



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

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

**Thursday, November 9, 2023 | Time: 1:00 p.m.**

### **AGENDA**

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

**2. First Nation Acknowledgement**

**3. Disclosure of pecuniary interests**

**4. Approval of the Agenda**

RECOMMENDED:

THAT the agenda be approved as presented.

**5. Delegations**

There are no requests for delegations received for this meeting.

**6. Adoption of the Minutes:**

Source Protection Authority (SPA) Board Meeting Minutes of April 13, 2023

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RECOMMENDED:

THAT the minutes of Lower Trent Source Protection Authority Meeting dated April 13, 2023 be adopted.

**7. Business arising from these minutes**

**8. Correspondence**

There is no correspondence received for this meeting.

**9. Ratify Email Polls – Keith Taylor, Drinking Water Source Protection Program Coordinator**

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RECOMMENDED:

a. THAT the SPA Board of Directors Email poll held on April 24, 2023:

WHEREAS, the selection committee made up of Jim Hunt, Chair TCC Source Protection

Committee, Rhonda Bateman, CAO Lower Trent Conservation Authority and Janette Loveys Smith, CAO Otonabee Region Conservation Authority recommend that Philip Niblett be appointed to the Source Protection Committee, as the Non-Government Environmental Sector Representative; be ratified;

- b. THAT the SPA Board of Directors Email poll held on June 9, 2023 for the Lower Trent Source Protection Authority to appoint Paul Pentikainen to the Source Protection Committee for the Kawartha-Haliburton are municipal representative be rescinded; and
- c. THAT the SPA Board of Directors Email poll held on August 1, 2023:  
WHEREAS, the Trent Conservation Coalition Source Protection Committee has completed Pre-Consultation and addressed all comments received and has passed the following motion;

BY CONSENSUS THAT the Trent Conservation Coalition Source Protection Committee approves moving forward with a 35-day Public Consultation period for the Section 36 Amendments and approves requesting that the Lower Trent Source Protection Authority initiates the Public Consultation process

Be it resolved that the Source Protection Authority Board approve initiation of the required Public Consultation process, be ratified.

**10. Program Update – Keith Taylor**

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RECOMMENDED:

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

**11. Section 36 Amendments – Keith Taylor**

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RECOMMENDED:

THAT the Lower Trent Source Protection Authority approve submitting the final Section 36 Amendment Package to the Ministry of the Environment, Conservation and Parks, once finalized.

**12. Transfer Payment Agreement Status – Keith Taylor**

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RECOMMENDED:

THAT the Lower Trent Source Protection Authority receive the Transfer Payment Agreement Status report as information.

**13. Members Inquiries/Other Business**

**14. Adjournment**

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

**Kelly Vandette 613-394-3915 ext. #215; [kelly.vandette@ltc.on.ca](mailto:kelly.vandette@ltc.on.ca)**



**LOWER TRENT SOURCE PROTECTION AUTHORITY  
MINUTES**

**MEETING #SPA 2023-01**

**DATE:** April 13, 2023

**TIME:** 1:00 p.m.

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

**PRESENT:**

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

**REGRETS:** Bob Mullin, Kathy Clement, Mark DeJong

**STAFF:** Anne Anderson, Rhonda Bateman, Gage Comeau, Marcus Rice, Keith Taylor, Kelly Vandette

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

The meeting was called to order by Vice-Chair Brahaney at 1:00 p.m.

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

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

**3. Disclosure of pecuniary interests**

There was no disclosure of pecuniary interests.

**4. Approval of the Agenda**

RES: SPA1/23

Moved by: Eric Sandford

Seconded by: Jim Alyea

THAT the agenda be approved as presented.

Carried

**5. Delegations**

There were no requests for delegations received for this meeting.

**6. Adoption of the Minutes:**

Source Protection Authority Meeting Minutes of November 10, 2022.

RES: SPA2/23

Moved by: Eric Sandford

Seconded by: Jim Alyea

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

Carried

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

There was no business arising from the previous minutes.

**8. Correspondence**

There was no correspondence received for this meeting.

**9. Appointment of Risk Management Officials**

RES: SPA3/23

Moved by: Sherry Hamilton

Seconded by: Bobbi Wright

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

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

Carried

**10. Lower Trent Source Protection Authority 2022 Annual Progress Report**

RES: SPA4/23

Moved by: Rick English

Seconded by: Eric Sandford

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

Carried

**11. 2022 Trent and Ganaraska Source Protection Plans Annual Progress Reports**

Keith Taylor, Source Protection Program Coordinator spoke to the staff report for the *2022 Trent and Ganaraska Source Protection Plans Annual Progress Reports* (Attachments 1 and 2). Keith identified two situations that were identified in the reports as outstanding and out of compliance and provided a status update. One municipality was out of compliance due to staffing turnover and should be rectified shortly. The other municipality showed emergency response plans had not been updated and Staff are working with the municipality to get resolved shortly; however, the report will be submitted as presented with the updated comments included.

RES: SPA5/23

Moved by: Sherry Hamilton

Seconded by: Bobbi Wright

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

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

Carried

## 12. Section 36 Amendment Update

RES: SPA6/23

Moved by: Jim Alyea

Seconded by: Lynda Reid

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

Carried

## 13. New Members on Source Protection Committee

RES: SPA7/23

Moved by: Bobbi Wright

Seconded by: Sherry Hamilton

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

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

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

Carried

## 14. Lower Trent Region Conservation Authority/Trent Source Protection Authority Board Members and Signing Authority

RES: SPA8/23

Moved by: Rick English

Seconded by: Jeff Wheeldon

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

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

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

Carried

**15. Members Inquiries/Other Business**

There was no member inquiries or other business.

**16. Adjournment**

There being no further business, the meeting was adjourned.

RES: SPA9/23

Moved by: Rick English

Seconded by: Jim Alyea

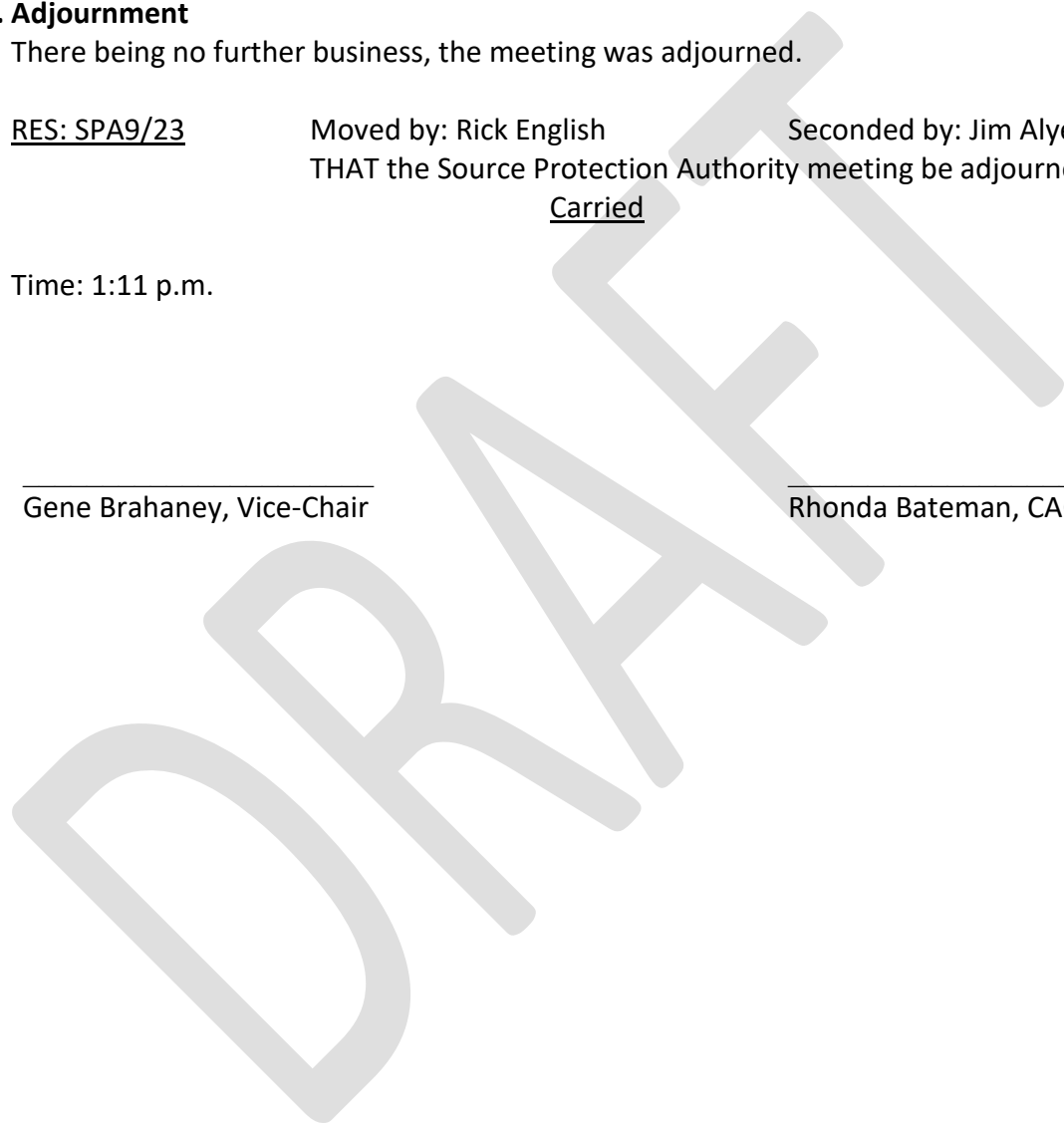
THAT the Source Protection Authority meeting be adjourned.

Carried

Time: 1:11 p.m.

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Gene Brahaney, Vice-Chair

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Rhonda Bateman, CAO/ST





## STAFF REPORT – EMAIL POLL

**Date:** November 9, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** Replacement of the Non-Government Environmental Sector Representative  
**Prepared by:** Keith Taylor, Program Coordinator

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### PROPOSED RESOLUTION:

THAT the SPA Board of Directors Email poll held on April 24, 2023, WHEREAS, the selection committee made up of Jim Hunt, Chair TCC Source Protection Committee, Rhonda Bateman, CAO Lower Trent Conservation Authority and Janette Loveys Smith, CAO Otonabee Region Conservation Authority recommend that Philip Niblett be appointed to the Source Protection Committee, as the Non-Government Environmental Sector Representative; be ratified;

### BACKGROUND:

The individual representing the Non-Government Environmental Sector recently resigned from the Source Protection Committee and the vacant position was advertised. The application process ended on March 29, 2023. Two applications were received and those applicants were interviewed by Jim Hunt, Chair TCC Source Protection Committee, Rhonda Bateman, CAO Lower Trent Conservation Authority and Janette Loveys Smith, CAO Otonabee Region Conservation Authority. The selection committee determined Philip Niblett as their choice to fill the vacancy.

This email poll of the Lower Trent Source Protection Authority was conducted to appoint Philip Niblett to the Source Protection Committee, as the Non-Government Environmental Sector Representative on April 24, 2023 which passed with a majority vote.



## STAFF REPORT – EMAIL POLL

**Date:** November 9, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** Appointment of Paul Pentikainen to the Source Protection Committee  
**Prepared by:** Keith Taylor, Program Coordinator

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### PROPOSED RESOLUTION:

- THAT the SPA Board of Directors Email poll held on April 24, 2023:  
WHEREAS, the selection committee made up of Jim Hunt, Chair TCC Source Protection Committee, Rhonda Bateman, CAO Lower Trent Conservation Authority and Janette Loveys Smith, CAO Otonabee Region Conservation Authority recommend that Philip Niblett be appointed to the Source Protection Committee, as the Non-Government Environmental Sector Representative; be rescinded;

### BACKGROUND:

The Kawartha Source Protection Authority went through the process of selecting Paul Pentikainen as a new municipal representative for the Source Protection Committee, to fill a vacancy. On June 9, 2023 an email poll of the Lead Source Protection Authority was conducted to appoint Paul Pentikainen to the Committee which passed with a majority vote.

Paul Pentikainen attended one meeting of the Source Protection Committee in June, 2023. Shortly after that meeting he accepted an offer to work on a planning project in Saudi Arabia and submitted his resignation from the Committee.

Therefore, the email poll decision should be rescinded.

The Kawartha Source Protection Authority is beginning the process of selecting a new municipal representative for the Source Protection Committee.





## STAFF REPORT – EMAIL POLL

**Date:** August 1, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** Initiating Section 36 Amendments Public Consultation  
**Prepared by:** Keith Taylor, Program Coordinator

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### PROPOSED RESOLUTION:

WHEREAS, the Trent Conservation Coalition Source Protection Committee has completed Pre-Consultation and addressed all comments received and has passed the following motion;

BY CONSENSUS THAT the Trent Conservation Coalition Source Protection Committee approves moving forward with a 35-day Public Consultation period for the Section 36 Amendments and approves requesting that the Lower Trent Source Protection Authority initiates the Public Consultation process.

Be it resolved that the Source Protection Authority Board approve initiation of the required Public Consultation process.

### BACKGROUND:

#### REQUIRED CONSULTATION FOR THE SECTION 36 AMENDMENTS

The Trent Conservation Coalition Source Protection Committee has been working on amending the Trent and Ganaraska Source Protection Plans and Assessment Reports. They have completed the Early Engagement with the Ministry of the Environment, Conservation and Parks and Pre-Consultation Phases with policy implementers. Appropriate edits to the documents have addressed pertinent comments received. The final required consultation is the Public Consultation. This includes all agencies contacted in Pre-Consultation plus any individuals or businesses known to be affected by the proposed changes.

Staff is preparing the necessary documents and list of contacts. The target date for Public Consultation is September 1st running to October 5th. There will be advertising and a social media campaign running at the same time.

This email poll of the Lower Trent Source Protection Authority is being conducted to initiate the Public Consultation phase.

### RECOMMENDATION:

To approve the resolution initiating the Public Consultation process on changes to the Trent Conservation Coalition Source Protection Plans and Assessment Reports.



## STAFF REPORT

**Date:** November 9, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** Program Update  
**Prepared by:** Keith Taylor, Program Coordinator

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### PROPOSED RESOLUTION:

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

### BACKGROUND:

All aspects of the Section 36 Amendments are on schedule and proceeding as expected. The final document package is being compiled for submission to the Ministry of the Environment, Conservation and Parks. The package includes the amended Trent and Ganaraska Assessment Reports, the amended Trent and Ganaraska Source Protection Plans, the updated Explanatory Document, several updated Assessment Report maps and updated appendices. Each document will be submitted in Track Changes and a Clean Version. There are some final minor edits and formatting to complete.

After approval by the Ministry the documents are required to be AODA compliant before posting on the Trent Conservation Coalition website. The program will receive funding from the province to hire a consultant to meet this requirement.

Trent Bos has been working on a project to provide people with private drinking water systems with information to protect their sources of drinking water. On October 26, 2023 he hosted a webinar that was well attended and the feedback from the attendees has been very positive.



## STAFF REPORT

**Date:** November 9, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** Section 36 Amendment Update  
**Prepared by:** Keith Taylor, Program Coordinator

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### PROPOSED RESOLUTION:

THAT the Lower Trent Source Protection Authority approve submitting the final Section 36 Amendment Package to the Ministry of the Environment, Conservation and Parks, once finalized.

### BACKGROUND:

The Section 36 Amendment Package has gone through all the required consultation phases including the most recent Public Consultation. The Source Protection Committee has reviewed and reacted to all comments received. They have made their final adjustments to the Assessment Reports and Source Protection Plans. At their meeting on November 2, 2023 it is expected that the Committee will pass a motion asking that the Lead Source Protection Authority approve submission of the Section 36 Amendment Package, once the final edits and formatting have been completed.



## STAFF REPORT

**Date:** November 9, 2023  
**To:** Lower Trent Source Protection Authority  
**Re:** Transfer Payment Agreement Status  
**Prepared by:** Keith Taylor, Program Coordinator

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### PROPOSED RESOLUTION:

THAT the Lower Trent Source Protection Authority receive the Transfer Payment Agreement Status report as information.

### BACKGROUND:

The next Transfer Payment Agreement Period begins April 1, 2024. It is anticipated that it will be at least a two-year funding period but no details have been provided by the Ministry of the Environment Conservation and Parks to date. When details are provided, staff will prepare the funding request with the assistance of the Management Committee. The request will detail staff activities for the next two years.

Most of the staff's efforts for the past 5 years has been primarily focused on the Section 36 Amendments and with that stage nearing completion, there will be an opportunity for staff to work on other activities. These activities include developing Education and Outreach initiatives to be used across the region, for new policies in the Section 36 Amendments. There are many cases where Education and Outreach is the only tool managing some threats, such as road salt application and storage in smaller quantities.

There will also be an opportunity to work with municipalities to help them adjust to the new technical rules and Source Protection Plan amendments. The regional staff will be working on some necessary internal processes, such as dealing with Transport Pathways. Toward the end of the next 2-year period, early planning for the next Section 36 Amendments may be necessary.