



**NOTICE OF MEETING  
Lower Trent Source Protection Authority**

**Administration Office, 714 Murray Street, Trenton  
Virtually [Join Meeting HERE](#)**

**Thursday, April 13, 2023 | Time: 1:00 p.m.**

**AGENDA**

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

**2. First Nation 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. Adoption of the Minutes:**

Source Protection Authority Board Meeting Minutes of November 10, 2022

[Page # 4](#)

RECOMMENDED:

THAT the minutes of Lower Trent Source Protection Authority Meeting, dated November 10, 2022 be adopted.

**7. Business arising from these minutes**

**8. Correspondence**

There is no correspondence received for this meeting.

**9. Appointment of Risk Management Officials - Rhonda Bateman, CAO/Secretary-Treasurer**

[Page # 7](#)

RECOMMENDED:

THAT pursuant to subsection 48(2) of the *Clean Water Act*, 2006, Anne Anderson be appointed as a Risk Management Official/Risk Management Inspector for the Lower Trent Source Protection Authority; and

THAT pursuant to subsection 48(2) of the *Clean Water Act*, 2006, Marcus Rice be appointed as a Risk Management Official/Risk Management Inspector for the Lower Trent Source Protection Authority.

**10. Lower Trent Source Protection Authority 2022 Annual Progress Report** – Anne Anderson, Lower Trent Source Protection Authority Lead [Page # 9](#)

RECOMMENDED:

THAT the Lower Trent Source Protection Authority Annual Progress Report for the period January 1, 2022 to December 31, 2022 be received as information.

**11. 2022 Trent and Ganaraska Source Protection Plans Annual Progress Reports** – Keith Taylor, Source Protection Program Coordinator [Page # 11](#)

RECOMMENDED:

THAT the *2022 Trent and Ganaraska Source Protection Plans Annual Progress Reports* be received as information; and

THAT staff be authorized to submit the *2022 Trent and Ganaraska Source Protection Plans Annual Progress Reports* to the Ministry of the Environment, Conservation and Parks as required by Section 46 of the *Clean Water Act* and Section 52 of O. Reg 287/07, along with any comments received from the Source Protection Committee be approved.

**12. Section 36 Amendment Update** – Keith Taylor [Page # 13](#)

RECOMMENDED:

THAT the Lower Trent Source Protection Authority approve initiation of the Pre-Consultation phase for the Section 36 Amendment Package, once finalized.

**13. New Members on Source Protection Committee** – Anne Anderson and Keith Taylor [Page # 14](#)

RECOMMENDED:

THAT the Lower Trent Source Protection Authority appoints Anne Butwell to the Source Protection Committee to be the municipal representative for the Lower Trent Source Protection Area be approved; and

THAT the Lower Trent Source Protection Authority appoints Cecil Ryall to the Source Protection Committee to be the municipal representative for the Kawartha-Haliburton Source Protection Area be approved; and

THAT the Lower Trent Source Protection Authority accept the staff report regarding the Non-Government Environmental Representative be received as information.

**14. Lower Trent Region Conservation Authority/Trent Source Protection Authority Board Members and Signing Authority – Rhonda Bateman** Page # 15

RECOMMENDED:

Whereas, the Lower Trent Region Source Protection Authority (SPA) Source Protection Area requires a member from the participating municipality of Havelock-Belmont-Methuen (HBM),

Be it resolved that the SPA Board membership include the current slate of executives of the Lower Trent Region Conservation Authority Board (LTRCA) and the additional member from HBM be approved; and

THAT the signing officers for the SPA be the same two of the four signing officers of the LTRCA Board being Bob Mullin, Chair, Gene Brahaney, Vice Chair, Rhonda Bateman, CAO/Secretary-Treasurer and Kelly Vandette, Manager of Corporate Services be approved.

**15. Members Inquiries/Other Business**

**16. Adjournment**

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

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

[kelly.vandette@ltc.on.ca](mailto:kelly.vandette@ltc.on.ca)



**LOWER TRENT SOURCE PROTECTION AUTHORITY  
MINUTES**

**MEETING #SPA 2022-02**

**DATE:** November 10, 2022

**TIME:** 6:30 p.m.

**LOCATION:** Administration Office, 714 Murray Street, Trenton / Remotely

**PRESENT:**

REMOTE SITE (R)	ON SITE	
Mike Filip	Eric Sandford (Chair)	Bob Mullin
Lynda Reid	Don Clark	Gene Brahaney
	Barry Pomeroy	Rick English
	Jim Alyea	

**REGRETS/ABSENT:** Mary Tadman, Mark Bateman (Vice-Chair), Mark DeJong

**STAFF:** Rhonda Bateman, Keith Taylor (R), Kelly Vandette

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

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

Chair Sandford asked members and staff to remember WW1, WW2, Korean, and Afghanistan wars and those who came home, and those who did not. Remember that tomorrow there are ceremonies being held and all are encouraged to attend. A moment of silence was held to remember, honour, and thank them for their services.

**2. First Nation Acknowledgement by the Chair**

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

**3. Disclosure of pecuniary interests**

There was no disclosure of pecuniary interests.

**4. Approval of the Agenda**

RES: SPA10/22

Moved by: Don Clark

Seconded by: Gene Brahaney

THAT the agenda be approved as presented.

Carried

**5. Delegations**

There were no requests for delegations received for this meeting.

**6. Adoption of the Minutes:**

Source Protection Authority Meeting Minutes of April 28, 2022.

RES: SPA11/22

Moved by: Mike Filip

Seconded by: Lynda Reid

THAT the minutes of Lower Trent Source Protection Authority Meeting, dated April 28, 2022 be adopted.

Carried

**7. Business arising from the previous minutes**

There was no business arising from the previous minutes.

**8. Correspondence**

There is no correspondence received for this meeting.

**9. New Well at Blackstock – Section 34 Amendment**

Keith Taylor, Drinking Water Source Protection Program Coordinator spoke to the *New Well at Blackstock – Section 34 Amendment* staff report as provided in the agenda package.

RES: SPA12/22

Moved by: Bob Mullin

Seconded by: Jim Alyea

THAT the Lower Trent Source Protection Authority receive the New Well at Blackstock Report as information.

Carried

**10. Program and Budget Update**

Keith Taylor spoke to the *Program and Budget Update* staff report as provided in the agenda package.

RES: SPA13/22

Moved by: Mike Filip

Seconded by: Rick English

THAT the Lower Trent Source Protection Authority receive the Program and Budget Update Report as information.

Carried

**11. Section 36 Amendment Package**

Keith Taylor spoke to the *Section 36 Amendment Update* staff report as provided in the agenda package.

RES: SPA14/22

Moved by: Jim Alyea

Seconded by: Don Clark

THAT the Lower Trent Source Protection Authority approve submitting the Section 36 Amendment package to the Ministry of the Environment, Conservation and Parks for the Early Engagement phase of the amendment process, once the Amendment Package is ready.

Carried

**12. New Municipal Representatives on the Source Protection Committee**

Keith Taylor spoke to the *New Municipal Representatives on the Source Protection Committee* staff report as provided in the agenda package.

RES: SPA15/22

Moved by: Bob Mullin

Seconded by: Gene Brahaney

THAT the Source Protection Authority begin the process of replacing the vacant municipal seats on the Source Protection Committee.

Carried

**13. Members Inquiries/Other Business**

There was no member inquiries or other business.

**14. Adjournment**

There being no further business, the meeting was adjourned.

RES: SPA16/22

Moved by: Barry Pomeroy

Seconded by: Rick English

THAT the Source Protection Authority meeting be adjourned.

Carried

Time: 6:48 p.m.

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

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



## STAFF REPORT

**Date:** April 13, 2023  
**To:** Source Protection Authority Board of Directors  
**Re:** Appointment of Risk Management Official/Inspector  
**Prepared by:** Rhonda Bateman, Chief Administrative Officer

---

### PROPOSED RESOLUTION:

THAT pursuant to subsection 48(2) of the *Clean Water Act*, 2006, Anne Anderson be appointed as a Risk Management Official/Risk Management Inspector for the Lower Trent Source Protection Authority; and

THAT pursuant to subsection 48(2) of the *Clean Water Act*, 2006, Marcus Rice be appointed as a Risk Management Official/Risk Management Inspector for the Lower Trent Source Protection Authority.

### BACKGROUND:

The Trent Source Protection Plan contains some policies that regulate significant drinking water threats using Part IV of the *Clean Water Act*. Municipalities are responsible for administering these Part IV policies; however, they have the option of transferring their enforcement authority to another body (e.g., Health Unit, Conservation Authority).

Lower Trent Conservation, in its role as a Source Protection Authority, has entered into a Source Protection Plan Part IV Enforcement Transfer Agreement with five municipalities (Township of Alnwick/Haldimand, Municipality of Brighton, Township of Cramahe, Township of Stirling-Rawdon, and Municipality of Trent Hills). The agreement empowers Lower Trent Conservation to provide Part IV enforcement services on behalf of the participating municipalities.

The Source Protection Authority must appoint Risk Management Officials and Risk Management Inspectors pursuant to subsection 48(2) of the *Clean Water Act*, 2006 to administer and enforce Part IV policies.

### DISCUSSION:

Anne Anderson has been an appointed Risk Management Official for many years, this confirmation of appointment is to ensure no time limit on the appointment as long as she is an employee of LTC.

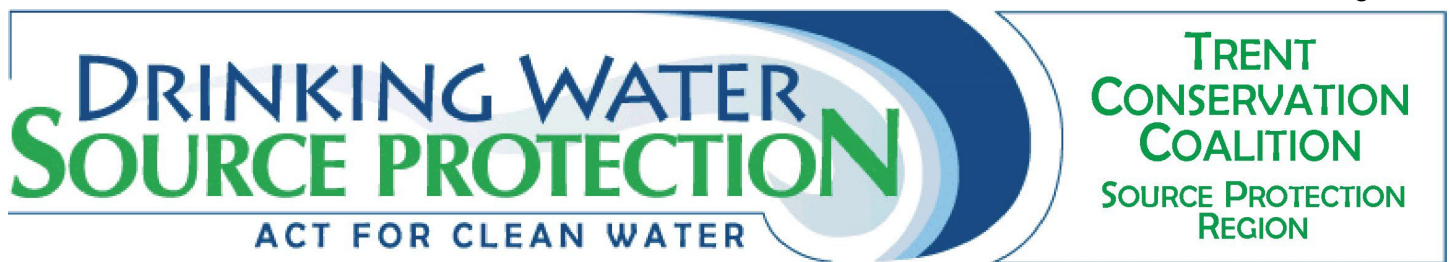
Marcus Rice was hired as in the Risk Management Official position in late September 2022. As the successful candidate, Marcus had to complete the required Ministry of the Environment, Conservation and Parks (MECP) training before being able to fulfil the job requirements. Marcus successfully completed the Risk Management Official/Inspector and Property Entry courses in late 2022 and has received both his certificate of qualification and his completion certificate from MECP.



Further, the Minister has approved the designation of Source Protection Authority appointed Risk Management Inspectors (where they are enforcing Part IV of the *Clean Water Act* pursuant to a signed delegation agreement) as Provincial Offences Officers under the *Provincial Offences Act*. The designation remains in effect during the period of an individual's appointment as a Risk Management Inspector by a Source Protection Authority.

The designation by the Minister indicates that a certificate of designation as a Provincial Offences Officer is to be issued by the Source Protection Authority to applicable Risk Management Inspectors.





## STAFF REPORT

**Date:** April 13, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** Lower Trent Source Protection Authority 2022 Annual Progress Report  
**Prepared by:** Anne Anderson, Manager, Community Outreach & Special Projects

---

### PROPOSED RESOLUTION:

THAT the Lower Trent Source Protection Authority Annual Progress Report for the period January 1, 2022 to December 31, 2022 be received as information.

### BACKGROUND:

Section 46 of the *Clean Water Act* and Section 52 of Ontario Regulation 287/07 articulates that the Source Protection Authority must prepare and submit an Annual Progress Report to the Source Protection Committee at least 30 days prior to submitting it to the Ministry of Environment, Conservation and Parks (MECP) by May 1<sup>st</sup> of each year.

To prepare this annual progress report, information was provided by the various implementing bodies to the Source Protection Authority by the due date of February 1, 2023. This information was consolidated into the attached report and includes commentary on the implementation of policies.

Within the Lower Trent Source Protection Area, overall implementation of the Trent Source Protection plan is "progressing well / on target". Most of the source protection plan policies have been implemented and/or are progressing according to the timelines in the source protection plan.

The completed Lower Trent Source Protection Authority template was rolled up with the other three Source Protection Authority templates into an Annual Progress Report for the Trent Source Protection Plan and provided to the Source Protection Committee at its meeting on March 30, 2023.

The following is a summary of the progress for the Lower Trent Source Protection Authority for the period between January 1, 2022 and December 31, 2022.

- All municipalities (100%) within the Source Protection Area have established standard operating procedures to ensure that day-to-day planning decisions conform to the Source Protection Plan.
- 75% of municipalities have ensured amendments to Official Plans and Zoning By-Laws conform

---

[www.trentsourceprotection.on.ca](http://www.trentsourceprotection.on.ca)

TRENT CONSERVATION COALITION SOURCE PROTECTION REGION

Crowe Valley, Ganaraska Region, Kawartha-Haliburton, Lower Trent & Otonabee-Peterborough Source Protection Areas

to the Source Protection Plan. The remainder have plans in place to complete this within the timeframes specified in the Trent Source Protection Plan.

- 95% of municipalities have ensured updates to Emergency Management Plans are complete.
- In 2022, 3 septic threats were inspected for the second round of the 5-year cycle for mandatory inspections.
- 4 Risk Management Plans addressing 7 significant drinking water threats were established by Risk Management Officials in the Lower Trent Source Protection Area (total of 46 Risk Management Plans addressing 73 significant drinking water threats since implementation).
- 65 - Section 59 Restricted Land Use notices have been issued (total of 241 since January 2015).

Lower Trent Conservation delivers Education and Outreach for all applicable municipalities. In 2022 activities included:

- Advertisement in municipal Community Guides
- 15 social media posts reaching approximately 5000 people
- Supported the provincial road sign campaign
- Reached ~1000 students, teachers and parents through the Tri-County Children's Water Festival
- Reached ~1000 children through virtual and in-person programming.
- Reached over 2000 people at community events including LTC Farewell to Frost, Quinte West Wellness Expo and the Hastings County Plowing Match

The following table summarized the progress of Provincial Ministries in implementing policies for which they are responsible.

<b>Implementing Body</b>	<b>Policy Implementation Complete (%)</b>	<b>Policy Implementation in Progress (%)</b>	<b>Policy Implementation Not Started (%)</b>
Ministry of Agriculture, Food, and Rural Affairs (OMAFRA)	(100%)		
Ministry of the Environment, Conservation and Parks (MECP)	(90%)	(10%)	
Ministry of Natural Resources and Forestry (MNRF)	(100%)		
Ministry of Transportation (MTO)	(60%)	(40%)	
Ministry of Municipal Affairs and Housing (MMAH)	(100%)		



## STAFF REPORT

**Date:** April 13, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** 2022 Trent and Ganaraska Source Protection Plans Annual Progress Reports  
**Prepared by:** Keith Taylor, Program Coordinator

---

### PROPOSED RESOLUTION:

THAT the 2022 Trent and Ganaraska Source Protection Plan Annual Progress Reports be received as information; and  
THAT staff be authorized to submit the 2022 Trent and Ganaraska Source Protection Plan Annual Progress Reports to the Ministry of the Environment, Conservation and Parks as required by Section 46 of the Clean Water Act and Section 52 of O. Reg. 287/07, along with any comments received from the Source Protection Committee be approved.

### BACKGROUND:

All significant threat policies in the Source Protection Plan, have a companion monitoring policy that requires the person or body responsible for implementing the threat policies to report every February 1<sup>st</sup>, on the progress made during the previous calendar year.

Lower Trent staff receives these reports from all five of the Trent Conservation Coalition Source Protection Areas and roll them up into two Annual Reports. One report for the Trent Source Protection Plan and one for the Ganaraska Source Protection Plan (see attached Annual Reports).

### DISCUSSION:

The results of these reports were presented to the Source Protection Committee on March 30, 2023 to allow the Committee to assign a level of progress to the reports. By consensus, the Committee determined that for both reports, the program scored a "Progressing well / on target" rating and the Committee approved the information provided in the Annual Reports.

There are two issues that were identified through the Annual Reporting effort, that need to be addressed:  
1) There are still a few outstanding Risk Management Plans in the Kawartha-Haliburton area that are required but have not been completed. Steps are being taken to address this situation as soon as possible.  
2) One municipality in the Lower Trent area has not updated their emergency response documents as per Policy G-11, to reflect source protection vulnerable zones and the appropriate measures that need to be in place in the event of an emergency in those zones. The Township of Alnwick/Haldimand needs to update their emergency response documents done as soon as possible.

[www.trentsourceprotection.on.ca](http://www.trentsourceprotection.on.ca)

The next step in the process is to seek approval from the Lead Source Protection Authority (the Lower Trent Source Protection Authority) to submit the 2022 Trent and Ganaraska Source Protection Plans Annual Progress Reports to the Ministry of the Environment, Conservation and Parks, as required by Section 46 of the Clean Water Act, along with any comments received from the Source Protection Committee. No comments are being sent from the Source Protection Committee this year.



## STAFF REPORT

**Date:** April 13, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** Section 36 Amendment Update  
**Prepared by:** Keith Taylor, Program Coordinator

---

### PROPOSED RESOLUTION:

THAT the Lower Trent Source Protection Authority approve initiation of the Pre-Consultation phase for the Section 36 Amendment Package, once finalized.

### BACKGROUND:

The Section 36 Amendment Package was submitted to the Ministry of the Environment, Conservation and Parks for Early Engagement, on December 20, 2022. In early February, 2023 we received comments. There were no issues with the intent of our policy amendments and only minor edits requested to improve the language and terminology in the Assessment Reports and Source Protection Plans. Staff have had several meetings with the Ministry and the necessary changes have been made. The revisions were presented to the Source Protection Committee on March 30, 2023 and the Committee approved the changes.

The Committee is requesting that the Lower Trent Source Protection Authority approves sending out the amendment package for the next phase of consultation, pre-consultation. Pre-consultation is designated for a prescribed list of provincial ministries, all municipalities and all First Nations within the Trent Conservation Coalition Region. The pre-consultation will occur in May 2023, once necessary letters and packages are ready to send out. The pre-consultation will run for 30 days.



## STAFF REPORT

**Date:** April 13, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** New Members on Source Protection Committee  
**Prepared by:** Keith Taylor, Program Coordinator

---

### PROPOSED RESOLUTION:

THAT the Lower Trent Source Protection Authority appoints Anne Butwell to the Source Protection Committee to be the municipal representative for the Lower Trent Source Protection Area be approved; and

THAT the Lower Trent Source Protection Authority appoints Cecil Ryall to the Source Protection Committee to be the municipal representative for the Kawartha-Haliburton Source Protection Area be approved; and

THAT the Lower Trent Source Protection Authority accept the staff report regarding the Non- Government Environmental Representative be received as information.

### BACKGROUND:

The retirement of Rosemary Kelleher-MacLennan left a vacancy for a Lower Trent Source Protection Area municipal representative on the Source Protection Committee. Lower Trent staff consulted with the municipalities in the Lower Trent Source Protection Area and requested nominations to fill the vacancy. One name was submitted and the all municipalities have endorsed this candidate. Anne Butwell from Brighton, has been nominated to be the municipal representative for the Lower Trent Source Protection Area.

The Kawartha-Haliburton Source Protection Authority is going through the process to select two new municipal representatives. At this time, they have selected and received endorsements from their member municipalities for Cecil Ryall from Highlands East. They are still working to replace the second member.

### REPLACEMENT OF THE ENVIRONMENTAL NON-GOVERNMENT REPRESENTATIVE

The individual representing the Non Government Environmental Sector has resigned from the Committee and the position needs to be filled. The application process ended at the end of March. Two application have been received and the selection committee will be making their recommendation as soon as possible. Once a candidate has been selected, an email poll of the Lower Trent Source Protection Authority will be conducted to appoint that person to the Source Protection Committee.





## STAFF REPORT

**Date:** April 13, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** Source Protection Authority Members and Signing Authority  
**Prepared by:** Rhonda Bateman, CAO Secretary-Treasurer

---

### PROPOSED RESOLUTION:

WHEREAS, the Lower Trent Region Source Protection Authority (SPA) Source Protection Area requires a member from the participating municipality of Havelock-Belmont-Methuen (HBM);

Be it resolved that the SPA Board membership include the current slate of executives of the Lower Trent Region Conservation Authority Board (LTRCA) and the additional member from HBM be approved; and

THAT the signing officers for the SPA be the same two of the four signing officers of the LTRCA Board being Bob Mullin, Chair, Gene Brahaney, Vice Chair, Rhonda Bateman, CAO/Secretary-Treasurer and Kelly Vandette, Manager of Corporate Services be approved.

### BACKGROUND:

The proposed resolution is required to define the composition of the Lower Trent Source Protection Authority Board and establishes the signing authorities for that board. The proposed resolution negates the need for an agreement between the SPA and the LTC Board.