



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

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 # 2023-08

DATE: October 12, 2023

TIME: 2:05 PM

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

PRESENT:

REMOTE SITE (R)	ON SITE	
Lynda Reid	Bob Mullin (Chair)	Eric Sandford
	Gene Brahaney (Vice-Chair)	Jim Alyea
	Mike Ainsworth	Rick English
	Jeff Wheeldon	

ABSENT/REGRETS: Bobbi Wright, Sherry Hamilton

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

GUESTS: Blair Labelle, Senior Consultant from Perry Group Consulting Inc.

1. Meeting called to order by the Chair

The meeting was called to order by Chair Mullin at 2:05 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: G117/23

Moved by: Eric Sandford

Seconded by: Mike Ainsworth

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. **Hearing Board Meeting Minutes and In-Camera Session of September 14, 2023**

b. **Board Meeting Minutes of September 14, 2023**

Correction to the Regular Board Meeting Minutes of September 14, 2023 with regard to attendance, Director English was absent.

RES: G118/23

Moved by: Jim Alyea

Seconded by: Gene Brahaney

THAT the Hearing Board and Hearing Board In-Camera Session Meeting Minutes of September 14, 2023 be adopted; and THAT the Regular Board Meeting Minutes with the correction to attendance of September 14, 2023 be adopted.

Carried

8. Business arising from these minutes

Rhonda Bateman spoke to the following business arising from the September 14, 2023 minutes:

a. Formal Complaint form and letter from Mr. Geoff Barnard.

RES: G119/23

Moved by: Jim Alyea

Seconded by: Mike Ainsworth

THAT the September 27, 2023 complaint from Mr. Barnard be received as information.

Carried

CORRESPONDENCE

9. Correspondence

- a. 2023-09-15 email re: HCA Board-Resolution-Wetlands
- b. 2023-09-21 email thread re: Agricultural Representative
- c. 2023-09-27 Sixth Quarter Report letter to MNRF
- d. 2023-09-27 Agreement Extension Request to MNRF

RES: G120/23

Moved by: Rick English

Seconded by: Jim Alyea

THAT the correspondence as provided in the agenda package be received as information.

Carried

STAFF REPORTS

10. Information Technology and Operational Review Report and Presentation

Kelly Vandette, Manager, Corporate Services introduced Blair Labelle, Senior Consultant from Perry Group Consulting Inc. to present the LTC Information Technology and Operation Review report.

Blair Labelle spoke to the IT and Operations Review presentation as provided in the agenda package.

The Board moved into discussion.

RES: G121/23

Moved by: Jeff Wheeldon

Seconded by: Jim Alyea

THAT the LTC Information Technology and Operational Review Report be received; and
THAT staff proceed with IT strategic planning and prioritizing.

Carried

11. Monthly Payments Issued

RES: G122/23

Moved by: Eric Sandford

Seconded by: Gene Brahaney

THAT the list of payments issued in the total amount of \$264,130.20 for the month of September 2023 be received as information.

Carried

12. Quarterly Financial Status – September 30, 2023

RES: G123/23

Moved by: Rick English

Seconded by: Lynda Reid

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

Carried

13. Watershed Management, Planning and Regulations Reports

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

package.

- a. Summary of Permits for Period August 31 – October 2, 2023
- b. Planning and Regulations
- c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR)

RES: G124/23

Moved by: Jeff Wheeldon

Seconded by: Mike Ainsworth

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

Carried

14. Conservation Lands Report – September 30, 2023

RES: G125/23

Moved by: Jim Alyea

Seconded by: Gene Brahaney

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

Carried

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

RES: G126/23

Moved by: Lynda Reid

Seconded by: Mike Ainsworth

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

Carried

16. Local Source Protection 101 Refresher

Anne Anderson, Manager, Community Outreach and Special Projects and Marcus Rice, Risk Management Official/Inspector presented the Local Source Protection 101 Refresher training ([Appendix 1](#)) to the Board.

RES: G127/23

Moved by: Eric Sandford

Seconded by: Jim Alyea

THAT the Local Source Protection 101 Refresher presentation be received for Board training.

Carried

17. Summary of Risk Management Official Activity Report – September 30, 2023

RES: G128/23

Moved by: Eric Sandford

Seconded by: Lynda Reid

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

Carried

18. Local Drinking Water Source Protection Report – September 30, 2023

RES: G129/23

Moved by: Jim Alyea

Seconded by: Mike Ainsworth

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

Carried

19. Bay of Quinte Remedial Action Plan Program

a. September 2023 Newsletter

RES: G130/23

Moved by: Rick English

Seconded by: Jeff Wheeldon

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

Carried

20. Ratify September 27, 2023 Email Poll – Capital Budget – Administrative Building Repairs

RES: G131/23

Moved by: Jeff Wheeldon

Seconded by: Lynda Reid

THAT the Board of Directors September 27, 2023 eMail poll to approve the office repair be completed by Ducon Contractors Ltd. and that the additional Building, Structures and Bridges reserve fund be utilized for the repair work at an upset limit of \$35,000 be ratified.

Carried

21. Supplementary Report on Staffing for 2024 Budget

RES: G132/23

Moved by: Jim Alyea

Seconded by: Eric Sandford

THAT the Supplementary Report on Staffing for 2024 Budget be received as information.

Carried

22. CAO's Report

Rhonda Bateman noted that a correction under Municipal Agreements to the date for the City of Quinte West Council is not October 16th but October 18th.

RES: G133/23

Moved by: Jeff Wheeldon

Seconded by: Eric Sandford.

THAT the CAO's Report be received as information.

Carried

OTHER BUSINESS

23. Members Inquiries/Other Business

There were no members inquiries or other business for this meeting.

24. Adjournment

There being no further business, the meeting was adjourned.

RES: G134/23

Moved by: Rick English

Seconded by: Gene Brahaney

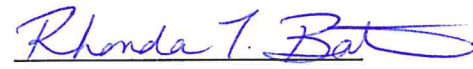
THAT the meeting be adjourned.

Carried

Time 3:33 p.m.



Bob Mullin, Chair



Rhonda Bateman, CAO/ST

Drinking Water Source Protection

*Anne Anderson,
Manager, Community Outreach &
Special Projects*

*Marcus Rice
Risk Management Official/Inspector*



Drinking Water Source Protection (Video)



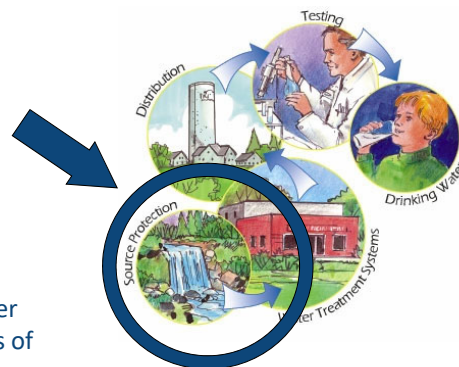
What is Source Water Protection?

- protecting surface & ground water sources from **contamination** or **overuse** (water quality & quantity)
- ensuring a **sufficient** supply of **clean** and **safe** drinking water for **now** and for the **future**



"The first barrier to the contamination of drinking water involves protecting the sources of drinking water."

Justice Dennis O'Connor
Walkerton Inquiry 2002



TRENT CONSERVATION COALITION
Source Protection Region

5 Source Protection Areas

- Crowe Valley (CVCA)**
- Ganaraska Region (GRCA)**
- Lower Trent (LTC and Havelock-Belmont-Methuen)**
- Kawartha-Haliburton (KRCA and Haliburton County)**
- Otonabee-Peterborough (ORCA and North Peterborough County)**

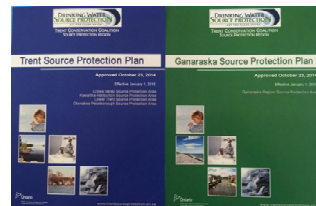
© Ontario Made possible through the support of the Province of Ontario

Lower Trent Source Protection Area

- Alnwick/Haldimand**
 - Grafton Wellhead Protection Area
- Brighton**
 - Brighton Wellhead Protection Area
- Cramahe**
 - Colborne Wellhead Protection Area
- Quinte West**
 - Bayside, Trenton & Frankford Intake Protection Zones
- Stirling-Rawdon**
 - Stirling Wellhead Protection Area
- Trent Hills**
 - Campbellford, Hastings & Warkworth Intake Protection Zones

Drinking Water Source Protection

- Under the Clean Water Act and associated regulations, Source Protection Areas/Regions must have in place:
 - Assessment Report (Trent and Ganaraska ARs)
 - Source Protection Plan (Trent and Ganaraska SPPs)
 - Policies address existing and future significant threats
- The province provides funding for delivery of the source protection program



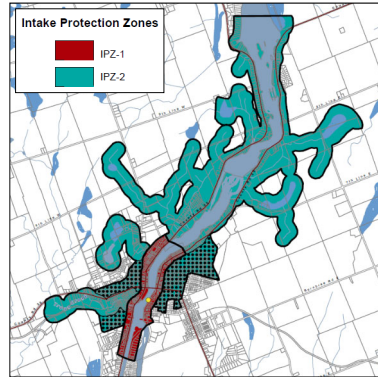
Assessment Report

- Technical studies were carried out to assess:
 - How vulnerable are our drinking water sources to contamination?
 - What activities present significant risks to our water sources?
 - Others (water budgets, groundwater recharge study, review of historical water quality data)
 - These studies are documented in the Trent Assessment Report



Example: Intake Protection Zone (Campbellford)

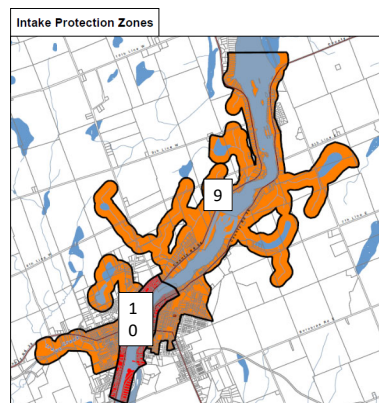
- Vulnerable areas delineated around surface water intake
- Delineated based on time of travel to the intake



9

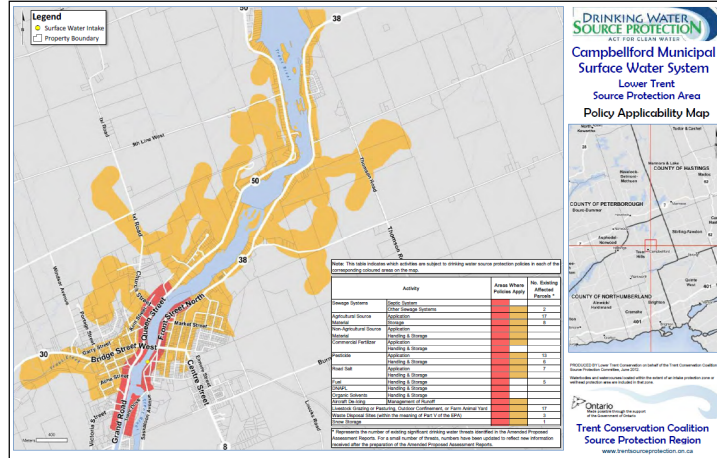
Example: Intake Protection Zone (Campbellford)

- Assigned a vulnerability "score" from 1-10 based on local conditions
- Score determines what activities are *significant* threats

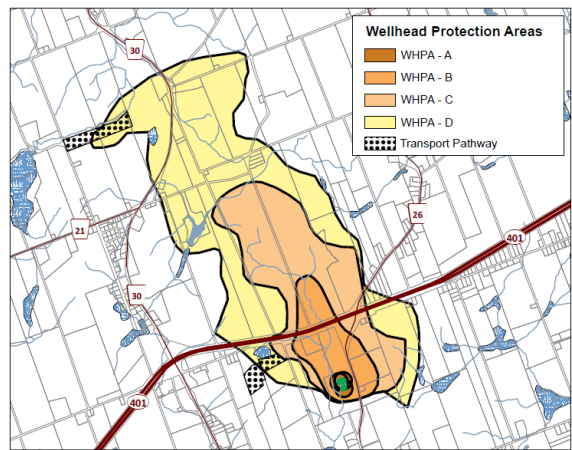


10

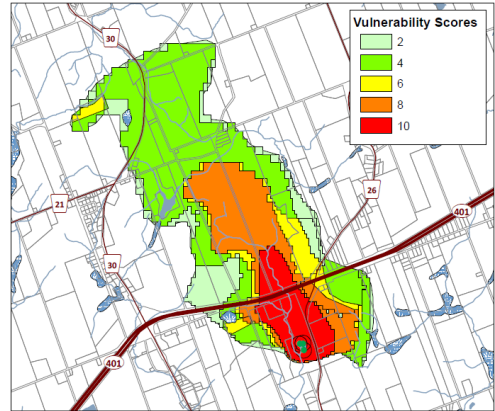
Example: Intake Protection Zone (Campbellford)



Example: Wellhead Protection Area (Brighton)

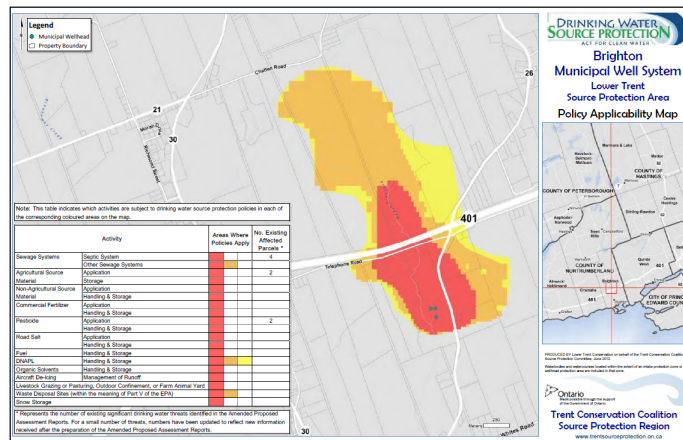


Example: Wellhead Protection Area (Brighton)



13

Example: Wellhead Protection Area (Brighton)



14

Drinking Water Threats

- The Clean Water Act identifies 22 activities that are considered potential drinking water threats



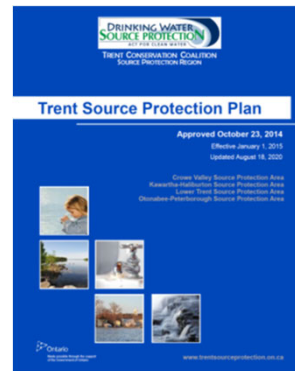
15

- Sewage systems (e.g. septic systems, sewage treatment plants)
- Agricultural activities – application or storage of:
 - Agricultural source material (e.g. manure)
 - Commercial fertilizer
 - Pesticides
 - Livestock
- Non-agricultural source material (e.g. biosolids)
- Fuel handling and storage
- Waste disposal sites
- DNAPLs and organic solvents – handling and storage
- Road salt – application and storage
- Snow storage
- Aircraft de-icing
- Aquaculture
- Liquid hydrocarbon pipelines

16

Source Protection Plan

- Developed by the Source Protection Committee in collaboration with local municipalities, policy implementers, and other stakeholders
- Extensive public consultation process
- Plan Approved in October 2014
- Effective date January 1, 2015



Overview of Source Protection Policies

- Risk Management Plans
 - Plans negotiated between landowners and a Risk Management Official to manage risks on their property
- Land Use Planning
 - Planning applications within vulnerable areas must be reviewed by the Risk Management Official
 - Prohibitions on certain land uses (for future activities)
- Septic system inspections
- Sewage collection systems
 - prioritizing maintenance activities within vulnerable areas
- Establish bylaws to:
 - Require connection to municipal sewage collection system (where feasible)
 - Prohibit new transport pathways (e.g. geothermal wells)

Overview of Source Protection Policies

- Prescribed Instruments must be reviewed and updated by the issuer
 - Nutrient Management Plans / Strategies
 - Certificates of Approval (sewage systems/waste disposal sites)
- Other policy approaches:
 - Education and outreach
 - Signage for vulnerable areas
 - Land acquisition
 - Updating emergency response plans
- Policies all have a monitoring component (e.g. annual reporting on policy implementation)

19

Implementing the Plan

- Municipalities responsible for implementation many policies in the Source Protection Plan
- Two Agreements with Lower Trent Conservation
 - Risk Management Services
 - Education & Outreach



Source Protection Risk Management Services

- Responsibilities with respect to:
 - Approval of planning applications
 - Negotiating Risk Management Plans
 - Enforcing prohibition policies
- City of Quinte West
 - Appointed Risk Management Official/Inspector
- Trent Hills, Stirling-Rawdon, Brighton, Cramahe & Alnwick/Haldimand
 - Transferred Risk Management responsibilities to Lower Trent Conservation



Risk Management Official

- 3 main sections of the RMO Part IV
 - Section 57 – Prohibition
 - Section 58 – Risk Management Plan
 - Section 59 – Restricted Land use

Section 57 - Prohibition

- Policies that deal with Future threats
- Some of these instances will be captured through RMI Inspections
- Others will be flagged through the Restricted Land Use Policy (Section 59)

23

Section 58 – Risk Management Plans

- Fills the gap of protection when other tools do not manage the threat activity.
- Risk Management Plans (RMP's) are site specific, locally negotiated plans that consist of a series of risk management measures and operational best practices that address the threat, reflecting current practices.
- A RMP allows for the activity to continue on a specific property as long as the mitigation measures within the RMP are followed.
- Ideally, the RMP should be voluntarily negotiated so there is an opportunity for discussion and flexibility.

24

Section 59 – Restricted Land Use

- ALL planning and building applications that are within the vulnerable area where significant drinking water threats may occur must receive a Section 59 Notice from the Risk Management Office.
 - The clearance Notice from the RMO is required before the Municipality processes the application under the Planning Act, Condominium Act, or the Ontario Building Code.
 - *Faster turn-around time on Clearance Notices, whereas negotiating a RMP is a longer process*

25

Risk Management Inspector

- The RMI conducts inspections through site visits to ensure compliance with Part IV policies (i.e. prohibitions (S.57) and risk management plans (S.58)).
- During a site visit, the RMI can take samples, excavate, take measurements, run tests, can copy records and documents, etc. The RMI issues Enforcement Orders where compliance with the policies is not met.
- If a person commits an offense under Part IV of the Clean Water Act, the RMI can prosecute that person.

26

Drinking Water Source Protection Education and Outreach

- Policy G(5) of the Trent Source Protection Plan requires that municipalities develop and implement an ongoing education and outreach program
- Municipalities have entered into an agreement with LTC to deliver this program

Source Protection Education & Outreach

- Developed and maintained outreach materials for significant drinking water threats
- Maintain website and provide information and links to municipalities for their website and for their newsletters
- Social media and traditional media awareness campaigns
- Written articles and advertisements in newspaper, magazines, and community guides
- Incorporation of Source Protection messaging at appropriate events
- A support system for the municipalities and public for any queries about Source Protection and for the Risk Management Officials



Source Protection Authority

Source Protection Authority Responsibility:

- Providing scientific, technical & administrative support to the Source Protection Committee and providing education and outreach to the local communities.
- As Lead Source Protection Authority, Lower Trent Conservation coordinates the source protection program on behalf of the 5 Source Protection Authorities.
Responsibilities include:
 - Provide assistance to other Source Protection Authorities with their responsibilities
 - Agreements/Reporting/Funding
 - Fiscal responsibility
 - Coordinate meetings as required under Act & Regulations
 - Appointment of Source Protection Committee Members

29

Lower Trent Source Protection Authority

- Lower Trent Source Protection Authority = Conservation Authority + representative from Havelock-Belmont-Methuen
- Source Protection Authority Board deals with process
- Conservation Authority Board deals with financial & staffing matters
 - delegated by Source Protection Authority
- Source Protection Authority Board meets before Conservation Authority Board meeting as required (not every month)
- Separate meetings
 - separate agendas/minutes
 - no additional per diem

