



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, September 14, 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**

[Page 4](#)

Mr. Geoff Barnard in regard to a permit RP-23-016 granted to the Municipality of Brighton for construction of a trail.

RECOMMENDED:

THAT delegation received by Mr. Geoff Barnard be received as information.

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

7. **Adoption of the Minutes:**

a. Hearing Board Minutes of July 13, 2023

[Page 9](#)

b. Board Meeting Minutes of July 13, 2023

[Page 16](#)

RECOMMENDED:

THAT the Hearing Board and Regular Board Meeting Minutes of July 13, 2023 be adopted.

8. Business Arising From The Previous Minutes

Page 2

- a. Source Protection staff will have a presentation on LTC's role and responsibilities under the *Clean Water Act* at the Source Protection Authority meeting in October.
- b. Revision of the LTC Ontario Regulation 163/06 Policy document to address minor watercourse alterations. Addressed in staff report below.

CORRESPONDENCE

9. Correspondence – Rhonda Bateman, CAO

Page 21

2023-09-06 Minsitry Notification Letter to Municipalities

RECOMMENDED:

THAT the correspondence received from the Ministry of Municipal Affairs and Housing dated September 6, 2023 be received as information.

STAFF REPORTS

10. Monthly Payments Issued – Kelly Vandette, Manager, Corporate Services

Page 23

RECOMMENDED:

THAT the list of payments issued in the total amount of \$720,679.31 for the months of July (\$325,123.86) and August (\$395,555.45) 2023 be received as information.

11. Watershed Management, Planning and Regulations Report – Gage Comeau, Manager, Watershed Management, Planning and Regulations

- a. Summary of Permits for Period June 26 – August 30, 2023 [Page 27](#)
- b. Planning and Regulations [Page 30](#)
- c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR) [Page 32](#)

RECOMMENDED:

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

12. Bay of Quinte Remedial Action Plan Program – Anne Anderson, Manager, Community Outreach and Special Projects

- a. July 2023 Newsletter [Page 34](#)
- b. August 2023 Newsletter [Page 37](#)

RECOMMENDED:

THAT the July and August 2023 Bay of Quinte Remedial Action Plan Newsletters be received as information.

13. Revision to LTC O. Reg. 163/06 Policy Document – Gage Comeau

Page 40

RECOMMENDED:

THAT the Ontario Regulation 163/06 Policy Document revision for Section 7 "Interference of a Watercourse" be approved and adopted.

14. Ratify August 17, 2023 Email Poll – Programs and Services Inventory and MOUs –

RECOMMENDED:

THAT the Board of Directors August 17, 2023 eMail poll to approve the Programs and Services Inventory dated August 17, 2023 and the Memorandum of Understanding for municipal programs and services be ratified.

15. 2024 Fee Policy and Schedule – Rhonda Bateman

Page 67

RECOMMENDED:

THAT staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2024 Fee Policy and Schedule be approved.

16. 2024 Budget Sub-committee - Preliminary Draft Budget – Rhonda Bateman and Kelly Vandette

Page 80

RECOMMENDED:

THAT the Lower Trent Conservation 2024 Budget Sub-Committee Preliminary Draft Budget report be accepted as information; and

THAT staff make any required changes to the 2024 preliminary draft budget as directed by the Board and bring a draft budget to the October 12, 2023 meeting for Board review and approval.

17. CAO's Report – Rhonda Bateman

Page 88

RECOMMENDED:

THAT the CAO's Report be received as information.

18. Members Inquiries/Other Business

19. Adjournment

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

Kelly Vandette 613-394-3915 ext. #215

kelly.vandette@ltc.on.ca



LOWER TRENT CONSERVATION

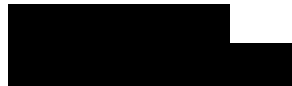
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Registered Charitable Organization No. 107646598RR0001

July 21, 2023

Mr. Geoff Barnard



RE: Permit RP-23-016

Dear Mr. Barnard,

This letter is in response to your complaint regarding the permit issued to the Municipality of Brighton RP-23-016 for the development of a passive walking trail. In our understanding, the complaint is that the municipality did not strictly follow the permit conditions, such that modifications were carried out in the establishment of the trail that were not part of the original permit.

Complaints received are investigated by our compliance staff and follow-up occurs with the permit holder only.

Lower Trent compliance staff visited the site of the new trail development on the afternoon of July 21, 2023. Staff will address any outstanding matters in relation to our regulatory requirements with the municipality as the holder of the permit.

Please note that modifications to permits occur regularly for a variety of reasons. In some cases, alternate options for development can result in better long term outcomes.

If this letter does not satisfy your complaint, please feel free to request a delegation to the Lower Trent Board of Directors. The next Board meeting is scheduled for September 14, 2023.

Respectfully,

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

c.c. Bob Mullin, Chair
Gene Brahaney, Vice-Chair

Working with Local Communities to Protect our Natural Environment



*Member of Conservation Ontario
Representing Ontario's 36 Conservation Authorities*



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March 1, 2023

FILE #: RP-23-016

PERMIT #: P-23-016

Jim Millar, Director of Parks and Recreation
Municipality of Brighton
Email to: millar@brighton.ca

ATTENTION: It is important that you read and understand the contents of this letter and ensure that all necessary parties (i.e., landowner(s) and anyone conducting site works) are aware of any special mitigation requirements contained herein.

Re: George Street & Castle Ridge (ARN: , Municipality of Brighton, Northumberland County
Concession A, Part of Lot 35, Geographic Township of Murray

Application for permission to undertake development pursuant to Ontario Regulation 163/06 – *Lower Trent Region Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.*

Lower Trent Conservation (LTC) has received your application to construct and install a recreational trail and walking path on the property noted above. The proposed development is situated within the Lake Iroquois Plain Tributaries subwatershed and regulated features associated with a unevaluated wetland and river/stream valley lands for a tributary stream of Proctor (Butler) Creek.

It is important to understand that all development (i.e., site grading including the full removal of vegetation, the placement of temporary or permanent fill and construction of a building or structure of any kind) within the LTC regulated areas is to be limited to the work area that has been approved under this permit.

This letter is to advise that I have reviewed your application package and have determined that your proposed development will not have an effect on the control of flooding, erosion, dynamic beaches, pollution or the conservation of land provided the works are completed in accordance with the submitted plans and the following mitigation measures and conditions of approval are implemented and adhered to:

1. Construction of the trail system is to be completed as per the instructions in the TREADscape development plan;
2. Appropriate erosion and sediment control measures (e.g., silt fencing installed between areas where site disturbance is to occur and the river) are to be implemented prior to the commencement of any on-site works. These measures are to be inspected regularly, maintained in good repair during the construction phase, and remain in place until all disturbed soil surfaces have become stabilized and/or revegetated to prevent sediment from migrating away from the construction site and entering the creek/wetland;
3. All disturbed areas are to be revegetated (e.g., reseeded using a native seed mix) upon completion of the

Working with Local Communities to Protect our Natural Environment



Member of Conservation Ontario
Representing Ontario's 36 Conservation Authorities

JULY 27 2023

TO: LOWER TRENT CONSERVATION

FROM: GEOFF BARNARD

ATT: RHONDA BATEMAN

I ATTENDED THE TRAIL PLAN SITE @ 6:30 A.M. JULY 27 2023. AFTER SUBSTANTIAL OVERNIGHT RAINFALL, MY OBSERVATIONS INCLUDED:

THE NORTH PORTION OF THE RESERVOIR ~~TRAIL~~ TRAIL LOOP AT ONE LOCATION IS 4 FEET FROM MY PROPERTY LINE, AND 8 FEET FROM THE EDGE OF A NATURAL, PROTECTED WATERCOURSE ON MY PROPERTY WHICH HAD SWOLLEN TO 1 FOOT DEEP AND 14 FEET WIDE.

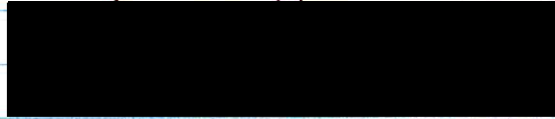
LTC APPROVED THIS, AND WILL BE HELD TO ACCOUNT.

EXTENSIVE ILLEGAL MODIFICATIONS HAVE BEEN MADE TO MANY PROTECTED AREAS IN THE TRAIL AREA

LTC SHARES RESPONSIBILITY WITH MOE FOR THE STORMWATER POND AND ITS DISCHARGES, AND IS ENTIRELY RESPONSIBLE FOR ALL OTHER WATERSHED ISSUES.

I HAVE YET TO RECEIVE A
RESPONCE TO MY 3 PREVIOUS
CORRESPONDENCES.

PLEASE SEND ALL MY CORRESPONDANCE
TO THE FULL BOARD AND CHAIR.



August 11, 2023

Lower Trent Conservation Area
714 Murray Street RR1
Trenton, Ontario
K8V 0N1

To Lower Trent Conservation Authority:

Re: LTC correspondence Permit RP-23-016 dated July 21, 2023, postmarked August 4, 2023 and received by me on August 8, 2023.

LTC "understanding" of my complaint is neither complete nor accurate. Perhaps an interview, or a site meeting, as requested, would have facilitated LTC "understanding".

LTC correspondence referenced above indeed does not satisfy my complaint.

I am therefore requesting, as advised, a delegation to Lower Trent Board of Directors at the next meeting.

Hopefully LTC response will be more timely than the 15 calendar days between your receipt of my correspondence and the posting date of your reply.

A detailed response to previous correspondence is being drafted.

Please direct all correspondence to the email address provided below and send email confirmation of receipt of this correspondence.

Geoff Barnard

[REDACTED]
[REDACTED]



LOWER TRENT
CONSERVATION

**LOWER TRENT REGION CONSERVATION AUTHORITY
HEARING BOARD**

for

**O. Reg. 163/06 PERMIT APPLICATIONS FOR
#RP-23-055 and #RP-23-108**

MINUTES

DATE: July 13, 2023

TIME: 1:00 p.m.

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

PRESENT:

ON SITE		REMOTE SITE
Gene Brahaney (Vice-Chair)	Sherry Hamilton	Jeff Wheeldon
Mike Ainsworth	Jim Alyea	
Bobbi Wright	Rick English	
Eric Sandford		

ABSENT / REGRETS: Bob Mullin, Lynda Reid, Mark DeJong

STAFF: Rhonda Bateman, Gage Comeau, Alexander Moroni, Kelly Vandette

APPLICANTS: For RP-23-055:
Owner: Jim Pillsworth, 2852241 Ontario Inc.
Agent: Amanda Redden, P. Eng., Jewell Engineering Inc.

For RP-23-108:
Owner: Tom Trumble
Agent: Elliott Fledderus, P. Eng., Jewell Engineering Inc.

GUESTS: Bryon Keene, Jewell Engineering Inc., Kristina Damsic, Cambium, Tim Williams, Michael Trumble, Barb Trumble

1. Call to order

The meeting was called to order by Vice-Chair Brahaney at 1:02 p.m.

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

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

Carried

For Hearing Board File #RP-23-055:

3. Opening Remarks by Chair

Vice Chair Brahaney made the following remarks:

We are now going to conduct a Hearing under Section 28 of the Conservation Authorities Act in respect of a permit application by Jewell Engineering Inc. for 2852243 Ontario Inc. to undertake a watercourse re-alignment along a tributary stream of Colborne Creek at 37B Durham Street North, Township of Cramahe, Concession 2, Part of Lot 29.

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

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

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

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

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

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

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question. The procedure in general shall be informal without the evidence before it being given under oath or affirmation. If the applicant has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chair of the Board.

At this time, if any member of this Board has intervened on behalf of the Applicant with regards to

this matter, they should recuse themselves so there is no apprehension of bias and that a fair and impartial Hearing may be conducted.

4. Disclosure of pecuniary interests

There was no disclosure of pecuniary interests for this Hearing.

5. Staff Report and Presentation

Gage Comeau, Manager, Watershed Management, Planning and Regulations presented the staff report to the Hearing Board as provided in the agenda package.

6. Applicant Presentation

Amanda Redden, Jewell Engineering Inc. and Kristina Damsic, Cambium presented on behalf of the applicant property owner 2852243 Ontario Inc. to the Hearing Board as provided in the agenda package.

7. Additional Information Sharing

a. Questions from the Board

There were no further questions from the Board.

Director Sandford if the development area included storm water management plans.

Amanda Redden confirmed that a storm water management area is identified in the plan.

Director Sandford asked where does the water in the facility drain. Amanda Redden stated that water collected in the storm water management area is cleaned before flowing back into the already existing stream.

Director English asked what the pipe size is for the water flows. Amanda Redden responded with 750 mm for flow through.

Director Alyea asked if there are conditions that LTC staff would request that would allow the permit if approved. Gage Comeau responded that staff had draft conditions.

b. Comments or Questions from the Applicant

There were no further comments or questions from the Applicant.

c. Comments or Questions from Staff

There were no further comments or questions from Staff.

8. Deliberation

The Board deliberated and moved into discussion.

Director Alyea commented that he visited the site.

Director Sandford asked if there was any silt management and concerned contamination would be a risk to the cold-water creeks within the area.

Director Sandford would like to ensure the silt is managed. Gage Comeau supported and confirmed that silt management is part of the application and a condition of any permit would include appropriate sediment management measures.

Gage Comeau commented that the interference of a watercourse whether man-made or a natural watercourse is irrelevant under the policy. He suggested that if staff had more flexibility on the conditions such as this type of case; i.e., where the watercourse is small and where the applicant is willing to reconstruct the watercourse resulting in improved conditions overall.

9. Motion on the Hearing Board Decision

RES: HC07/23

Moved by: Jim Alyea

Seconded by: Eric Sandford

THAT the permit application RP-23-055 be approved with conditions provided by staff.

Carried

Time 1:43 pm

For Hearing Board File #RP-23-108:

10. Opening Remarks by Chair

Vice Chair Brahaney made the following remarks:

We are now going to conduct a Hearing under Section 28 of the Conservation Authorities Act in respect of a permit application by Jewell Engineering Inc. for Tom Trumble to undergo site preparation and alterations including fill placement associated with future development at 2420 Shelter Valley Road, Northumberland County, Geographic Township of Haldimand, Concession 3, Part of Lot 12.

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

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

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

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

In holding this hearing, the Hearing Board is to determine whether or not a permit is to be issued, with or without conditions. In doing so, we can only consider the application in the form that is

before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. Only information disclosed prior to the hearing is to be presented at the hearing. It is not our place to suggest alternative development methods.

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

The proceedings will be conducted according to the Statutory Powers Procedure Act. Under Section 5 of the Canada Evidence Act, a witness may refuse to answer any question. The procedure in general shall be informal without the evidence before it being given under oath or affirmation. If the applicant has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chair of the Board.

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

11. Disclosure of pecuniary interests

There was no disclosure of pecuniary interests for this Hearing.

12. Staff Report and Presentation

Gage Comeau, Manager, Watershed Management, Planning and Regulations presented the staff report to the Hearing Board as provided in the agenda package.

13. Applicant Presentation

Tom Trumble spoke to the Board and stated that he has owned the property for 40 years and it is his responsibility to provide reliable and accurate information and that Jewell Engineering will be giving that information on his behalf in their presentation. He is relying on the Board making the right decision and thanked the Board.

Elliott Fledderus, Jewell Engineering Inc. presented to the Hearing Board on behalf of the applicant property owner Tom Trumble as provided in the agenda package.

Bryon Keene, Jewell Engineering Inc. spoke to the Board and commented that they have reviewed the criteria and tests for meeting policy requirements with LTC staff and that the analysis supports and meets the requirements.

14. Additional Information Sharing

a. Questions from the Board

Director English asked if through placing fill, will the ground be as high as the neighbours.

Elliott Fledderus responded that the fill would be close to level to the neighbour’s lot.

Director Ainsworth commented that he resides on the road and he has never seen that area flood. He supports the applicant to permit the house being built.

Elliott Fledderus commented that the fill amount is 15 centimetres above the flood level to ensure the height will exceed the Timmins flood event for extra safety.

Director Sandford asked where is the fill coming from. Elliott Fledderus responded that the Mr. Trumble would work with a contractor but ensure it is suitable.

Director Sandford asked about the original house that was previously built on the property. Mr. Trumble responded that it was in 1980 and identified where it was situated on the site map. He is proposing a shift closer to south towards the road. He also commented that the road was also raised a long time ago.

Elliott Fledderus commented that the site grade and development of the stable slope supports the driveway and that no culvert is required.

Director Alyea commented that this area is between buildings and confirmed that the construction of the proposed home will not have a basement but will be built on a pad.

Director Ainsworth commented that culverts are not found along the area and are not required.

Gage Comeau was asked if the 5-year term was transferrable to another home owner should Mr. Trumble sell. Gage Comeau responded that the 5-year permit timeline is not transferrable.

b. Comments or Questions from the Applicant

There were no further comments or questions from the Applicant.

c. Comments or Questions from Staff

There were no further comments or questions from Staff.

15. Deliberation

Staff was asked to share if any conditions. Gage Comeau shared the list of conditions:

- *Permit be valid for a period of 5 years to allow the owner to amend this permit so that it is inclusive of the future single-family dwelling and septic system;*
- *The finished floor elevation (FFE) of the single-family dwelling is to be at a minimum elevation of 167.30 metres (CGVD1928) and there are to be no openings below the minimum FFE elevation;*
- *Final grades to be surveyed and provided to LTC confirming any changes to flood storage;*
- *Side slopes of all fill material are to be graded to a 3:1 (horizontal: vertical) slope ratio;*
- *Appropriate erosion and sediment control measures are to be implemented prior to construction, maintained in good repair during the construction phase, and remain in place until all disturbed soil surfaces have become stabilized and/or revegetated to prevent the movement of sediment away from the construction site;*

- *All disturbed areas are to be revegetated (e.g., reseeded using a native seed mix) upon completion of the permitted works as soon as planting conditions permit;*
- *Local drainage is to be maintained; and,*
- *LTC staff are to be contacted and advised of when the work is being undertaken.*

16. Motion on the Hearing Board Decision

RES: HC08/23

Moved by: Mike Ainsworth

Seconded by: Sherry Hamilton

THAT the permit application RP-23-108 be approved with conditions provided by staff.

Carried

17. Motion to adjourn the Hearing Board

There being no further business, the meeting was adjourned.

RES: HC09/23

Moved by: Rick English

Seconded by: Jim Alyea

THAT the meeting for permit application RP-23-055 and RP-23-108 be adjourned.

Carried

Time: 2:27 pm

Gene Brahaney, Vice-Chair

Rhonda Bateman, CAO/ST



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BOARD OF DIRECTORS

Board of Directors refers to the General Membership as set out in the Lower Trent Conservation Administrative By-Law No. 2023-01

REGULAR BOARD MEETING MINUTES

MEETING # 2023-06

DATE: July 13, 2023

TIME: 2:35 PM

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

PRESENT:

REMOTE SITE (R)	ON SITE	
Jeff Wheeldon	Gene Brahaney (Vice-Chair)	Sherry Hamilton
	Mike Ainsworth	Jim Alyea
	Bobbi Wright	Rick English
	Eric Sandford	

ABSENT/REGRETS: Lynda Reid, Bob Mullin, Mark DeJong

STAFF: Rhonda Bateman, Gage Comeau, Chris McLeod, Anne Anderson, Kelly Vandette

1. Meeting called to order by the Chair

The meeting was called to order by Vice-Chair Brahaney at 2:35 p.m.

2. First Nations Acknowledgement

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

3. Disclosure of pecuniary interests

There were no pecuniary interests disclosed at this meeting.

4. Approval of the Agenda

RES: G89/23

Moved by: Rick English

Seconded by: Sherry Hamilton

THAT the agenda be approved as presented.

Carried

5. Delegations

There were no delegations received for this meeting.

6. Public Input (3 minutes per speaker)

There was no Public Input or participation at this meeting.

7. Adoption of the Minutes:

a. Board Meeting Minutes of June 8, 2023

RES: G90/23

Moved by: Bobbi Wright

Seconded by: Eric Sandford

THAT the Hearing Board, In-camera Session and Regular Board Meeting Minutes of June 8, 2023 be adopted.

Carried

8. Business arising from these minutes

There was no business arising from the June 8, 2023 minutes.

CORRESPONDENCE

9. Correspondence

a. Fifth Quarter Report to MECP – O.Reg.687/21

RES: G91/23

Moved by: Bobbi Wright

Seconded by: Jim Alyea

THAT the correspondence to the Ministry of the Environment, Conservation and Parks for the required quarterly report under O. Reg. 687/21 "Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of The Act" be received as information.

Carried

STAFF REPORTS

10. Monthly Payments Issued

RES: G92/23

Moved by: Eric Sandford

Seconded by: Sherry Hamilton

THAT the list of payments issued in the total amount of \$395,310.48 for the month of June 2023 be received as information.

Carried

11. Quarterly Financial Status – June 30, 2023

RES: G93/23

Moved by: Jim Alyea

Seconded by: Eric Sanford

THAT the Quarterly Financial Status staff report for period ending June 30, 2023 be received as information.

Carried

12. Internet Connectivity Improvement

RES: G94/23

Moved by: Bobbi Wright

Seconded by: Sherry Hamilton

THAT staff be authorized to procure for the Lower Trent Conservation internet connectivity, the Starlink hardware kit and cost of installment to be drawn from the capital asset reserve funding at an upset limit of \$5,000.00 before taxes.

Carried

13. Watershed Management, Planning and Regulations Reports

Gage Comeau, Manager, Watershed Management, Planning and Regulations spoke to the staff reports as provided in the agenda package.

- a. Summary of Permits for Period May 3 – May 29, 2023
- b. Watershed Management, Planning and Regulations Update
- c. Flood Forecasting and Warning (FFW) and Low Water Response (LWR) Update

RES: G95/23

Moved by: Bobbi Wright

Seconded by: Rick English

THAT the Watershed Management, Planning and Regulations Update staff reports be received as information.

Carried

14. Conservation Lands Report – June 30, 2023

Chris McLeod, Conservation Lands Supervisor announced that the Toyota Tacoma truck was available for purchase and is expected to arrive within the next couple of days. He thanked the Board for their support.

RES: G96/23

Moved by: Eric Sanford

Seconded by: Sherry Hamilton

THAT the Conservation Lands Report for the period April 1 – June 30, 2023 be received as information.

Carried

15. Community Outreach, Education and Stewardship Programs Report – June 30, 2023

Anne Anderson, Manager, Community Outreach and Special Projects added to the upcoming events that on August 11, 2023, LTC will be hosting a Summer Fest that will be held at Goodrich-Loomis CA.

RES: G97/23

Moved by: Bobbi Wright

Seconded by: Jeff Wheeldon

THAT the Community Outreach, Education and Stewardship Programs Report for the period April 1 – June 30, 2023 be received as information.

Carried

16. Summary of Risk Management Official Activity Report – June 30, 2023

Director Ainsworth asked are the numbers in the Stirling area significantly high and why.

Anne Anderson and Chris McLeod responded that Stirling has a large number of potential threats within the wellhead area.

There was further discussion of Directors responsibilities under the *Safe Drinking Water Act* and the *Clean Water Act*.

Staff will bring to a future meeting, a source protection presentation to support the Board in understanding LTC's role and responsibilities under the Clean Water Act.

RES: G98/23

Moved by: Bobbi Wright

Seconded by: Eric Sanford

THAT the summary of the Risk Management Official Activity pursuant to Part IV of the *Clean Water Act* for the period of April 1, 2023 thru June 30, 2023 staff report be received as information.

Carried

17. Local Drinking Water Source Protection Report – June 30, 2023

RES: G99/23

Moved by: Jeff Wheeldon

Seconded by: Rick English

THAT the Local Drinking Water Source Protection Report for the period April 1 – June 30, 2023 be received as information.

Carried

18. Bay of Quinte Remedial Action Plan Program

RES: G100/23

Moved by: Bobbi Wright

Seconded by: Sherry Hamilton

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

Carried

19. CAO's Report

Rhonda Bateman spoke to the CAO report as provided in the agenda package.

RES: G101/23

Moved by: Eric Sanford

Seconded by: Sherry Hamilton

THAT the CAO's Report be received as information.

Carried

OTHER BUSINESS

20. Members Inquiries/Other Business

Director Alyea commented that in the Hearing, Gage Comeau suggested that staff have more flexibility with some of the applications but the current LTC policy is limiting. Director Alyea stated that as staff continue to work with people, he would support Staff to have more power in decision making of refusing some of the minor restrictions.

Gage Comeau commented that some minor watercourse alterations could be done by staff based on technical reports received. He would like to revise the policy to address specific wording to ensure these type of alterations are addressed. The policy document would be revised and brought back to the Board for approval. A staff report would accompany the document revisions.

No Board meeting is scheduled to be held in August. Board reconvenes on September 14, 2023.

RES: G102/23

Moved by: Jim Alyea

Seconded by: Jeff Wheeldon

THAT staff bring back to the Board a staff report with recommended revisions to LTC's Ontario Regulation 163/06 Policy Document regarding Interference with a Watercourse.

Carried

21. Adjournment

There being no further business, the meeting was adjourned.

RES: G103/23

Moved by: Rick English

Seconded by: Mike Ainsworth

THAT the meeting be adjourned.

Carried

Time 3:25 p.m.

Gene Brahaney, Vice-Chair

Rhonda Bateman, CAO/ST

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2023-4434

September 6, 2023

Dear Clerks, CAOs, and Conservation Authority Administrators:

Re: Proposal to return lands in Ajax to the Greenbelt

In December 2022, to accommodate Ontario’s unprecedented growth by supporting the building of more homes, our government removed or redesignated 15 areas of land totaling approximately 7,400 acres from the edge of the Greenbelt Area. At the same time, a portion of the Paris Galt Moraine was added to the Greenbelt, along with 13 Urban River Valleys, totalling 9,400 acres, for an overall expansion of approximately 2000 acres.

The government was clear that owners of the lands removed from the Greenbelt would be expected to develop detailed plans to build housing with landowners also being responsible for paying for the full cost of housing-enabling and community-building infrastructure. It is the government’s expectation that significant progress on approvals and implementation be achieved by the end of 2023.

It has come to the government’s attention that the discussions surrounding the development of the lands removed from the Greenbelt located at 765 and 775 Kingston Road East in the Town of Ajax were at an early stage, and that a 104-acre parcel within the lands was recently listed for sale. These actions run counter to the government’s objective of building homes quickly. The government is now seeking feedback on a proposal to return these lands, amounting to approximately 133 acres, to the Greenbelt Area through an amendment to the Greenbelt Area boundary regulation ([O. Reg. 59/05](#)) and an amendment to the Greenbelt Plan.

Further information on the proposal to amend the Greenbelt Plan and Greenbelt Area boundary regulation, can be found at:

- [ERO #019-7561 – Proposal to return lands to the Greenbelt \(Amendment to the Greenbelt Plan\)](#)
- [ERO #019-7562 – Proposal to return lands to the Greenbelt \(Amendment to Greenbelt Boundary Regulation O. Reg. 59/05\)](#)

Information and mapping on the 2022 decision to amend the Greenbelt Plan can be found here:

- [ERO #019-6216 - Amendments to the Greenbelt Plan](#)
- [Greenbelt Maps](#)

The comment period on the Environmental Registry of Ontario is open for 45 days and will close on October 20, 2023. I look forward to receiving your input on this proposal.

In the meantime, my ministry is working to prepare a review of the Greenbelt to ensure that it is appropriately accommodating Ontario’s significant growth, as is mandated in provincial legislation. This review will be informed by the recommendations of the Auditor General’s report

and will include an evaluation of the remaining properties that were removed from the Greenbelt late last year.

As ministry officials design and launch this review, the non-partisan Provincial Land and Development Facilitator will continue to work with proponents of the remaining sites to ensure that progress on these lands continues, including the obligation to provide community benefits such as parks, community centres, schools and hospitals. This work will be an important input into the mandated review into the Greenbelt, as will meaningful consultation with municipalities, Indigenous communities and regular people living in these areas who deal with the negative impacts of the housing supply crisis the most. The properties that were removed from the Greenbelt will have to stand on their own merits: If the review finds these properties cannot support the government's objective of building homes quickly, they will be returned to the Greenbelt.

We have been clear that progress on these sites must meet the government's expectations. If planning and approvals have not significantly progressed by the end of this year and if shovels are not in the ground by 2025, the government will return these lands to the Greenbelt.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a stylized flourish at the end.

The Hon. Paul Calandra

Minister of Municipal Affairs and Housing

- c. Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing,
Planning and Growth Division

Lower Trent Conservation
PAYMENTS LOG - JULY 2023

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Jul/23 Payroll Period Jun 24 - Jul 21	141,051.88
66774370	OMERS	Jul/23 Pension Contributions	23,114.62
66774109	Workplace Safety Insurance Board	Jul/23 WSIB Premium	4,577.06
66774198	Jani-King of Eastern	Jul/23 Cleaning - Admin and Workshop	1,268.99
66773973	CIBC VISA	Jul/23 Statement	12,291.53
66777673	Sun Life Assurance	Aug/23 Group Benefits Premium	7,096.58
66518594	J.J. Stewart	Jul 6 - Aug 5/23 Vehicle Lease - BQRAP	1,110.75
66774267	J.J. Stewart	Aug 6 - Sep 5/23 Vehicle Lease - BQRAP	988.75
16056	City of Quinte West	Monthly Water/Wastewater - Workshop	69.88
16057	City of Quinte West	2023 Final Half Property Taxes	21,694.74
16058	KGS Group	FHIMP Project - ON22-026 Trent River	13,474.93
16059	Mid-Way Motors II (Quinte) Ltd.	2023 Toyota Tacoma - Capital Asset	48,617.39
16060	Municipality of Brighton	2023 Final Half Property Taxes	3,884.51
16061	OT Group - DCB Business Systems Group Inc	Monthly Photocopier Usage Services	371.51
16062	Snap360 Ltd.	BQRAP - Annual security for: https	66.67
16063	Trenton Home Hardware Building Centre	Building/Janitorial supplies & materials	777.20
16064	Waste Management of Canada Corporation	Monthly Waste Services - Conservation Lands	90.18
16065	J. Mahoney	Staff Reimbursement	194.99
16066	A. Hukowich	Jun 26/23 SPC Mtg - Per diem & travel	238.40
16067	B. Spencer	Jun 26/23 SPC Mtg - Per diem & travel	220.80
16068	B. Clark	Jun 26/23 SPC Mtg - Per diem & travel	220.80
16069	C. Broughton	Jun 26/23 SPC Mtg - Per diem & travel	260.00
16070	D. Workman	Jun 26/23 SPC Mtg - Per diem & travel	244.00
16071	F. Langmaid	Jun 26/23 SPC Mtg - Per diem & travel	200.00
16072	G. Offshack	Jun 26/23 SPC Mtg - Per diem & travel	273.60
16073	G. Milne	Jun 26/23 SPC Mtg - Per diem & travel	225.60
16074	M. Gibbs	Jun 26/23 SPC Mtg - Per diem & travel	224.80
16075	P. Niblett	Jun 26/23 SPC Mtg - Per diem & travel	200.00
16076	R. Lake	Jun 26/23 SPC Mtg - Per diem & travel	218.40
16077	T. Rees	Jun 26/23 SPC Mtg - Per diem & travel	200.00
16078	C. Ryall	Jun 26/23 SPC Mtg - Per diem & travel	289.60
16079	Bill's Johns	Monthly Privy rentals - CA Lands	678.00
16080	Brighton Springs	Water Supply - Admin Bldg	27.75
16081	Cogeco Connexion Inc.	Monthly Internet Services - Workshop	90.34
16082	Industrial Alliance Insurance & Financial Services	Annual Group Accident Insurance	162.00
16083	Jewell Engineering	FHIMP Project - ON22-003, 004, & 008	15,467.78
16084	Perry Group Consulting Ltd.	Jun/23 IT Operations Consultation Services	10,714.10
16085	Telizon Inc	Monthly Telephone Lines	469.29
16086	A. Flieler	Engineer Deposit Refunded RP-21-223	1,000.00
16087	Bell Mobility Inc.	Monthly Cellular Phones - Service	238.34
16088	Bill's Johns	Monthly Privy rentals - CA Lands	169.50
16089	B. Godden	TGCA Restoration Project	1,017.50
16090	Brighton Springs	Water Supply - Admin Bldg	64.75
16091	Canadian Pacific Railway Company	Trenton Greenbelt - Lease	31.24
16092	CDW Canada Corp.	Computer peripheral device	46.61
16093	Cormier Autopro - Obsentia	Server maintenance	310.23
16094	County of Northumberland	Waste disposal - Conservation Lands	13.00
16095	D.M. Wills Associates Limited	FHIMP Project - ON22-016 Colborne Crk	3,582.10
16096	Enbridge - Uniongas	Monthly Utilities - Admin & Workshop	96.03
16097	Free Flow Petroleum	Monthly Vehicle and Equipment Fuel	2,106.19
16098	Hydro One Networks Inc.	Monthly Utilities - Admin, Workshop & GLCC	1,002.23

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

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
16099	L. Johnson	BQRAP - Septic Stewardship	327.70
16100	Roxborough Bus Lines Limited	Rental - Board Orientation Tour	1,186.50
16101	Staples Commercial	Office supplies	200.04
16102	Township of Cramahe	FHIMP Project - refund overpayment	65.00
16103	W. Newell	TGCA Restoration Project - Buckhorn stumps	1,017.00
16104	B&T Sales	Janitorial supplies - Admin & Workshop	157.23
16105	A. Anderson	Staff Reimbursement - Travel BQRAP	38.48
16106	J. Brown	Staff Reimbursement - PropMaintenance	26.71
16107	K. Stephens	Staff Reimbursement - Clothing/Uniform	161.48
16108	M. Rice	Staff Reimbursement - Travel	33.70
16109	N.Reynolds	Staff Reimbursement - Travel	33.70
16110	S. Robertson	Staff Reimbursement - Training	831.18
Total of Payments July 2023			<u>325,123.86</u>

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

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Aug/23 Payroll Period Jul 22 - Aug 18	141,710.69
67163526	OMERS	Aug/23 Pension Contributions	23,326.34
67163504	Workplace Safety Insurance Board	Aug/23 WSIB Premium	4,617.85
67163409	Jani-King of Eastern	Aug/23 Cleaning - Admin and Workshop	1,268.99
67163451	CIBC VISA	Aug/23 Statement	6,136.12
67163555	Sun Life Assurance	Sep/23 Group Benefits Premium	7,842.92
67163314	J.J. Stewart	Sep 6 - Oct 5/23 Vehicle Lease - BQRAP	988.75
16111	AIG Insurance Company of Canada	Annual Group Benefit Insurance - AD&D	681.70
16112	Bill's Johns	Monthly Privy rentals - CA Lands	847.50
16113	Brighton Springs	Water Supply - Admin Bldg	46.25
16114	Caduceon Enterprises Inc.	Water analysis - 3 months	4,512.51
16115	Free Flow Petroleum	Monthly Vehicle and Equipment Fuel	1,993.35
16116	Gimpel Electric Supply Ltd.	Electrical Supplies - Batteries	67.63
16117	Jewell Engineering	FHIMP Project - ON22-008 & 003 CldCrk	9,024.98
16118	KGS Group	FHIMP Project - ON22-026 Trent River	23,888.06
16119	OT Group - DCB Business Systems Group Inc	Monthly Photocopier Usage Services	242.71
16120	Perry Group Consulting Ltd.	Jul/23 IT Operations Consultation Services	9,710.66
16121	Templeman LLP	Legal Services - HR	149.16
16122	Trenton Home Hardware Building Centre	Building/Janitorial supplies & materials	862.29
16123	Waste Management of Canada Corporation	Monthly Waste Services - Conservation Lands	91.12
16124	R. Bateman	Staff Reimbursement - Travel	348.38
16125	S. Robertson	Staff Reimbursement - Clothing/Uniform	136.99
16126	A&L Canada Laboratories Inc.	BQRAP Stewardship - Soil Tests	105.26
16127	Bell Mobility Inc.	Monthly Cellular Phones - Service	237.15
16128	Brighton Springs	Water Supply - Admin Bldg	37.00
16129	Brighton Tire	Tires - Gravey Mower	203.40
16130	City of Quinte West	Monthly Water/Wastewater - Workshop	97.40
16131	Cogeco Connexion Inc.	Monthly Internet Services - Workshop	90.34
16132	Cormier Autopro - Obsentia	Vehicle Service & Maintenance	71.42
16133	D.M. Wills Associates Limited	FHIMP Project - ON22-016 ColborneCrk	7,795.31
16134	G. Rodgers	Professional Services - Strategies	7,500.00
16135	Hydro One Networks Inc.	Monthly Utilities - Workshop	118.26
16136	Lange & Fetter Motors	Vehicle Maintenance/Service - Ford 350	803.94
16137	Spirit Signs	LTC Logo - Decal for Toyota Tacoma	226.00
16138	Telizon Inc	Monthly Telephone Lines	472.11
16139	Township of Stirling-Rawdon	2023 Final Half Property Taxes	329.58
16140	Tweed News Publishing Co. Ltd.	Advertising - Harvest Hasting Magazine	563.87
16141	A. Moroni	Staff Reimbursement - Clothing/Uniform	262.99
16142	K. Stephens	Staff Reimbursement - Supplies & Travel	64.76
16143	J. Livingstone	Staff Reimbursement - Supplies	17.74
16144	Al Tilley	Milling Services - Goodrich-Loomis CA	75.00
16145	B&T Sales	Janitorial supplies - Admin & Workshop	99.39
16146	Battlefield Equipment Rentals	Equipment Supply	30.49
16147	BDI - Division of Bell Mobility	Cell Phones (2 qty)	740.38
16148	Brighton Springs	Water Supply - Admin Bldg	46.25
16149	CDW Canada Corp.	Server - Power Supply	1,062.97
16150	D. Koets Plumbing & Heating Ltd.	Service Repair - Admin Bldg	113.00
16151	Enbridge - Uniongas	Monthly Utilities - Admin & Workshop	58.53
16152	Hydro One Networks Inc.	Monthly Utilities - Admin & GLCC	737.50
16153	Mega-Lab Manufacturing Co. Ltd.	Property Maintenance - Paint remover	508.50
16154	Quinte Broadcasting Company Ltd.	BQRAP Advertising	2,034.00

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

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
16155	Renshaw Power Products	Equip Maintenance/Repairs - Gravey Mower	317.72
16156	Templeman LLP	Legal Services - Archer / BG Newmarket	11,889.49
16157	W. Newell	Herbicide Applications - Sager & Trenton GB	1,638.50
16158	Wired For Sound	Starlink Installation	480.25
16159	WM. J. Thompson Farm Supply Ltd.	Equipment Maintenance	181.26
16160	N. Peat	Staff Reimbursement - Travel	172.84
16161	C. McLeod	Staff Reimbursement - Clothing/Uniform	153.03
16162	Crowe Valley Conservation	DWSP - TCC	24,304.01
16163	Ganaraska Region Conservation Authority	DWSP - TCC	37,394.76
16164	Otonabee Region Conservation Authority	DWSP - TCC	29,369.60
16165	Kawartha Region Conservation Authority	DWSP - TCC	26,656.50
Total of Payments August 2023			<u>395,555.45</u>

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: June 26, 2023 to August 30, 2023



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-19-316	Brighton	Brighton Township	Murray	C	26	102 Cedar lane	Lake Ontario Flood, Erosion and Dynamic Beach hazards	to undergo shoreline modifications and the demolition of the existing dwelling
P-22-261	Trent Hills	Seymour	Seymour	14	9	156 Cedarshores Drive	Nappan Island PSW Complex (allowance)	to reconstruct the existing (damaged) garage
P-22-355 (minor)	Quinte West	Murray	Murray	C	21	41 Clifford Street	Lake Ontario flood and erosion hazard	to install a deck platform and landscape stairs
P-23-055 (Board Approved Permit)	Cramahe	Colborne Village	Cramahe	2	29	Durham Street North	Colborne Creek Tributary streams	to undertake a watercourse re-alignment along a tributary stream of Colborne Creek
P-23-066	Alnwick/Haldimand	Alnwick	Alnwick	3	17	County Rd 45 Subdivision	Unevaluated wetland; Tributary Stream of Percy Creek	construction of Alnwick Avenue and Alnwick Court roadway including the installation of 2 culverts as part of the Roseneath subdivision
P-23-094	Quinte West	Sidney	Sidney	1	A	15 Warren Road	DND Creek floodplain (allowance)	to add a basement dwelling unit
P-23-108 (Board Approved Permit)	Alnwick/Haldimand	Haldimand	Haldimand	3	12	2420 Shelter Valley Road	Shelter Valley Creek Floodplain	to undergo the placement of fill within the ineffective flow area of the existing floodplain
P-23-113	Trent Hills	Seymour		1	22	2079 2nd Line East	Trent River Floodplain	to reconstruct the existing deck to approximately 44.5m2
P-23-116	Quinte West	Murray	Murray	CPL	13	49 Roseland Drive	Bay of Quinte floodplain (allowance), unevaluated wetland (allowance)	to demolish an existing garage and construct a 116.5m2 attached garage
P-23-131	Brighton	Brighton Township	Murray	C	34	47 Evergreen Lane	Lake Ontario flood hazard, Presqu'île Bay Marsh PSW (allowance)	to demolish and reconstruct the existing garage
P-23-146 (minor)	Trent Hills	Percy	Percy	11	7	58 Riverview Drive	Trent River Floodplain (allowance)	to construct a 10' 4" by 33' 10" deck
P-23-148	Trent Hills	Seymour	Seymour	14	9	32 Cedar Shores Drive	Nappan Island Complex PSW (allowance)	to construct a 44.6m2 (480 ft2) habitable addition, conduct interior renovations, and construct a 18.6m2 (200 ft2) covered patio
P-23-149	Quinte West	Murray	Murray	8	15	75 Hutchinson Road	Dead Creek Marsh PSW (allowance)	to replace the existing septic system
P-23-150	Trent Hills	Percy	Percy	13	19	10 Jackson Drive	Trent River Floodplain	to Construct a Two-storey Deck and Covered Pergola
P-23-151	Quinte West	Sidney	Seymour	8	23	116 Cliff Way	Oak Lake flood hazard	to conduct shoreline restoration works in addition to installing a dock
P-23-152	Brighton	Brighton Town	Cramahe	1	3-4	114 B Ontario Street	Butler (Proctor) Creek Floodplain (allowance); Presqu'île Bay Marsh PSW (allowance)	to undergo the placement of fill material, install the underground servicing and utilities, and site grading
P-23-153 (minor)	Quinte West	Sidney	Sidney	BF	A	108 Princess Street	unevaluated wetland (allowance); DND Creek Floodplain (allowance)	to install a 25.56 m2 (275.17 ft2) deck
P-23-155 (minor)	Quinte West	Sidney	Sidney	3	1	824 Trenton-Frankford Road	Trent River Floodplain	to undergo repairs and reconstruction of the deck and balcony
P-23-156	Cramahe	Cramahe Township	Cramahe	7	35	2002 Percy Street	Valley of a Cold Creek Tributary Stream (allowance)	to repair an offline pond
P-23-157 (minor)	Trent Hills	Percy	Percy	3	17	25 Centre Ave	Burnley Creek floodplain	to construct an approximately 21m2 circular deck
P-23-158	Trent Hills	Seymour	Seymour	11	15	124 Canal Road	Trent River Floodplain (allowance)	to demolish the existing dwelling and exterior deck
P-23-159	Quinte West	Sidney	Sidney	6	7	541 Frankford-Stirling Road	Trent River Floodplain	to demolish and reconstruct a single-family dwelling
P-23-160 (minor)	Brighton	Brighton Township	Murray	A	32	Smith Street	unevaluated wetland (allowance)	install an entrance
P-23-161 (minor)	Quinte West	Frankford	Sidney	5	4	101 Riverside Parkway	Trent River Floodplain (allowance)	to construct a 3-season second-floor addition
P-23-162	Quinte West	Murray	Murray	1	9-12	Telephone Road & County Road 40	Field Verified Wetlands (allowance)	to install a new watermain and check valve building



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: June 26, 2023 to August 30, 2023

Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-23-163	Alnwick/Haldimand	Alnwick	Alnwick	7	18	68 Parker Drive	Rice Lake Flood Hazard (allowance)	to demolish and reconstruct the single-family residence
P-23-164 (minor)	Centre Hastings	Huntingdon	Huntingdon	4	8	Hollowview Road-Sills Road	Rawdon Creek and Rawdon Creek PSW (allowance)	to replace the decking of the existing steel and timber bridges over Rawdon Creek
P-23-166	Cramahe	Cramahe Township	Cramahe	3	15	826 Trenear Road	Little Lake regulatory flood (allowance)	to demolish and reconstruct the existing dwelling and install two septic tanks
P-23-167	Quinte West	Trenton	Sidney	1	6	2005 Hamilton Road	Unevaluated wetland (allowance)	to demolish a 28.6m2 (308 ft2) accessory structure
P-23-168	Trent Hills	Seymour	Seymour	7	5	1186 County Road 35	Unevaluated wetland & Trout Creek tributaries	to construct two footbridges and one boardwalk
P-23-169	Brighton	Brighton Town	Cramahe	1	3	74 Ontario St	Presqu'ile Bay Marsh PSW (allowance)	to construct an attached garage with a habitable loft and install a new driveway
P-23-170	Trent Hills	Seymour	Seymour	12	9	36 West Lane	Nappan Island Complex (PSW) and an Unevaluated Wetland	to construct a detached garage and an attached deck
P-23-171	Cramahe	Cramahe Township	Cramahe	7	28 & 29	E & W of 2566 County Rd 25	Cold Creek Tributary	to remove and replace two culverts
P-23-173	Trent Hills	Hastings Village	Percy	12	15	53 Cedar Drive	Trent River Floodplain (allowance)	to demolish and reconstruct a single-family dwelling
P-23-175	Trent Hills	Seymour	Seymour	14	7	Centennial Lane	Trent River Floodplain	to conduct shoreline restoration works
P-23-176	Quinte West	Sidney	Sidney	1	24	501 Montrose Road	Unevaluated wetlands (allowance)	to replace the (failed) septic system
P-23-181	Trent Hills	Seymour	Seymour	7	14	727 County Road 38	Trent River Floodplain; Unevaluated Wetlands (allowance)	Demolishing the existing shed and construct an approximately 8.9 Sq m shed in its footprint.
P-23-182	Quinte West	Murray	Murray	CPL	13	19 Carriage Lane	Bay of Quinte flood and erosion hazard; Carrying Place PSW (allowance)	to install a landscape walkway and retaining wall
P-23-185	Alnwick/Haldimand	Haldimand	Haldimand	1	23	Lyle Street	field verified wetland (allowance)	to install an access road to provide access to a proposed Stormwater Management pond
P-23-187	Trent Hills	Seymour	Seymour	9	17	2859 10th Line East	Trent River Floodplain (allowance)	to construct a single-family dwelling
P-23-188	Alnwick/Haldimand	Alnwick	Alnwick	6	16	204-68 Robins Road	Rice Lake flood hazard (allowance)	to install a new septic system (holding tank)
P-23-192	Centre Hastings	Huntingdon	Huntingdon			Highway 62 & Hollowview Road	Rawdon Creek Watercourse	Re-decking of 3 bridges along the Eastern Ontario Trails Alliance trail system in proximity to the above listed address.
P-23-194 (compliance)	Quinte West	Murray	Murray	10	5	43 B Rose Street	Trent River Floodplain (allowance); Unevaluated Wetland (allowance)	to construct a 20.81 m2 (224 ft2) covered deck
P-23-199	Stirling-Rawdon	Rawdon Township	Rawdon	8	23-24	2104 Wingfield Road	Unevaluated Wetland (allowance)	for the removal of existing top soil, and the placement of 40 m3 of granular B material fill. Additionally, the application includes the construction of two road accesses measuring approximately 9 m in width and 3 m in length, and 2 culverts measuring 9 m in width with a 40 cm
P-23-200	Alnwick/Haldimand	Haldimand	Haldimand	A	22	190 Purdy Road	Grafton Swamp PSW (allowance)	Construct an above ground pool and surrounding deck at the above noted property.
P-23-201	Alnwick/Haldimand	Haldimand	Haldimand	3	18	1179 County Road 23	Shelter Valley Complex PSW (allowance)	Construction of a 111.48 Sq M garage.
P-23-202	Quinte West	Murray	Murray	4	18	2520 County Rd 40	unmapped watercourse and unevaluated wetlands	to undergo an excavation of a pipeline area as part of a pipeline integrity investigation
P-23-203	Cramahe	Cramahe Township	Cramahe	2	13	243 Fiddick Road	Unevaluated Wetland (allowance)	Construct an approximately 76 Sq m garage on the property



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: June 26, 2023 to August 30, 2023

Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-23-204	Quinte West	Frankford	Sidney	5	3	23 Centre Street	Trent River Floodplain	Installation of approximately 15 metres of new NPS 3/4 inch natural gas service pipeline.
P-23-205	Quinte West	Murray	Murray	2	4	87 Stockdale Road	Unevaluated Wetland (allowance)	Install approximately 5 metres of new NPS 3/4 inch natural gas pipeline.
p-23-206	Alnwick/Haldimand	Haldimand	Haldimand	1	22	160 Clithroe Road	Barnum House/Shelter Valley watercourse Tributary	Install approximately 25 metres of a new NPS 3/4 inch natural gas pipeline.
P-23-207	Alnwick/Haldimand	Alnwick	Alnwick	3	10	24 Edgewater Drive	Dunnette landing PSW (allowance)	Construct an approximately 55.74 Sq m garage on the property noted above.
P-23-213 (compliance)	Brighton	Brighton Township	Cramahe	7	9-14	1331 Pinewood School Road - Goodrich Loomis	Cold creek Shiloh to Wooler PSW (allowance); Cold Creek	to remove and reconstruct a watercourse crossing
AMENDMENTS								
P-22-161	Alnwick/Haldimand	Haldimand	Haldimand	5	19	Centreton Road	Shelter Valley Creek Floodplain (allowance); Shelter Valley PSW (allowance)	Original Permit - Issued to construct a single-family dwelling and install a septic. Amended to include an inground pool and revise the septic location
P-23-112	Quinte West	Murray	Murray	Canal Reserve	Canal Reserve	24 Bigford Road	Presquile Bay Marsh PSW (allowance)	Original Permit - Install a septic system. Amended to include construction of a 72.84m ² (784ft ²) attached garage with second story bedroom, 2.7m ² (27ft ²) mudroom, 4.46m ² (48 ft ²) second story connection between the existing structure and added bedroom, and interior renovations



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: August 31, 2023
To: LTC Board of Directors
Re: Watershed Management, Planning and Regulations UPDATE
Prepared by: Gage Comeau, Manager, Watershed Management, Planning and Regulations

PROPOSED RESOLUTION:

THAT the Watershed Management, Planning and Regulations update be accepted as information.

BY THE NUMBERS:

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

	# Files for 2023 (as of August 30, 2023)	Dates for Similar Number for Previous Years (Total for Year)			
		2022	2021	2020	2019
Permits	221	Jul 22 (398)	Aug 6 (383)	Sep 10 (351)	Sep 3 (338)
Planning	141	Jun 13 (310)	Jul 12 (259)	Nov 9 (169)	Jul 5 (248)
Complaints	52	Oct 6 (66)	Sep 29 (65)	Sep 28 (56)	Nov 15 (54)
Enforcement	18	May 5 (63)	Jun 10 (45)	Aug 11 (32)	Sep 25 (33)
Online Inquiries	636	Oct 17 (738)	Jun 11 (1132)	Nov 16 (645)	n/a (446)
Legal Requests	19	Jun 20 (36)	Jun 22 (48)	Sep 3 (28)	Aug 23 (33)
Clearance Letters	40	n/a (25)	n/a	n/a	n/a
Site Visits	149	Jun 13 (363)	Jul 16 (282)	Oct 26 (166)	Sep 5 (213)

Legal Cases:

- **ENF-19-010** – Trial completed – decision to be heard on October 30, 2023. Important to note the defendant is looking to appeal the 11(b) charter decision that was decided in April and the appeal will be heard after the results of the Trial.: **ONGOING**
- **ENF-19-024** –POA Court has set a trial date on September 25, 2023. No new updates. – Status: **ONGOING**
- **ENF-20-028** – Property owner has put forward an appeal against the sentencing decision and fines. The appeal has been scheduled for October 10, 2023. – Status: **ONGOING**
- **ENF-21-005:** First appearance was set for June 7, 2023. Staff were in attendance for the appearance. Justice of the Peace has adjourned the matter to allow for restoration works to commence prior to returning to court for an update. LTC issued the restoration permit on May 12, 2023. Staff are conducting a September site inspection to review the restoration works. Status: **ONGOING**

Watershed Management

- Wetland assessments are ongoing for this year. Individuals on the wetland assessment list are being contacted to gain permission to enter the lands and complete the assessments as requested. Staff have completed several wetland assessments since the end of May and we are providing the results to proponents once the mapping is completed.
- The summer monitoring students have successfully completed the Benthic monitoring and Baseflow monitoring programs. Staff are continuing the Surface Water monitoring programs and are scheduling the fall Provincial Groundwater Monitoring Network (PGMN) sampling for water quality in our monitoring wells.

Permitting:

Ongoing Permit files:

- 1 permit applicant is looking to proceed with a hearing as the proposed development activities do not comply with the LTC Board Approved policy document for the administration of Ontario Regulation 163/06. This matter will be brought to the Hearing Board for the October Board Meeting.
- LTC staff have been in discussions with applicant team for Permits D, E and F for the Hillside Meadows North Subdivision or York Creek Development Area in the City of Quinte West (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 are still waiting for the wetland compensation plan. From the June 9, 2022 Hearing, 5 permits were brought to the Board and 2 of these permits have been issued to date.

Planning:

- LTC Staff reviewed and commented on 6 Subdivision and Condominium Files in 2023 (new and ongoing).
- LTC Staff reviewed and commented on 33 Planning Act Applications (Severances, Zoning By-law amendments and/or Minor Variances).
- REMINDER - 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.

Lastly, kind reminder to let the Municipal staff know that LTC is here to assist our Municipal partners where possible. LTC Staff can walk landowners through our permitting process, the planning process and other procedures/processes that may be applicable to their proposal or inquiries. LTC Staff are incredibly knowledgeable and we are here to help the residents of our Watershed.

RECOMMENDATION:

- Staff recommends to the Board of Directors that the Planning and Regulations Update be accepted as information.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: August 30, 2023
To: LTC Board of Directors
Re: Flood Forecasting and Warning Update
Prepared by: Gage Comeau, Manager, Watershed Management, Planning and Regulations

PROPOSED RESOLUTION:

THAT the Flood Forecasting and Warning Update be accepted as information.

BY THE NUMBERS:

Here are the number of flood communications issued and compared to the total of number of statements issued in previous years.

Table 1. Number of flood communications issued by Staff.

Statements	Flood Communications Issued (as of June 26, 2023)	Total Number for Previous Years				
		2022	2021	2020	2019*	2018
Water Safety	4	2	2	3	8	2
Flood Outlook	8	4	4	5	5	5
Flood Watch	2	0	0	3	6	7
Flood Warning	1	0	0	0	13	0
Total (System)	15	6	6	11	32	14

Summary of Current Conditions

Based on the information collected at the Environment Canada Rain gauge located at CFB Trenton, January to August precipitation data shows that our watershed has experienced higher than average rainfall when compared to the long-term historical averages, with May 2023 being an exception (See Table 2 below). With the volume of precipitation our watershed has received over the past few months, we are not currently at risk of being in low water conditions.

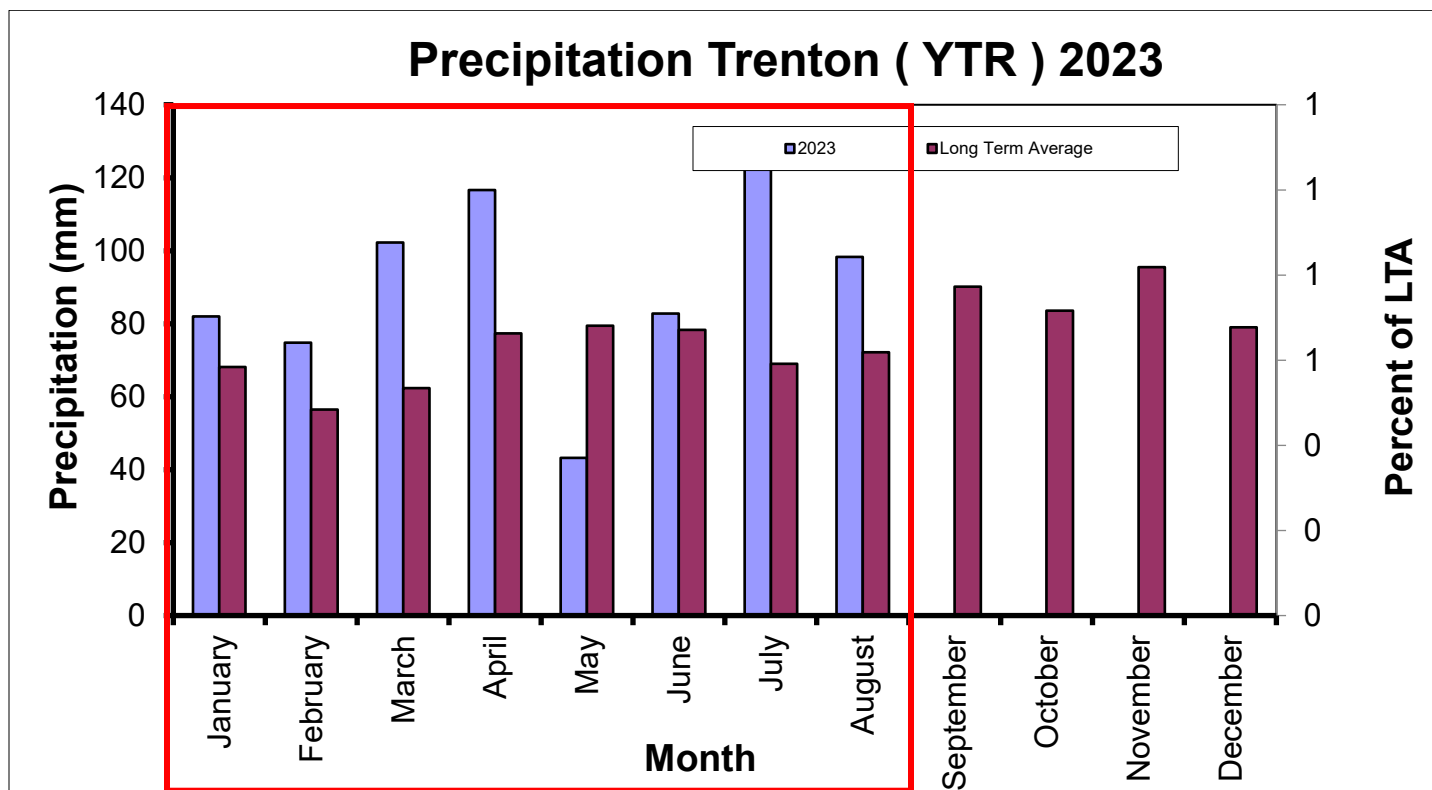
Local Creeks

The local creeks within our watershed are sensitive to local inputs of rainfall and are subject to quick increases and decreases in stream flow. Most of the local creeks see a peak in stream flow conditions within 24-48 hours after a rainfall event. In this past two months, the creeks have responded to the observed rainfall events; however, stream flows did not reach 2-year flows during any of the observed rainfall events to date. There have been no events or concerns of note.

Trent River

The Trent River system is experiencing average water levels and flows for this time of year. Property owners may experience slight variability in the water levels and flows during peak navigation times.

Table 2. Observed Monthly Precipitation (mm) in 2023 compared to the monthly long-term average.



Lake Ontario

Currently, water levels are still higher than average for this time of year; however, the water levels are being managed appropriately.

It is important to understand that the water levels on Lake Ontario naturally vary, responding to a variety of factors on a monthly, seasonal and annual basis. Water levels are primarily influenced by natural factors including precipitation, evaporation, winds, runoff from creeks and rivers and inflow from upstream Great Lakes. Lake Ontario typically reaches its seasonal high-water levels in May/June.

RECOMMENDATION:

Staff recommends to the Board of Directors that the Flood Forecasting and Warning Update be received as information.

Waterlogs - July 2023

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

BAY OF QUINTE RECEIVES GREAT LAKES FUNDING



Left to right: David Piccini, Minister of the Environment, Conservation and Parks, Anne Anderson, Lower Trent Conservation, Terry Richardson, Greater Napanee Mayor, Max Kaiser, Kaiser Lake Farms, Ric Bresee, MPP for Hastings-Lennox and Addington

There's an old saying - It's summer time and the living is easy. Well, it's also extremely busy. For the Bay of Quinte Remedial Action Plan and its partners, it's field season. The time when staff and students are out monitoring a host of water quality indicators like phosphorus and algae levels, coastal wetland quality, and invasive species.

As well as, implementing rural stewardship projects like soil testing, shoreline buffers, livestock fencing, cover crops and erosion control projects. All these projects wouldn't happen without the generous funding support of our federal and provincial partners.

On July 17, 2023 at Kaiser Lake Farms in Napanee, David Piccini, Minister of the Environment, Conservation and Parks **announced the Ontario government** is investing \$6 million to support 30 multi-year projects to help protect, conserve and restore the Great Lakes. This Great Lakes Program funding support commitments in the **Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health** and **Ontario's Great Lakes Strategy**.

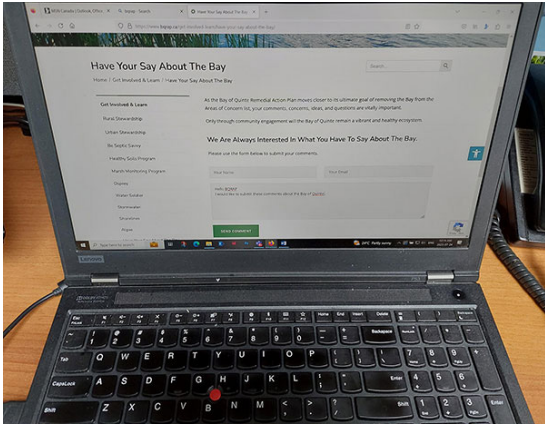
Part of this announcement covered funding to both Lower Trent Conservation and Quinte Conservation to support their work on the Remedial Action Plan.

Lower Trent Region Conservation Authority, which received \$65,000 to work with area farmers to reduce excess nutrients from agricultural lands. The funding is implemented through the BQRAP Rural Stewardship Program and offers area farmers access to free soil testing, and grants for cover crops, livestock fencing, erosion control projects, shoreline buffers and water control projects. All these projects are to reduce phosphorus inputs to the Bay.

Quinte Conservation Association, which received \$162,791 to reduce nuisance algae and manage phosphorus in the Bay of Quinte Area of Concern. The project will also monitor and maintain the area's water quality, fish and wildlife habitat while identifying emerging threats such as invasive species and climate change.

This funding allows Bay of Quinte Remedial Action Plan partners to continue their work improving water quality in the bay and accomplishing the ultimate goal of removing the bay of the Areas of Concern list.

WE WOULD LIKE TO HEAR WHAT YOU HAVE TO SAY



There are only 3 environmental challenges left that need their status changed to restored. The eutrophication or undesirable algae challenge is about ready to have its final draft assessment report reviewed by technical experts and should be ready for public comments early in the new year.

Degradation of phytoplankton and zooplankton is technically tied to the Phosphorus Management Plan (PMP) and the status change of Eutrophication or undesirable algae to restored. The degradation of phytoplankton and zooplankton assessment report is in final draft form. The PMP Discussion Paper is undergoing another iteration of the final draft document. The restrictions on fish and wildlife consumption environmental challenge is waiting for the final analysis of some data.

All three of the environmental challenges and the Phosphorus Management Plan Discussion Paper can be found on our web site. www.bqrap.ca Take a look and tell us what your thoughts are.

We are always interested in what you have to say about the Bay.

As the Bay of Quinte Remedial Action Plan moves closer to its ultimate goal of removing the Bay from the Areas of Concern list, your comments, concerns, ideas, and questions are vitally important.

Only through community engagement will the Bay of Quinte remain a vibrant and healthy ecosystem.

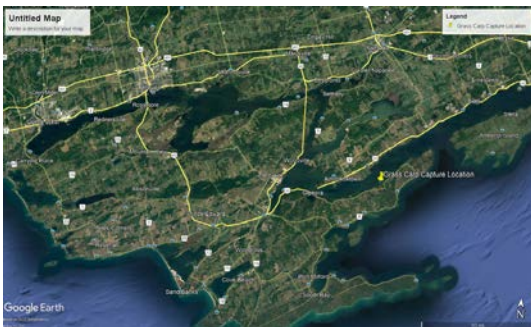
Let us know your thoughts.

<https://www.bqrap.ca/get-involved-learn/have-your-say-about-the-bay/>

CONFUSED ABOUT CARP - THIS IS AN INVASIVE GRASS CARP



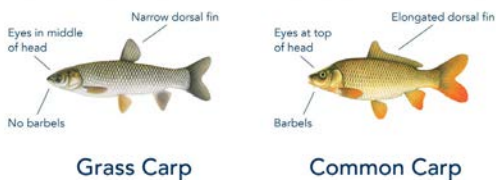
On July 4, 2023, DFO's Asian Carp Program was notified by MNR's Lake Ontario Management Unit of a commercial capture of a Grass Carp in the Bay of Quinte, approximately 17 km ENE of Picton, ON (see attached map for location). The fish was captured on July 3rd and was transferred to MNR and then to DFO on July 4th. The fish was transported to DFO's Asian carp laboratory for analysis of the fish using flow cytometry. Flow cytometry of vitreous fluid (fluid from the eye) determined it was a diploid (fertile) female. The fish was a total length of 1160 mm, and 20.996 Kg in weight.



As a result of it being a fertile Grass Carp, DFO's Asian Carp Program, jointly with MNR's Lake Ontario unit, initiated response operations on Monday, July 10. Since that time, three electrofishing vessels (two DFO and one MNR) have been conducting sampling in suitable habitat in the Bay of Quinte in search of additional Grass Carp. In accordance with the Asian Carp Program Response Protocol, after 5 days of searching, no additional Grass Carp have been found, and response operations have therefore ceased.

<https://www.ontario.ca/page/invasive-carps>

Confused with Carp



RAIN GARDENS

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.

To learn if you are eligible for the \$750 grant and to book your site visit, contact:

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



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

- 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

If you live in Belleville, Trenton, Napanee, Deseronto or Picton 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.

Details at: www.bqrap.ca



Bay of Quinte
Remedial Action Plan
Healthy Bay • Healthy Community

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Agenda Item #12.b. - BQRAP

Waterlogs - August 2023

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

ONE OF THE BEST THINGS ABOUT SUMMER

One of the best things about summer is having a good old fashioned fish fry. The Bay of Quinte is renowned as a world-class fishery. Bay of Quinte fish are healthy, abundant, and perfectly fine to eat. After spending a great day on the water, fishing, there is nothing better than fresh fish for supper. Here are a couple recipes for your next get-together.

Be sure to review the [Guide to eating Ontario Fish - https://www.ontario.ca/environment-and-energy/eating-ontario-fish](https://www.ontario.ca/environment-and-energy/eating-ontario-fish)

Lancaster Perch Rolls

Enjoy the distinct succulent, almost sweet flavour of the fresh perch in a traditional perch roll. The sauce is perfect to serve with perch or pickerel on a bun.

Sauce

1 egg
½ tsp dry mustard
½ cup milk
1 ½ tbsp flour
¼ cup white sugar
½ cup white vinegar

Perch Roll

1 lb freshwater perch or pickerel
½ cup flour
2 tbsp butter
½ tsp salt
½ tsp pepper
6-8 hot dog buns

Prepare the sauce. In a small saucepan, whisk together the egg, mustard, milk and flour. Cook on medium heat until thickened, stirring frequently.

Add the white sugar and vinegar to a large mug and microwave for about 30 seconds to dissolve the sugar. A double boiler may also be used to warm and dissolve the sugar.

Stir the vinegar and sugar mixture into to the remaining sauce ingredients and simmer for a few minutes. Prepare the fish and buns. Filet the fresh fish, wash and pat dry, then sprinkle with salt and pepper Dredge the fish in flour. Add the butter to a frying pan and fry the fish for about 2 minutes per side. Toast the buns, add the fish to the buns and top generously with the sauce. Servings: 4

<http://theworldonaplatte.com/lancaster-perch-rolls/>



photo by Gale Pattingale

ONE OF THE BEST THINGS ABOUT SUMMER

Beer' n Buttermilk Fried Perch

A beer and buttermilk batter is the perfect combination for mild and sweet tasting Ontario perch. Serve with lemon wedges, malt vinegar and tartar sauce.

2 cups (500 mL) all-purpose flour

3 tbsp (45 mL) cornstarch

1 tbsp (15 mL) baking powder

Salt

1 can (355 mL) Ontario Beer

2 cups (500 mL) Ontario Buttermilk

1-1/2 to 2 lbs (750 g to 1 kg) fresh Ontario Perch Fillets (skin on and boneless), about 24 fillets

Vegetable oil

In large bowl, combine flour, cornstarch, baking powder and pinch of salt. Make a well in the centre and add 3/4 of the beer and 3/4 of the buttermilk. Whisk until mixture is smooth, 1 to 2 minutes. Add more beer and buttermilk to thin batter, if required.

In deep fryer or large heavy bottomed pot; heat oil to 375°F (190°C).

Rinse fillets with cold water and pat dry with paper towel.

Dip one fillet at a time into batter to evenly coat; slowly insert into hot oil. Repeat and fry in small batches for 2 to 3 minutes per side until golden brown and cooked. Serve immediately.

Serves: 6-8

<https://www.ontario.ca/foodland/recipes/beer-n-buttermilk-fried-perch>

HASTINGS COUNTY PLOWING MATCH AND FARM SHOW



<https://youtu.be/YQ2PQ-SKH8U>

It was another great year at the Hastings County Plowing Match and Farm Show with lots to see and do for all members of the family. There was farm equipment old and new, big and small that multiple generations enjoyed. Great activities for the kids, adults got to see neighbours from near and far and chatted with vendors about everything from the latest in equipment, to best management practices and everything in between. And as always everyone enjoy the always popular and delicious 4 H milkshakes. We'll be back next year, hope to see you there.

BE SEPTIC SAVVY

Bay of Quinte Remedial Action Plan

FREE
Septic tank pump out

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

www.bqrap.ca

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Bay of Quinte
Remedial Action Plan
Healthy Bay • Healthy Community

In partnership locally with Lower Trent Conservation and Quinte Conservation

You are responsible for your septic system - Be Septic Savvy

Most rural homes and cottages use a septic system.

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

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

Regular maintenance can add years to the life of your system, saving you costly repairs and protecting the local environment.

Learn how your septic system works - <https://www.ontario.ca/page/septic-systems>

FREE AGRICULTURAL SOIL TESTING

jason.jobin@ltc.on.ca P: 613-394-3915 ext 225 www.bqrap.ca'."/>

Free Soil Testing

Knowing what's going on with your soil is the first step in creating high yielding sustainable agriculture.
Book your site visit, Today.

Cover Crops

Cover crops play an important role in maintaining soil quality and productivity.

We offer a cover crop seed grant of
\$30.00 per acre -
grant maximum up to \$2,500.

If you are interested
E: jason.jobin@ltc.on.ca
P: 613-394-3915 ext 225
www.bqrap.ca

Book your FREE site visit, today.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 14, 2023
To: LTC Board of Directors
Re: O. Reg. 163/06 Board Approved Policy Revision
Prepared by: Gage Comeau, Manager, Watershed Management,
 Planning and Regulations

PROPOSED RESOLUTION:

THAT the Ontario Regulation 163/06 Policy Document revision for Section 7 “Interference of a Watercourse” be approved and adopted.

BACKGROUND:

LTC staff have seen a number of permit application submissions for watercourse alterations and realignments for intermittent and ephemeral watercourse features over the past 3 years. The majority of the permit submissions have been related to proposed subdivision lands and the watercourse features present were small order streams that had been impacted historically or where the hydrologic and ecologic functions of the watercourse were limited. Under the current LTC Board Approved Policy document for the administration of Ontario Regulation 163/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, the channelization and/or realignment of a watercourse feature will not be supported where the purpose of the proposal is to increase the development potential on a property (see relevant policy provision below):

7.2.1 Interference with a Watercourse

2) Proposals for channelization and/or re-alignment will not be considered where the purpose of the proposal is to increase the development potential on the lands.

Following a hearing for a watercourse realignment in July 2023, the Board of Directors noted that the current LTC Policy document was limiting staff’s ability to work with applicants and that the policy should be revised to provide staff more flexibility when handling these types of permit submissions. A staff report and recommended revision was to be drafted for the September Board Meeting. See resolution number below:

RES: G102/23

Moved by: Jim Alyea

Seconded by: Jeff Wheeldon

THAT staff bring back to the Board a staff report with recommended revisions to LTC’s Ontario Regulation 163/06 Policy Document regarding Interference with a Watercourse.

DISCUSSION:

As requested, a revised policy provision has been created to provide more flexibility for staff when implementing the LTC Board Approved Regulatory policies. An excerpt of the Regulation document has been attached as part of this report; however, the new policy provision is shown below:

8) Notwithstanding Section 7.2.1 2), major interference (i.e., realignment and/or, enclosure) with a watercourse may be permitted where the purpose of the proposal is to increase the development potential on the lands when supported by the recommendations of a sub-watershed study, Environmental Assessment; or other technical approved study. The approved studies must demonstrate that the proposed watercourse alteration will not impact the hydrologic and ecologic function of the watercourse, and the proposed alteration should provide improved benefits to the watercourse's subwatershed. This policy provision may be applied to large watercourse features with subwatershed drainage areas above 1.25 km². A Complete Application Checklist for Creek Realignment can be found in Appendix M. The checklist will be filled out as part of the pre-consultation process for this type of application.

Attached is Section 7 of the Ontario Regulation 163/06 Policy Document with the addition noted above highlighted in yellow.

RECOMMENDATION:

Staff recommends to the Board of Directors that the revision to Section 7 of the O.Reg.163/06 Policy Document be approved and adopted.



**Lower Trent Region
Conservation Authority**

**Ontario Regulation 163/06
Policy Document**

**Approved by
Lower Trent Region Conservation Authority
Board of Directors**

February 10, 2022

Revision on September 14, 2023

7 WATERCOURSES

7.1 Ontario Regulation 163/06

The LTC Regulation contains the following sections dealing with watercourses.

The LTC Regulation contains the following sections dealing with watercourses:

Alterations prohibited

5. Subject to section 6, no person shall straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse...

Permission to alter

- 6.(1) The Authority may grant a person permission to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse
6. (2) The permission of the Authority shall be given in writing, with or without conditions.

7.2 Policy Standards

The following sections outline the policy standards for implementing the LTC Regulation with respect to watercourses. The term “interference” below includes all alterations mentioned within the Regulation (straighten, change, divert or interfere in any way). LTC, in their role through the planning process, should review planning applications to ensure watercourse alterations associated with development are appropriate.

LTC may require technical studies be undertaken to demonstrate the suitability of development proposals. Technical studies should be carried out by a qualified professional, with recognized expertise in the appropriate discipline, and should be prepared using established procedures and recognized methodologies to the satisfaction of LTC.

7.2.1 Interference with a Watercourse

Background

The following policies apply to watercourses as defined in the Conservation Authorities Act: “An identifiable depression in the ground in which a flow of water regularly or continuously occurs.”

LTC Policies

- 1) Interference with a watercourse shall not be permitted.
- 2) Proposals for channelization and/or re-alignment will not be considered where the purpose of the proposal is to increase the development potential on the lands.
- 3) Notwithstanding Section 7.2.1 1), public infrastructure (e.g. roads, sewers, flood and erosion control works) and various utilities (e.g. pipelines) may be permitted within a watercourse subject to the activity being approved through a satisfactory Environmental Assessment process or through other studies deemed necessary by the Conservation Authority and/ or if

- the interference on the natural features and hydrologic and ecological functions of the watercourse has been deemed to be acceptable by the Conservation Authority.
- 4) Notwithstanding Section 7.2.1 1), stream, bank, and channel stabilization to protect existing development or conservation or restoration projects may be permitted within a watercourse if the interference on the natural features and hydrologic and ecological functions of the watercourse has been deemed to be acceptable by the Conservation Authority.
 - 5) Notwithstanding Section 7.2.1 1), any works that are to be located below the bed of the river within a watercourse shall be located below the long-term scour depth to the satisfaction of the Conservation Authority.
 - 6) Notwithstanding Section 7.2.1 1), minor interference and/or alteration may be permitted within a watercourse if it has been demonstrated to the satisfaction of the Conservation Authority that the interference is acceptable on the natural features and hydrologic and ecological functions of the watercourse.
 - 7) Notwithstanding Section 7.2.1 1), major interference (e.g. realignment, dam, enclosure) with a watercourse may be permitted where supported by the recommendations of a sub-watershed study, Environmental Assessment; or other technical approved study. A Complete Application Checklist for Creek Realignments can be found in **Appendix M**. The checklist will be filled out as part of the pre-consultation process for this type of application.
 - 8) Notwithstanding Section 7.2.1 2), major interference (i.e., realignment and/or, enclosure) with a watercourse may be permitted where the purpose of the proposal is to increase the development potential on the lands when supported by the recommendations of a sub-watershed study, Environmental Assessment; or other technical approved study. The approved studies must demonstrate that the proposed watercourse alteration will not impact the hydrologic and ecologic function of the watercourse, and the proposed alteration should provide improved benefits to the watercourse's subwatershed. This policy provision may be applied to large watercourse features with subwatershed drainage areas above 1.25 km². A Complete Application Checklist for Creek Realignments can be found in Appendix M. The checklist will be filled out as part of the pre-consultation process for this type of application.
 - 9) Notwithstanding Section 7.2.1 1), watercourse crossings may be permitted if it has been demonstrated to the satisfaction of the Conservation Authority that the interference on the natural features and hydrologic and ecological functions of the watercourse has been deemed to be acceptable by the Conservation Authority. At a minimum, the submitted plans must demonstrate the following based on morphological characteristics of the watercourse system¹:
 - a) culverts have an open bottom where it is feasible, or where it is not feasible, the culverts should be appropriately embedded into the watercourse;
-

- b) crossing location, width, and alignment should be compatible with stream morphology, which typically requires location of the crossing on a straight and shallow/riffle reach of the watercourse with the crossing situated at right angles to the watercourse;
- c) the crossing is sized and located such that there is no increase in upstream or downstream erosion or flooding;
- d) the design should consider fish and wildlife passage;
- e) have regard for upstream and downstream effects when installing/replacing a culvert.
- f) the design should incorporate site stabilization and erosion control measures;
- g) the submitted plans should incorporate detailed information related to installation and sequencing; and,
- h) is consistent with Ontario Ministry of Transportation (MTO) Highway Drainage Design Standard WC-1 (January 2008) and follows the MTO Drainage Management Manual Guidelines.

GLOSSARY

100 Year Flood Event Standard: That flood, based on an analysis of precipitation, snow melt, or a combination thereof, having a return period of 100 years on average, or having a 1% chance of occurring or being exceeded in any given year.

Alteration to a Waterway: the act whereby the channel of a watercourse is altered in some manner. Examples of an alteration include, but are not limited to, the following: channelization, full or partial diversions, retaining walls, revetments, bridges, culverts, pipeline crossings erosion protection measures, construction of storm sewer outlets and agricultural tile drain outlets.

Apparent (confined) river and stream valley: Ones in which the physical presence of a valley corridor containing a river or stream channel, which may or may not contain flowing water, is visibly discernible (i.e., valley walls are clearly definable) from the surrounding landscape by either field investigations, aerial photography and/or map interpretation. The location of the river or stream channel may be located at the base of the valley slope, in close proximity to the toe of the valley slope (i.e., within 15 metres), or removed from the toe of the valley slope (i.e., greater than 15 metres)."

Area of interference: Those lands where development could interfere with the hydrologic function of a wetland.

Armour: Artificial surfacing of bed, banks, shores, or embankments to resist scour or erosion.

Authority: The Lower Trent Region Conservation Authority, a corporate body established under the *Conservation Authorities Act* (RSO 1990).

Basement: One or more storeys of a building located below the first storey (Building Code).

Breakwall/Breakwater: An object (especially a groyne or pier) resisting force of waves.

Boathouse: Structure meant for storage of water craft and associated boating equipment located on or within 6 metres of a navigable waterway. The boathouse must be anchored and is to be constructed as a single storey with no habitable space. The boathouse is considered a detached accessory structure and it must be wet floodproofed with openings on two sides to allow the flow of water through and no electrical services to be located less than 0.3 metres above the flood elevation.

Channel: The area of a watercourse carrying normal flows within the banks.

Conservation of Land (CO Interpretation): The protection, management, or restoration of lands within the watershed ecosystem for the purpose of maintaining or enhancing the natural features and hydrologic and ecological functions within the watershed.

Crawl Space: A Crawl space must be:

- (a) less than 1500 mm high between the lowest part of the floor assembly and the ground or other surface below, and
- (b) not used for any occupancy.

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.

Diversion: The process whereby streamflow is directed from the original channel of the watercourse and returned to the original channel at another point on the watercourse. Diversions may be full or partial re-direction of the streamflow. A diversion may also be the redirecting of flow from the channel of one watercourse to the channel of another watercourse.

Dwelling unit: One or more habitable rooms, occupied or capable of being occupied as an independent and separate housekeeping establishment, in which separate kitchen and sanitary facilities are provided for the exclusive use of the occupants.

Dyke (dike): An embankment or wall, usually along a watercourse or floodplain, to prevent overflow on to adjacent land.

Dynamic Beach: That portion of the shoreline where accumulated unconsolidated sediment continuously moves as a result of naturally occurring processes associated with wind and water and changes in the rate of sediment supply.

Dynamic Beach Hazard: Areas of inherently unstable accumulations of shoreline sediments along the Great Lakes – St. Lawrence River System and large inland lakes, as identified by provincial standards, as amended from time to time. The dynamic beach hazard limit consists of the flooding hazard limit plus a dynamic beach allowance.

Erosion: Continual loss of earth material (i.e., soil or sediment) over time as a result of the influence of water or wind.

Erosion Hazard: The loss of land, due to human or natural processes, that poses a threat to life and property. The erosion hazard limit is determined using considerations that include the 100-year erosion rate (the average annual rate of recession extended over a one-hundred-year time span) and an allowance for slope stability and an erosion/erosion access allowance.

Fill: Earth, sand, gravel, topsoil, building materials, rubble, rubbish, garbage, or any other material whether similar to or different from any of the aforementioned materials, whether originating on the site or elsewhere, used or capable of being used to raise, lower or in any way affect or alter the contours of the ground.

Flooding Hazard: The inundation, under the conditions specified below, of areas adjacent to a shoreline or a river or stream system and not ordinarily covered by water:

- a) along the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes, the flooding hazard limit is based on the one-hundred-year flood level plus an allowance for wave uprush and other water related hazards;
- b) along river, stream and small inland lake systems, the flooding hazard limit is the greater of:
 - a. the flood resulting from the rainfall actually experienced during a major storm such as the Hurricane Hazel storm (1954) or the Timmins storm (1961), transposed over a specific watershed and combined with the local conditions, where evidence suggests that the storm event could have potentially occurred over watersheds in the general area;
 - b. the one-hundred-year flood; and
 - c. a flood which is greater than 1. or 2. which was actually experienced in a particular watershed or portion thereof as a result of ice jams and which has been approved as the standard for that specific area by the Minister of Natural Resources and Forestry;

except where the use of the one-hundred-year flood or the actually experienced event has been approved by the Minister of Natural Resources and Forestry as the standard for a specific watershed (where the past history of flooding supports the lowering of the standard).

Flood Line: An engineered line delineating the potential extent of flooding.

Floodplain: The area, usually low lands, adjoining a watercourse which has been or may be covered by water.

Floodproofing: A combination of structural changes and/or adjustments incorporated into the basic design and/or construction or alteration of individual buildings, structures, or properties subject to flooding so as to reduce or eliminate flood damages.

Floodway: The channel of a watercourse and the inner portion of the floodplain where flood depths and velocities are generally higher than those experienced in the flood fringe. The floodway represents that area required for the safe passage of flood flow and/or that area where flood depths and/or velocities are considered to be such that they pose a potential threat to life and/or property damage.

Groyne: A structure extending from the shore to prevent erosion and arrest sand movement along a shoreline.

Habitable: Suitable to live in or on; that can be inhabited. Inhabit means to dwell in, occupy.

Habitation: is measured by the number of bedrooms within a dwelling unit.

Hazardous Land: Property or lands that could be unsafe for development due to naturally occurring processes. Along the shorelines of the Great Lakes - St. Lawrence River System, this means the land, including that covered by water, between the international boundary, where applicable, and the furthest landward limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along the shorelines of large inland lakes, this means the land, including that covered by water, between a defined offshore distance or depth and the furthest landward limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along river, stream and small inland lake systems, this means the land, including that covered by water, to the furthest landward limit of the flooding hazard or erosion hazard limits.

Hazardous Sites: Property or lands that could be unsafe for development and site alteration due to naturally occurring hazards. These may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (karst topography).

Hydric Soil: Soil that, in its undrained condition, is saturated, flooded, or ponded long enough during the growing season to develop an anaerobic condition that supports the growth and regeneration of hydrophytic vegetation.

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.

Inert Fill: Earth or rock fill, or material of a similar nature that contains no putrescible materials or soluble or decomposable chemical substances.

Ingress/egress: The ability to access a property or residence by land.

Interference in any way (CO Interpretation): Any anthropogenic act or instance which hinders, disrupts, degrades, or impedes in any way the natural features or hydrologic and ecologic functions of a wetland or watercourse.

Jetty: A structure that projects from the land out into water.

Large Inland Lakes: Waterbody that has a surface area equal to or greater than 100 square kilometers where there is no measurable or predictable response to a single runoff event.

Major Development: New structures, additions, or restorations greater than 46 square metres (500 square feet).

Major Stabilization Work: stabilization works that have been approved through a satisfactory Environmental Assessment process and/or if it has been demonstrated to the satisfaction of LTC through a detailed engineering design that the control of flooding, erosion, pollution, dynamic beaches or the conservation of land will not be affected.

Minor Addition: An addition to an existing structure that does not exceed 46 square metres (500 square feet) and shall not result in an increase in the number of dwelling units. Attached covered structures

including decks and garages will be considered habitable space. All new floor space shall be considered when determining the additional floor space including all storeys.

Minor Alteration: Alteration of a watercourse not exceeding 20 square metres (215 square feet).

Minor Development: A small addition to an existing building, a detached accessory building or above-ground pool that does not exceed 10 square metres (108 square feet) and does not increase number of dwelling units in a hazard land. Uncovered decks less than 23 square metres (250 square feet) are also considered minor development.

Minor Fill: A volumetric amount of fill not exceeding 20 cubic metres (26 cubic yards).

Moderate Development: *Minor additions*, detached accessory buildings and above ground pools that do not exceed 46 square metres (500 square feet). Uncovered decks larger than 23 square metres (250 square feet) are also considered moderate development. All moderate development (excluding uncovered decks) will be considered cumulative and will not exceed the 46 square metres (500 square feet). If cumulative moderate development exceeds 46 square metres (500 square feet) *major development* definitions apply.

Moderate Stabilization Work: stabilization works for banks/bluffs two metres or less in height and placement of appropriately sized stone a volumetric amount equivalent of up to one cubic metre per one linear metre of shoreline or stream bank if it has been demonstrated to the satisfaction of LTC that the control of flooding, erosion, pollution, dynamic beaches or the conservation of land will not be affected.

Non-Habitable: Detached structure not intended for dwelling in (i.e. garage, uncovered deck, picnic shelter, sun shelter, gazebo, pergola, boathouse)

Not Apparent (unconfined) river and stream valleys: Valleys in which a river or stream is present but there is no discernible valley slope or bank that can be detected from the surrounding landscape. For the most part, unconfined systems are found in fairly flat or gently rolling landscapes and may be located within the headwater areas of drainage basins. The river or stream channels contain either perennial (i.e., year round) or ephemeral (i.e., seasonal or intermittent) flow and range in channel configuration from seepage and natural channels to detectable channels.

Offsetting: Measures that are undertaken to counterbalance unavoidable impacts to the ecosystem. Offsetting should be identified through an Environmental Impact Study and considered only when all other options have been deemed not feasible.

One Zone Concept: An approach whereby the entire floodplain, as defined by the regulatory flood, is treated a one unit, and all development is prohibited or restricted.

Pollution: Any deleterious physical substance or other contaminant that has the potential to be generated by development in an area.

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

Regulatory floodplain: See definition of flooding hazard

Retaining Wall: A vertical structure designed to resist the lateral pressure of soil and water behind it.

Revetment: A vertical or inclined facing of rip-rap or other material protecting a soil surface from erosion.

Rip-rap: A layer of stone to prevent the erosion of soil.

Routine permit applications: are activities that are documented through another approval process (DART Protocol) or are determined to have limited impacts on the control of flooding, erosion, dynamic beaches, pollution or the conservation of land (i.e. non-habitable buildings and structures that are less than 10 m² in size).

Rubble: Waste fragments of stone, brick etc. from old houses; pieces of undressed stone used especially as backfill for walls; loose angular stones; water worn stones.

Scour: Local lowering of a streambed by the erosive action of flowing water.

Sedimentation: The deposition of detached soil particles.

Sewage Disposal System: A system which contains the entire sewage envelope, including both primary and secondary beds, mantle, septic tanks, and reserve areas, as per the requirements of the Ontario *Building Code Act* or the Ministry of the Environment and Climate Change.

Significant Wetland: An area identified as provincially significant by the Ministry of Northern Development, Mines, Natural Resources and Forestry using evaluation procedures established by the Province, as amended from time to time.

Static water level: The 100 year peak or flood level with a one chance in one hundred of occurring in any given year, without the influences of wave uprush, seiche, ship-generated waves, ice-piling, or other water-related hazards

Storey: The portion of a building;

- a) that is situated between the top of any floor and the top of the floor next above it, or
- a) that is situated between the top of the floor and the ceiling above the floor, if there is no floor above it.

Surficial erosion: The physical removal, detachment, and movement of soil at the ground surface due to water or wind.

Structure: Any material, object or work erected either as a unit or constructed or assembled of connected or dependant parts or elements, whether located under, on, and/or above the surface of the ground.

Top-of-bank: The point at which the slope of a valley or shoreline meets the horizontal plain of the adjacent table-land.

Two Zone Floodway-Flood Fringe Concept: An approach whereby certain areas of the floodplain are considered to be less hazardous than others such that development potentially could occur. The flood fringe defines that portion of the floodplain where development may be permitted, subject to

appropriate floodproofing. The floodway defines that portion of the floodplain wherein development is limited. This concept is only implemented after a comprehensive study to evaluate implications has been completed.

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

Watershed: An area that is drained by a river and its tributaries.

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.

Note: Additional definitions may be found in the MNRF Technical Guidelines, Natural Heritage Guidelines and the Provincial Policy Statement under the Planning Act.

Lower Trent Conservation Inventory of Programs and Services

Update: August 17, 2023

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program 2023 Cost Estimate (\$)	Funding mechanism and percentage of costs
<p>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.</p>						
	Corporate Services Administration Human Resources	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 21.1	\$797,825	Municipal Levy - 67% Self-Generated – 33%
	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 21.1		
	Legal Expenses	Costs related to agreements/contracts, HR, etc.	1	CA Act 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 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 21.1		
	Information Management/ Information Technology/GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. Data collection, mapping, data sets, watershed photography. This includes geographical information systems and support.	1	CA Act 21.1		

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program 2023 Cost Estimate (\$)	Funding mechanism and percentage of costs
<p>Natural Hazard Management 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.</p>						
	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)	\$605,638	Municipal Levy – 43% Self-Generated – 57%
	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 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)		
	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, communications and response and equipment maintenance. Annual meeting with municipal flood emergency coordinator.	1	CA Act 21.1(1)	\$68,831	Provincial Transfer Payment – 100%

	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)	\$75,591	Municipal Levy – 100%
	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	\$5,916	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 WECI– 50% 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%
	Natural Hazards Communications, Outreach and Education	Promote 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)	\$9,259	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, floodplain policy, Floodplain (FHIMP) project management. These projects often last one to two years and are distributed	1	CA Act 21.1(1)	Varies from year to year	Municipal % Province % Federal % Other Grant funding when available FHIMP Municipal – 50%

		over time as human resources and funding is available.				Federal – 50%
	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 and 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	\$10,112	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 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 Benthic Macroinvertebrates Baseflow Monitoring	Surface water quality monitoring at 29 baseflow sites, (in addition to PWQMN), 9 additional surface water quality monitoring locations, 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.	3	CA Act 21.1.2	\$46,235	Municipal Levy – 100% 2024 MOU – 100%

	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	\$332,071	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	\$56,211	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	\$104,000	Existing Municipal Agreements – 100 % 2024 MOU – 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	\$18,120	Existing Municipal Agreements – 100 % 2024 MOU – 100%
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.						
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	\$36,768	Surplus Funds – 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						
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	\$330,646	Municipal Levy – 100 %
	Conservation Lands Management	Management and maintenance of all LTC properties including 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
	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	
	Vehicles 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	\$16,365	Municipal Levy - 100% Costs greater than \$5,000 in capital budget
NEW	Conservation Authority Lands Inventory	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)	unknown	Municipal Levy – 100%
NEW	Conservation Lands and Area Strategy	New Project: A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage,	1	CA Act 21.1(1)	Combined with WBRMS	

		classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. Updates of existing conservation area management plans.		O. Reg. 686/21 9 (1)		
NEW	Land Acquisition and Disposition Policy	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	unknown	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	\$215,000	Provincial funding - 50% Federal Funding - 50% No Municipal funding, no MOU/agreement required
	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	\$92,118	Self-Generated –100% 2024 MOU - 0.5 FTE
	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	\$25,000	Municipal Levy – 90% Self-Generated – 10% 2024 MOU - 0.2 FTE and related expenses

NEW	Future Initiatives	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. Examples include but are not limited to: Watershed/Subwatershed Plans Technical Projects Mapping Projects Stewardship and Restoration Flood and Erosion Control Significant Partnership Opportunities	3	CA Act 21.1.2		
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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 few 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.

Appendix 2

Category 2 Summary Information

New or Existing MOUs	Category 2 Service	Participating Municipalities	Date of agreement (most recent version)
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
NEW	DWSP Education and Outreach	Quinte West	No agreement in place, invoice for service MOU required
NEW	Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management	Quinte West Trent Hills Stirling-Rawdon	MOU to be developed, to date the service has been paid from municipal levy Category 2 services MOUs required for benefit based apportionment
NEW	Future Initiatives 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	Local Water 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, the Local Water 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.

Future initiatives under Category 3 programs and services, the potential exists to seek funding for projects from municipal partners. 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.

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING made the day of , 2023.

B E T W E E N:

CITY/COUNTY/TOWNSHIP OF _____
(“the Municipality”)

OF THE FIRST PART

- and -

LOWER TRENT REGION CONSERVATION AUTHORITY
(“the LTC”)

OF THE SECOND PART

Hereinafter the Municipality and the LTC shall collectively be referred to as the **“Parties”**

WHEREAS the LTC is a Conservation Authority established under the *Conservation Authorities Act* (“Act”) and is governed by its members appointed by participating municipalities in accordance with the Act;

AND WHEREAS the Municipality is located wholly or in part within the area under the jurisdiction of LTC;

AND WHEREAS the Act permits LTC to provide non-mandatory programs and services under a Memorandum of Understanding or such other agreement as may be entered into with a municipality;

AND WHEREAS LTC is prepared to provide certain non-mandatory programs and services to the Municipality;

AND WHEREAS the Municipality wishes to avail itself of those programs and services described in this Memorandum of Understanding (MOU) and to pay the amount charged by LTC for those programs and services;

NOW THEREFORE, in consideration of the terms of this Memorandum of Understanding and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Entire Memorandum of Understanding

1.1. This MOU, together with:

Schedule “A” - Category 2 Programs and Services

Schedule “B” - Category 3 Programs and Services

constitutes the entire MOU between the Parties with respect to the subject matter contained in this MOU and supersedes all prior oral or written representations and agreements.

1.2 This MOU will be posted publicly on LTC’s website to comply with requirements under the *Conservation Authorities Act*.

2. Definitions

2.1 In this MOU:

“Category 2” means the municipal programs and services that LTC hereby agrees to provide at the request of and on behalf of the Municipality; and

“Category 3” means the programs and services that LTC’s Board wishes to provide on behalf of the watershed to further the *Conservation Authorities Act* under a cost apportioning agreement amongst

participating municipalities who agree to the implementation of the programs and services, as outlined in LTC's Programs & Services Inventory.

3. Term of Memorandum of Understanding

3.1 The initial term of this MOU shall commence on the date this MOU is signed by the Parties and shall, subject to the renewal provisions of this MOU, end on December 31, 2028 ("the Initial Term").

3.2 Unless this MOU has been terminated early in accordance with the terms or conditions of this MOU, the MOU shall be automatically renewed for a five (5) year term from December 31, 2028 ("**Renewal Term**"), on the same terms and conditions contained herein.

3.3 This MOU shall be reviewed by the Parties prior to the expiry of the Initial Term and each Renewal Term. It is LTC's responsibility to initiate the review with Municipality at least one hundred and twenty (120) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.

3.4 Subject to the provisions of Clause 9 of this MOU, the terms and conditions of this MOU may be amended at any time with the mutual written consent of both of the Parties.

4. Fees and Payment

4.1 The cost structure for the programs and services provided in Schedule A and Schedule B shall be based on the actual costs to the LTC of providing the programs and services.

4.2 An increase will be applied to the total fees for the programs and services provided in Schedule A and Schedule B effective January 1 in each calendar year and will be no less than the same percentage as the LTC's overall levy increase.

4.3 The fees apportioned to the Municipality will be calculated annually using the benefit based apportionment method for Schedule A services and the Municipal Current Value Assessment (MCVA) apportionment method for Schedule B services. The MCVA apportionment method shall be based on the ratio that the Municipality's modified current value assessment is of all participating municipalities. The amount of the fees apportioned to the Municipality shall be provided annually at least 30 days before the meeting at which the budget is approved.

4.4 In addition to the foregoing cost structure for programs and services provided in Schedule A and Schedule B, the LTC may charge a user fee in the delivery of any programs and services listed, as appropriate.

4.5 The Municipality shall pay the LTC all fees and charges as invoiced by the LTC pursuant to this MOU within sixty (60) days of the date of the invoice.

5. Notice

Any notice in respect of this MOU shall be in writing and shall be sufficiently given or made if made in writing and either delivered in person during normal business hours of the recipient on a business day to the Party for whom it is intended to the address as set out below, or sent by registered mail or by email addressed to such Party as follows:

(1) in the case of the Municipality, to:

MUNICIPALITY NAME
ADDRESS

Attention:
Email:

(2) in the case of the LTC, to:
Lower Trent Conservation
714 Murray Street
Trenton, ON K8V 0N1

Attention: Rhonda Bateman, Chief Administrative Officer
Email: rhonda.bateman@ltc.on.ca

or to such other addresses as the Parties may from time to time notify in writing, and any notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption of postal service affecting the delivery or handling thereof, on the third business day after the date of mailing.

6. Force Majeure

Neither Party shall be in default with respect to the performance or non-performance of the terms of this MOU resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Municipality), plague, epidemic, pandemic, natural disaster, strike, lock-out, inability to procure material, acts, laws or regulations of government authority or other cause beyond the reasonable control of such Party and not caused by the act or omission of such Party, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay. This provision should not relieve the Municipality of its obligation to pay fees and costs when due.

7.0 General

7.1 LTC shall not hold itself out as an agent or employee of the Municipality.

7.2 LTC may subcontract all or any portion of the programs or services in its sole discretion, provided that any such sub-contracted program(s) or service(s) conforms to the terms of this MOU. Nothing contained in this MOU will create a contractual relationship between any sub-contractor or its directors, officers, employees, agents, partners, affiliates or volunteers and the Municipality. No sub-contract will relieve LTC from any obligation under this MOU or impose any liability on the Municipality unless otherwise agreed to in writing.

7.3 LTC will maintain confidentiality of any information provided by the Municipality and identified as confidential and will limit disclosure of such information to only those individuals who require access to the information in order to complete the program or service, or as required to be disclosed by law.

7.4 Notwithstanding the foregoing, the Municipality acknowledges and agrees that all programs and services identified in Schedule "A" shall also be included in a Watershed-based Resource Management Strategy that the LTC is required to develop and implement under the *Conservation Authorities Act*.

8. Dispute Resolution

If requested in writing by either Party, the Parties shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the Parties. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration. The arbitrator shall be appointed by the agreement of the Parties.

No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either of the Parties.

The award of the arbitrator, including an award for costs if applicable, shall be final and binding upon

the Parties.

The provisions of the Arbitration Act, R.S.O., 1991, Chapter 17, as amended shall apply.

9. Early Termination

This MOU shall terminate automatically upon either Party providing the other Party with prior written notice of their intention to terminate this MOU given no less than one-hundred and eighty (180) days and no more than three hundred (300) days prior to the end of such calendar year. Upon such written notice of intention to terminate this MOU being given in any calendar year during the Initial Term or Extension Term, the date that is the last date of such calendar year or such date as may be otherwise agreed to by all Parties in writing, shall be the "Termination Date". In the event this MOU is terminated, any operating expenses and costs incurred by LTC for providing services to the Municipality shall be paid by the Municipality up to and including the Termination Date.

10. Termination

Upon a termination notice being given, LTC shall be entitled to operational and capital costs reasonably incurred up to the date of the termination notice and all ongoing fixed costs incurred in reliance on the funding commitment of the Municipality. The Municipality shall pay LTC within thirty (30) days of termination.

11. Insurance

Both Parties agree to obtain and maintain in full force at all times, Certificates of Insurance for commercial general liability at a minimum level of five million dollars (\$5,000,000) and shall add the other Party as a named insured.

12. Execution

This MOU may be executed in counterparts in writing or by electronic signature and delivered by mail, facsimile or other electronic means, including in Portable Document Format (PDF), no one copy of which need be executed by all of the Parties, and all such counterparts together shall constitute one MOU and shall be a valid and binding agreement among the Parties hereto as of the date first above written.

13. Severability

If any term or provision of this MOU shall to any extent be held to be invalid or unenforceable, the remainder of this MOU shall not be affected thereby, and each term and provision of this MOU shall be separately valid and enforceable to the fullest extent permitted by law.

14. Successors

This MOU shall enure to the benefit of and be binding upon Parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the Municipality and the LTC have signed this Memorandum of Understanding.

MUNICIPALITY:

Name
Position

Name
Position

I / We have authority to bind the Municipality.

LOWER TRENT REGION CONSERVATION AUTHORITY

Rhonda Bateman
Chief Administrative Officer/Secretary-Treasurer

Bob Mullin
Chair

I / We have authority to bind the LTC.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 5, 2023
To: Board of Directors
Re: 2024 Fee Policy and Schedules
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2024 Fee Policy and Schedule be approved.

BACKGROUND:

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

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

All CAs are required to have a fee policy and fee schedules approved by their Board. Lower Trent's fee policy and schedules are reviewed annually, distributed for comment and posted on our website. The fee policy enforces that the fees are intended to recover the cost of the services.

The 2023 LTC Fee Policy and Schedules were approved by the Board of Directors on October 28, 2022. Realistic consideration of staff time and expenses required for these services were evaluated. There have been proposed additions to development charges that formerly have not been considered by LTC. The 2024 LTC Fee Policy and Schedules are attached for reference.

The Minister froze CA planning and development fees for 2023. There is no indication as to whether the freeze will continue into 2024. However, the Fee Policy and Schedules are required to be reviewed and updated annually and any changes be brought forward to the Board of Directors for consideration. Consultation is also required annually as noted under Process and Public Notification prior to Board approval. This report is bringing forward the proposed changes for 2024.

DISCUSSION:

Staff have now completed the 2023 Fee Policy and Schedules review. There were no proposed changes to the policy document. Staff recommend that changes to the schedules be accepted for implementation in 2024. The full draft 2024 LTC Fee Policy and Schedules document is attached.

Consultation for the 2024 Fee Policy and Schedules will be premised with the understanding that the planning and regulation fees will not be implemented until the removal of the current freeze.

Schedule 1 – Planning and Regulations Fees

- Increases vary from 0 – 33% with those increases averaging 12.7% - from \$10 to \$110
- Addition of Large Fill Permit fees for loads up to 500 cubic metres and loads greater than 500 cubic metres.
- Refinement of Complex Permit fees based on the number of technical reviews required.
- Refinement of Zoning By-law Amendment fees to one charge

Schedule 2 – General Service Fees

- No change to these fees

Schedule 3 – Stewardship Services Fees

- Fees for nursery pricing is unknown at this time. A range is given to accommodate potential increases.
- There is no increase to the administrative fee nor the wildflower kits. Prices will be confirmed prior to the final approval by the Board.

RECOMMENDATION: That staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2024 Fee Policy and Schedule.



Lower Trent Conservation Fee Policy and Schedules

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

Approved by Lower Trent Conservation Board of Directors – XXXX, 2023
RES: GXXX/23

Effective Date: XXXX, 2024

Lower Trent Conservation
Administration Office
714 Murray Street
Trenton, ON
K8V 0N1
Tel.: 613-394-4829
Fax: 613-394-5226
Web: www.LTC.on.ca

POLICY

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FEE SCHEDULES

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

POLICY

Purpose

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

Legislative Framework

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

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

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

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

Category 1 Mandatory Programs and Services include:

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

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

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

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

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

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

Policy Principles

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

Process and Public Notification

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

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

Implementation

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

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

Exemptions to the application of these fees include:

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

Refunds

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

Appeal

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

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

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

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

Date of Effect

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

Transition

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

Review Process

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

FEE SCHEDULES

Schedule 1: LTC Planning and Regulations Fees

Schedule 2: LTC General Fees

Schedule 3: LTC Stewardship Services Fees

SCHEDULE 1 Planning and Regulations Fees			
FEE TYPE	2024 Fee	NOTES	Change
Pre-Application Services Fees		No reimbursement or crediting of fees	
General Inquiry	free	Verbal or email response	No change
Clearance Letter/Screening Letter	\$125		\$25 increase
Pre-Consultation with Written Comments	\$200		No change
Site Visit - Project Specific (< 0.5 ha)	\$250	detailed discussion on specific site locations	\$50 increase
Site Visit - Standard (<2 ha)	\$400		No change
Site Visit - Large (>2 ha)	Min \$500	Cost estimate to be provided based on scope and complexity	No change
PSW Update	\$1,000	Includes submission to MNRF	No change
Legal Inquiry	\$220	(3-10 business days)	\$20 increase
Legal Inquiry – RUSH	\$350	(up to 2 business days)	\$50 increase
Technical Report Review	\$275	Per Report (EIS, HE, Floodline, etc.)	\$25 increase
Map of property with environmental constraints	\$30		No change
Permit Fees			
Routine Permit Drainage Act (DART Protocol)	\$100		No change
Hydro One - Utility Corridor (up to five sites)	\$500		No change
Minor Permit	\$230		\$10 increase
Standard Permit	\$575		\$25 increase
Complex Permit – One Technical Study	\$825 +	\$825 plus technical review fee	EDITED
Complex Permit – Two Technical Studies	\$1,100	Deposits may be required	REMOVED
Compliance Permit		Double the Application Fee	No change
Large Fill Permit	\$575 +	\$575 + \$0.50 per m3 up to 500m3	NEW
Large Fill Permit	\$3,000 +	\$3,000 + \$0.75 per m3 greater than 500m3	NEW
Restoration Agreement		Double the Application Fee	No change
Permit Amendment - Administrative	\$100		No change
Permit Amendment		50% of original fee	No change
Hearing Administration Fee - Standard	\$400	Single residential lot development	No change
Hearing Administration Fee - Complex	\$1,000	Multiple lots; Commercial or Industrial Development; Large Residential Development	No change

FEE TYPE	2024 Fee	NOTES	Change
Standard Plan Review Fees			
Consent	\$440		No change
Consent - Multiple (up to 3)	\$660		No change
Zoning Bylaw Amendment (ZBA)	\$440		No change
ZBA (condition of previously reviewed consent OR concurrent)	\$220		REMOVED
Minor Variance (MVA)	\$440		\$110 increase
Official Plan Amendment (OPA)	\$560		\$10 increase
Combined OPA/ZBA	\$990		No change
Recirculation (any Standard Plan Review)		50% of original fee	No change
Site Plan Control Fees			
Single Lot Residential Site Plan	\$550		No change
Minor Site Plan	\$1,050		\$50 increase
Major Site Plan	\$2,600		\$100 increase
Subdivision / Condominium Fees			
DRAFT PLAN Subdivision - Basic	\$3,500		No change
DRAFT PLAN Subdivision - Complex	\$7,000	Phasing may incur additional fees	No change
Redline Revision or Resubmission	\$1,300	No Technical Reports to review	No change
Redline Revision or Resubmission	\$2,600	Technical Reports to review	No change
Detailed Design Review & Clearance of Draft Conditions	\$1,900	per Phase	No change
Detailed Design Review & Clearance of Draft Conditions	\$3,500	Draft Plan Approval > 5yrs ago	No change
Ministerial Zoning Order (MZO)	\$15,000 deposit	Cost recovery for: Review of technical reports, consultant costs, compensation, development and implementation, administration and legal fees	No change

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

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

SCHEDULE 2 General Service Fees			
FEE TYPE	2024 Fee	NOTES	Change
Staff Charge Out Rates			
<i>Management/Project Management</i>	\$90		No change
<i>Engineering/Planning</i>	\$75		No change
<i>Specialists – IT, GIS, Ecologist</i>	\$60		No change
<i>Administration/ Technicians</i>	\$55		No change
Conservation Lands			
Group picnics/Special events			No change
Up to 50 people	\$150		No change
Up to 100 people	\$300		No change
Up to 200 people	\$600		No change
>200 people (per 100)	+ \$150		No change
Delivery Charges (picnic tables/garbage cans)	\$110		No change
Goodrich-Loomis Conservation Centre Rental			
Half day – one floor	\$100		No change
Half day – two floors	\$150		No change
Full day – one floor	\$175		No change
Full day – two floors	\$300		No change
Murray Marsh Hunting permission	\$75		No change
Other events (filming, athletic, sponsored events)		Cost recovery	No change
Discover Your Watershed Events		Cost recovery	No change
Administrative Services			
Shipping and Handling – minimum fee	\$10		No change
NFS Cheque	\$50		No change
Printing – all printing and sizes		Cost recovery	No change

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

SCHEDULE 3 Stewardship Services Fees		
	2024 Fee	NOTES
Tree Seedlings and Shrubs		
Conifer Stock	\$1.52-\$1.75	Pricing information from nurseries unavailable
Deciduous Stock	\$1.96-\$2.30	Pricing information from nurseries unavailable
Administrative Fee – per order	\$14	No change
Potted Trees	\$17-\$19	Pricing information from nurseries unavailable
Wildflower Kits		
Sun-loving	\$50	No change
Shade-tolerant	\$70	No change
Little Forest Kits	\$400-\$450	Pricing information from nurseries unavailable

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



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 5, 2023
To: Board of Directors
Re: 2024 Budget Sub-Committee - Preliminary Draft Budget
Prepared by: Rhonda Bateman, Chief Administrative Officer and Kelly Vandette, Manager, Corporate Services

PROPOSED RESOLUTION:

THAT the Lower Trent Conservation 2024 Budget Sub-Committee Preliminary Draft Budget report be accepted as information; and
 THAT staff make any required changes to the 2024 preliminary draft budget as directed by the Board and bring a draft budget to the October 12, 2023 meeting for Board review and approval.

BACKGROUND:

For the development of the 2024 Lower Trent Conservation (LTC) Budget, the Board directed on June 8, 2023 that a sub-committee be formed that would be comprised of two or three Board of Directors, the CAO/Secretary-Treasurer and Manager, Corporate Services.

The sub-committee was formed and with staff, included Directors’ Wright, Hamilton, and Sandford. Three half-day meetings were held from July through August. Meeting content included Terms of Reference, the Budget Process, Current financial information and other information to be considered in developing the proposed draft.

Planning the budget focussed on the largest proportion of the budget being staffing costs (wages and employer paid taxes/benefits/pension) at approximately 74% of the total operating budget and remaining 26% for operating expenses (excludes capital budget).

COLA = 3.5% CPI = 4.9%	2023 BUDGET APPROVED	2024 PROPOSED BUDGET	INCREASE / - DECREASE	PERCENTAGE CHANGE
STAFFING	\$ 1,980,785	\$ 2,027,517	\$ 46,732	2.4%
OPERATIONS	\$ 649,601	\$ 726,074	\$ 76,473	11.8%
TOTAL	\$ 2,630,386	\$ 2,753,591	\$ 123,205	4.7%

There are related costs that are ‘Out of LTC’s Control’; of which, majority are legislated:

- Canadian Pension Plan (CPP) enhancement takes effective January 1, 2024 that implements above the first level of the 5.95% contribution rate, an additional 4% above the yearly maximum pensionable earnings (YMPE) to \$73.8K gross earnings =~ \$6K additional cost.

- Minimum wage increases 6.8% from \$15.50 to \$16.55 per hour = ~ \$5K additional cost.
- OMERS pension contribution (annual = ~\$142K) enrolment now available to all staff hires, i.e., part-time, contracts, seasonal, students at $9\% \leq$ \$69K $\geq 14.6\%$ =~ \$6K additional cost; however, 2024 rates are not yet available.

Overall wages and benefits total increase year over year is ~\$46.7K = 2.5% increase. This amount is less than the total 3.5% COLA adjustment added to employee wages; however, there are 2.25 full-time equivalent (FTE) staff that were funded in 2023 from surplus funds that =~\$177K in the 2024 budget that is requested to be converted to permanent staffing that is funded from the general levy. These positions support LTC in delivering the following services:

- 1 Administrative and Client Services Technician – shared resource between Watershed Management, Planning and Regulations and Corporate Services
- 1 Conservation Lands Maintenance Assistant – convert seasonal contract to permanent full-time and add stewardship responsibilities
- .25 Student – Corporate Services Support – support summer seasonal coverage for customer service and communications.

IMPACT ON LTC SERVICES

As noted, the largest change to the budget is a request to move two positions from contract to full time status. The previous funding for these positions came from surplus funds but the continuance of these positions will depend on levy funding as little if any surplus is anticipated moving forward.

The Conservation Lands Maintenance Assistant position (\$81K) would move from an 8-month contract to a full time position and have an integrated stewardship component. Prior to this year, CA lands lacked the personnel to move projects forward; work was reactive; priority setting and planning suffered resulting in projects being delayed. The impacts of this position are:

- Increased productivity for the CA lands program
- Increased invasive species management on CA lands
- Increased protection for species/habitat at risk
- Increased grant opportunities through grant writing proposals
- 20% private land stewardship – includes native plant sales and outreach activities
- Increased in public engagement
- Increased in volunteer engagement
- Increased staff coverage

The Administrative and Client Services Technician (\$81K) was introduced this past year as a cooperative position between Corporate Services and Watershed Management, Planning and Regulations to efficiently and effectively improve streamlining workflows and redistributing administrative workloads. Although split between these programs, the services received to date have positively affected several program areas. The impacts of this position are:

- Increased better service delivery for legislated requirements
- Enhanced quality customer service at the front counter/phone
- Improved management of information, databases and records retention
- Increased site visits for planning/regulations staff due to decrease in their administrative duties
- Improved consistency and availability for staff coverage
- Reduce staff overtime

The Corporate Services Assistant summer student position (\$15K) was previously requested and funded through vacancy dollars for support. The duration of the summer employment is at the peak period (April to September) in workload across the organization; therefore, increased volume and assistance is required of Corporate Services in human resources, customer service, finance, communications, information management, etc. The impacts of this position are:

- Improved internal and external customer service turn around and response times
- Increased coverage for staff vacation periods
- Improved communications management for events, announcements, updates
- Improve support across volunteer program
- Reduce staff overtime

DISCUSSION:

Staff have now completed the 2024 Preliminary Proposed Draft Budget for review and is attached.

- **2024 LTC Preliminary Proposed Draft Budget Details**
- **2024 LTC Preliminary Proposed Draft Capital Budget Details**

RECOMMENDATION: That staff proceed with the 2024 preliminary draft budget and bring a draft back to the October 12, 2023 meeting for Board review and approval.

2024 LTC BUDGET - PRELIMINARY PROPOSED DRAFT TO BOARD

For Sep 14/23

EXPENDITURES	2023 BUDGET	2024 BUDGET	2022 - 2023		% Change	NOTES
			VARIANCE			
NATURAL HAZARD MGMT						
Staffing \$	659,946 \$	547,843 \$	-\$	112,103	-17.0%	Adjusted allocation of staffing inventory
Operating \$	139,502 \$	146,338 \$	\$	6,836	4.9%	
Capital \$	5,000 \$	- \$	-\$	5,000	-100.0%	
PROV WATER QUALITY-QUANTITY MONITORING						
Staffing \$	10,112 \$	24,284 \$	\$	14,172	140.1%	Adjusted allocation of staffing inventory
Operating \$	- \$	- \$	\$	-		Staff time only required
Capital \$	3,000 \$	- \$	-\$	3,000	-100.0%	
LOCAL/REGIONAL DRINKING WATER SOURCE PROTECTION						
Staffing \$	321,972 \$	307,374 \$	-\$	14,598	-4.5%	Adjusted allocation of staffing inventory
Operating \$	66,310 \$	83,747 \$	\$	17,437	26.3%	Audit \$10K + 4.9% est Regional O/H \$56,674 + Local O/H \$12,073 + AODA website DWSP \$5K
WATERSHED-BASED RESOURCE MGMT STRATEGY						
Staffing \$	36,768 \$	- \$	-\$	36,768	-100.0%	Was outsourced in 2023 - staff time allocated?
Operating \$	- \$	500 \$	\$	500		Amount for Public meetings
CA LANDS/AREAS AND STEWARDSHIP						
Staffing \$	232,646 \$	307,346 \$	\$	74,700	32.1%	Convert Seasonal TempContract to PFT + Staffing allocation adj
Operating \$	114,365 \$	121,669 \$	\$	7,304	6.4%	Equipment/PPE \$5K + Additional Training \$500 (Boom Truck)
Capital \$	50,000 \$	177,000 \$	\$	127,000	254.0%	Pavillion \$12K + Roof \$5K + Propane \$5K + Signage \$15K + Truck \$60K + Tractor/Loader \$75K + Gravel Parking Lots \$5K
ENABLING SERVICES						
Staffing \$	518,422 \$	601,367 \$	\$	82,945	16.0%	Adjusted allocation of staffing inventory - IT/GIS + CommSpec
Operating \$	244,870 \$	284,869 \$	\$	39,999	16.3%	4.9% + IT Services \$58K less 2023 1 time \$30K Salary Review
Capital \$	52,000 \$	42,400 \$	-\$	9,600	-18.5%	IT computers 7 qty \$22.4K + Cloud system \$20K
TOTAL EXPENDITURES CAT 1 =	\$ 2,454,913	\$ 2,644,737	\$	189,823	7.7%	
REGIONAL DWSP	\$ 293,283	\$ -				TBD - Next fiscal year Apr 1/2024
INCOME						
	2023 BUDGET	2024 BUDGET	2023 - 2024			NOTES
			VARIANCE			
Provincial Funds \$	68,831 \$	68,831 \$	\$	-	0.0%	
Federal Funds \$	9,672 \$	13,902 \$	\$	4,230	43.7%	CSJ funding approved (3 students)
Municipal - General Levies \$	1,078,276 \$	1,299,983 \$	\$	221,707	20.6%	
Municipal - Capital Levies \$	98,105 \$	98,105 \$	\$	-	0.0%	Capital Plan
Municipal - Rebates/Recoveries \$	26,286 \$	22,167 \$	-\$	4,119	-15.7%	TGBCA (Parks Canada) property taxes removed
Legal inquiries / Permit Fees \$	200,000 \$	180,000 \$	-\$	20,000	-10.0%	Projecting less permit applications
Plan Review Fees \$	150,000 \$	130,000 \$	-\$	20,000	-13.3%	Transferred from category 2
CL Fees and Leases Income \$	31,653 \$	30,333 \$	-\$	1,320	-4.2%	Leases \$28,333 (multi-year terms no changes) + Facilities \$2K
Administered Programs \$	216,104 \$	256,000 \$	\$	39,896	18.5%	BQRAP \$120K + DWSP \$136K
DW Source Protection \$	388,282 \$	391,121 \$	\$	2,839	0.7%	Recovered by Regional DWSP - MECP Funding
Recovered Miscellaneous Revenue \$	10,000 \$	30,000 \$	\$	20,000	200.0%	Interest rate increase 4%+ and advance funding other programs
General Donations \$	- \$	3,000 \$	\$	3,000		Canada Helps + Other non-dedicated donations
Surplus or Reserves \$	177,704 \$	121,295 \$	-\$	56,409	-31.7%	Capital Reserves difference to Capital Levy
TOTAL INCOME CAT 1 =	\$ 2,454,913	\$ 2,644,737	\$	189,823	7.7%	
REGIONAL DWSP	\$ 293,283	\$ -				TBD - Next fiscal year Apr 1/2024

CATEGORY 1 - MANDATORY & ENABLING SERVICES - CORPORATE SERVICES

2024 LTC BUDGET - PRELIMINARY PROPOSED DRAFT TO BOARD

For Sep 14/23

CATEGORY 2 - NON-MANDATORY	EXPENDITURES		2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE	% Change	NOTES	
	NON-OWNED FCS							<i>New program identified</i>
	Staffing	\$	-	\$ 6,107	\$ 6,107		<i>Depends on agreements for Non-LTC owned FCS/ECS ops/mtn</i>	
	Operating	\$	-	\$ -	\$ -			
	LOCAL RISK MGMT PART IV & EDUCATION SP							<i>Waiting on confirmed agreements</i>
	Staffing	\$	103,665	\$ 111,832	\$ 8,167	7.9%	<i>Based on 3.5% and merit increases</i>	
	Operating	\$	18,455	\$ 26,818	\$ 8,363	45.3%	<i>20% admin/overhead costs + \$4,452 per SP projection costs</i>	
	ENVIRONMENTAL SIGNIFICANT LANDS ACQUISITIONS							<i>Nothing identified for 2024</i>
	Staffing	\$	-	\$ -	\$ -			
	Operating	\$	-	\$ -	\$ -			
Capital	\$	-	\$ -	\$ -				
TOTAL EXPENDITURES CAT 2 =		\$	122,120	\$ 144,757	\$ 22,637	18.5%		
INCOME		2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE		NOTES		
Provincial Funds	\$	-	\$ -	\$ -				
Federal Funds	\$	-	\$ -	\$ -				
Municipal - Agreements	\$	-	\$ 6,107	\$ 6,107				
Municipal - SP Agreements	\$	122,120	\$ 138,650	\$ 16,530	13.5%			
Miscellaneous Revenue	\$	-	\$ -	\$ -				
Surplus or Reserves	\$	-	\$ -	\$ -				
TOTAL INCOME CAT 2 =		\$	122,120	\$ 144,757	\$ 22,637	18.5%		

2024 LTC BUDGET - PRELIMINARY PROPOSED DRAFT TO BOARD

For Sep 14/23

CATEGORY 3 - SPECIAL PROJECTS	EXPENDITURES		2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE	% Change	NOTES	
	LOCAL WATER QUALITY MONITORING							
		Staffing	\$ 25,136	\$ 53,353	\$ 28,217		Adjusted as per staffing allocation inventory & 3.5% COLA	
		Operating	\$ 21,099	\$ 22,133	\$ 1,034		Travel, equipment, supplies for program operations	
	YOUTH EDUCATION							
		Staffing	\$ 72,118	\$ 51,825	\$ -20,293	-28.1%	Adjusted as per staffing allocation inventory + incl student	
		Operating	\$ 20,000	\$ 15,000	\$ -5,000	-25.0%	Youth Education events including CWF	
	COMMUNITY OUTREACH & PRIVATE STEWARDSHIP							
		Staffing	\$ -	\$ 16,186	\$ 16,186		Adjusted per staffing allocation inventory	
		Operating	\$ 25,000	\$ 25,000	\$ -	0.0%	Native Plant & Tree Seedling Sales	
TOTAL EXPENDITURES CAT 3 =		\$ 163,353	\$ 183,497	\$ 20,144	12.3%			
BAY OF QUINTE RAP PROGRAM		\$ 215,000	\$ -			TBD - Next fiscal year Apr 1/2024		
INCOME		2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE		NOTES		
	Provincial Funds	\$ -	\$ -	\$ -				
	Federal Funds	\$ 14,508	\$ 13,902	\$ -606	-4.2%	CSJ Funding if approved = 3 Students (1 Yth Ed + 2 Monitoring)		
	Municipal - Agreements Monitoring	\$ -	\$ 66,218	\$ 66,218		Local Water Quality Monitoring Program		
	Municipal - Agreements Youth Education	\$ -	\$ 38,431	\$ 38,431		.5 FTE Youth Education Technician		
	Municipal - Agreements Stewardship	\$ -	\$ 16,186	\$ 16,186		.2 FTE CL Stewardship Technician		
	Stewardship-Outreach Funds	\$ 25,000	\$ 25,000	\$ 0	0.0%			
	Youth Education Funds	\$ 87,282	\$ 23,760	\$ -63,522	-72.8%			
	Surplus or Reserves	\$ 36,563	\$ -	\$ -36,563	-100.0%			
TOTAL INCOME CAT 3 =		\$ 163,353	\$ 183,497	\$ 20,144	12.3%			
BAY OF QUINTE RAP PROGRAM		\$ 215,000	\$ -			TBD - Next fiscal year Apr 1/2024		

2024 LTC BUDGET - PRELIMINARY PROPOSED DRAFT TO BOARD

For Sep 14/23

	2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE	% Change	NOTES
TOTAL LTC BUDGET	\$ 2,740,386	\$ 2,972,991	\$ 232,605	8.5%	
Municipal General Levy	\$ 1,078,276	\$ 1,299,983	\$ 221,707	18.8%	Combined general and capital levies
Municipal Capital Levy	\$ 98,105	\$ 98,105	\$ -		
Municipal Agreements Funded	\$ 122,120	\$ 265,592	\$ 143,472		
	\$ 1,298,501	\$ 1,663,680	\$ 365,179		
Wages & Benefits	\$ 1,980,785	\$ 2,027,517	\$ 46,732	2.4%	Below 3.5% COLA due to staff changes
Operating	\$ 649,601	\$ 726,074	\$ 76,473	11.8%	4.9% CPI plus CL/CS & Prgms (Equip, IT Services, Agrmts)
Operating Total	\$ 2,630,386	\$ 2,753,591	\$ 123,205	4.7%	
Capital Total	\$ 110,000	\$ 219,400	\$ 109,400		Funded by \$98, 105 Mun Levy + \$121,295 Capital Reserve
	\$ 2,740,386	\$ 2,972,991	\$ 232,605	8.5%	

LOWER TRENT REGION CONSERVATION AUTHORITY

2024 CAPITAL BUDGET DETAILS - PRELIMINARY PROPOSED DRAFT TO BOARD 2023-09-14

DESCRIPTION - CAPITAL ASSETS	2024 PLANNED CAPITAL PROJECTS	PROJECTED OPENING RESERVE BALANCE	2024 PLANNED CAPITAL COSTS	REVENUE SOURCES		2024 TOTAL REVENUE	PROJECTED CLOSING RESERVE BALANCE
				Municipal Capital Levy (10 Year Plan)	From / (To) Reserves		
Information Technology Infrastructure		\$ 40,496		\$ 12,000		\$ 42,400	\$ 10,096
	Cloud System		\$ 20,000		\$ 20,000		
	Computers		\$ 22,400		\$ 10,400		
Vehicles and Heavy Equipment		\$ 93,527		\$ 30,550	\$ 104,450	\$ 135,000	\$ (10,923)
	Vehicles		\$ 60,000				
	Heavy Equipment		\$ 75,000				
Buildings, Structures and Bridges		\$ 137,005		\$ 32,000	\$ (15,000)	\$ 17,000	\$ 152,005
	Conservation Lands		\$ 12,000				
	Pavillion Roof		\$ 5,000				
Special Projects		\$ 68,195	\$ -	\$ 3,680	\$ (3,680)	\$ -	\$ 71,875
Land Infrastructure		\$ 64,688		\$ 19,875	\$ 5,125	\$ 25,000	\$ 59,563
	Infrastructure		\$ 15,000				
	Signage		\$ 5,000				
	Oil to Propane Conversion		\$ 5,000				
	Parking Gravel		\$ 5,000				
		\$ 403,911	\$ 219,400	\$ 98,105	\$ 121,295	\$ 219,400	\$ 282,616
				44.72%	55.28%	100%	



LOWER TRENT
CONSERVATION

CAO REPORT

Date: September 1, 2023
To: Board of Directors
Prepared by: Rhonda Bateman, Chief Administrative Officer

CONSERVATION ONTARIO

A CAO/GM meeting was held on August 24th to get updates on the progress of MOU approvals, status of Conservation Lands Strategy and Inventory, the Watershed Based Resource Management Strategy and other deliverables required by the end of 2024. We are in good stead to have our deliverables completed on time.

The next Conservation Ontario Council meeting will be held in Richmond Hill on September 25, 2023.

STAFFING

Our Environmental Planner will begin parental leave at the end of September. A competition was held to appoint a temporary Watershed Planning Specialist however no viable candidate applied. The job posting has gone out in a second attempt to hire a planning specialist to support business requirements during the planner's time away.

MUNICIPAL AGREEMENTS

The municipal MOUs have been distributed to the CAOs and Clerks at each partner municipality. In addition, a cover letter, an updated Program and Services Inventory and cost estimates for the upcoming year.

I have requested that the agreements are reviewed and signed prior to year end. I have indicated that I would be available to attend the Council meetings where the MOUs will be presented.

MOU Council/meeting agendas to date:

Stirling-Rawdon September 5

Trent Hills Council September 12

Cramahe Council September 19

Centre Hastings September 20

RECENT AND UPCOMING ACTIVITIES

Guest Speaker Brighton Probus Club – August 9

Family Day at Goodrich-Loomis – August 11

Quinte Chamber of Commerce – Member Appreciation BBQ – August 16

Hastings Waterfront Festival – August 19

Hastings Plowing Match – Deseronto - August 23 – 24