$ 51,996	\$ 62,369		45%	
	Capital	\$ 50,000	\$ -	\$ 50,000			
	ENABLING SERVICES						
	Staffing	\$ 518,422	\$ 131,211	\$ 387,211		25%	
	Operating	\$ 244,870	\$ 38,842	\$ 206,028		16%	
	Capital	\$ 52,000	\$ -	\$ 52,000			
	TOTAL EXPENDITURES CAT 1 =	\$ 2,289,903	\$ 576,881	\$ 1,713,023		25%	
	INCOME						
		2023 BUDGET	ACTUAL	2022 - 2023			
			MAR 31/23	VARIANCE			
	Provincial Funds	\$ 68,831	\$ -	\$ 68,831		0%	
	Federal Funds	\$ 9,672	\$ -	\$ 9,672		0%	
	Municipal - General Levies	\$ 1,063,266	\$ 400,060	\$ 663,206		38%	
	Municipal - Capital Levies	\$ 98,105	\$ 34,401	\$ 63,704		35%	
	Municipal - Rebates/Recoveries	\$ 26,286	\$ -	\$ 26,286		0%	
	Legal inquiries / Permit Fees	\$ 200,000	\$ 34,708	\$ 165,293		17%	
	Plan Review Fees	\$ -	\$ 35,420	\$ 35,420			
	CL Fees and Leases Income	\$ 31,653	\$ 3,880	\$ 27,773		12%	
	Administered Programs	\$ 216,104	\$ 68,413	\$ 147,691		32%	
	DW Source Protection	\$ 388,282	\$ 94,286	\$ 293,996		24%	
	Miscellaneous Revenue	\$ 10,000	\$ 25,351	\$ 15,351		254%	
	Surplus or Reserves	\$ 177,704	\$ -	\$ 177,704		0%	
	TOTAL INCOME CAT 1 =	\$ 2,289,903	\$ 696,518	\$ 1,593,385		30%	

2023 LTC FINANCIAL REPORT - Q1								
	EXPENDITURES	2023 BUDGET		ACTUAL		2022 - 2023		
				MAR 31/23		VARIANCE		
CATEGORY 2 - NON-MANDATORY	PLANNING AND INFRASTRUCTURE							
	Staffing	\$	165,009	\$	-	\$ 165,009	0%	
	Operating	\$	-	\$	-	\$ -		
	LOCAL WATER QUALITY MONITORING							
	Staffing	\$	25,136	\$	-	\$ 25,136	0%	
	Operating	\$	21,099	\$	-	\$ 21,099		
	LOCAL RISK MGMT PART IV & EDUCATION SP							
	Staffing	\$	103,665	\$	27,217	\$ 76,448	26%	
	Operating	\$	18,455	\$	4,613	\$ 13,842	25%	
	CA LANDS AND AREAS							
	Staffing	\$	-	\$	-	\$ -		
	Operating	\$	-	\$	-	\$ -		
	Capital	\$	-	\$	-	\$ -		
	TOTAL EXPENDITURES CAT 2 =		\$	333,365	\$	31,830	\$ 301,534	10%
		INCOME	2023 BUDGET		ACTUAL		2022 - 2023	
					MAR 31/23		VARIANCE	
		Provincial Funds						
		Federal Funds	\$	9,672	\$	1,280	\$ 8,392	13%
		Municipal - General Levy	\$	15,010	\$	-	\$ 15,010	
	Municipal - SP Agreements	\$	122,120	\$	-	\$ 122,120		
	Plan Review Fees	\$	150,000	\$	-	\$ 150,000		
	Miscellaneous Revenue	\$	-	\$	-	\$ -		
	Surplus or Reserves	\$	36,563	\$	-	\$ 36,563		
	TOTAL INCOME CAT 2 =	\$	333,365	\$	1,280	\$ 332,085	0.4%	

2023 LTC FINANCIAL REPORT - Q1

CATEGORY 3 - SPECIAL PROJECTS	EXPENDITURES		2023 BUDGET		ACTUAL MAR 31/23		2022 - 2023 VARIANCE		
	YOUTH EDUCATION								
		Staffing	\$	72,118	\$	12,479	\$	59,639	17%
		Operating	\$	20,000	\$	1,395	\$	18,605	7%
	COMMUNITY OUTREACH/STWRD								
		Staffing	\$	-	\$	-	\$	-	
		Operating	\$	25,000	\$	17,692	\$	7,308	71%
	TOTAL EXPENDITURES CAT 3 =		\$	117,118	\$	31,565	\$	85,553	27%
	INCOME		2023 BUDGET		ACTUAL MAR 31/23		2022 - 2023 VARIANCE		
		Provincial Funds	\$	-	\$	-	\$	-	
	Federal Funds	\$	4,836	\$		\$	4,836	0%	
	Stewardship-Outreach Funds	\$	25,000	\$	33,750	-\$	8,750	135%	
	Youth Education Funds	\$	87,282	\$	13,874	\$	73,408	16%	
TOTAL INCOME CAT 3 =		\$	117,118	\$	47,624	\$	69,494	41%	
TOTAL LTC EXPENSES		\$	2,740,386	\$	640,276	\$	2,100,110	23%	
TOTAL INCOME		\$	2,740,386	\$	745,422	\$	1,994,964	27%	
NET BALANCE				\$	105,146				



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: April 13, 2023
To: LTC Board of Directors
Re: 2022 Surplus Allocation
Prepared by: Rhonda Bateman, CAO/Secretary-Treasurer

PROPOSED RESOLUTION:

THAT the 2022 surplus be allocated to the following expenses and reserves:
 \$20,000 to Legal Fees Reserve; and
 \$25,000 to the IT Infrastructure Reserve be approved.

BACKGROUND:

Lower Trent Conservation current reserve balances are:

- Reserve for Buildings, Structures, Bridges \$105,005
- Reserve for Vehicles and Equipment \$107,215
- Reserve for Special Projects \$68,195
- Reserve for IT Infrastructure \$30,864
- Reserve for Conservation Lands and Infrastructure \$44,813
- Reserve for Legal Fees \$70,000
- Reserve for Youth Education \$65,350
- Restricted Funds from Land Sales \$225,245

The reserve funds include annual levy funding through the capital asset management plan except for the following reserves:

- Legal Fees
- Youth Education
- Restricted Land Sales

Motions from the Board of Directors are required to place surplus funds into reserves and to subsequently draw upon them. Descriptions and definitions of the reserves are appended to this report.

MOVEMENT OF FUNDS TO RESERVES:

Based on the 2022 Audited Financial Statement as presented at the February 9, 2023 Annual General Meeting, Lower Trent Conservation’s 2022 surplus was \$325,757. The surplus was primarily due to increased revenue generated from permit applications, planning reviews, some staff vacancies and not spending the surplus allocated in the 2022 budget. The budget for 2023 identified the use of \$214,267 from surplus to decrease the municipal levy. In addition, the auditor included ongoing investments of \$64,803 in the surplus. Withdrawing these two items decreases the actual 2022 operational surplus available to redistribute is \$46,687

DISCUSSION:

Due to the number of current legal cases and the high number of violations being experienced, staff recommend that \$20,000 be placed in the Reserve for Legal Fees to help reduce the impact on future budgets with the potential increase in litigations.

This year, the IT infrastructure reserve will be stretched with the anticipated purchase of a new server at approximately \$25K as well as the requirement for the purchase of at least four computers. \$20K of the cost for the Information Technology and Operations Review is approved from the 2021 surplus. These expenses will deplete the IT reserve thereby the request for \$25K placed into the IT reserve.

RECOMMENDATION:

THAT the Board approve the allocation of the 2022 surplus as presented.

DESCRIPTION OF LOWER TRENT CONSERVATION CAPITAL ASSET RESERVES	
RESERVE NAME	PURPOSE/RESTRICTIONS
Information Technology Infrastructure	Applies to the purchase of hardware and software technology for LTC operations and communications.
Vehicles and Heavy Equipment	Applies to the purchase of vehicles and heavy equipment of our Conservation Lands or for any of our programs.
Buildings and Structures	Applies to any major repairs or upgrades to LTC buildings, structural additions, or towards the purchase of new facilities.
	Restricted Funds for Goodrich-Loomis Conservation Centre To be drawn on for capital improvements at the Goodrich-Loomis Conservation Centre. A Board motion is required to access these funds from a short-term investment account.
Reserve for Special Projects	This is a broad category and could be used for watershed studies, watershed plans, monitoring programs, flood and erosion control projects, or any special project as approved by the Board of Directors.
	Flood and Erosion Control Infrastructure Applies to replacement and maintenance costs for existing flood infrastructure not covered by Water Erosion and Control Infrastructure (WECI) funding.
	Flood and Watershed Monitoring and Other Equipment Applies to replacement and maintenance of data loggers, sensors, shelters, probes and specialized monitoring equipment.
Land Infrastructure	Applies to major repairs and upgrades to conservation lands and lands adjacent to LTC facilities such as parking areas, infrastructure such as trails, bridges, gazebos, fencing, gates, etc.

DESCRIPTION OF LOWER TRENT CONSERVATION CAPITAL ASSET RESERVES	
Conservation Lands	Applies to the purchase of additional LTC properties. This includes conservation area lands and/or any administrative lands.
	<p>Restricted Funds for Conservation Lands</p> <p>Funds are generated through the sale of conservation lands which require approval from the Ministry of the Environment, Conservation and Parks. Spending of these funds are restricted to the following criteria:</p> <p>a) Flood control operations, major maintenance of flood control structures and related flood control studies.</p> <p>b) Acquisition of provincially significant conservation lands including valley lands, hazard lands, wetlands, headwater recharge and discharge areas, forested areas, but not including land where the primary purpose is for the generation of revenue.</p> <p>c) Hazard land mapping in support of the conservation authority municipal plan input for land use planning for consistency with the natural hazard policies of the Provincial Policy Statement under the Planning Act.</p>

DESCRIPTION OF LOWER TRENT CONSERVATION GENERAL RESERVES	
RESERVE NAME	PURPOSE/RESTRICTIONS
Legal Fees	To be drawn upon to cover unanticipated legal fees for matters initiated by or against the Authority.
Youth Education	This is an operating reserve to support Lower Trent Conservation’s youth education programs which will be used to carry forward and will be budgeted upon and drawn upon annually, as required.

Agenda Item #13.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: March 17, 2023
To: Board of Directors
RE: Program and Service Inventory Update
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT the updates to the Program and Service Inventory be received as information.

BACKGROUND:

Ontario Regulation 687/21 “Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act” required that all conservation authorities (CAs) develop a transition plan which was to include an inventory of programs and services. This regulation introduced the concept of categories of programs and services. Category 1 are those programs and services mandated by the province to be delivered by CAs. Category 2 services are those being delivered by a CA on behalf of a municipality. Category 3 services are those initiated by the CA for the benefit of watershed municipalities and residents.

DISCUSSION:

Lower Trent Conservation (LTC) developed and delivered the program and service inventory to our municipal partners and the province in February 2022. The Ministry of the Environment, Conservation and Parks (MECP) held a general information session for all CAs regarding all inventory submissions. LTC received no direct comment back from the province following our submission.

LTC’s February 2022 inventory reflected current programs and services with the expectation of future opportunities and programs developing over time.

The proposed inventory, attached, outlines proposed changes based on recent changes in legislation and regulations. Other proposed changes are a result of clarification of service delivery and categorization. The program cost estimates have been removed and are being recalculated to reflect the 2024 costs for consideration of developing municipal memorandums of understanding (MOU).

The major changes are outlined below:

Proposed Change	Rationale
Withdrawal of Plan Review Not Related to Natural Hazards	Changes under Bill 23
Surface Water Quality Monitoring placed under Category 3	Proper placement/correction
Change of language from Special Benefitting Levy to Benefit Based Apportionment Levy	New definition under O. Reg. 402/22

Youth Education funding, no longer classified under 100% self-generated, proposing 0.5 FTE to be funded under MOUs	MOU reflects the lack of consistency in annual fundraising
Community Outreach and Stewardship no longer classified under 100% self-generated, proposal of 0.15 FTE and related expenses	Reflection of staff time not previously considered/correction
Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management – does not include Brighton and Alnwick-Halldimand	Correction
Category Rationale Act/Regs – updates	Correction

As noted in the appendices attached, currently funding for the following programs has been through the annual operating levy:

- a) Surface Water Quality Monitoring
- b) Community Outreach and Stewardship
- c) Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management

The final draft of the Program and Service Inventory with financial estimates will be brought back for consideration at a future Board meeting.

Agenda Item #13. - APPENDIX

Lower Trent Conservation Inventory of Programs and Services

Draft Update: March 17, 2023

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Enabling Services:						
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable Lower Trent Conservation to operate in an accountable, transparent, efficient and effective manner.						
	Corporate Services	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.	1	CA Act 20-21.1	\$	Municipal Levy - % Self-Generated – % Varies based on self-generated revenue
	Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	CA Act 20-21.1		
	Legal Expenses	Costs related to agreements/contracts, HR, etc.	1	CA Act 20-21.1		
	Governance	Supporting CA Boards, Advisory Committees, Office of CAO/ST	1	CA Act Part IV		
	Communications and Outreach	Public awareness-natural hazards, flood forecasting and warning, permitting requirements, natural hazard identification, mitigation, readiness and response, governance, policy, municipal and public relations and engagement, conservation lands. Website and social media content management.	1	CA Act 20-21.1		
	Administration Buildings	Office buildings and workshop used to support LTC staff, programs, and services. Includes utilities, routine and major maintenance, property taxes.	1	CA Act 20-21.1		
	Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	CA Act 20-21.1		

Agenda Item #13. - APPENDIX

Agenda Item #13. - APPENDIX

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Natural Hazard Management Program						
Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education, and public awareness.						
	Section 28 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants and legal costs.	1	CA Act 21.1(1)	\$	Municipal Levy – % Self-Generated – %
	Enforcement and Compliance	Under Part VII of the Conservation Authorities Act – enforcement and compliance to Part VI Section 28 permits	1	CA Act 21.1(1), 28		Municipal Levy – 100%
	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR), delegated to CAs (1983). Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.	1	CA Act 21.1(1)	\$	Municipal Levy – % Self-Generated – %
	Plan Review Not Related to Natural Hazards (i.e., stormwater, hydro-g)	Technical information and advice to municipalities on circulated municipal land use planning applications (Oak Ridges Moraine, Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).	2	CA Act 21.1.1		Municipal Agreements Self-Generated – 100% Bill 23 – program no longer available
	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts,	1	CA Act 21.1(1)	\$	Provincial Transfer Payment – 100%

Agenda Item #13. - APPENDIX

		watershed conditions, snow surveys, flood event forecasting, flood warning, communications and response and equipment maintenance. Annual meeting with municipal flood emergency coordinator.				
	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
	LTC Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, berms, erosion control, etc.) that are annually inspected, and routine maintenance work completed. These structures are included in the asset management plan.	1	CA Act 21.1(1)	\$	Municipal Levy – % Provincial Transfer Payment – %
	Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, berms, weirs, erosion control, etc.) that are annually inspected, and routine maintenance work completed.	2	CA Act 21.1.1		Municipal Levy – 100% Benefit Based Apportionment Levy – 100% for 2024
	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and support from our municipal partners.	1	CA Act 21.1(1)	Varies from year to year	Provincial WECl– 50% Special Benefitting Municipal Levy Benefit Based Apportionment Levy – 50%
NEW	Low Water Response	Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CA Act 21.1(1)	Currently included under FFW	Municipal Levy – 100%
	Information Management	Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data. This includes our geographical information systems and support.	1	CA Act 21.1(1)	\$	Municipal Levy - 100%
	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping updates, flood forecasting system assessment,	1	CA Act 21.1(1)	Varies from year to year	Municipal % Province % Federal % Other Grant funding when available

Agenda Item #13. - APPENDIX

		floodplain policy, Floodplain (FHIMP) project management. These projects often last one to two years and are distributed over time as human resources and funding is available.				FHIMP Municipal – 50% Federal – 50%
	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Attending public events, supplying materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters, dangers of dams, etc.	1	CA Act 21.1(1)	\$	Municipal Levy – 100%

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Provincial Water Quality & Quantity Monitoring						
Program Description: Lower Trent Conservation, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions as well as an investment into long-term monitoring of climate change trends.						
	Provincial Water Quality Monitoring Network (PWQMN)	CA/MECP partnership for stream water quality monitoring at 9 sites. LTC staff take water samples and MECP does lab analysis and data management. Information is used for watershed report cards and watershed project prioritization.	1	CA Act 21.1(1) O. Reg. 686/21 12 (1) 2	\$	Municipal Levy – 100%
	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 11 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring and watershed report cards.	1	CA Act 21.1(1) O. Reg. 686/21 12 (1) 1		Municipal Levy – 100%
Local Water Quality Monitoring						
Program Description: Lower Trent Conservation, in partnership with community organizations, municipalities, and federal and provincial agencies has established sites to monitor surface water quality and quantity as well as many other parameters to support a healthy ecosystem.						
	Surface Water Quality Monitoring Program	Surface water quality monitoring at 29 baseflow sites, (in addition to PWQMN), 9 additional surface water	2 3	CA Act 21.1.2	\$	Municipal Levy – 80%

Agenda Item #13. - APPENDIX

		quality monitoring locations, Lake Ontario nearshore water monitoring at area beaches, benthic monitoring at 26 OBBN sites across the watersheds. Costs include equipment and calibration, sampling, analysis, and reporting. Information is used for watershed report cards and watershed project prioritization.				Self-Generated – 20%
	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Drinking Water Source Protection						
Program Description: The protection of municipal drinking water supplies in the Trent Conservation Coalition (TCC) Region and the Lower Trent Conservation Source Protection Area through the development and implementation of TCC Source Protection Plans. The TCC is a complex regional grouping of five Source Protection Areas including Lower Trent, Crowe, Otonabee, Kawartha and Ganaraska Conservation Authorities						
	Regional Drinking Water Source Protection Program (DWSP)	Coordination of the Trent Conservation Coalition Source Protection Region. Governance support of the Source Protection Committee, administration, technical support. Section 34, 35 and 51 amendments, Section 36 reviews of the Source Protection Plans and Assessment Reports. Activities required by the Clean Water Act and regulations.	1	CA Act 21.1(1) Clean Water Act	\$	Provincial Transfer Payment– 100 %
	Local Source Protection Area DWSP	Source Protection Authority reports, meetings and governance. Delivery of the Activities required by the Clean Water Act and regulations.	1	CA Act 21.1(1) Clean Water Act	\$	Provincial Transfer Payment – 100%
	DWSP Risk Management Official	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements.	2	CA Act 21.1.1	\$	Municipal Agreements – 100 %
	DWSP Education and Outreach	Carrying out Source Protection Plan policy G5: Education and Outreach specified action responsibilities on behalf of municipalities through service agreements.	2	CA Act 21.1.1	\$	Municipal Agreements – 100 %
Core Watershed-based Resource Management Strategy						
Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						

Agenda Item #13. - APPENDIX

NEW	Strategy Development	New Project: Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development, implementation, and annual reporting. This project builds on previous Watershed Management Strategies.	1	CA Act 21.1(1) O. Reg. 686/21 12 (1) 3		Municipal Levy – 100%
	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Conservation Authority Lands and Conservation Areas						
Program Description: Lower Trent Conservation owns over 3,707 acres (1,500 ha) of land which includes conservation areas, management areas, forests, farmland and flood control structures and surrounding land. Lower Trent Conservation, property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.						
	Section 29 Enforcement and Compliance	Conservation Areas regulation enforcement and compliance.	1	CA Act 21.1(1) CA Act 29	\$	Municipal Levy – 100 %
	Conservation Areas	Management and maintenance of 10 conservation areas and 7 natural heritage areas with over 20 kilometers of recreational trails. Includes passive recreation, forest management, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	1	CA Act 21.1(1)		Municipal Levy – 80%, Self-Generated – 20% Costs greater than \$5,000 in capital budget
	Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, pavilions, trails.	1	CA Act 21.1(1)		Municipal Levy – 100% Major works greater than \$5,000 in capital budget
	Land acquisition	Strategic acquisition of environmentally significant properties.	2/ 3	CA Act 21.1	varies	Municipal - % Self-Generated – %
	Vehicle and Equipment	Vehicles and equipment to support the work of LTC, including, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	CA Act 20	\$	Municipal Levy - 100% Costs greater than \$5,000 in capital budget

Agenda Item #13. - APPENDIX

NEW	Inventory of Conservation Authority lands	New Project: The land inventory will include the following information: location, date obtained, method and purpose of acquisition, land use. Project updates as inventory changes.	1	CA Act 21.1(1) O. Reg. 686/21 9 (3)		Municipal Levy – 100%
NEW	Strategy for CA owned or controlled lands and management plans	New Project: A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. Updates of existing conservation area management plans.	1	CA Act 21.1(1) O. Reg. 686/21 9 (1)		Municipal Levy – 100%
NEW	Land Acquisition and Disposition Strategy	Update: Update current policy to guide the acquisition and disposition of land to fulfill the objects of the authority.	1	CA Act 21.1(1) O. Reg. 686/21 9 (2) vi		Municipal Levy – 100 %

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Special Projects						
Program Description: Lower Trent Conservation delivers other programs that are not part of the mandatory programs and services as outlined in O. Reg. 686/21. Most of these programs are funded without municipal levy but occasionally there are opportunities for municipal participation based on special benefitting funding. All of the programs influence and enhance the health and watershed management of the LTC. They are part of a larger integrated watershed management model.						
	Bay of Quinte Remedial Action Plan Office	To fulfil the delisting criteria for the Bay of Quinte Area of Concern under the Great Lakes Water Quality Agreement. Includes governance, administration, stakeholder and public outreach, First Nation engagement, communications, stewardship programs, data compilation and analysis, science coordination and review, strategic planning and reporting	3	Great Lakes Water Quality Agreement CA Act 21.1.2	\$	Provincial funding - 50% Federal Funding - 50% No Municipal funding, no MOU/agreement required

Agenda Item #13. - APPENDIX

	Youth Education	The portion of the education program not directed to mandated programs primarily centered on watershed and natural environment curriculum	3	CA Act 21.1.2	\$	Self-Generated – 100% Proposed 0.5 FTE costs
	Community Outreach and Stewardship	Programs that include stewardship and community outreach. Examples include the annual native plant and wildflower sales, private land stewardship including tree planting, guided conservation area field trips, webinars, 50 Million Tree program, etc.	3	CA Act 21.1.2	\$	Self-Generated – 100% Proposed 0.15 FTE and related expenses
	Technical Projects	1) OMAFRA Collaborative Project - project completed	3	CA Act 21.1.2	\$	Provincial Funding – 100%
		2) OMAFRA Remote Sensing Project – project extended	3	CA Act 21.1.2	\$	Provincial Funding - 100%
NEW	NEW	Placeholder Opportunities for new projects that benefit the watershed and its municipal partners can occur anytime and can have varying durations. These projects may require matching funding or be self-sustaining. New projects may require municipal participation and/or funding.	3	CA Act 21.1.2		

Appendix 1

Caveats –

- 1) All of the financial information provided is based on estimates, including the percentage of the total annual fund contributions of the various funding providers.
- 2) Under O. Reg. 687/21 Section 6. (2)(c)(i)(D) if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment

The costs associated with each program and service are estimated based on the 2023 approved budget for Lower Trent Conservation. Due to the COVID pandemic affecting costs for the past two years, a five-year estimate is not reflective of current and future costs. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. As well program operations are often modified based on best management practices.

- 3) The financial information included in the tables are associated with operational costs only.

Agenda Item #13. - APPENDIX

Appendix 2

Category 2 Summary Information

New or Existing MOUs	Category 2 Service	Participating Municipalities	Date of agreement (most recent version)
Existing	Plan Review Not Related to Natural Hazards	Alnwick-Haldimand Brighton Centre Hastings Quinte West Cramahe Stirling-Rawdon Trent Hills Northumberland County	March 2018 All agreements void as of January 1, 2023 due to Bill 23
Existing	DWSP Risk Management Official	Alnwick-Haldimand Brighton Cramahe Stirling-Rawdon Trent Hills	January 2020
Existing	DWSP Education and Outreach	Alnwick-Haldimand Brighton Cramahe Stirling-Rawdon Trent Hills	January 2020

Agenda Item #13. - APPENDIX

NEW	Surface Water Quality Monitoring Program	All municipalities	No agreement in place, Board directive To be transferred to Category 3 MOU
NEW	DWSP Education and Outreach	Quinte West	No agreement in place, invoice for service Intention to develop an agreement MOU required
NEW	Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management	Quinte West Trent Hills Stirling-Rawdon Brighton Alnwick-Haldimand	Agreement to be developed, to date the service has been paid from municipal levy Category 2 services MOUs required for benefit based apportionment
NEW	PLACEHOLDER Opportunities for new programs or services that benefit the watershed and its municipal partners can occur at anytime. These programs and services may be requested by a municipality.		MOUs developed as required

Appendix 3

Category 3 Summary Information

New or Existing MOUs	Category 3 Service	Participating Municipalities	Date of agreement (most recent version)
NEW	Surface Water Quality Monitoring Program	All municipalities	No agreement in place, Board directive MOU required
NEW	Youth Education	All municipalities	No agreement in place - MOU required
NEW	Community Outreach and Stewardship	All municipalities	No agreement in place - MOU required

Category 3 Summary Information

For existing Category 3 programs and services, ~~there are no programs or services financed through any Lower Trent Conservation Authority partner municipality~~ the Surface Water Quality Monitoring program and Community Outreach and Stewardship have been financed through the levy apportionment.

Youth Education has been self-funded with no municipal funds required.

Agenda Item #13. - APPENDIX

For future Category 3 programs and services, the potential exists to seek funding for projects from municipal partners. Future projects that are beneficial to the watershed as a whole or that are benefitting to a particular municipality are variable and generally dependent on other funding sources and their funding criteria.

Lower Trent Conservation will continue to actively search for alternate funding for beneficial watershed and research projects.

Lower Trent Conservation intends to enter into cost apportioning agreements with municipalities as projects are developed and executed, when necessary.

Summary of Permits Approved by Staff
ONTARIO REGULATION 163/06 - Development, Interference with Wetlands and Alterations to Shorelines & Watercourses
 Prepared by: Gage Comeau, Manager, Watershed Management, Planning & Regulations
 For Period: March 1 to April 4, 2023



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-22-137	Trent Hills	Seymour	Seymour	13	10	278 South Shores Road	Trent River Floodplain (allowance); Nappan Island PSW Complex (allowance)	To replace the current foundation with a new concrete foundation that would support the construction of a basement
P-22-347	Trent Hills	Seymour	Seymour	1	5	441 Percy Boom Road	Trent River Floodplain	Construct a 46m ² (500ft ²) detached garage structure
P-22-350	Cramahe	Cramahe	Cramahe	1	13	14501 County Road 2	Valley of a Lake Ontario Tributary (allowance)	Demolish the existing structure and construct a machine shop
P-22-373	Trent Hills	Seymour	Seymour	na	na	Rylstone Ds Feeder Areas F1 to F3	Various Watercourse valleys and Unevaluated Wetlands	Hydro-One activities including vegetation maintenance in regulated areas
P-22-379	Alnwick/Haldimand	Haldimand	Haldimand	B	26	128 Keewatin Drive	Lake Ontario Flood, Dynamic Beach & Erosion hazard	Undergo shoreline rehabilitation and alterations
P-23-005	Quinte West	Sidney	Sidney	BF	11	63 Whites Road/ 529 Old Highway 2	South Sidney Floodplain (allowance); Bayside PSW (allowance)	Construct a roadway to service the new development area of Sunny Creek Estates
P-23-008	Quinte West	Murray	Murray	3	11	Murray Street	Unevaluated Wetland (allowance); Tributary Stream of Mayhew Creek	Undergo excavation of a pipeline area as a part of a pipeline integrity investigation
P-23-016	Brighton	Brighton Town	Murray	A	35	George Street	Unevaluated Wetland (allowance); Valley of Butler Creek Tributary Stream (allowance)	Install a recreational trail and walking path
P-23-018	Trent Hills	Percy	Percy	8	14	4 Heath Drive	Percy Creek Floodplain (allowance)	Demolish existing shed and construct a detached garage structure
P-23-022	Trent Hills	Percy	Percy	4	23-24	Skinkle Road - Thompson Bridge	Percy Creek	Undergo the replacement and rehabilitation of the Thompson Bridge over Percy Creek
P-23-023 (minor)	Trent Hills	Seymour	Seymour	13	14	197 Lake Road	Trent River Floodplain	Undergo shoreline rehabilitation and alterations
P-23-024	Brighton	Brighton Town	Murray	B	34-35	Applewood Drive	Arena Creek	Replace existing single CSP arch culvert with two CSP arch culverts
P-23-025	Brighton	Brighton Town	Murray	C	34	23 Price Street West	Lake Ontario Flood Hazard (allowance); Presqu'ile Bay Marsh PSW (allowance)	Undergo renovations of the existing structure which includes repairing and raising the foundation
P-23-026 (minor)	Trent Hills	Seymour	Seymour	13	14	200 Lake Road	Trent River Floodplain	Undergo shoreline rehabilitation and alterations
P-23-029	Quinte West	Sidney	Sidney	BF	29	2002A Old Highway 2	Bay of Quinte Erosion Hazard (allowance)	Construct a single-family Dwelling and septic system

Summary of Permits Approved by Staff

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

Prepared by: Gage Comeau, Manager, Watershed Management, Planning & Regulations

For Period: March 1 to April 4, 2023



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-23-030	Centre Hastings	Huntingdon	Huntingdon	10	8	165 Springbrook Road	Unevaluated Wetland (allowance); Tributary Stream of Rawdon Creek (allowance)	Construct a detached accessory structure
P-23-031	Alnwick/Haldimand	Alnwick	Alnwick	4	6	50/51 6108 Curtis Point Road	Rice Lake Flood Hazard (allowance)	To demolish and reconstruct the single-family dwelling on the existing footprint and replace holding tank
P-23-032	Brighton	Brighton Township	Cramahe	BF	5	29 Rabbit Road	Presqu'ile Bay Marsh PSW (allowance)	Construct a single-family dwelling
P-23-033	Brighton	Brighton Township	Cramahe	BF	5	31 Rabbit Road	Presqu'ile Bay Marsh PSW (allowance)	Construct a single-family dwelling
P-23-035	Trent Hills	Percy	Percy	7	5	65 Mapledale Road	Percy (Halfway) Creek PSW (allowance)	Construct a carport with a shed
P-23-036 (compliance)	Alnwick/Haldimand	Alnwick	Alnwick	7	24	334 Sandy Bay Road	Rice Lake Flood Hazard; Field Verified Wetland (allowance)	Undergo landscaping works and restoration of lands due to Hydro One activities
P-23-037	Quinte West	Murray	Murray	1	9-12	County Road 40	Field Verified Wetland (allowance)	Clearing, grubbing and removal of all trees, brush and stumps along the Trunk Watermain project area
P-23-038	Quinte West	Murray	Murray	A	6	2nd Dug Hill Road	Dead Creek floodplain; Field Verified Wetland (allowance)	Clearing, grubbing and removal of all trees, brush and stumps along the Trunk sewermain project area
P-23-039	Quinte West	Sidney	Sidney	6	4	1744 Stockdale Road	Cold Creek Shiloh to Wooler PSW (allowance); Unevaluated Wetland (allowance)	Construct a detached non-habitable accessory structure (garage)
P-23-041 (minor)	Trent Hills	Seymour	Seymour	14	6	82 C Centennial Lane	Trent River Floodplain (allowance)	Replace failing septic system
P-23-042	Stirling-Rawdon	Rawdon Township	Rawdon	3	23	1075 Barrett Road	Unevaluated Wetland (allowance)	Reconstruct dwelling that was destroyed due to a fire on the footprint of the previously existing dwelling structure and install a new septic system within the footprint of the existing septic system
P-23-043	Brighton	Murray	Murray	BF	35	40 Elgin St W.	Presqu'ile Bay Marsh PSW (allowance); Lake Ontario Flood Hazard	Construct a carport
P-23-044 (minor)	Trent Hills	Seymour	Seymour	13	14	13th Line East	Trent River Floodplain	Undergo the placement of some material along the existing boat launch
P-23-045	Trent Hills	Seymour	Seymour	14	6	116 Centennial Lane	Trent River Floodplain	Undergo shoreline rehabilitation and alterations
P-23-046	Trent Hills	Seymour	Seymour	14	8	1000 F Garratt Road	Trent River Floodplain; Nappan Island Complex (allowance)	Construct an addition and deck structure on the existing dwelling structure

Summary of Permits Approved by Staff

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

Prepared by: Gage Comeau, Manager, Watershed Management, Planning & Regulations

For Period: March 1 to April 4, 2023



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-23-047 (minor)	Trent Hills	Hastings Village	Percy	12	14	30 Park Street	Trent River Floodplain	Install a proposed gas line service
P-23-049	Trent Hills	Percy	Percy	14	21	82 Fleming Bay Road	Trent River Floodplain (allowance)	To demolish the single-family dwelling, reconstruct the single-family dwelling on the existing foundation and replace the septic system
P-23-050	Trent Hills	Seymour	Seymour	13	10	64 Puffball Inn Road	Trent River Floodplain; Nappan Island Complex (allowance)	Undergo the removal of an existing and failing concrete wall and replace with armour stone shoreline protection
P-23-051	Trent Hills	Seymour	Seymour	14	13	232 H Balsam Court	Trent River Floodplain (allowance); Nappan Island PSW Complex (allowance)	Reconstruct a sunroom structure
P-23-052	Quinte West	Murray	Murray	2	12	81 Helyer Road	Unevaluated Wetland (allowance); Tributary Stream of Mayhew Creek (allowance)	Construct a split level addition
P-23-053 (minor)	Trent Hills	Seymour	Seymour	14	6	82 J Lucky Strike Road	Trent River Floodplain	Remove/reconstruct landscaped retaining wall and deck/platform structure, install a landscaped patio area and secondary driveway
P-23-054	Stirling-Rawdon	Rawdon Township	Rawdon	11	12	Williams Road	Field Verified Wetland (allowance)	Construction of a driveway and dug well
P-23-056	Quinte West	Murray	Murray	3	10	1413 County Rd 40	Unevaluated Wetland (allowance); Tributary Stream of Mayhew Creek	Construct a temporary watercourse crossing and undergo the excavation of a pipeline area as part of a pipeline integrity investigation
P-23-057	Alnwick/Haldimand	Alnwick	Alnwick	2-3	19-20	County Road 24	Percy Creek; Percy Creek PSW (allowance)	Undergo the rehabilitation of the Braithwaite Bridge over Percy Creek
P-23-064 (minor)	Trent Hills	Seymour	Seymour	10	16/17	414 Canal Road	Field Verified Wetland (allowance)	To conduct enhancements on the existing driveway
P-23-072	Trent Hills	Percy	Percy	13	19	20 Jackson Road	Trent River Floodplain	To remove and reconstruct existing addition and deck structure
AMENDMENTS								
P-22-263	Quinte West	Trenton	Murray	A	5	12 Bridlewood Lane	Valley of Dead Creek (allowance)	Original permit: Install a landscaped retaining wall, construct an accessory structure and in-ground pool. Amended to include a set of revised/new plans



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: April 4, 2023
To: LTC Board of Directors
Re: Planning and Regulations Report
Prepared by: Gage Comeau, Manager, Watershed Management, Planning and Regulations

PROPOSED RESOLUTION:

THAT the Planning and Regulations Report be accepted as information.

BY THE NUMBERS:

Here are the numbers for new files in 2023 and compared to similar numbers for previous years. Highlighted boxes indicate that 2023 has MORE files to date than previous years.

File Type	# Files for 2023 (as of April 4, 2023)	Dates for Similar Number for Previous Years (Total for Year)			
		2022	2021	2020	2019
Permits	86	Apr 14 (398)	Apr 21 (383)	May 6 (351)	Jun 3 (338)
New Inquiries	101	Feb 25 (635)	Feb 19 (794)	Feb 26 (585)	Mar 12 (591)
Planning	45	Mar 14 (310)	Mar 22 (259)	Apr 9 (169)	Feb 15 (248)
Complaints	14	May 4 (66)	Mar 11 (65)	Apr 22 (56)	May 30 (54)
Enforcement	9	Mar 3 (63)	Mar 31 (45)	Jun 2 (32)	Aug 2 (33)
Online Inquiries	145	Mar 3 (738)	Feb 4 (1132)	Apr 22 (645)	Apr 18 (446)
Site Visits	23	Mar 21 (363)	Mar 29 (282)	Jun 24 (166)	May 16 (213)

Legal Cases:

- ENF-19-010 – Original Trial Date: January 23, 2023 – Charter Challenge related to Timely Trial Date – Matter heard for Charter Challenge on March 22, 2023 – JP heard arguments from defense counsel and LTC lawyers, decision to be heard on April 17, 2023
- ENF-19-024 – Initial Case Resolution Date in Court in November 2022 – defendant did not appear on several occasions and court has been hesitant to set a trial date – POA Court has set a trial date on September 25, 2023
- ENF-20-028 – Trial Date: January 9, 2023 – The JP entered a finding of guilt on all three counts related to this matter on March 10, 2023. Waiting on submissions related to the applicable fines and the restoration order. Next court date set for May 17, 2023

Permitting:

- LTC staff and legal counsel have prepared legal agreement for conditions of Hearing for RP-21-049 (Prince Edward Estates Phase 3B Wetland Removal and Compensation). Circulation to applicant legal team in process.
- LTC staff have been in discussions with applicant team for Permits B, D, E and F for the Hillside Meadows North Subdivision or York Creek Development Area in the City of Quinte West (RP-21-379; RP-22-047; RP-22-048 and RP-22-049). Hearing was held on June 9, 2022 where all applications were approved by LTC Board. LTC staff waiting for confirmation of wetland delineation, wetland compensation plan and detailed drawings of watercourse alterations and crossings. Noted by applicant team that changes to plan can be expected. Meetings are currently scheduled for the next couple weeks

Planning:

- LTC Staff reviewed and commented on 6 Subdivision and Condominium Files in 2023 (new and ongoing).
- LTC Staff have reviewed and commented on 3 Site Plan Control and Amendments in 2023.
- LTC Staff have met with our Municipal Partners to go over impacts of Bill 23. Staff are developing flow charts and a standard operating protocol for partners to clarify our process and involvement. LTC staff are strongly encouraging that we be included in all pre-application consultations.
- LTC staff are providing free screening services for planning applications to ensure that applicants do not have to pay LTC planning application fees when we would have no comments. Municipal planning departments have been encouraged to circulate ALL planning applications for LTC screening.
- LTC is providing flexibility to municipal partners on methods for LTC planning services fee collection.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: April 4, 2023
To: LTC Board of Directors
Re: Wetland Offsetting Policy
Prepared by: Gage Comeau, Manager, Watershed Management,
 Planning and Regulations

PROPOSED RESOLUTION:

THAT the Wetland Offsetting Policy be approved and adopted.

BACKGROUND:

Wetlands are essential to a prosperous watershed and must be sustained across an interconnected landscape. Due to major historic losses of wetlands in the watershed, any new proposed losses must be offset with a net gain in wetland habitat. Wetland *offsetting* involves the intentional restoration or creation of new wetlands to counterbalance negative ecological and hydrological impacts of wetland destruction, which cannot be avoided under limited, extraordinary cases. *Offsetting* can only be responsibly considered when the requirements for avoidance, minimization and mitigation of negative impacts from *development* cannot be met. The hierarchy of wetland protection includes the following immutable steps:

1. Avoidance - Prevent impacts from occurring by changing project location, scope, or timing of activities.
2. Minimization - Reduce the duration, intensity and/or extent of impacts that cannot be avoided.
3. Mitigation - Rehabilitate or restore features or functions that have been exposed to impacts that could not be avoided or minimized.
4. Offsetting - Create or restore new habitat to compensate for loss that could not be avoided, minimized or mitigated.

There are many uncertainties associated with attempting to replace complex ecosystems like wetlands, which is why *offsetting* must be avoided, whenever possible, in favour of protecting and restoring existing wetland habitats. However, if wetland destruction is unavoidable, the goal of wetland *offsetting* should always be the net increase in wetland cover and *wetland function* across the Lower Trent watershed region.

In February 2014, the LTC Board of Directors, passed the resolution:

“That the staff develop draft policies within the new Policies and Procedures Manual for O. Reg. 163/06 for consideration of the Board to increase flexibility regarding development in the vicinity of small wetlands and allow for offsetting measures.”

More recently, in April 2021, the LTC Board of Directors, passed the resolution (2021-04-08 RES: G50/21):

“THAT staff investigate the development of an offsetting program to compensate for loss of ecological values due to the imposition of a Ministerial Zoning Order (MZO); and THAT staff develop a fee schedule and amend hearing guidelines for the management of MZO files be approved.”

DISCUSSION:

The following brief summary outlines the procedural steps involving wetland *offsetting*.

1. Consult with LTC to discuss *development* project.
2. Strictly follow the hierarchy of wetland protection.
3. Proponent to complete comprehensive technical field studies to characterize the to-be-destroyed wetland's ecological and hydrological forms and functions.
4. LTC staff and/or peer reviewer to review wetland characterization field studies findings. If the field study findings are deemed complete and are accepted by LTC, the proponent can proceed to secure a suitable site and develop a detailed technical wetland *offsetting* design, construction, monitoring and maintenance plan.
5. All parties sign a legally binding wetland *offsetting* agreement.
6. LTC staff and/or peer reviewers, review the wetland offset design plan. If the plan is accepted, the proponent can apply for a permit to construct a new wetland (if working in a regulated area).
7. Securities are collected from the proponent to be held in trust until the project is completed to the satisfaction of LTC.
8. Once ecologic and hydrologic *offsetting* targets are met, a complete permit application for the destruction of a regulated wetland must be submitted to LTC for approval.
9. LTC staff and/or peer reviewers inspect the new wetland during construction and at completion.
10. The proponent monitors, maintains and reports to LTC on the new wetland annually for 5 years. If the new wetland is not meeting the *offsetting* targets during the monitoring period, adjustments must be made to correct issues, including a new attempt if necessary. Once after 5 years of monitoring, the new wetland is meeting the *offsetting* targets, the project is deemed complete. Securities are returned.
11. Proponent to finance and lead all aspects of the wetland *offsetting* project including but not limited to: technical reviews, land purchase, legal requirements, construction, monitoring and maintenance. All of LTC's expenses related to the wetland offsetting project including legal costs are to be covered by the proponent.

RECOMMENDATION:

Staff recommends to the Board of Directors that the Wetland Offsetting Policy document be approved and adopted.

Lower Trent Conservation’s Wetland Offsetting Policy

March 20, 2023

Contents

1.0 Introduction 2

2.0 Requirements 4

 2.1 Offsetting Eligibility 4

 2.2 Permits 4

 2.3 Legal agreement 5

3.0 Guidelines 6

 3.1 Ecological Net Gain 6

 3.2 Base-line conditions 6

 3.3 Location 6

 3.4 Offsetting Ratios 7

 3.5 Setbacks 7

 3.6 Timelines 7

 3.7 Responsibilities 7

4.0 Monitoring and Maintenance 9

5.0 Summary 10

6.0 References 11

Glossary 12

Agenda Item #15. - APPENDIX

1.0 Introduction

Wetlands found in the Lower Trent Conservation (LTC) watershed region include *marshes*, *swamps*, *fens* and *bogs*. These vital productive habitats maintain local water sources by capturing rain, snow melt and floodwater while recharging both *surface water* and *groundwater* supplies. During storms, wetlands store water preventing extreme flooding and soil erosion, while maintaining stream flows during drought conditions. Wetlands provide many other important benefits, including critical climate adaptation resiliency across the landscape.

Under the Conservation Authorities Act, “wetland” means land that,

- (a) is seasonally or permanently covered by shallow water or has a water table close to or at its surface,
 - (b) directly contributes to the hydrological function of a watershed through connection with a surface watercourse,
 - (c) has hydric soils, the formation of which has been caused by the presence of abundant water, and
 - (d) has vegetation dominated by hydrophytic plants or water tolerant plants, the dominance of which has been favoured by the presence of abundant water,
- but does not include periodically soaked or wet land that is used for agricultural purposes and no longer exhibits a wetland characteristic referred to in clause (c) or (d).

Wetlands are regulated by LTC under the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 163/06).

Wetlands are essential to a prosperous watershed and must be sustained across an interconnected landscape. Due to major historic losses of wetlands in the watershed, any new proposed losses must be offset with a net gain in wetland habitat. Wetland *offsetting* involves the intentional restoration or creation of new wetlands to counterbalance negative ecological and hydrological impacts of wetland destruction, which cannot be avoided under limited, extraordinary cases. *Offsetting* can only be responsibly considered when the requirements for avoidance, minimization and mitigation of negative impacts from *development* cannot be met. The hierarchy of wetland protection includes the following immutable steps:

1. Avoidance - Prevent impacts from occurring by changing project location, scope, or timing of activities.
2. Minimization - Reduce the duration, intensity and/or extent of impacts that cannot be avoided.
3. Mitigation - Rehabilitate or restore features or functions that have been exposed to impacts that could not be avoided or minimized.

Agenda Item #15. - APPENDIX

4. Offsetting - Create or restore new habitat to compensate for loss that could not be avoided, minimized or mitigated.

There are many uncertainties associated with attempting to replace complex ecosystems like wetlands, which is why *offsetting* must be avoided whenever possible, in favour of protecting and restoring existing wetland habitats. However, if wetland destruction is unavoidable, the goal of wetland *offsetting* should always be the net increase in wetland cover and *wetland function* across the Lower Trent watershed region.

In February 2014, the LTC Board of Directors, passed the resolution:

“That the staff develop draft policies within the new Policies and Procedures Manual for O. Reg. 163/06 for consideration of the Board to increase flexibility regarding development in the vicinity of small wetlands and allow for offsetting measures.”

More recently, in April 2021, the LTC Board of Directors, passed the resolution (2021-04-08 RES:G50/21):

“THAT staff investigate the development of an offsetting program to compensate for loss of ecological values due to the imposition of a Ministerial Zoning Order (MZO); and THAT staff develop a fee schedule and amend hearing guidelines for the management of MZO files be approved.”

This policy document draws on the existing ecological offsetting policies developed by other Conservation Authorities including Credit Valley Conservation (2020), Toronto and Region Conservation Authority, Lake Simcoe Region Conservation Authority (2021), and Nottawasaga Valley Conservation Authority (2021). This document also follows 17 of the 20 recommendations made in the ecological *offsetting* framework developed by Wang et al. (2022) for Cataraqui Region Conservation Authority. The three recommendations that have not yet been observed in developing this policy are related to engagement of municipalities, indigenous communities and the public.



Agenda Item #15. - APPENDIX

2.0 Requirements

Proponents of *development* projects must engage in a consultation process with LTC staff to determine if wetland *offsetting* may be a consideration for a specific proposal. The hierarchy of wetland protection must be followed in the consultation process, with the ultimate goal of avoiding wetland *offsetting*, except for limited predefined circumstances described below.

2.1 Offsetting Eligibility

Wetland offsetting can only be applied to a restricted number of scenarios including:

1. Federal, provincial or municipal (public) infrastructure projects.
2. Minister's Zoning Order (Section 28(1) of the Conservation Authorities Act, where a Zoning Order has been made by the Minister of Municipal Affairs and Housing under Section 47 of the Planning Act); and subsequent provincial orders that require the issuance of permits in contravention of Section 28 of the Conservation Authorities Act.
3. Destruction of small wetlands (as defined in the O.Reg. 163/06 Policy Document).

Wetland *offsetting* is not eligible for proposals impacting:

- Provincially *Significant Wetlands* or *Coastal Wetlands*, except for provincial or municipal (public) *infrastructure* projects and *Minister's Zoning Orders*.
- *Irreplaceable wetlands* including *bogs and fens*, as well as wetlands with rare vegetation communities or specialized habitat for wildlife.
- Wetlands culturally valued by First Nations (consultation is recommended to determine if this condition applies).
- Wetlands greater than the total area eligible for offsetting (as defined by the O.Reg. 163/06 Policy Document), including portions of contiguous wetlands and wetland complexes (multiple wetland features within 60 m of each other).

2.2 Permits

Permits under Section 28 of the Conservation Authorities Act, known as the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 163/06) are required to destroy a regulated wetland. However, a permit to destroy a regulated wetland cannot be issued until the newly created wetland offset is meeting agreed upon *ecologic and hydrologic targets*. If the offset is taking place on the same property as the destruction, then a single permit is required. If the offset is occurring on a separate property on *regulated lands*, then an additional permit to do works in a regulated area would be required. If the offset wetland is not being created in a regulated area, then no permit from LTC is required.

Where permission has been granted by the Board for wetland removal beyond the eligible wetland area as defined by the O.Reg. 163/06 Policy Document, this policy will be followed.

Agenda Item #15. - APPENDIX

A complete permit application must be submitted for review. Incomplete applications will not be considered.

2.3 Legal agreement

A legal agreement between LTC and the proponent should outline all requirements of the wetland *offsetting* project. This should include the baseline studies of the existing wetland (which will define the ecological and hydrological forms and function targets for the new offset), a wetland design, complete with a *contingency plan*, and a monitoring and maintenance plan aimed at evaluating and meeting targets.

Access for LTC staff to the new wetland feature should be secured on title of the hosting property, for a specified period of time.

Under a MZO, Section 28.0.1 subsections (24) and (25) requires the Conservation Authority to enter into an agreement with respect to the development project with the holder of the permit. The agreement shall set out actions or requirements that the holder of the permit must complete or satisfy to compensate for ecological impacts and any other impacts (e.g., hydrological, and natural hazards) that may result from the development project authorized through an MZO. Subsection (26) states that “No person shall begin a development project until an agreement required under subsection (24) has been entered into”.

Agenda Item #15. - APPENDIX

3.0 Guidelines

3.1 Ecological Net Gain

Wetland *offsetting* requires ecological and hydrological *net gain* and like-for-like compensation in both wetland form and function. The new wetland features are to be self-sustaining in perpetuity with *climate resilience* incorporated in their design.

3.2 Base-line conditions

The proponent, following consultation with LTC staff, is responsible for describing and quantifying the individual, site-specific wetland forms and functions (i.e. base line conditions) of the feature to be destroyed, through a comprehensive environmental impact study, employing detailed multi-season field studies, carried out by qualified professionals over a minimum of one year, preferably longer. The base-line conditions are to frame the *offsetting* targets. The resulting technical report(s) documenting the wetland parameters must be reviewed by LTC staff (at the proponent's expense), and if satisfactory, would allow for the wetland *offsetting* design plans to be then developed by the proponent with technical support from qualified professionals. The design plans must include a monitoring program to gauge progress of meeting the target ecological and hydrological forms and functions. LTC staff and/or a peer reviewer, will review the *offsetting* plans at the proponent's expense.

Whenever feasible, opportunities to rescue wetland seedbank, soils, and plant material, are encouraged. New wetlands must be designed to be self-sustaining in perpetuity.

3.3 Location

Existing forest or wetland cover cannot be removed to host an *offsetting* project, with the exception of enhancing an existing ecologically degraded or severely impacted wetland or other vegetation community dominated by non-native invasive species.

A wetland *offsetting* project is to be located as close to the destroyed wetland as possible, in order to replace the ecological and *hydrologic functions* being lost in the *drainage area*. The feature(s) must be constructed in site conditions that will allow for *wetland hydrology* to persist and maintain wetland conditions in perpetuity.

The following are the offsetting site location criteria:

- on the same property as the impacted wetland,
- alternatively in the same *sub-watershed*, and
- on public, or private land, with an established *conservation easement* (registered on title, with all associated costs at the proponent's expense) to allow LTC staff wetland access for a specified period of time.

Agenda Item #15. - APPENDIX

3.4 Offsetting Ratios

To account for the time lag in replacing ecosystem function as well as uncertainties around successful feature establishment, marsh wetland *offsetting* area minimum ratios are 1:2 (destroyed : created); *swamp* wetland *offsetting* area minimum ratios are 1:3 (destroyed : created). In addition, vegetated setback areas of a minimum of 30 m width around the created wetland features are required (See section 3.5).

The proponent is responsible for purchasing or securing the required wetland *offsetting* project land base, at their expense.

3.5 Setbacks

All created wetlands require a regulated 30 m minimum vegetated setback to be established around the new feature. The setback is to be seeded and/or planted with appropriate *native vegetation*, if it is not already occurring on site. Planted vegetation may require browse protection while establishing, including deer fencing, tree shelters, and rodent guards.

Both the newly constructed wetland and its vegetated setback features will be regulated under Ontario Regulation 163/06 of the Conservation Authorities Act, and should be zoned as “Environmental Protection” by the municipality and identified on wetland mapping.

The new wetland feature should be at least 30 m away from neighbouring property boundaries.

3.6 Timelines

The wetland *offsetting* project must be constructed and meeting established wetland form and function targets, before the impacted wetland feature can be destroyed. Only then, can a permit to destroy a regulated wetland feature be sought. The permit has a two-year lifespan.

3.7 Responsibilities

All wetland *offsetting* projects are to be proponent led, with technical support from retained qualified professionals, and in consultation with LTC staff. The proponent is wholly responsible for all costs of the wetland *offsetting* process including: technical reviews, project design, construction, permits, *conservation easement* establishments, legal fees, annual monitoring and maintenance.

LTC staff and/or peer reviewers, will review wetland *offsetting* proposals, wetland destruction permits, *offsetting* designs, construction plans, maintenance and monitoring reports. These services will be provided for a fee at the expense of the proponent.

Agenda Item #15. - APPENDIX

LTC will not accept cash in lieu for wetland *offsetting* projects. However, proponents must provide security deposits to LTC to be held until wetland *offsetting* projects achieve established ecologic and hydrologic targets.

DRAFT

Agenda Item #15. - APPENDIX

4.0 Monitoring and Maintenance

The monitoring program assessing progress on the establishment of target forms and functions must be developed and reviewed as part of the wetland *offsetting* project design. The proponent must monitor the new wetland feature annually for a minimum of 5 years to ensure that its forms and functions are effectively replacing those which were destroyed and lost. If a newly created wetland is not functioning as expected, the *offsetting* project is not completed.

Reporting on monitoring findings and steps taken to correct issues, is to be completed and submitted annually by the proponent, for LTC staff review, at the proponent's expense. The proponent is required to fix problems with the constructed wetland, if it is not performing according to the approved design plan, including a new wetland construction attempt if necessary. Contingency measures and continual improvements can be part of an *adaptive management* approach in wetland *offsetting* projects to address threats and unknowns.

Ongoing *water balance* monitoring is required for the duration of the monitoring period.

An 80% survival of plant material both in the wetland and vegetated setback is expected five years following planting. Replanting is required if the survival targets are not met each monitoring year. Invasive plant control must be part of the monitoring and maintenance period. Browse and predation protection, such as deer fencing, tree shelters or rodent guards, should be applied to reduce mortality.

Agenda Item #15. - APPENDIX

5.0 Summary

Wetland *offsetting* is reserved for limited select circumstances, following the application of the *mitigation* hierarchy. LTC staff should review the Wetland Offsetting policy regularly to make improvements ensuring the ecological *net gain* goal of *offsetting* is achieved across the Lower Trent watershed. Communicating and collaborating with other Conservation Authorities who have experience with *offsetting* projects is also advised.

The following brief summary outlines the procedural steps involving wetland *offsetting*.

1. Consult with LTC to discuss *development* project.
2. Strictly follow hierarchy of wetland protection.
3. Proponent to complete comprehensive technical field studies to characterize the to-be-destroyed wetland's ecological and hydrological forms and functions.
4. LTC staff and/or peer reviewer to review wetland characterization field studies findings. If the field study findings are deemed complete and are accepted by LTC, the proponent can proceed to secure a suitable site and develop a detailed technical wetland *offsetting* design, construction, monitoring and maintenance plan.
5. All parties sign a legally binding wetland *offsetting* agreement.
6. LTC staff and/or peer reviewers, review the wetland offset design plan. If the plan is accepted, the proponent can apply for a permit to construct a new wetland (if working in a regulated area).
7. Securities are collected from the proponent to be held in trust until the project is completed to the satisfaction of LTC.
8. Once ecologic and hydrologic *offsetting* targets are met, a complete permit application for the destruction of a regulated wetland must be submitted to LTC for approval.
9. LTC staff and/or peer reviewers inspect the new wetland during construction and at completion.
10. The proponent monitors, maintains and reports to LTC on the new wetland annually for 5 years. If the new wetland is not meeting the *offsetting* targets during the monitoring period, adjustments must be made to correct issues, including a new attempt if necessary. Once after 5 years of monitoring, the new wetland is meeting the *offsetting* targets, the project is deemed complete. Securities are returned.
11. Proponent to finance and lead all aspects of the wetland *offsetting* project including but not limited to: technical reviews, land purchase, legal requirements, construction, monitoring and maintenance. All of LTC's expenses related to the wetland offsetting project are to be covered by the proponent.

Agenda Item #15. - APPENDIX

6.0 References

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https://www.nvca.on.ca/Shared%20Documents/NVCA_Policy_Guidelines_for_Achieving_Ecological_Net_Gains_FINAL%20costing%20examples%2012-MAY-2021.pdf

Ministry of Natural Resources and Forestry. 2022. Ontario Wetland Evaluation System, Southern Manual., 4th edition. 238 pp.

Wang, E., Slevin, J., Tweedle, J., Perron, N., Khan, S. and Wen, V. 2022. Developing an Ecological Offsetting Framework for the Cataraqui Region. School of Urban and Regional Planning Department of Geography and Planning. Queen's University. In partnership with: Mike Dakin, Cataraqui Region Conservation Authority. 217 pp.

Agenda Item #15. - APPENDIX

Glossary

Adaptive management: A systematic approach to improving management and accommodating change by learning from the outcome of management interventions.

Bog: Wetland that meets the following criteria according to the Ontario Wetland Evaluation System. If the first 5 are not met, it is likely not a bog. 1. Raised peat hummocks are present. 2. The wetland is ombrotrophic, i.e., dependent on atmospheric moisture for its nutrients 3. There is low plant diversity (usually less than 14 species of vascular plants) 4. Few or no fen indicator plant species are present 5. Few or no tamaracks (*Larix laricina*) or eastern white cedar are present. 6. Low pH (often less than 4.7) 7. Tree cover does not exceed 25 %.

Climate resilience: the ability to recover from, or to mitigate vulnerability to, climate-related shocks such as floods and droughts.

Coastal wetland: means a) any wetland that is located on one of the Great Lakes or their connecting channels (Lake St. Clair, St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers); or b) any other wetland that is on a tributary to any of the above-specified water bodies and lies, either wholly or in part, downstream of a line located 2 kilometres upstream of the 1:100 year floodline (plus wave run-up) of the large water body to which the tributary is connected.

Conservation easement: the right for one property owner to enter another's without permission, in this context, for the purpose of monitoring wetland offsetting projects.

Contingency plan: a plan designed to take account of a possible future event or circumstance that may affect the expected offsetting outcome.

Development: a) the construction, reconstruction, erection or placing of a building or structure of any kind, b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure, c) site grading, or d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

Drainage area: an area occupied by a closed drainage system, especially a region that collects surface runoff and contributes it to a stream channel, lake or other body of water. Also known as a "catchment" or "watershed." Divisions of this basin are known as "subcatchments" or "subwatersheds."

Ecologic and hydrologic targets: agreed upon measures and goals of ecological and hydrological form and function for a wetland offset, based on comprehensive baseline conditions ascertained for wetlands being considered for destruction.

Ecological function: means the natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes. These may include biological, physical and socio-economic interactions.

Fen: The Ontario Wetland Evaluation System defines fens as peatlands characterized by surface layers of poorly to moderately decomposed peat, often with well-decomposed peat near the base. Fen peats

Agenda Item #15. - APPENDIX

generally consist of mosses and sedges. Sphagnum, if present, is usually composed of different Sphagnum species than occur in bogs

Groundwater - Water that occurs below the earth's surface. It originates as precipitation, runoff, and snowmelt, which infiltrates vertically downward into the ground via gravity to the water table.

Hydrologic feature: includes permanent or intermittent watercourse, lake, seepage area or spring, and wetland.

Hydrologic function: The functions of the hydrological cycle that include the occurrence, circulation, distribution, and chemical and physical properties of water on the surface of the land, in the soil and underlying rocks, and in the atmosphere, and water's interaction with the environment including its relation to living things.

Hydrologic linkage: refers to features that are interconnected via surface or ground water processes.

Infrastructure: Means physical structures (facilities and corridors) that form the foundation for development. Infrastructure includes: sewage and water systems, septage treatment systems, stormwater management systems, waste management systems, electricity generation facilities, electricity transmission and distribution systems, communications/telecommunications, transit and transportation corridors and facilities, oil and gas pipelines and associated facilities

Irreplaceable wetland: a wetland such as a bog or fen that cannot be successfully created, nor constructed. As well as a wetland feature with rare vegetation communities or specialized habitat for wildlife.

Lake: any inland body of standing water, usually fresh water, larger than a pool or pond or a body of water filling a depression in the earth's surface.

Marsh: The Ontario Wetland Evaluation System defines marshes as wet areas periodically inundated with standing or slowly moving water, and/or permanently inundated areas characterized by robust emergents, and to a lesser extent, anchored floating plants and submergents. Surface water levels may fluctuate seasonally, with declining levels exposing drawdown zones of matted vegetation or mud flats. Water remains within the rooting zone of plants during at least part of the growing season. The substratum usually consists of mineral or organic soils with a high mineral content, but in some marshes there may be as much as 2 m of peat accumulation. Waters are usually circumneutral to slightly alkaline and there is relatively high oxygen saturation.

Minister's Zoning Order: The *Planning Act* gives the Minister of Municipal Affairs and Housing the authority to control the use of any land in the province. Zoning orders can be used to protect a provincial interest or to help overcome potential barriers or delays to critical projects. If there is a conflict between a minister's zoning order and a municipal bylaw, the minister's zoning order (MZO) prevails. The municipal bylaw remains in effect in all other respects.

Mitigation: Measures taken to rehabilitate degraded ecosystems or restore cleared ecosystems following exposure to impacts that cannot be completely avoided and/or minimized.

Agenda Item #15. - APPENDIX

Native vegetation: plant species that are part of the ecological food web in a given area or region, and have coevolved with other species there.

Net gain: A wetland offsetting approach ensures that the replacement ratio for wetlands lost and gained are greater than 1:1.

Offsetting: An approach in which negative impacts on wetlands are offset by the intentional restoration or creation of new wetlands, which can provide positive environmental impacts of an equivalent or greater magnitude and kind. Offsetting should be identified through an Environmental Impact Study and considered only when all other options have been deemed not feasible.

Regulated Lands: The area within which development, interference and alteration activities are regulated by the Conservation Authority.

Seepage areas and springs: sites of emergence of groundwater where the water table is present at the ground surface.

Significant: as per the Provincial Policy Statement, a) in regard to wetlands, coastal wetlands and areas of natural and scientific interest, an area identified as provincially significant by the Ontario Ministry of Natural Resources and Forestry using evaluation procedures established by the Province, as amended from time to time; b) in regard to woodlands, an area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history. These are to be identified using criteria established by the Ontario Ministry of Natural Resources and Forestry; c) in regard to other features and areas in policy 2.1, ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system; d) in regard to mineral potential.

Surface water - Water-related features on the earth's surface, including headwaters, rivers, stream channels, inland lakes.

Swamp: The Ontario Wetland Evaluation System defines swamps as wooded wetlands with 25% cover or more of trees or tall shrubs. They include both forest swamps (having mature trees) and thicket swamps (or shrub carrs). Thicket swamps are characterized by thick growths of tall shrubs such as willow species, red-osier dogwood, buttonbush and speckled alder.

Watercourse: An identifiable depression in the ground in which a flow of water regularly or continuously occurs.

Water balance – the accounting of inflow and outflow of water in a system according to the components of the hydrologic cycle.

Sub-watershed: An area that is drained by a watercourse and its tributaries, as identified within the Lower Trent watershed region.

Agenda Item #15. - APPENDIX

Wetland: Lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be wetlands for the purposes of this definition.

Wetland hydrology: the presence of water on or near the land surface at a frequency and duration to cause the formation of hydric soils and support a prevalence of vegetation typically adapted to saturated and/or inundated conditions.

Wetland ecological functions: include but are not limited to nutrient storage, biological diversity and habitat for fish and wildlife.

Wetland hydrological functions: include but are not limited to flood reduction, groundwater recharge and flow augmentation, water quality improvements and erosion reduction.

DRAFT



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: April 13, 2023
To: Board of Directors
RE: FHIMP - Sole Source Contract Services
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT LTC enter into an agreement with JKN Consulting to complete project management services for the Flood Hazard Identification Mapping Program projects at an upset limit of \$20,000.

BACKGROUND:

The Flood Hazard Identification Mapping Program (FHIMP) was launched by Natural Resources Canada and funding was made available through the coordination of the province of Ontario. Lower Trent Conservation (LTC) worked diligently with our municipal partners to encourage participation in this program to update floodplain mapping in the watershed. Five projects were approved including Rawdon Creek, Butler Creek, Cold Creek/Mayhew Creek, Colborne Creek and the Trent River floodplains.

DISCUSSION:

The funding for this program was split 50/50 between the participating municipalities and the federal government. LTC is the coordinator as project management between the province, the consultants and the municipalities.

Funding for the projects included the costs of consultants and peer review services. In addition, there is an enough funding to pay for project management for the projects. Based on the agreements with the province, there is no ability for the CA to claim funding for the project management if a “regular” watershed services staff member is the project manager.

As the Board is aware, Janet Noyes has been leading the FHIMP project management and she has retired. LTC has been unsuccessful in finding a replacement for Ms. Noyes to date thereby leaving a gap in service for this project.

Ms. Noyes has been managing all aspects of this program for a year. In that time, she has communicated with our municipal partners to identify interest in this federal program, obtained the required interest and municipal financial support, forwarded the applications to the province, received the approval for all five applications, written the Requests for Proposals (RFPs), issued the RFPs, received and scored the Proposals and awarded the projects. She has met with and established a good rapport with the consultants and the provincial and federal representatives.

Ms. Noyes is interested in continuing as Project Manager under JKN Consulting to provide oversight and coordination on the FHIMP projects to see them through to completion. This effort will require continuing communication, progress monitoring and technical meetings for all five projects. There

is budget available to hire an outside professional to provide this service within the approved budgeted amounts (including all applicable HST costs). Please see the spreadsheet below.

The scope of the project management includes communications, reporting to the province and managing these projects to ensure that there are technically competent, peer-reviewed reports and mapping products produced for the benefit of Lower Trent Conservation, LTC's municipal partners and the residents of the municipalities. The projects will be completed within the required timelines and follow both the provincial and federal requirements. She will be able to complete this work as an outside professional, ensuring that the requirements of the federal funding protocols are maintained.

The proposed fee for services is \$20,000, invoiced quarterly. This fee covers all expenses incurred by JKN Consulting throughout the project including travel, office expenses and time. Ms. Noyes would be working outside of the LTC office. The proposed starting date of this contract would be April 17, 2023 with the ending date of April 12, 2024. Ms. Noyes has obtained the necessary insurance required to fulfill LTC's requirements.

Project:	ON22-003 Rawdon Creek	ON22-004 Butler Creek	ON22-008 Cold & Mayhew	ON22-016 Colborne	ON22-026 Trent River
Selected Consultant:	Jewell Engineering	Jewell Engineering	Jewell Engineering	DM Wills	KGS
Selected Peer Reviewer:	DM Wills	DM Wills	DM Wills	Engage Engineering	DM Wills
Total Cost with HST	\$ 87,190.80	\$ 95,552.80	\$ 136,334.50	\$ 89,908.45	\$ 196,521.69
BUDGETED AMOUNT:	\$ 100,000.00	\$ 100,000.00	\$ 150,000.00	\$ 100,000.00	\$ 200,000.00
Budget Available	\$ 12,809.20	\$ 4,447.20	\$ 13,665.50	\$ 10,091.55	\$ 3,478.31
JKN Consulting -PM	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
REMAINING BUDGET	\$ 8,809.20	\$ 447.20	\$ 9,665.50	\$ 6,091.55	-\$ 521.69



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: March 31, 2023
To: Board of Directors
Re: Conservation Lands Report for January 1 to March 31, 2023
Prepared by: Chris McLeod, Supervisor, Conservation Lands

PROPOSED RESOLUTION:

THAT the Conservation Lands Report for the period January 1 – March 31, 2023 be received as information.

MAINTENANCE/ACTIVITES:

The following list of maintenance and activities are items beyond the regular vehicle, building and property maintenance (mowing grass, clearing back brush on trails, garbage collection, cleaning, painting, drinking water sampling and system management at Goodrich-Loomis Centre and main office).

During the Winter of 2023:

- Cleaned and maintained kiosks
- Removed garbage from conservation areas
- Maintained trail systems and removed downed trees (where needed)
- Monitored icy and hazardous trail conditions – No closed trails this season
- Interacted with Conservation Lands visitors and responded to inquiries, complaints, and requests from members of the public and neighbours of Conservation Areas
- Coordinated maintenance of fleet vehicles inspections over the winter
- Plowed parking areas at Seymour Conservation Area and Trenton Greenbelt Conservation Area workshop
- Finished annual winter maintenance on all field equipment and painted the box of the F350 Stake truck, utility trailer as well as tractor attachments in preparation for field season
- All fire extinguishers underwent annual inspections and maintenance at the Goodrich-Loomis Conservation Centre, the Murray Street office, and the Wall St. workshop.
- Yearly heating oil tank inspection at Goodrich-Loomis by licensed oil burning technician

SPECIAL PROJECTS & PROGRAM IMPROVEMENTS:

- As part of the Trenton Greenbelt Conservation Area restoration project assisted with trailhead sign design and fabrication and accessibility product considerations for trail
- Researched and obtained quotes on new truck for fleet
- Replaced leaking taps and created an access hatch in wall to access outdoor water shut off valve at Goodrich-Loomis Centre
- Conservation Lands Technician received Operation of Small Drinking Water Systems designation for maintenance and sampling at Goodrich-Loomis Centre and LTC office
- Assisted in the coordination and implementation of the Farewell to Frost event held during the March Break at the Goodrich-Loomis Conservation Area
- Waste oil storage area with secondary containment created at workshop for small engine waste storage before proper disposal

- Began the recruitment and orientation process for the Conservation Lands Maintenance Assistant and two Conservation Lands Field Assistants

SPECIAL EVENT PROPERTY RENTALS:

LTC-owned properties and facilities are able to be rented for special activities (weddings, celebration of life, fun run events, large family picnics, Cadet training). The number of special event rental occurrences during this review period:

- Goodrich-Loomis = 4

Note: This list does not include regular occurring rentals such as youth groups or day camps or LTC hosted events.

HAZARD TREE REMOVAL:

As per LTC's Hazard Tree Removal Policy, we inspect, document, and remove hazard trees in various LTC-owned properties. All trees (unless otherwise stated) were removed by LTC staff.

- Proctor Park = 21
- Goodrich-Loomis = 9
- Seymour = 3
- Sager = 2
- Bleasdell Boulder = 3
- Kings Mill = 1

CONSERVATION LANDS VANDALISM:

- The gate at Seymour Conservation Area was closed last fall due to high amounts of vandalism and garbage dumping and remains closed to vehicle traffic between the main parking lot and the quarry
- Aside from some minor spray painting of signs at the Trenton Greenbelt, and the damage to one trailhead sign at Proctor Park and some isolated garbage dumping, vandalism and misuse of the properties has been low during the winter months

CONSERVATION LANDS ENFORCEMENT:

No Section 29 tickets were issued during this period.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: April 3, 2023
To: Board of Directors
Re: Community Outreach, Education and Stewardship Programs Report January - March 2023
Prepared by: Anne Anderson, Manager of Community Outreach and Special Projects; Nicholas Reynolds, Environmental Education Technician and Corinne Ross, Communications Specialist

The following donations were received in the first quarter of 2023:

- \$2,000 from Ontario Power Generation for the Tri-County Children’s Water Festival
- \$5,000 from Enbridge for the Tri-County Children’s Water Festival

Public consultation on the Restoring the Trenton Greenbelt Conservation Area project was conducted from March 8-31. Advertising and emails directed people to the LTC website which had information on the project, a video and a survey. In total 108 surveys were filled out. Overall the comments were very supportive of the project and the majority of respondents would like to see more projects of this type.

RECENT EDUCATION & OUTREACH EVENTS

Date	Event	Approximate Attendance
March 7	Special Event: BQRAP Marsh Monitoring Webinar - Sarah Midlane-Jones, Community Outreach Specialist; Anne Anderson, Manager, Community Outreach and Special Projects	31
March 7	Youth Education: St. Paul Catholic Secondary School - Ewa Bednarczuk, Ecology and Stewardship Specialist	60
March 9	Youth Education: St. Paul Catholic Secondary School - Ewa Bednarczuk, Ecology and Stewardship Specialist	20
March 17	Special Event: Farewell Frost, Goodrich-Loomis - Nicholas Reynolds, Environmental Education Technician; Ewa Bednarczuk, Ecology and Stewardship Specialist; Corinne Ross, Communications Specialist; Marcus Rice, Risk Management Official; Chris McLeod, Conservation Lands Supervisor; John Mahoney, Conservation Lands Technician; Anne Anderson, Manager, Community Outreach and Special Projects	0 (rain)
March 22	Special Event: BQRAP Cover Crop Lunch and Learn	37

- | | | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <ul style="list-style-type: none"> - Sarah Midlane-Jones, Community Outreach Specialist; Anne Anderson, Manager, Community Outreach and Special Projects | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

SOCIAL MEDIA

Date	Post	People Reached
February 1	DWSP – Salt Management	170
February 2	DWSP – Salt Management	183
February 2	Flood Outlook Statement	106
February 3	Job Opportunities	3976
February 8	DWSP – Salt Management	296
February 8	Water Safety Statement	796
February 14	Job Opportunities	2780
February 24	Farewell to Frost	4090
February 27	Job Opportunities	2093
March 2	Farewell to Frost	1,900
March 3	Farewell to Frost	687
March 9	DWSP Committee Member call out	319
March 15	Farewell to Frost	2,300
March 16	Watershed Safety Statement	396
March 17	Farewell to Frost (x2)	4,200
March 20	Public Consultation Survey for TGCA	581
March 22	Flood Outlook Statement	102
March 29	OPG Donation Thank You	250
March 30	Flood Outlook Statement	708

UPCOMING EVENTS

End of April	Native Plant Sale (tree seedlings)
May 12	Painting with Plants – pilot event
May 25-26	Tri-County Children’s Water Festival
Early June	Native Plant Sale (wildflower kits and saplings)

Lower Trent Region Watershed Report Card 2023



Lower Trent Region Conservation Authority has prepared this modified report card as a summary of the state of your water resources through surface water quality.



LOWER TRENT
CONSERVATION



WHERE ARE WE?



What is a Watershed?

A watershed is an area of land drained by a creek or stream into a river which then drains into a body of water such as a lake or pond. Everything in a watershed is connected. Our actions upstream can affect conditions downstream.

The Lower Trent Conservation watershed region includes the furthest downstream section of the Trent River watershed. It includes the Trent River, which flows out of Rice Lake to the Bay of Quinte at Trenton, and eight main tributaries. The watershed region also includes a number of smaller watercourses that flow directly into Lake Ontario and the Bay of Quinte from Grafton to Quinte West.

Why Measure?

Measuring helps us better understand our watershed. We can target our work where it is needed and track progress. We measured:

What is a watershed report card?

Ontario's Conservation Authorities report on watershed conditions every five years. The watershed report cards use Conservation Ontario guidelines and standards developed by Conservation Authorities and their partners.



**Surface Water
Quality**



Lower Trent Region SURFACE WATER QUALITY

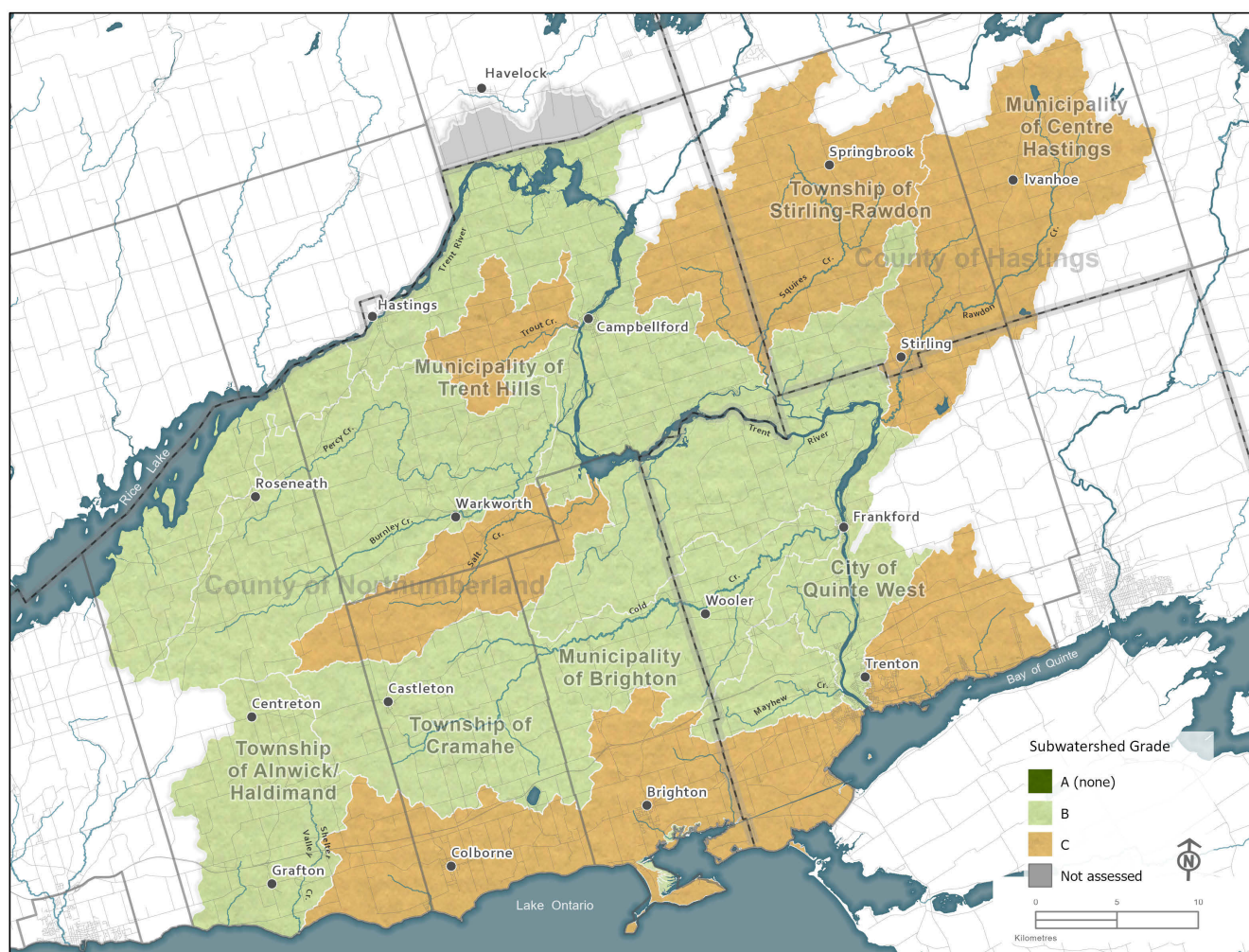
GRADE

C

Surface Water Quality is an important component within our watersheds, as it assesses the quality of the water for both human and aquatic life. Surface Water Quality in our region is monitored primarily through chemical analysis and the identification of aquatic bugs. Between the chemical make up of our water, and the presence of certain insect species, we can determine the health and anthropogenic disturbance level of our creeks and streams.

What Did We Find?

- B and C grades, with improvement in the Trent River Corridor Tributaries and Mayhew Creek.
- With the increase in sampling sites and inclusion of E. coli analysis for all of our 18 sampling sites, LTC has been able to provide grades for all 12 watersheds. This has allowed us to gain a better understanding of seven of our watersheds that weren't previously graded and we saw an improvement in two of our watersheds.



WHAT IS OUR WATERSHED'S KEY ISSUE?



Background:

The Watershed Report Card is a resource that is developed by Conservation Authorities across Ontario. The intent of this resource is to outline the conditions of our lakes, rivers, streams, groundwater, forests and wetland resources.

In 2018 Lower Trent Conservation provided a Watershed Report Card, with insufficient data for surface water, groundwater, wetlands and forest cover. Our municipal partners recognized the importance and value of this information and supported Lower Trent Conservation in the growth in our Surface Water Monitoring program.

Lower Trent Conservation has been able to focus our efforts to provide a more complete understanding of the Surface Water Quality throughout our watersheds, and is now able to provide grades for all of our watersheds.

Insufficient Data:

Due to a variety of issues, some of the parameters previously reported on were unable to be fully assessed, resulting in data gaps. As a result, Lower Trent Conservation is unable to provide grades or updates for the Forest Conditions and Wetland Cover previously evaluated in our 2018 Watershed Report Card. Further, the Provincial Groundwater Monitoring Network data is not comprehensive enough to provide an accurate grade of the wells currently monitored.

Future:

- Moving forward, LTC will continue to provide advice to local municipalities and the public regarding development near waterways and wetlands, and administering our Development, Interference with Wetlands and Alterations to Shoreline and Watercourses Regulation.
- We will continue to seek opportunities to enhance our monitoring programs and gain a better understanding of the forest and wetland conditions throughout our region.



LOWER TRENT
CONSERVATION

*Do you have questions not answered by this summary document?
Visit LTC.on.ca*

Lower Trent Conservation

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

email: information@LTC.on.ca | Website: LTC.on.ca

Phone: 613-394-4829 | Fax: 613 394-5226



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: April 03, 2023
To: Board of Directors
Re: Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* - Period of January 1, 2023 – March 31, 2023
Prepared by: Marcus Rice, Risk Management Official
 Anne Anderson, Risk Management Official

PROPOSED RESOLUTION:

THAT the summary of the Risk Management Official Activity pursuant to Part IV of the *Clean Water Act* for the period of January 1, 2023 thru March 31, 2023 staff report be received as information

BACKGROUND:

This report summarizes work completed by the Risk Management Official (RMO) to implement Part IV policies in the Trent Source Protection Plan for the review period **January 1, 2022 to March 31, 2023**.

THREAT VERIFICATION:

The following table details the overall work done in the watershed by the RMO to date to address verified significant drinking water threats (SDWT) requiring RMO review.

Location	Number of "Part IV"* threats as per RMO/I Database (2014)	Additional SDWT identified	Number of "Part IV" threats determined to be not present or occurring**	Number of threats managed with an RMP	Total number of Active RMPs	Number of "Part IV" threats requiring further follow-up
Stirling	109	13	82	40	19	0
Warkworth	31	0	30	1	1	0
Hastings	29	4	23	10	6	0
Campbellford	73	3	64	12	8	0
Brighton	1	0	1	0	0	0
Colborne	1	1	1	1	1	0
Grafton	0	0	0	0	0	0
Total threats	244	21	201	64	35	0
SDWT=Significant Drinking Water Threat RMP= Risk Management Plan						

*Part IV threats are those activities to be addressed through the Risk Management Plans, Prohibition, or Restricted Land Use provisions of the *Clean Water Act*.

**"Threats not present or occurring" are activities that do not meet threat circumstances or threats that were assumed but are not actually occurring.

SITE VISITS:

The following site visits were completed during the review period.

Location	Property Identifier	Purpose	Date
Stirling	1603	Drop off RMP information package. Discuss with the person engaged in the activity the need for permission to access fuel inspection records from maintenance/inspection company.	29-March-23

RISK MANAGEMENT PLANS (RMP):

There were no RMPs established during this review period. As stated in the amendments of the Technical Rules (“Bulletin: Implementation of the 2021 Amendments to the Technical Rules under the Clean Water Act, 2006.”) the Ministry of Environment, Conservation and Parks recommends that no new RMPs should be written until section 36 amendments are completed.

NOTICES:

The following table details Notices issued for the review period.

Type of Notice*	Notice #	Location	Threat Subcategory
59 (2) (a)	N-23-904	Warkworth	Building Permit
59 (2) (a)	N-23-903	Stirling	Re-zoning
59 (2) (a)	N-23-902	Campbellford	Building Permit
59 (2) (a)	N-23-901	Hastings	Building Permit

*Types of Notices

58(6) - Risk Management Official’s Notice of Agreement on a Risk Management Plan

58(13) - Risk Management Official’s Notice of Agreement on an Amendment to Risk Management Plan

59(2)(a)-Restricted Land Use Notice: neither section 57(Prohibition) nor section 58 (Risk Management Plans) applies.

S.59(2)(b) Restricted Land Use Notice: RMP Required

INSPECTIONS:

The following table details Risk Management Inspections which occurred during the review period.

Location	RMP #	Purpose or Activity	Inspection Date
1608	RMP-16-002	Annual inspection of below grade fuel tank records.	15-March-23
1606	RMP-15-002	Inspection for the removal of a below grade fuel tank. RMP was revoked.	20-Jan-23
6857	RMP-21-003	Drive by inspection to ensure RMP measures were implemented.	20-Jan-23
6780	N/A	Walked the property to ensure no salt was being applied to the parking lot.	20-Jan-23
1003	RMP-19-009	Walked the property to ensure no salt was being applied to the parking lot.	20-Jan-23
1001	N/A	Walked the property to ensure no salt was being applied to the parking lot.	20-Jan-23

Types of Inspections

Risk Management Plans Compliance (Section 58)

Prohibition (Section 57)



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: April 3, 2023
To: Board of Directors
Re: Local Drinking Water Source Protection Report for the period January 1 to March 31, 2023
Prepared by: Anne Anderson, Manager, Community Outreach & Special projects

PROPOSED RESOLUTION:

THAT the Local Drinking Water Source Protection Report for the period January 1 – March 31, 2023 be received as information.

SOURCE PROTECTION COMMITTEE:

- Continued process to fill the Lower Trent municipal seat vacated by Rosemary Kelleher-McLennan, requested motions from municipalities to support the nomination of Anne Butwell from Brighton to fill the vacant seat
- Provided updates to the Source Protection Committee at the March 30 meeting

REGIONAL SUPPORT:

- Attended three Leads meetings
- Provided input to Source Protection Plan Section 36 updates
- Continued field verification of new significant threats

MUNICIPAL SUPPORT:

- Ongoing orientation and training of new Risk Management Official/Inspector and Environmental Education Technician
- Planning for 2023 education and outreach
- Completed work on Annual Progress Report



Agenda Item 22.a.

Waterlogs - March 2023

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

ANNUAL REPORT 2022



Bay of Quinte Remedial Action Plan Annual Report 2022

It was another busy year, as we forged ahead implementing BQRAP programs and projects. All designed to move the RAP closer to its ultimate goal of removing the Bay of Quinte from the Areas of Concern list. Check out all our accomplishments in this **Annual Report for 2022**.

THE BAY OF QUINTE IS AN "AOC"

Areas of Concern (AOC) are places where human activities have severely degraded the environment. Each AOC must develop a Remedial Action Plan (RAP), which is a plan for restoring the environmental quality of an Area of Concern (AOC).

It has taken decades of work, by the federal and provincial governments, municipalities, business and industry, and the public to rehabilitate the bay. Today, it is a healthy and vibrant ecosystem. Now, we must make sure it remains this way.

However, it will be an ongoing challenge to keep the bay a healthy ecosystem and everyone has a role to play. Whether it's implementing an urban or rural stewardship project to reduce phosphorus runoff; becoming a citizen scientist to help with monitoring wildlife populations; or talking to federal, provincial, and municipal elected officials to ensure water quality remains a topic of political conversation. It's going to take multiple people and organizations to keep the Bay of Quinte a healthy and vibrant ecosystem.



This video explains what AOCs are and how Remedial Action Plans have improved water quality around the Great Lakes.

<https://www.youtube.com/watch?v=rffEsio6NDo>

www.bqrap.ca

In partnership locally with Lower Trent Conservation and Quinte Conservation

STORMWATER MANAGEMENT AT HOME = A RAIN GARDEN

What is Urban Stormwater?

Stormwater is rain and melted snow that is not able to soak into the ground. As it runs over pavement and rooftops, it picks up a variety of contaminants and transports them through storm drains and eventually into the Bay of Quinte. These pollutants may include: pet waste, oil, gasoline, road salt, leaves, and litter.

By creating rain gardens, in urban areas, more stormwater will be able to naturally infiltrate into the ground. Rain Gardens are easy to build. Watch our Greening Your Grounds video to learn how - <https://www.bqrap.ca/get-involved-learn/urban-stewardship/>

You can be part of the long-term solution to improving water quality in the Bay of Quinte by decreasing the volume of contaminated stormwater leaving your property.

Jason Jobin
BQRAP Environmental Technician
Lower Trent Conservation
P: 613-394-3915 ext. 225
E: jason.jobin@ltc.on.ca

Robert Ormston,
BQRAP Environmental Technician,
Quinte Conservation,
P: 613-968-3434 ext. 167
E: ormston@quinteconservaton.ca

Rain Gardens provide habitat for wildlife and pollinators

Why a Rain Garden? Because it has a job to do.

- Providing habitat for wildlife and pollinators, such as birds, butterflies, and bees
- Helping protect streams, rivers, and lakes from pollutants carried by stormwater runoff
- Increasing the amount of water entering the ground, which re-charges aquifers
- Beautifying your yards and neighbourhood



You could be eligible for a grant of **up to \$750** towards native plants, soil, compost, gravel, mulch, a contractor or rental equipment to establish a functioning rain garden. If you live in Belleville, Trenton, Napanee, Deseronto or Picton.

Details at: www.bqrap.ca



2022 BQRAP Rain Garden Program:

Completed Projects

Napanee—Completed in July



Picton—Completed in September



Belleville—Completed in September



SOIL TESTING FOR SPRING

Excess phosphorous from rural sources has a direct impact on water quality in the Bay of Quinte. The **Healthy Soils Check Up Program** helps farmers improve water quality and save money by providing:

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

This program will help farmers keep nutrients and soil where they want them – in the fields, improving crop yields.

Knowing the baseline nutrient levels and implementing the 4 R's (right source/product, right rate, right time, and right place) of fertilizer application will minimize nutrient transport from fields and maximize crop uptake and utilization.

The field maps will identify key erosion sites to help farmers adopt Best Management Practices (BMPs) to keep soil on the fields and out of local waterways.

To participate in the Healthy Soils Check Up, contact:

Jason Jobin, Bay of Quinte Remedial Action Plan,
T: 613-394-3915 ext 225,
E: jason.jobin@ltc.on.ca





Bay of Quinte Remedial Action Plan

Annual Report 2022

Sarah MJ

March 16, 2023

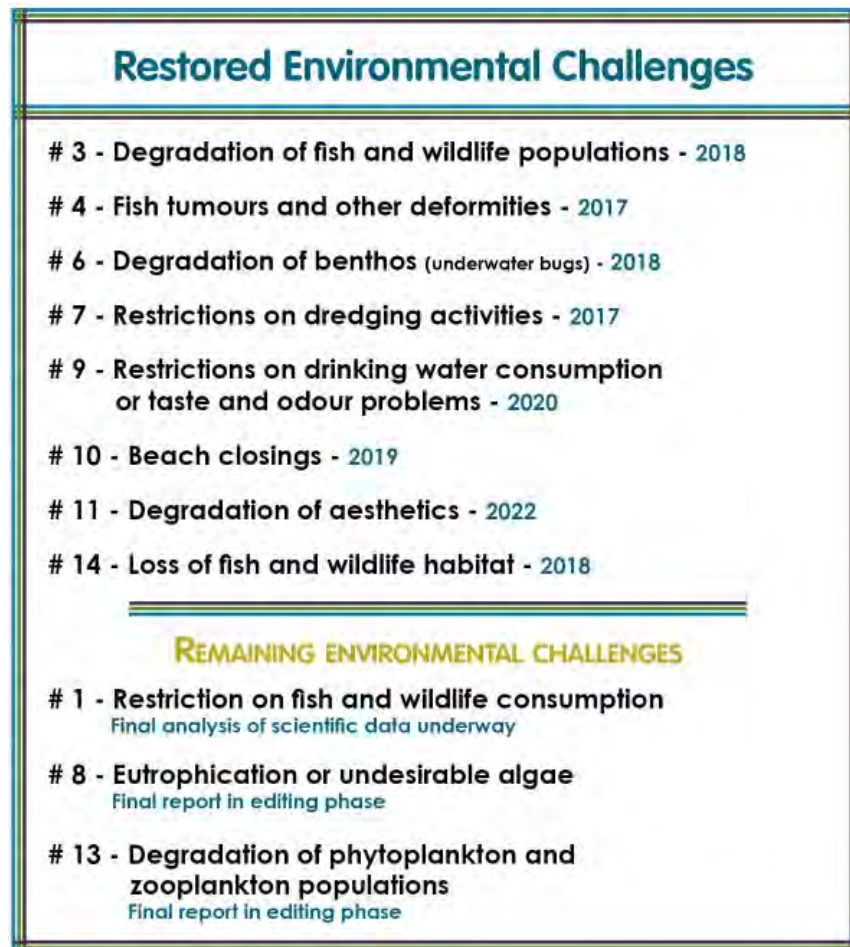
“Someday the earth will weep, she will beg for her life, she will cry with tears of blood. You will make a choice, if you will help her or let her die, and when she dies, you too will die.”

Hollow Horn Bear, Lakota, 1850 – 1913



Bay of Quinte Watershed

The lands that drain into the Bay of Quinte cover over 18,000 square kilometres. They stretch north to Algonquin Park, south to the north shore of Prince Edward County, east to just past Bath and west to past Lake Scugog. This is the Bay of Quinte watershed. That's a lot of land and a lot of water. [More about the watershed](#)



Status of the BUIs

The Bay of Quinte was identified as having 4 environmental issues - excess nutrients, bacterial contamination, toxic contamination, and loss of fish and wildlife habitat. These issues were placed in to categories called BUIs (Beneficial Use Impairments), so they could be monitored and assessed. Each Beneficial Use Impairment describes a human or ecological use of the ecosystem that has been lost or impaired as the result of environmental degradation. Some examples are, loss of fish and wildlife habitat, degradation of aesthetic, restrictions on drinking water or taste and odour problems.

There were 14 BUIs identified for Great Lakes Areas of Concern. 11 BUIs were attributed to the Bay of Quinte.

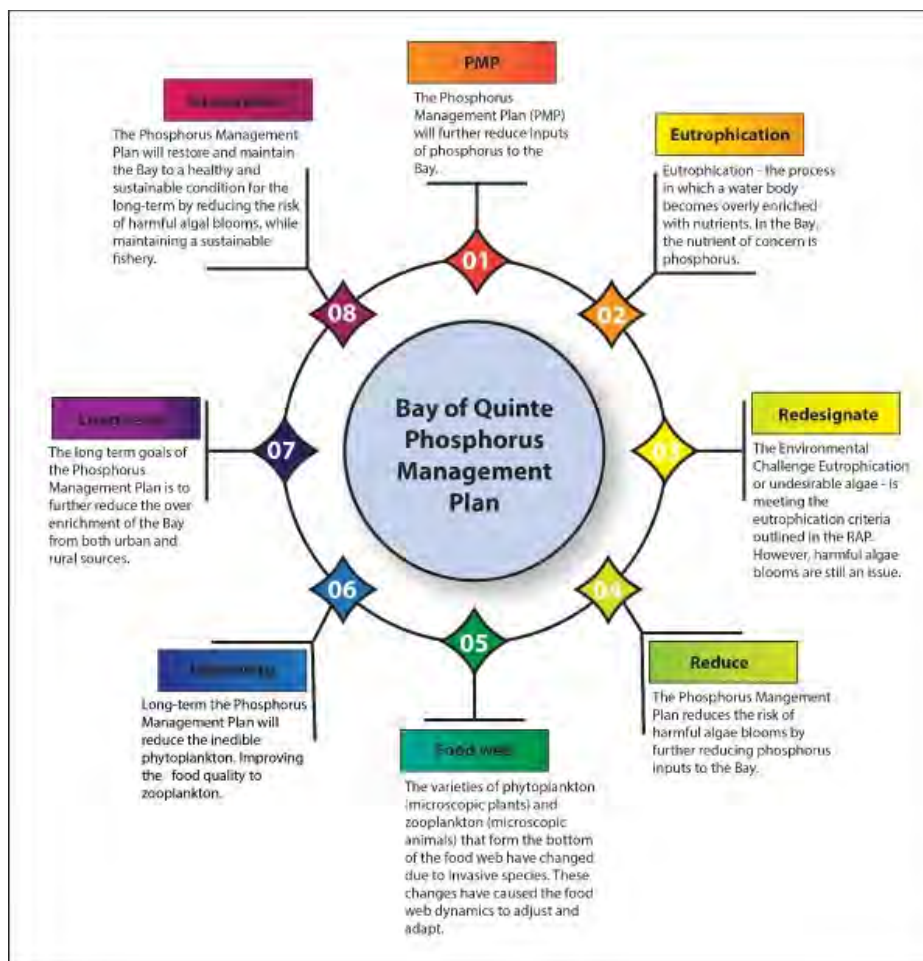
Restoring the BUIs does not mean that the AOC has returned to a pristine historic condition; but rather, the problems identified in the 1990 RAP Stage 1 Report impacting the Bay of Quinte have been restored to meet the scientific criteria established for each BUI. The criteria are measurable environmental conditions that need to be achieved before the BUI can be considered restored.

In January of 2022, the degradation of aesthetic BUI received official confirmation of a status changed to restored. Currently, the Bay of Quinte has 8 restored BUIs

Status of the 3 remaining BUIs

The eutrophication or undesirable algae and degradation of phytoplankton and zooplankton populations BUIs have had assessment reports completed and are in the final editing phase. Restrictions of fish and wildlife consumption is in the process of having a final analysis of scientific data and final reports will be started once this analysis is complete.

The criteria and videos about the BUIs can be found under the Current Challenge link on our website - www.bqrap.ca



Phosphorus Management Plan

Over the past year, discussions have continued and revisions have been made to the Phosphorus Management Plan. This [video outlines the plan](#) and here is the [latest version](#) of the plan.

A Phosphorus Management Plan is being developed to maintain the Bay in a healthy and sustainable condition for the long-term by reducing the risk of harmful algae blooms, while maintaining a sustainable fishery. The plan addresses the needed reduction of phosphorus from sewage treatment plants, urban storm water, and agriculture. A long-term monitoring plan for the phosphorus management plan is under development.



Rural Stewardship Projects

LIVESTOCK FENCING

- Install fencing to restrict livestock access to a waterway or wetland.

Grant rate - 75% - maximum up to \$7,500

ALTERNATE WATERING SYSTEMS

- To be eligible for funding, livestock must be fenced out of a waterway or wetland

Grant rate - 75% - maximum up to \$7,500

WATERWAY PLANTING PROJECTS

- A permanently vegetated strip along a waterway or wetland

Grant rate - 75% - maximum up to \$1,000

Erosion/Water Quality Improvement Projects

- stream bank stabilization • barnyard runoff control
- manure storage improvements • constructed wetlands
- erosion control structures • storm water management

Grant rate - 75% - maximum up to \$7,500

www.bqrap.ca

Rural Stewardship

In 2022, there was great up-take in both the rural and urban stewardship programs. It had been several years since we reviewed our grant incentives. So to keep up with rising costs

we increased most of the incentive rates.

Rural stewardship activities had good pick up over the field season with 47 applications – 24 were for cover crops -1603 acres and 11 were for the soil testing - 899 acres, 76 fields. Livestock fencing – 3, alternate watering system 2, livestock crossing 1 and septic 6.

Details about the programs and the application process can be found here. [Rural Stewardship Programs](#)

[Healthy Soils Program](#)

[Be Septic Savvy Program](#)

**Time to make your lawn useful by
Building a Rain Garden.**

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- Providing habitat for wildlife, such as birds, butterflies, and bees
- Helping protect streams, rivers, and lakes from pollutants carried by stormwater runoff
- Increasing the amount of water entering the ground, which re-charges aquifers
- Beautifying your yards and neighbourhood

You could be eligible for a grant of **up to \$750** towards native plants, soil, compost, gravel, mulch, a contractor or rental equipment to establish a functioning rain garden. If you live in Belleville, Trenton, Napanee, Deseronto or Picton.

Details at: www.bqrap.ca

 **Bay of Quinte**
Remedial Action Plan
Healthy Bay • Healthy Community

Urban stewardship

The rebate for the [urban stewardship program](#) was increased

to a \$750. to establish a functioning rain garden.

To be eligible for the rebate you need to live in Belleville, Trenton, Napanee, Deseronto or Picton. The rebate covers native plants, soil, compost, gravel, mulch, a contractor or rental equipment to establish a functioning rain garden.

2022 BQRAP Rain Garden Program:

Completed Projects

Napanee— Completed in July



There were 3 property owners who installed rain gardens in 2022.

Belleville—Completed in September



Picton—Completed in September





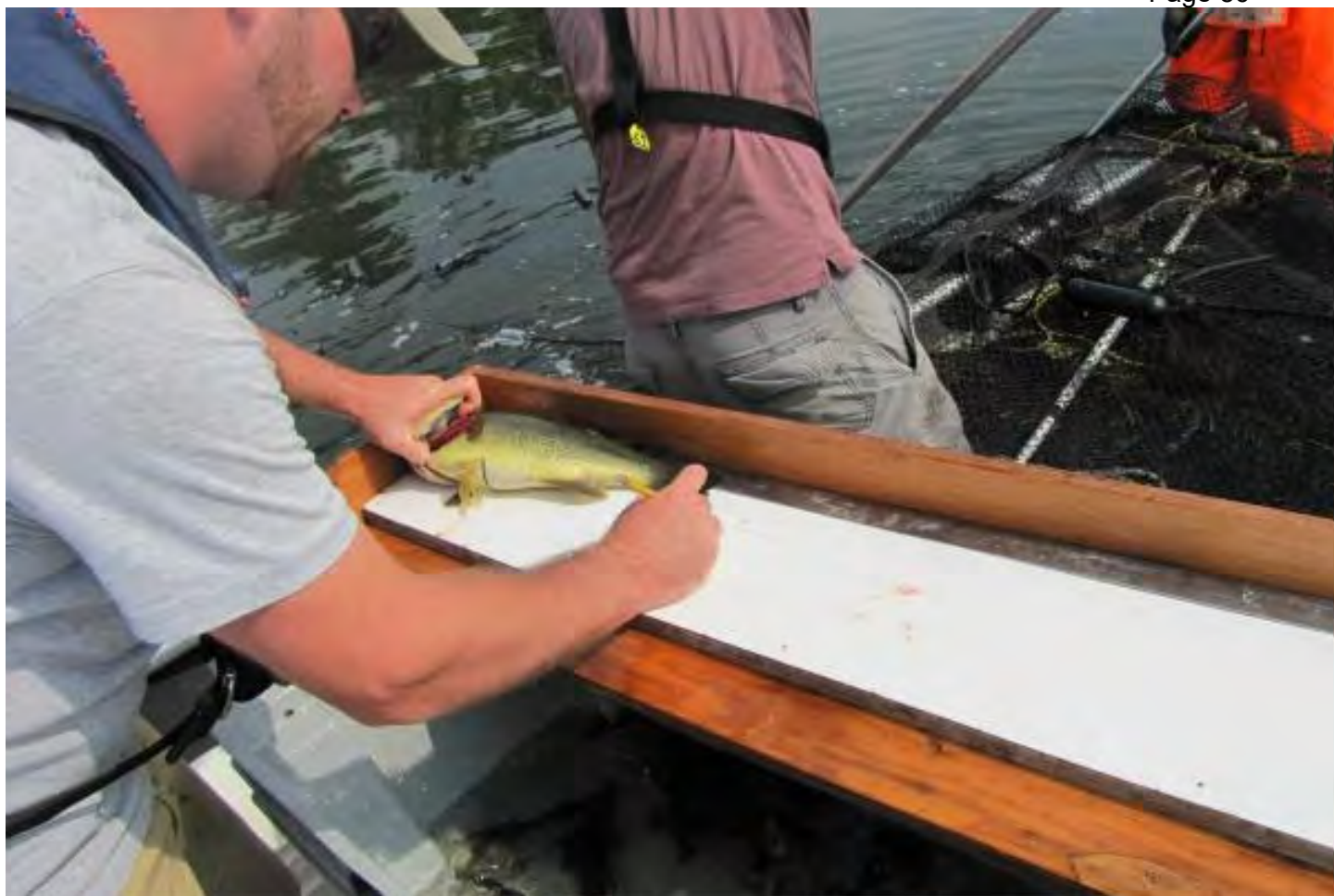
It's all about the science

During the summer fields season, numerous BQRAP partner agencies are on the water monitoring and collecting data for a variety of water quality indicators.



Water Quality Monitoring

Through the Bay of Quinte Long-term Monitoring Program implemented by Quinte Conservation, phosphorus levels, water chemistry algae species and their concentrations are monitored at nine sites around the Bay.



Fisheries Monitoring

Ministry of Natural Resources and Forestry (MNR) ensure Bay of Quinte fish remain healthy and diverse by operating programs that monitor the fish community.



Coastal Wetlands Monitoring

BQRAP staff and Quinte Conservation monitor 15 coastal wetlands for:
water quality, underwater bugs, fish and wildlife, and
vegetation.



University of Toronto

U of T continues to implement research and modelling projects to reduce phosphorus runoff into Napanee River, Wilton Creek and Hay Bay. One of the projects, that university researchers installed at a local farm, was this bioreactor that is designed to remove phosphorus from agricultural field run-off. By installing the bio-reactor at strategic run-off sites it intercepts the water flowing off the fields. Thereby, reducing the amount of phosphorus that reaches the Bay of Quinte.

Bay of Quinte Remedial Action Plan



Wood Frog - *Lithobates sylvaticus* Photo courtesy of Terry Sprague

Learn how citizen scientists help protect wetlands and wildlife around the Bay of Quinte

Monday, March 7, 2022 - 7:00 p.m.
 This is a free online presentation
 Please register on Eventbrite to receive the link.
<https://mmpbqrap2022.eventbrite.ca>

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



For information on this evening
smidlanejones@bqrap.ca
 613-392-3915 ext 214
www.bqrap.ca



Citizen Science

Each year, the Bay of Quinte Remedial Action Plan hosts an information session explaining how citizen scientists can help in monitor local wetlands. Naturalist and columnist, Terry Sprague hosts this session, he discusses two programs, the FrogWatch Ontario program, which is a family-friendly activity; and the Marsh Monitoring Program, which is more structured, ideal for the outdoors enthusiast. In 2022, 31 people registered for the webinar.

Hasting County Plowing Match and Farm Show



In 2022, a scaled down version of the Hastings County Plowing Match and Farm Show was held near Frankford. The Bay of Quinte Remedial Action Plan attended the two-day event along with members of the Quinte Farm Research and Stewardship Collaborative (QFRSC), which is a network of farmers, university researchers and conservation authorities.



The partners focused on soil health, water quality assessment, modern agricultural innovations, best management practices and stewardship programs. There was lots of interest from the agricultural community about the programs each organization had to offer.

Water Soldier has been marching its way down the Trent River since 2008, when it was found near the hamlet of Trent River. Now, it has been found in the Bay of Quinte. This invasive species could have devastating consequence for the Bay's ecosystem, fishery, and recreational activities. Potentially, causing hefty financial implications for municipalities and tourism operators.

What has been done to stop the spread of this invader? Since 2008, a number of research and management strategies have been undertaken to better understand the biology and control of this invasive plant. In 2014, federal and provincial agencies and other organizations implemented a control program on the Trent River populations, using a herbicide.

In 2021, the original population found in the Bay was treated with a herbicide in an effort to stop its dispersal throughout the Bay. Unfortunately, during the 2022 summer monitoring season, it was discovered the spread of water Soldier was more extensive than first thought. It was found in several locations along the Bay's north shore. Now, a management plan must be developed for the Bay of Quinte population.

Bay of Quinte Restoration Council

The Bay of Quinte Remedial Action Plan is working towards a healthier Bay of Quinte ecosystem. Work to clean up the Bay of Quinte, which was identified in 1985 as an “Area of Concern” by the International Joint Commission under the Great Lakes Water Quality Agreement, is directed by the Bay of Quinte Restoration Council. This Council includes: Lower Trent Conservation, Quinte Conservation, Environment and Climate Change Canada, Ontario Ministry of the Environment, Conservation and Parks, Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry, Fisheries and Oceans Canada, Ontario Ministry of Agriculture and Rural Affairs, Mohawks of the Bay of Quinte, Municipal representation, Public representation, and CFB Trenton

Staff

Anne Anderson - Manager, Community Outreach and Special Projects, Lower Trent Conservation
anne.anderson@ltc.on.ca 613-394-3915 ext 219

Shan Mugalingam, PhD, P.Eng. - BQRAP Technical Specialist,
Lower Trent Conservation shan.mugalingam@ltc.on.ca

613-394-3915 ext 213

Sarah Midlane-Jones - BQRAP Communications, Lower Trent
Conservation smidlanejones@bqrap.ca 613-394-3915 ext 214

Mary Gunning - Aquatic Science Coordinator, Quinte
Conservation mgunning@quinteconservation.ca 613-968-3434
ext 106

Jason Jobin - BQRAP Environmental Technician, Lower Trent
Conservation jason.jobin@ltc.on.ca 613-394-3915 ext 225

Office

Bay of Quinte Remedial Action Plan, c/o Lower Trent
Conservation, 714 Murray St, RR#1 Trenton, ON K8V 5P4

Agenda Item #23.



LOWER TRENT
CONSERVATION

CAO REPORT

Date: April 4, 2023

To: Board of Directors

Prepared by: Rhonda Bateman, Chief Administrative Officer

CONSERVATION ONTARIO

The Conservation Ontario (CO) Annual General Meeting was attended by Chair Mullin and I on April 3, 2023 in Richmond Hill. The new Chair of CO is Chris White, Mayor of Guelph Eramosa Township.

MUNICIPAL COUNCIL MEETINGS

I will have presented to all municipal councils or planning councils by the April 13th meeting. There was general interest in the planning fallout from Bill 23 and the upcoming Category 2 and 3 agreements.

For consistency, Quinte and Lower Trent Conservation have developed a common Memorandum of Understanding for our shared municipalities. It is currently being reviewed by legal.

STAFFING

Ewa Bednarczuk, Ecology and Stewardship Specialist has resigned for a position with the Nature Conservancy of Canada (NCC). Current staff in education and stewardship will be working towards completing outstanding projects. The wetland evaluation and environmental impact study review roles will be positioned in the planning and regulations section with qualified staff members.

To date there have been three unsuccessful competitions for a replacement for the engineering/CET position due to both the level of pay and lack of experience of the applicants. Staff are evaluating requirements and will be posting for a Regulations and Enforcement Officer and new Watershed Services Specialist position.

Interviews and hiring for contract and summer positions are occurring.

EASTERN GENERAL MANAGERS

The Eastern General Managers had a meeting on March 27th. The majority of the meeting was focussed on requirements for Category 3 municipal agreements/MOUs, potential challenges posed by timelines, updates to the program and service inventory, asset management and budget templates.