



# 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](http://www.ltc.on.ca) ■ Email: [information@ltc.on.ca](mailto: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, December 14, 2023

Time: 1:00 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**

Mr. Peter Archer

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

7. **Adoption of the Minutes:**

- a. Special Board Meeting Minutes of November 29, 2023

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RECOMMENDED:

THAT the minutes of the Special Board Meeting held on November 29, 2023 be adopted.

8. **Business Arising From The Previous Minutes**

Business arising from the November 29, 2023 minutes:

**2024 Draft Business Plan and Budget** - Rhonda Bateman and Kelly Vandette

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Moved by Jim Alyea and Seconded by Bobbi Wright, that the 2024 Draft Budget be brought back to the December 14, 2023 Board meeting

## CORRESPONDENCE

### 9. Correspondence

There was no correspondence received for this meeting.

## STAFF REPORTS

- 10. Monthly Payments Issued** – Kelly Vandette, Manager, Corporate Services [Page # 31](#)  
 RECOMMENDED:  
 THAT the list of payments issued in the total amount of \$268,618.04 for the month of November 2023 be received as information.
- 11. Watershed Management, Planning and Regulations Update Reports** – Gage Comeau, Manager, Watershed Management, Planning and Regulations  
 a. Summary of Permits for Period October 27 – December 4, 2023 [Page # 33](#)  
 b. Planning and Regulations Update [Page # 34](#)  
 c. Flood Forecasting & Warning (FFW)/Ontario Low Water Response (OLWR) [Page # 37](#)  
 RECOMMENDED:  
 THAT the Watershed Management, Planning and Regulations Update Reports be received as information.
- 12. Bay of Quinte Remedial Action Plan Program** – Anne Anderson, Manager, Community Outreach and Special Projects [Page # 40](#)  
 a. November 2023 Newsletter  
 RECOMMENDED:  
 THAT the November 2023 Bay of Quinte Remedial Action Plan Newsletter be received as information.
- 13. CAO's Report** – Rhonda Bateman [Page # 43](#)  
 RECOMMENDED:  
 THAT the CAO's Report be received as information.
- 14. Closed In-Camera Session** – Chair Mullin  
 RECOMMENDED:  
 THAT the Lower Trent Conservation Board of Directors move to in-camera session to discuss a personal matter about an identifiable individual.
- 15. Members Inquiries/Other Business**

16. Adjournment

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

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

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



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## BOARD OF DIRECTORS

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### SPECIAL BUDGET BOARD MEETING MINUTES

#### MEETING # 2023-10

**DATE:** November 29, 2023

**TIME:** 11:00 AM

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

**PRESENT:**

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

**STAFF:** Rhonda Bateman and Kelly Vandette

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

The meeting was called to order by Chair Mullin at 11:00 a.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 was no disclosure of pecuniary interests.

**4. Approval of the Agenda**

RES: G151/23

Moved by: Eric Sandford

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 for this meeting.

**7. Adoption of the Minutes:**

**a. Board Meeting Minutes of November 9, 2023**

RES: G152/23

Moved by: Rick English

Seconded by: Bobbi Wright

THAT the minutes of the Regular Board Meeting and Regular Board Meeting In-camera session held on November 9, 2023 be adopted.

Carried

**8. Business arising from these minutes**

Business arising from the November 9, 2023 minutes.

a) Director Wright asked for a copy of the CAO's 2024 Budget notes. Kelly stated that the CAO's prepared speech will be included in the minutes - completed.

b) Director Reid asked for a copy of apportionment to members for category 1 and the MOU's – completed.

**9. 2024 Budget Discussion**

Chair Mullin asked if any Board members wished to speak to the 2024 draft budget as it currently stands for discussion.

Director Wheeldon commented:

*"I understand how challenging budgeting can be. In Brighton we're currently working through a budget for the second time this year, and I've learned a lot. I know that there are few easy answers, and that nothing can be taken for granted. I've also learned how easy it is to set arbitrary metrics, like maintaining the status quo or holding the line against tax increases. Those things seem somehow more tangible, at times, than the hundreds of line items we're presented with, each of which is a numerical abstraction from the assets, services, and people that they represent.*

*This case is even more complex, because I need to consider it as a board member AND as a councillor.*

*As a board member, I feel very unsupported by the Province; they've messed with our mandate AND our funding, reducing our scope of usefulness to our communities and our capacity to deliver what services we still provide. The services covered by the MOU are, by definition, non-essential, and yet I still see their value; as a board member I want to support any efforts to educate the public about the value and importance of ecosystem services and conservation, especially given*

*the many ways the climate crisis is making itself felt in our communities. A regulatory body can compel compliance to certain things, but I know that it's far better to inspire change through education and establishing social norms around our relationship to our environment. Those "non-essential" programs are about inspiring the approaches and attitudes that our mandatory programs are supposed to enforce.*

*And as for our mandatory programs, they're still mandatory. It is possible for us to save money, but our staff have made it very clear to us that the quality and timeliness of our regulatory services will suffer if we keep staffing at the current levels. There's more pressure than ever to quickly regulate a rising number of applications, and the provincial government and the federal conservatives are both talking about tying institutional funding to the number of approvals related to housing. As with many public services, I fear that conservation authorities are being subjected to a tactic, intentionally or not, of defunding essential public services and then pointing to how ineffective they are, usually with comparison to privatized services that are supposedly superior. Another way of looking at it that we're all familiar with is that when the province defunds essential services, municipalities end up picking up the bill as part of an ongoing pattern of unofficially downloading services to municipalities. Whether intentionally or not, I believe that the province has set us up to fail; and yet we must not.*

*As a member of this board, I also feel a responsibility for our staff. Healthy leadership is a matter of empowering and supporting the members of our team, and our staff have told us directly that they feel unsupported. I believe that every staff member we lose to something other than retirement is a reflection on us as leaders. We've been told that our staff are on the verge of burning out; I know from experience that if burnout is at all noticeable, then it's been there for a while already. And its costs are enormous. It can fundamentally change a person's life, their ability to function in the world. We owe it to our staff to present them with balanced work loads that are manageable. We cannot in good conscience balance the budget by taking the difference out of their mental health. And from the perspective of strategic leadership, it's bad business to undermine our own workforce. Even without staff turnover, burnout can cut someone's productivity in half, or worse. The cost tomorrow of saving money today will be felt in the form of further reducing our effectiveness as an organization at the very least; but the monetary cost of turnover is much higher than the cost of funding a few new positions, and it will have to be made up from unbudgeted funds. Better to fund it now than to have to ask our municipalities for emergency relief later.*

*So as a board member I feel that we have a responsibility to our staff, but we also have real value to offer. Our role as leaders includes ensuring adequate resources to accomplish our mission.*

*As a councillor, I feel other pressures. As I'm sure you all do, I hear from members of my community who want us to hold the line on tax increases. The cost of everything is going up these days, and it's difficult to justify the cost of services that most people don't interact with, much less understand. And that's the nature of municipal services: if we're doing our jobs right, most people won't know what we do, because they can safely take our services for granted. This is why we*

*only hear from people when there's a problem: because they rely on us. And Conservation Authority services are the perfect example of one of those services that people don't understand; but I know how essential they are.*

*The most exciting thing to happen in Brighton all year has been a development proposal down in Gosport; we had public meetings in January, and we'll finally make a decision in December. I've spent all year explaining to people that it is not in fact in a wetland, that I've checked with Gage myself; explaining that it would not be approved by Lower Trent if it was actually at risk of flooding; explaining that Conservation Authorities no longer regulate habitat protection as much as they used to, because of the changes the provincial government has made. I have been talking up our staff and their expertise, pointing people to the facts instead of the Facebook rumours and armchair opinions. And I can say unequivocally that my credibility as a public representative, and the credibility of municipal government, is closely tied to the credibility of Lower Trent Conservation Authority. When I consider the amount of resources and attention that we devote to the credibility of our institutions, in the form of Integrity Commissioners and codes of conduct and declarations of interest, all so that people can trust that we're acting in their interests...Conservation Authorities provide that integrity and authority to our Planning-related decisions. If we reduce the effectiveness of this organization, we undermine all of our land use planning decisions. So as much as I'm conscious of the blowback that may (or may not) come from tax increases, and the way that individuals will feel a tax increase in their lives, I'm also conscious of the state of public trust in our society that has accompanied the decline of institutions. Our world is increasingly nasty, a fact that the Edelman Trust Barometer associates with "information bankruptcy." The essential service that Lower Trent Conservation Authority provides is legitimate and authoritative information that forms the basis of trustworthy and fair decisions. Let's hold the line on the trustworthiness and authority of our local institutions."*

Director Ainsworth commented that the Township of Alnwick-Haldimand council is pushing back on the 18.8% levy increase as they have other township priorities to consider, including major repairs for community centre. He stated that Alnwick-Haldimand may be in favour of supporting slight increases over next few years. They also have similar issues regarding staffing and costs.

Rhonda Bateman thanked Director Ainsworth and the Township of Alnwick-Haldimand for inviting her to present and speak at a recent council meeting. She was happy with the reception received and that Alnwick-Haldimand council was understanding and respectfully accepted the MOU discussion but indeed asked for consideration of a lower levy.

Director English shared that Trent Hills Council are struggling with the total impact of the general levy and MOUs increasing Trent Hills amount by approximately 30% and when comparing the increase in levy to other neighbouring CAs. Rhonda Bateman responded that it is difficult in comparing neighbouring CAs based on budget sizes and percentages that are not reflective of amounts in comparison to LTC's budget.

Director Hamilton shared that the struggle of funding is a result of provincial funding and that something is wrong when upper government decisions result in damages to conservation authorities. She further spoke to the history of using funds from reserves to provide staffing and equipment that is now unavailable even though the Authority still needs these positions to delivery it services, why would it not be valued now?

Director Wright asked what positions we are converting for the additional funding?

Rhonda Bateman said the positions are 2.25 FTE:

- 1 Admin and Client Services
- 1 CL Stewardship Technician
- 0.25 summer placement

Director Wheelan asked if we know what the staff turnover numbers have been?

Rhonda Bateman commented that there has been a high turnover in the past two years with two staff leaving, one on maternity leave, and a retirement. The impact has resulted in additional staff time and workload. The challenge of recruiting; such as, the replacement for a maternity leave has required three postings where qualified applicants were not available. Rhonda Bateman also commented on the change in the passage of Conservation Ontario permitting guidelines resulting in staff review time being cut in half.

Director Wheelan ask what is the impact if not meeting the turnaround times. Rhonda Bateman responded that LTC reports back on our delivery time annually and we have scored greater than 95% each year. If LTC doesn't meet timelines, we would be seen as not meeting our mandate and Chair Mullin said that it also impacts municipalities in trying to do their part. There is potential for the Ontario Land Tribunal (OLT) to take control over planning applications.

Chair Mullin ask the Board members for a raise in hands as to who was comfortable with the 18.8% levy increase. 4 Board members raised their hands. Recorded vote was not taken.

Director English said similar to the Township of Alnwick-Haldimand, Municipality of Trent Hills council members cannot support the 18.8% increase.

Director English asked if there was any possible scenario for staffing to gradually increase to reduce the 18.8%.

Gene Brahaney commented that he supports LTC's need for the increase and does not support removing the staff to reduce the levy amount.

Jim Alyea commented that although he does not support a net zero increase, nor does he want to cut program staff; however, the MOU presentation amounts have made it difficult for the municipality to support. Rhonda Bateman commented that on the category 3, the municipal contribution is shared across the watershed as per the levy apportionment. Any negative decision made on MOUs will affect staff being they wear multiple hats and the revised funding structure results in staff reporting under different Categories.



Chair Mullin asked staff to provide options and results to levy. Kelly Vandette provided the following breakdown:

**Option 1:** Less 1 staff – Administrative/Client Services Technician will bring the levy down to 12%

**Option 2:** Less 1 staff – Conservation Lands and Stewardship Technician will bring the levy down to 13.3%

**Option 3:** Less 2 staff – both positions identified above will bring the levy down to 6.5%

It was noted that removing to the Memorandum of Understanding agreement funding would not impact the general levy portion under Category 1; however, the Conservation Lands and Stewardship Technician position is comprised of .8 FTE under Category 1 (general levy) and .2 FTE under MOU Category 3 agreements and will result in staffing ability to fulfill category 3 as related to category 1. Overall impact on staff wearing multiple hats and that the impact if removed would require review of the job descriptions as they relate to service delivery and thus legal advice would be required if there are any changes in staff job duties as per original employment contracts.

Director Alyea asked that the changes to the collection of development charges, while still unknown, what impact will this have on further risk for potential deficit if fees are not collected. Rhonda Bateman said that technically, LTC is not to be funded from development charges and CAs have not received further update regarding the frozen fees that are applicable to charge for 2024. Changes in fees will impact both municipalities and the CA.

Director Ainsworth asked about the ability of a municipality to appeal the levy amount. Rhonda Bateman explained under the *Conservation Authorities Act*, the appeal process is only applicable to the levy apportionment not the levy amount. Municipalities have 30 days after notification to appeal to the Ontario Land Tribunal.

Board members, Director Wheeldon and Director Hamilton commented about current staff workload and that it is unsustainable. Rhonda Bateman spoke to the overtime hours staff have added in particular for this year.

Chair Mullin asked if the Budget as it currently stands, what would the Board members vote at this time. The unrecorded vote to approve the budget in its entirety was 6 in favour and 4 against. If the vote was applied to the general levy amount of 18.8% and a weighted vote, it would not pass at this time.

The Board asked staff to bring the budget back to December 14<sup>th</sup> meeting to hold the official vote. In the meantime, Rhonda Bateman will be attending Trent Hills council meeting to speak to the budget and offers to attend other municipal council meetings if requested.

RES: G153/23

Moved by: Jim Alyea

Seconded by: Bobbi Wright

THAT the 2024 Draft Budget be brought back to the December 14, 2023 Board meeting.

Carried

**10. Members Inquiries/Other Business**

There was no Members inquiries or other business.

**11. Adjournment**

There being no further business, the meeting was adjourned.

RES: G154/23

Moved by: Rick English

Seconded by: Jim Alyea

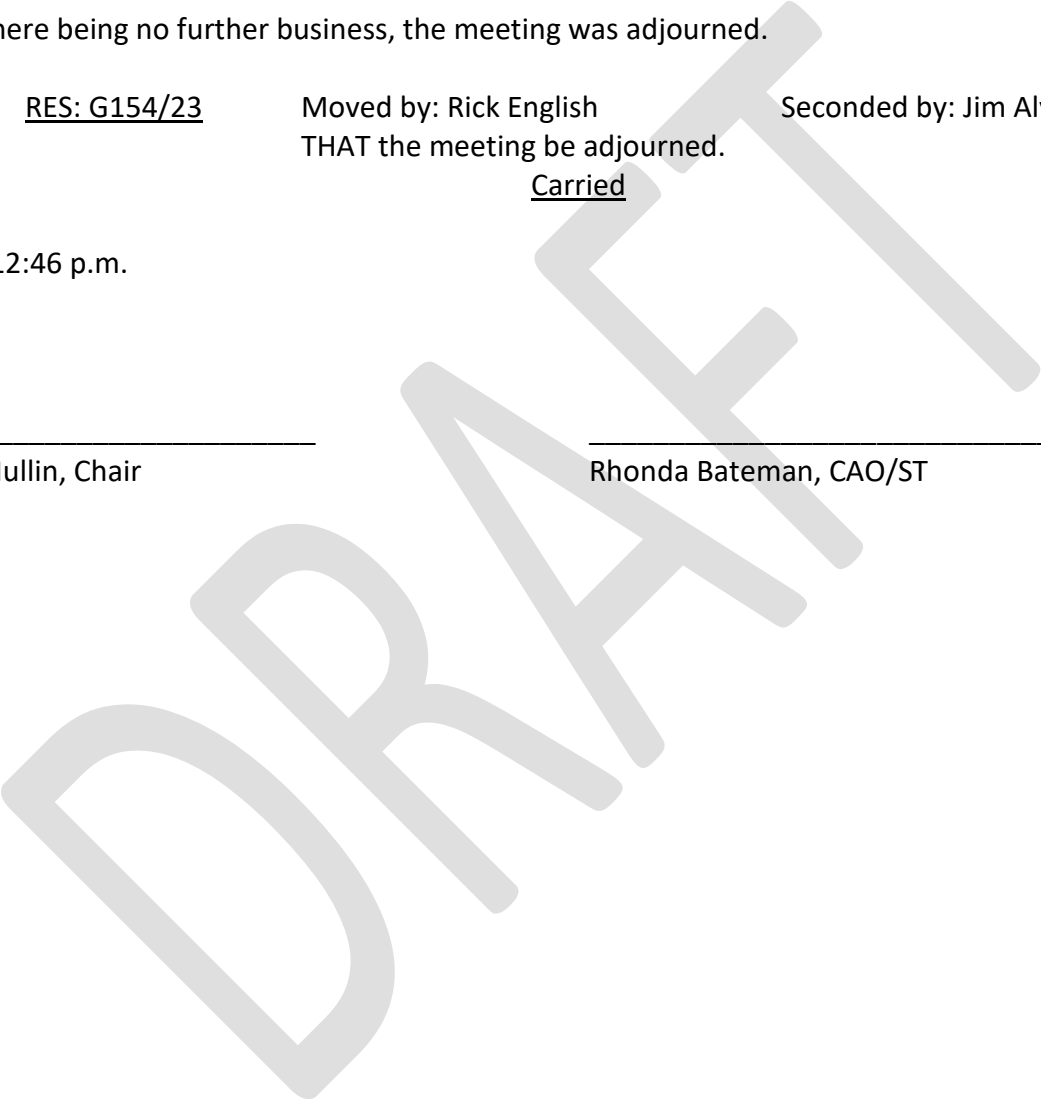
THAT the meeting be adjourned.

Carried

Time 12:46 p.m.

\_\_\_\_\_  
Bob Mullin, Chair

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





**LOWER TRENT**  
**CONSERVATION**

# Business Plan 2024



*Healthy Watersheds  
for  
Healthy Communities*



## **A Message from the Chief Administrative Officer...**

*Rhonda Bateman, CAO*

### 2024 Business Plan Message from CAO

Lower Trent Conservation would like to express our sincere gratitude to our municipal partners. With their continued support, we are working to achieve our goal of signing partnership agreements to maintain our programs and services. This will allow us to continue our youth education, outreach, stewardship, and our surface water monitoring programs. All of these programs are incredibly important to our watershed residents allowing us to share knowledge and information while understanding the impact of activities on our general health and well-being.

Lower Trent Conservation has several deliverables under Ontario Regulation 686/21 Mandatory Programs and Services. These include an operation and maintenance manual for flood and erosion control structures and an inventory of conservation lands. Lower Trent Conservation will bring forward both a Watershed Based Resource Management Plan and a Conservation Lands and Areas Strategy for public consultation and finalize both documents for Board approval before the end of 2024.

With the completion of an information technology and operations review several recommendations were brought forward which will be implemented over the next few years. This will allow LTC to improve operations and create efficiencies. The top priority from the review was improved internet connectivity which will be addressed immediately. Lower Trent Conservation has been participating in the federally-funded, provincially-administered Flood Hazard Identification Program to update flood plain mapping on five local watercourses. The funding for these projects has been shared between the federal government and the participating municipalities. These studies are important to update flood lines based on several scenarios incorporating climate change considerations. Mapping and applying the new information will increase our ability to keep people safe from potential flood events through our permitting and regulations program.

The following Business Plan outlines additional work LTC proposes to accomplish in 2024. We invite you to review our Strategic Plan on our website at [www.LTC.on.ca](http://www.LTC.on.ca) to find the best way for you to contribute to achieving our vision of Healthy Watersheds for Healthy Communities.



## Lower Trent Conservation – who we are...

The Lower Trent Region Conservation Authority (Lower Trent Conservation) was formed in 1968 under the *Conservation Authorities Act*. Our area of jurisdiction covers 2,070 km<sup>2</sup> and includes all, or portions of, seven municipalities.

The *Conservation Authorities Act* of Ontario provides the mechanism for establishing and administering a conservation authority. The *Act* reads:

*The purpose of this Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario.*

Both the founding principles of the legislation and the legislation itself embody the three fundamental strengths of every conservation authority: local initiative, cost sharing, and watershed jurisdiction.

### Local Initiative:

The conservation movement has been driven by and for the people for over 80 years. Community initiative is the strength and success of every conservation authority. Without this local motivation, an authority cannot be formed. People must first recognize the need for environmental action and request the provincial government to form a conservation authority. In making the request, watershed residents are contributing financially to the works of the organization and are participants in its direction.

### Cost Sharing:

Traditionally, municipalities within the conservation authority and the provincial government shared the costs of funding conservation programs. Over time, the municipal share of the funding has increased significantly. Conservation authorities have expanded their partnerships to include other agencies and the community. A conservation authority flourishes when local people have enough enthusiasm and support for its programs.

Lower Trent Conservation is a member of Conservation Ontario - a network of 36 Conservation Authorities, all dedicated to conserving, restoring, and managing Ontario's natural resources on a watershed basis.

### Watershed Jurisdiction:

A watershed – the area drained by a watercourse and its tributaries – is a natural geographic unit that crosses municipal boundaries. Conservation authorities can have jurisdiction over one or more watersheds. Since decisions and actions made in one location can affect upstream and downstream areas in other locations or other municipalities, watersheds are ideal units for protecting and managing the local environment. Conservation authorities are the only agencies in Ontario that manage natural resources on a watershed basis. Our Strategic Plan outlines our priorities, organizational commitments and environmental goals, which together, will help us thrive in this changing world.

The vision, mission, and our organizational commitments and environmental goals were all taken into consideration in development of the 2024 Business Plan.

## VISION STATEMENT

*Our Vision Statement is our dream. It is what we believe are the ideal conditions for our watershed - how things would look if the issues important to LTC and its partners were completely and perfectly addressed.*

Our vision for the future is:

**Healthy watersheds for healthy communities**

Our vision exemplifies the link between a healthy environment and the economic and social health of our communities, as well as the physical and mental health of the people who live here.

## MISSION STATEMENT

*Our Mission Statement defines the purpose of Lower Trent Conservation. It talks about the present leading to the future - how we are going to achieve our vision.*

Our mission is:

**To protect land, water and living things by working with and inspiring others.**

Our mission sets out our reason for being - to protect the local environment and recognize that we can't do it alone. We need to encourage others to take environmental action and work with other partners to achieve our goals.

Utilizing the strategic plan is a key component in helping Lower Trent Conservation prioritize our organizational commitments. We refer to the strategic plan to help direct the planning and decision making for the following year goals and objectives. The strategic plan is found at: <https://ltc.on.ca/about-us/>



## Our Conservation Business

Lower Trent Conservation is in the business of protecting, enhancing, and restoring the natural environment. It is a business that builds healthier communities, improves the quality of life for residents, makes our area more appealing to visitors and new business, and helps ensure a more diverse and vibrant regional economy.

Lower Trent Conservation maintains a business approach to ensure accountability and transparency to our member municipalities, other partners, and the general public. The services we provide are customer focused – local responses to local needs. Services and programs are delivered through diverse sources of funding and in partnership with municipalities, other agencies, and our local communities.

### MANDATED PROGRAMS

#### Planning and Regulations

We provide municipalities with formal comments under the *Planning Act* (e.g., severances, minor variances, official plans, zoning by-laws, etc.). We offer technical advice to residents and developers for building and land use proposals. We also regulate development activities in environmentally sensitive areas such as wetlands, shorelines, and waterways. These services are aimed at ensuring that activities in environmentally sensitive areas will not result in a risk to public safety or property damage from flooding or erosion hazards. This preventative approach also ensures that wetlands and waterways are protected.

#### Flood Protection

Lower Trent Conservation provides services to reduce the threat of property damage and loss of life from flooding. These services include flood forecasting and flood warning, and the operation and maintenance of 10 flood control structures (dam, flood walls, berms, weirs, and overflow channels). Public education and awareness on flood and erosion control and natural hazards is key to preparedness and safety.

#### Low Water Response

Lower Trent Conservation assists in the coordination and support of local response in the event of a drought. We monitor local water levels and precipitation closely and work with local water users to reduce demand and mitigate effects of water shortages, encouraging voluntary water conservation measures. The program is based on the Ontario Low Water Response Program.

#### Conservation Lands

Lower Trent Conservation owns 1,503 hectares of environmentally sensitive lands which form part of a regional system of protected landscapes. Our properties range in size from small parks to over 650 hectares. Ten properties are classified as Conservation Areas and provide venues for healthy and active lifestyles such as hiking, bicycling, fishing, canoeing, and other recreational activities. Staff maintain the facilities and lands and facilitate special events on the properties. Conservation Area Habitat Restoration is vital to decrease invasive species populations and increase native species habitat. Seven Natural Habitat Areas, while open to the public, are left in a natural state with no maintained trails or recreational facilities.

### **Regional Source Protection Program - Trent Conservation Coalition**

Lower Trent Conservation is the program lead for the Trent Conservation Coalition (TCC) Source Protection Program, aimed at protecting the sources of water (rivers, lakes, aquifers) used for municipal drinking water systems. We provide administrative and technical support to the Source Protection Committee in its role of updating the source protection plans and monitoring and reporting on implementation progress. The TCC includes the jurisdictions of five Conservation Authorities within the Trent River Watershed – Crowe Valley, Ganaraska Region, Kawartha, Lower Trent and Otonabee Conservation Authorities and additional areas outside of the CAs jurisdiction within the Trent River watershed in Peterborough and Haliburton Counties.

### **Local Drinking Water Source Protection Services**

Lower Trent Conservation provides Risk Management Official/Risk Management Inspector services and a Source Protection Education and Outreach program on behalf of local municipalities. These services help to implement the Trent Source Protection Plan, which came into effect on January 1, 2015.

### **Environmental Monitoring and Reporting**

LTC participates in the provincial water monitoring programs including the Provincial Water Quality Monitoring Network and the Provincial Groundwater Monitoring Network.

## **NON-MANDATED PROGRAMS**

### **Environmental Monitoring and Reporting**

In addition to the provincial monitoring programs, we sample rivers and streams to better understand watershed health. Our monitoring activities include the Ontario Benthos Biomonitoring Network. The data is used to evaluate and report on existing conditions within the watershed, and helps to establish targets for protection and rehabilitation activities for our municipal partners.

### **Youth Education**

We provide conservation education programs to students of all ages including the Tri-County Children's Water Festival and programming for schools, youth groups, and day camps. We also host and attend community events, provide workshops, and distribute publications and other conservation information to help the public learn about the protection of local natural resources.

### **Stewardship and Community Outreach**

Lower Trent Conservation works with landowners and other partners to encourage proactive stewardship of land and water resources. We provide information and advice to landowners about a variety of topics including: tree planting, shoreline naturalization, invasive species control, and species at risk protection. We also offer grants for land stewardship projects and sell native trees and seedlings for spring planting.



## ENABLING SERVICES

Corporate Services oversees the business administration of the Conservation Authority as well as external relationships. It includes office and financial administration, human resources and asset management, and program planning and development. Corporate services staff manage the computer network and information systems, and provide digital mapping and communications support to other Lower Trent Conservation programs. Customer relations, partnership building, fundraising, communications, and marketing fall under the realm of corporate services.

### **Financial and Human Resources**

In terms of financial management, constant vigilance is needed to ensure that the funding we receive from our member municipalities, the provincial and federal governments, other partners, agencies and donors is spent wisely for the betterment of our watershed. Ongoing effort is put into establishing partnerships to collaborate on watershed projects, and to seek funding support from other organizations to help get local conservation work done.

Lower Trent Conservation has established policies and procedures to set out administrative controls to: ensure health and safety with fair and consistent treatment of staff; provide guidance to staff for program implementation; and ensure compliance with government legislation. These are reviewed and updated regularly to ensure they are relevant and compliant with legislation.

### **Information Management and Geographic Information System (GIS)**

As a knowledge-based, service-oriented organization, the accessibility of our information is an important part of our program. A significant amount of our data is displayed visually as maps, through our Geographic Information System (GIS). A wide range of map products is used by staff to assist with making decisions about land use planning and regulations, managing our conservation lands, and delivering stewardship programs. Lower Trent Conservation also assists municipalities and other agencies with GIS projects on a fee for service basis.

### **Communications**

Corporate communication activities include media relations and production of progress reports, annual reports, displays, brochures, and other communications products. In addition to traditional media, we use our website and social media (e.g., Facebook) to keep our municipal partners, watershed residents and other stakeholders, staff and the Board of Directors, up to date on our programs and events.

### **Fundraising**

As a non-profit registered charity, Lower Trent Conservation has developed a fundraising program to support our conservation efforts. This includes: grant writing, direct requests to businesses and private donors. Many of our donated funds are currently directed to “Connecting Kids with Nature” in support of youth environmental education initiatives.

## SIGNIFICANT PARTNERSHIP PROGRAMS

### Bay of Quinte Remedial Action Plan

The Bay of Quinte was designated an Area of Concern in 1985 by the International Joint Commission under the *Great Lakes Water Quality Agreement* between Canada and the United States. The environmental concerns included excess nutrients, persistent toxic contamination, bacterial contamination, and the loss or destruction of fish and wildlife habitat. Impairments to beneficial uses, such as drinking water, fish, and recreation, are termed “Beneficial Use Impairments.”

Lower Trent Conservation administers the Bay of Quinte Remedial Action Plan and provides communications and technical support specifically targeted at the issues present in the Bay. Lower Trent Conservation and Quinte Conservation co-chair the Bay of Quinte Restoration Council. The Restoration Council includes agencies from all levels of government, as well as local representatives to implement the Remedial Action Plan and undertake actions to rehabilitate the Bay.



## Goals for 2024

As well as our regular business activities, Lower Trent Conservation has recognized program improvements to achieve the goals and priorities identified in the Strategic Plan. These program improvements scheduled for 2024 will be undertaken as financing allows.

### OUR ORGANIZATIONAL COMMITMENTS

- Determine and implement priorities identified through the Information Technology operational review
- Develop a long-term organizational plan
- Investigate an electronic signatures policy
- Establish an annual Municipal Outreach program for programs and services

### ENVIRONMENTAL GOALS

#### ADVANCE WATERSHED KNOWLEDGE

- Complete five projects under the Flood Hazard Identification and Mapping Program (FHIMP) studies on Butler Creek, Mayhew Creek, Rawdon Creek, Colborne Creek and the Trent River
- Complete the Watershed Based Resource Management Strategy
- Complete remote sensing project for analysis of cover crops and phosphorus management

#### PROTECT LAND AND WATER RESOURCES

- Update floodplain mapping upon completion of the FHIMP studies
- Complete the Conservation Lands Strategy including public consultation
- Complete the Conservation Lands Inventory
- Develop a Hazard Tree Policy
- Implement the operational and maintenance plans for flood and erosion control structures





**SUPPORT SUSTAINABLE, HEALTHY COMMUNITIES**

- Complete Phase 2 of the Restoration of the Trenton Greenbelt Conservation Area project
- Begin the implementation of the Conservation Lands signage plan
- Repair of the Proctor Park Conservation Area gazebo
- Investigate creation of an accessible trail in Proctor Park from the parking lot to the gazebo

**INSPIRE OTHERS TO TAKE ACTION**

- Implementation of a Conservation Lands Volunteer Program
- Collaborate with post secondary institutions for experiential learning opportunities
- Programming for students to enhance conservation lands
- Explore citizen science opportunities to enhance programming



To be determined



## Monitoring Success

*Healthy Watersheds for Healthy Communities*

Lower Trent Conservation 2024 Budget to-be-determined.

Lower Trent Conservation releases its Annual Report and Audited Financial Statements following its annual meeting held in February. Staff track and report on progress made in implementing the goals and priorities set out in the Strategic Plan through regular quarterly program reports to the Board of Directors.



## What it means to your municipality?

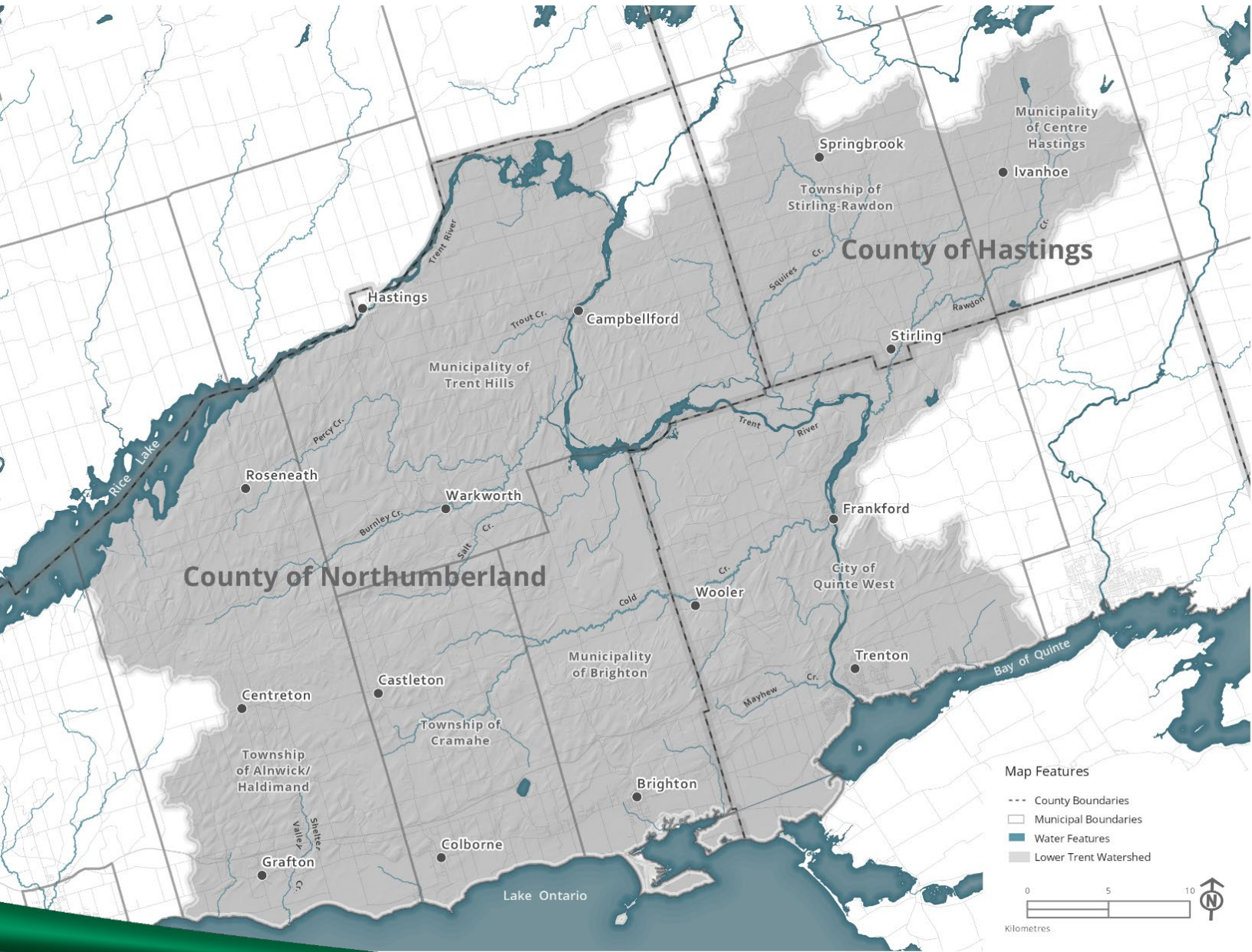
Municipal Services	<b>Lower Trent Conservation Services</b> <i>"specialist staff expertise shared among municipalities"</i>
<b>Planning and Building</b>	<ul style="list-style-type: none"> <li>• Professional environmental planning expertise, including a network of provincial experts through Conservation Ontario and provincial ministries</li> <li>• Provincial policies and standards on environmental matters brought into the municipal decision-making process based on Board of Directors approved local policies</li> <li>• Delivery of regulations to provide hazard land, floodplain, and wetland protection in a manner that coordinates with municipal planning responsibilities</li> <li>• Input into official plans, community plans, zoning by-laws regarding natural hazard and water protection</li> <li>• Advice on <i>Planning Act</i> applications (severances, subdivisions, zoning by-law amendments, etc.)</li> <li>• Support for municipality when other reviews or approvals are required</li> </ul>
<b>Emergency Services</b>	<ul style="list-style-type: none"> <li>• Information and programs inform municipal emergency response planning responsibilities</li> <li>• Flood forecasting and warning</li> <li>• Low water response</li> <li>• Mapping (floodplains, wellhead protection areas, intake protection zones)</li> <li>• Operation and maintenance of flood and erosion control structures</li> <li>• Watershed data collection for water budget and extreme event analysis and modelling</li> <li>• Regulation of natural hazards reduces municipal liability when severe weather events occur</li> </ul>
<b>Water Infrastructure</b>	<ul style="list-style-type: none"> <li>• Drinking Water Source Protection</li> <li>• Surface water monitoring</li> <li>• Groundwater monitoring</li> <li>• Environmental monitoring</li> <li>• Infrastructure review</li> </ul>
<b>Tourism and Recreation</b>	<ul style="list-style-type: none"> <li>• Conservation Areas for year round passive recreation opportunities (hiking, snowshoeing, cross-country skiing, picnicking, geocaching)</li> <li>• Acquisition and protection of ecologically valuable lands</li> <li>• Active outdoor living programs (hikes, events)</li> <li>• Children's environmental programs (e.g., Water Festival)</li> <li>• Facilities for environmental education and outdoor sport/special events at Goodrich-Loomis and Proctor Park Conservation Areas</li> <li>• Hunting opportunities in Murray Marsh</li> </ul>
<b>Economic Development</b>	<ul style="list-style-type: none"> <li>• Contributes to development of desirable communities to live, work, and play (clean water, green space, outdoor tourism, environmentally aware residents)</li> <li>• Extra dollars drawn into the local community (government and business grants, private donations)</li> <li>• Lower Trent Conservation buys locally from many community businesses and suppliers</li> </ul>
<b>Sustainable and Resilient Communities</b>	<ul style="list-style-type: none"> <li>• Promotion of good stewardship and low impact, ecologically sustainable development</li> <li>• Monitoring and reporting on watershed health to identify program priorities</li> <li>• Native Plant Sale</li> <li>• Shoreline naturalization (landowner advice and grants)</li> <li>• Protection of surface water and groundwater resources</li> <li>• Wetland protection and enhancement and habitat and biodiversity conservation</li> <li>• Improvement and protection of the Bay of Quinte to ensure long-term health and benefits to the community (through administration of the Bay of Quinte Remedial Action Plan)</li> </ul>



# Member Municipalities

Township of Alnwick/Haldimand  
 Municipality of Centre Hastings  
 City of Quinte West  
 Municipality of Trent Hills

Municipality of Brighton  
 Township of Cramahe  
 Township of Stirling-Rawdon





## Working with Others

### Partners in Conservation

Lower Trent Conservation's Board of Directors and staff work with a growing number of partners who share our concern for the future of our region's environment. Lower Trent Conservation has worked with every sector of the community – from school children, individual landowners, and service clubs to major corporations, colleges, and government ministries – to achieve our collective vision of a healthy environment. Our partners provide information, ideas, labour, and funding.

### Conservation Donors

Lower Trent Conservation, as a non-profit organization, relies on donations to support delivery of our programs. Maintaining our exceptional youth environmental education programs are possible through donations from businesses, foundations, community organizations, and the general public.

### Volunteers for Conservation

Lower Trent Conservation's "**Volunteers for Conservation**" program offers opportunities for individuals to get involved with local environmental projects. These dedicated groups and individuals devote time and energy to various local conservation projects.



**LOWER TRENT**  
**C O N S E R V A T I O N**

*We thank all of our partners, donors, and volunteers and look forward to working with you and others toward our common vision of **healthy watersheds for healthy communities.***

## 2024 LTC DRAFT BUDGET - Re-presented Dec 14, 2023

CATEGORY 1 - MANDATORY & ENABLING SERVICES - CORPORATE SERVICES	EXPENDITURES	2023 BUDGET		2024 BUDGET		2022 - 2023	% Change
						VARIANCE	
	<b>NATURAL HAZARD MGMT</b>						
	Staffing	\$ 659,946	\$	\$ 547,843	\$	-\$ 112,103	-17.0%
	Operating	\$ 139,502	\$	\$ 146,338	\$	\$ 6,836	4.9%
	Capital	\$ 5,000	\$	\$ -	\$	-\$ 5,000	-100.0%
	<b>PROV WATER QUALITY-QUANTITY MONITORING</b>						
	Staffing	\$ 10,112	\$	\$ 24,284	\$	\$ 14,172	140.1%
	Operating	\$ -	\$	\$ -	\$	\$ -	
	Capital	\$ 3,000	\$	\$ -	\$	-\$ 3,000	-100.0%
	<b>LOCAL/REGONAL DRINKING WATER SOURCE PROTECTION</b>						
	Staffing	\$ 321,972	\$	\$ 307,374	\$	-\$ 14,598	-4.5%
	Operating	\$ 66,310	\$	\$ 83,747	\$	\$ 17,437	26.3%
	<b>WATERSHED-BASED RESOURCE MGMT STRATEGY</b>						
	Staffing	\$ 36,768	\$	\$ -	\$	-\$ 36,768	-100.0%
	Operating	\$ -	\$	\$ 500	\$	\$ 500	
	<b>CA LANDS/AREAS AND STEWARDSHIP</b>						
	Staffing	\$ 232,646	\$	\$ 307,346	\$	\$ 74,700	32.1%
	Operating	\$ 114,365	\$	\$ 121,669	\$	\$ 7,304	6.4%
	Capital	\$ 50,000	\$	\$ 177,000	\$	\$ 127,000	254.0%
	<b>ENABLING SERVICES</b>						
	Staffing	\$ 518,422	\$	\$ 601,367	\$	\$ 82,945	16.0%
	Operating	\$ 244,870	\$	\$ 284,869	\$	\$ 39,999	16.3%
	Capital	\$ 52,000	\$	\$ 42,400	\$	-\$ 9,600	-18.5%
	<b>TOTAL EXPENDITURES CAT 1 =</b>	<b>\$ 2,454,913</b>	<b>\$</b>	<b>\$ 2,644,737</b>	<b>\$</b>	<b>\$ 189,823</b>	<b>7.7%</b>
	<b>INCOME</b>	<b>2023 BUDGET</b>	<b>2024 BUDGET</b>	<b>2023 - 2024</b>	<b>VARIANCE</b>		
	Provincial Funds	\$ 68,831	\$	\$ 68,831	\$	\$ -	0.0%
	Federal Funds	\$ 9,672	\$	\$ 13,902	\$	\$ 4,230	43.7%
	Municipal - General Levies	\$ 1,078,276	\$	\$ 1,299,983	\$	\$ 221,707	20.6%
	Municipal - Capital Levies	\$ 98,105	\$	\$ 98,105	\$	\$ -	0.0%
	Municipal - Rebates/Recoveries	\$ 26,286	\$	\$ 22,167	\$	-\$ 4,119	-15.7%
	Legal inquiries / Permit Fees	\$ 200,000	\$	\$ 180,000	\$	-\$ 20,000	-10.0%
	Plan Review Fees	\$ 150,000	\$	\$ 130,000	\$	-\$ 20,000	-13.3%
	CL Fees and Leases Income	\$ 31,653	\$	\$ 30,333	\$	-\$ 1,320	-4.2%
	Administered Programs	\$ 216,104	\$	\$ 256,000	\$	\$ 39,896	18.5%
	DW Source Protection	\$ 388,282	\$	\$ 391,121	\$	\$ 2,839	0.7%
	Recovered Miscellaneous Revenue	\$ 10,000	\$	\$ 30,000	\$	\$ 20,000	200.0%
	General Donations	\$ -	\$	\$ 3,000	\$	\$ 3,000	
	Surplus or Reserves	\$ 177,704	\$	\$ 121,295	\$	-\$ 56,409	-31.7%
	<b>TOTAL INCOME CAT 1 =</b>	<b>\$ 2,454,913</b>	<b>\$</b>	<b>\$ 2,644,737</b>	<b>\$</b>	<b>\$ 189,823</b>	<b>7.7%</b>

2024 LTC DRAFT BUDGET - September 14, 2023

CATEGORY 2 - NON-MANDATORY	EXPENDITURES		2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE	% Change	
	<b>NON-OWNED FCS</b>						
		Staffing	\$ -	\$ 6,107	\$ 6,107		
		Operating	\$ -	\$ -	\$ -		
	<b>LOCAL RISK MGMT PART IV &amp; EDUCATION SP</b>						
		Staffing	\$ 103,665	\$ 111,832	\$ 8,167	7.9%	
		Operating	\$ 18,455	\$ 26,818	\$ 8,363	45.3%	
	<b>ENVIRONMENTAL SIGNIFICANT LANDS ACQUISITIONS</b>						
		Staffing	\$ -	\$ -	\$ -		
		Operating	\$ -	\$ -	\$ -		
	Capital	\$ -	\$ -	\$ -			
<b>TOTAL EXPENDITURES CAT 2 =</b>		<b>\$ 122,120</b>	<b>\$ 144,757</b>	<b>\$ 22,637</b>	<b>18.5%</b>		
INCOME		2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE			
	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	\$ -	\$ -	\$ -			
<b>TOTAL INCOME CAT 2 =</b>		<b>\$ 122,120</b>	<b>\$ 144,757</b>	<b>\$ 22,637</b>	<b>18.5%</b>		

2024 LTC DRAFT BUDGET - September 14, 2023

CATEGORY 3 - SPECIAL PROJECTS	EXPENDITURES		2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE	% Change	
	<b>LOCAL WATER QUALITY MONITORING</b>						
		Staffing	\$ 25,136	\$ 53,353	\$ 28,217		
		Operating	\$ 21,099	\$ 22,133	\$ 1,034		
	<b>YOUTH EDUCATION</b>						
		Staffing	\$ 72,118	\$ 51,825	-\$ 20,293	-28.1%	
		Operating	\$ 20,000	\$ 15,000	-\$ 5,000	-25.0%	
	<b>COMMUNITY OUTREACH &amp; PRIVATE STEWARDSHIP</b>						
		Staffing	\$ -	\$ 16,186	\$ 16,186		
		Operating	\$ 25,000	\$ 25,000	\$ -	0.0%	
<b>TOTAL EXPENDITURES CAT 3 =</b>		<b>\$ 163,353</b>	<b>\$ 183,497</b>	<b>\$ 20,144</b>	<b>12.3%</b>		
INCOME		2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE			
	Provincial Funds	\$ -	\$ -	\$ -			
	Federal Funds	\$ 14,508	\$ 13,902	-\$ 606	-4.2%		
	Municipal - Agreements Monitoring	\$ -	\$ 66,218	\$ 66,218			
	Municipal - Agreements Youth Education	\$ -	\$ 38,431	\$ 38,431			
	Municipal - Agreements Stewardship	\$ -	\$ 16,186	\$ 16,186			
	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%		
<b>TOTAL INCOME CAT 3 =</b>		<b>\$ 163,353</b>	<b>\$ 183,497</b>	<b>\$ 20,144</b>	<b>12.3%</b>		

2024 LTC DRAFT BUDGET - September 14, 2023

	2023 BUDGET	2024 BUDGET	2023 - 2024 VARIANCE	% Change
<b>TOTAL LTC BUDGET</b>	<b>\$ 2,740,386</b>	<b>\$ 2,972,991</b>	<b>\$ 232,605</b>	<b>8.5%</b>
Municipal General Levy	\$ 1,078,276	\$ 1,299,983	\$ 221,707	18.8%
Municipal Capital Levy	\$ 98,105	\$ 98,105	\$ -	
Municipal Agreements Funded	\$ 122,120	\$ 265,592	\$ 143,472	
	<b>\$ 1,298,501</b>	<b>\$ 1,663,680</b>	<b>\$ 365,179</b>	
Wages & Benefits	\$ 1,980,785	\$ 2,027,517	\$ 46,732	2.4%
Operating	\$ 649,601	\$ 726,074	\$ 76,473	11.8%
Operating Total	\$ 2,630,386	\$ 2,753,591	\$ 123,205	4.7%
Capital Total	\$ 110,000	\$ 219,400	\$ 109,400	
	<b>\$ 2,740,386</b>	<b>\$ 2,972,991</b>	<b>\$ 232,605</b>	<b>8.5%</b>

**LOWER TRENT REGION CONSERVATION AUTHORITY**  
**2024 DRAFT CAPITAL BUDGET - Re-presented 2023-12-14**

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		\$ 5,000				
	Roof						
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				
		<b>\$ 403,911</b>	<b>\$ 219,400</b>	<b>\$ 98,105</b>	<b>\$ 121,295</b>	<b>\$ 219,400</b>	<b>\$ 282,616</b>
				44.72%	55.28%	100%	

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


<b>CHEQUE # / EFT #</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>
	Staff Payroll	Nov/23 Payroll Period Oct 14 - Nov 24	177,612.80
68195652	J. J. Stewart Motors	Final Balance - BQRAP Leased Vehicle	665.57
68528771	Workplace Safety Insurance Board	Nov/23 WSIB Premium	5,955.74
68528834	Jani-King of Eastern	Nov/23 Cleaning - Admin and Workshop	1,268.99
68528682	CIBC VISA	Nov/23 Statement	8,585.72
68528876	Sun Life Assurance	Dec/23 Group Benefits Premium	7,842.92
16266	A&L Canada Laboratories Inc.	BQRAP - Soil Tests	231.57
16267	Alderville Black Oak Savanna	Plants - TGCA Restoration Project	100.00
16268	B&T Sales	Janitorial Supplies	67.69
16269	Bill's Johns	Bleasdell CA - Monthly Privy	169.50
16270	Brighton Springs	Water Supply - Admin Bldg	27.75
16271	Caduceon Enterprises Inc.	Water analysis	1,736.27
16272	CDW Canada Corp.	Printer Supplies	247.79
16273	City of Quinte West	Monthly Water/Wastewater - Workshop	73.32
16274	Cogeco Connexion Inc.	Monthly Internet Services - Workshop	90.34
16275	Ewa Bednarczuk	TGCA Restoration Project - Compost Workshop	99.72
16276	Free Flow Petroleum	Monthly Vehicle and Equipment Fuel	1,755.82
16277	G. Rodgers	Professional Services - Strategies	7,500.00
16278	Greetham Industrial Services	TGCA Restoration Project - Trail Sign	536.75
16279	Hydro One Networks Inc.	Monthly Utilities - Admin Building	555.53
16280	JKN Consulting	FHIMP Project - Project Management	2,100.00
16281	KGS Group	FHIMP Project - Trent River	7,502.06
16282	Kingston Online Services	Annual Domain - Online Services	45.20
16283	OT Group - DCB Business Systems Group Inc	Monthly Photocopier Usage Services	264.99
16284	Purolator Inc.	Courier Services	31.31
16285	Scott's Haulage	TGCA Restoration Project - Topsoil	110.14
16286	Staples Commercial	Office Supplies	18.62
16287	Telizon Inc	Monthly Telephone Lines	465.33
16288	Trenton Home Hardware Building Centre	TGCA Restoration Project - Fencing supplies	124.21
16289	Waste Management of Canada Corporation	Monthly Waste Services - Conservation Lands	94.09
16290	407 ETR	Annual Transponder & Travel	34.34
16291	A&L Canada Laboratories Inc.	BQRAP Stewardship - Soil Tests	405.94
16292	B. Elliott	Professional Services - 2023 Benthic Analysis	5,457.90
16293	Bell Mobility Inc.	Monthly Cellular Phones - Service	331.26
16294	Brighton Springs	Water Supply - Admin Bldg	37.00
16295	C. Dempster	TGCA Restoration Project - Microbial Analysis	300.00
16296	Cormier Autopro - Obsentia	Vehicle Maintenance - Rogue snow tires	124.18
16297	Enbridge - Uniongas	Monthly Utilities - Admin & Workshop	239.66
16298	Hai Precision Waterjets Inc.	TGCA Restoration Project - Stand for sign	485.90
16299	Hydro One Networks Inc.	Monthly Utilities - Workshop and GLCC	235.03
16300	Janbar Electric Ltd.	Lighting repair - Admin Building	367.25
16301	Jewell Engineering	FHIMP Project - Rawdon Creek ON22-003	1,046.66
16302	Purolator Inc.	Courier Services	26.30
16303	Quinte Septic Tank	Septic Tanks Service - GLCA, Seymour, Sager	915.30
16304	Staples Commercial	Office Supplies	132.02
16305	Technical Standards and Safety Authority	2024 Annual Licence	250.00
16306	S. Mugalingam	2024 P. Eng Membership	299.45
16307	N. Reynolds	Staff - Travel	265.72
16308	N. Peat	Staff - Supplies TGCA Restoration Project	52.39

Lower Trent Conservation  
PAYMENTS LOG - NOVEMBER 2023

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<b>CHEQUE #</b> <b>/ EFT #</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>
16309	R. Bateman	Staff - Meeting Meals	25.00
16310	OMERS	Nov/23 Pension Contributions	31,707.00
<b>Total of Payments November 2023</b>			<b><u>268,618.04</u></b>



<p style="text-align: center;"><b>Summary of Permits Approved by Staff</b>  <b>ONTARIO REGULATION 163/06 - Development, Interference with Wetlands and Alterations to Shorelines &amp; Watercourses</b>  <b>Prepared by:</b> Gage Comeau, Manager, Watershed Management, Planning &amp; Regulations  <b>For Period:</b> October 27, 2023 to December 4, 2023</p> 								
Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-22-343	Quinte West	Murray	Murray	8	4	172 Marsh Point Lane	Trent River Floodplain; Wilson Island East PSW (allowance)	Demolish the existing dwelling and reconstruct a two-storey single-family dwelling and replace existing septic system
P-23-065	Quinte West	Sidney	Sidney	7	25	126 Oak Lake Road	Oak Lake Flood Hazard; Oak Lake Flood Hazard (allowance)	Demolish and reconstruct a single-family dwelling, garage and install a new septic system
P-23-139	Quinte West	Sidney	Sidney	8	23	Cliff Way	Unevaluated Wetland (allowance)	Construct a single-family dwelling, septic and install a road access
P-23-198 (compliance)	Quinte West	Sidney	Sidney	7	9	67 Trentside Lane	Trent River Floodplain	Construct an approximately 18m <sup>3</sup> tree house structure and conduct shoreline restoration works
P-23-211	Brighton	Brighton Township	Presqu'ile	Presqu'ile	Presqu'ile	152 Bayshore Road	Lake Ontario Flood and Erosion Hazard (allowance)	Construct a detached garage
P-23-239 (compliance)	Trent Hills	Seymour	Seymour	13	14	192 Lake Road	Trent River Floodplain	To raise the existing cottage and build a new foundation, construct a new first floor, construct new deck structures and construct an accessory structure
P-23-241	Cramahe	Cramahe Township	Cramahe	1	14	Hunt Road	Hunt and Beach Road- Popham Bay PSW Complex (allowance)	Construct a single-family dwelling with an attached garage, install a septic system, well and driveway
P-23-263 (minor)	Alnwick/Haldimand	Haldimand	Haldimand	10	4	386 Taylor Road	Tributary of Burnley Creek (allowance); Unevaluated Wetland (allowance)	Construct a 11.7 m <sup>3</sup> accessory structure
P-23-283	Brighton	Brighton Town	Murray	C	33	61 Price Street East	Lake Ontario Flood Hazard; Presqu'ile Bay Marsh PSW (allowance)	Demolish an existing shed and the reconstruction of an existing 2 car garage structure
P-23-285	Cramahe	Cramahe Township	Cramahe	BF	30	6-106 Victoria Beach Road	Lake Ontario Flood Hazard; Unevaluated Wetland (allowance)	Replace an existing septic system
P-23-286	Trent Hills	Percy	Percy	14	23	246 Friendly Acres Road	Trent River Floodplain	Replace an existing septic system
P-23-287	Quinte West	Sidney	Sidney	BF	25	1716 Old Highway 2	Bay of Quinte Flood and Erosion Hazard (allowance)	Construct a 27m <sup>3</sup> shed
P-23-290	Cramahe	Cramahe Township	Cramahe	5	32	1291 County Road 25	Cold Creek, Unevaluated Wetland (allowance); Cold Creek PSW Complex (allowance)	Undergo foundation repairs and waterproofing to the existing dwelling and to install a new well
P-23-292 (minor)	Trent Hills	Percy	Percy	3	16	73 Old Hastings Road	Tributary of Burnley Creek (allowance); Unevaluated Wetland (allowance)	Install a new NPS 1/2" gas service
P-23-296	Centre Hastings	Huntingdon	Huntingdon	2	5	469 Moira Road	Rawdon Creek Swamp PSW (allowance)	Replace an existing septic system
AMENDMENTS								
P-23-052	Quinte West	Murray	Murray	2	12	81 Helyer Road	Unevaluated Wetland (allowance); Tributary of Mayhew Creek (allowance)	Original Permit - Issued to construct a split-level addition. Amended to update the construction drawings and plans
P-23-245	Stirling-Rawdon	Rawdon	Rawdon	7	13	Harold Road	Tributary Of Hoards Creek; Squires Creek PSW Complex (allowance)	Original Permit - Issued to construct a single-family dwelling, install a septic system and enhance an existing access. Amended to include and update the permit application to ensure it was inclusive of the property owner's agent.
P-23-259	Stirling-Rawdon	Rawdon	Rawdon	1	11	29 Mill Street	Rawdon Creek Floodplain	Original Permit - Issued to install a new gas line. Amended to include the servicing of multiple properties.



**LOWER TRENT**  
CONSERVATION

# STAFF REPORT

**Date:** December 4, 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 November 30, 2023)	Dates for Similar Number for Previous Years (Total for Year)			
		2022	2021	2020	2019
Permits	<b>305</b>	Sept 26 (398)	Oct 6 (383)	Nov 6 (351)	Nov 5 (338)
Planning	<b>198</b>	Aug 8 (310)	Sept 17 (259)	n/a (169)	Sept 30 (248)
Complaints	<b>74</b>	n/a (66)	n/a (65)	n/a (56)	n/a (54)
Enforcement	<b>35</b>	Jun 27 (63)	Sept 28 (45)	n/a (32)	Nov 29 (33)
Online Inquiries	<b>962</b>	n/a (738)	Sept 30 (1132)	n/a (645)	n/a (446)
Legal Requests	<b>58</b>	n/a (36)	n/a (48)	n/a (28)	n/a (33)
Clearance Letters	<b>52</b>	n/a (25)	n/a	n/a	n/a
Site Visits	<b>231</b>	Sept 7 (363)	Oct 12 (282)	n/a (166)	n/a (213)

Legal Cases:

- **ENF-19-010** – This matter has been closed following the October 30, 2023 court decision. Justice of the Peace Dombrowski was not satisfied that LTC proved any of the offences beyond a reasonable doubt and all charges were dismissed. **CLOSED**
- **ENF-19-024** –Staff attended court on November 27, 2023 in relation to this matter. The Defendant appeared in front of the courts and entered pleas of guilt to both charges (i.e., development and interference of a watercourse). A reduced fine was brought forward as part of the voluntary plea and a restoration order is to be pursued to ensure the watercourse feature is rehabilitated. – Status: **ONGOING - Update**
- **ENF-20-028** – Property owner has put forward an appeal against the sentencing decision and fines. The appeal hearing has been scheduled to December 12, 2023. – Status: **ONGOING – No change**
- **ENF-21-005:** First appearance was set for June 7, 2023 followed by a To Be Spoken To (TBST) date on September 20, 2023 to provide an update on the restoration works. The restoration works have commenced; however, the works were only in the initial stages at the time of the TBST. LTC Staff conducted an inspection on September 22, 2023 and confirmed the works had begun but had not yet satisfied the permit conditions. The courts adjourned the matter to allow for the restoration works to continue and second TBST date was set for October 4, 2023. Following the October 4, 2023, TBST date, the Court scheduled a third TBST date to allow for additional time for

the restoration work to continue. The TBST date was scheduled for November 15, 2023. Staff have scheduled a site inspection visit on October 26, 2023. Staff attended the subject property on the scheduled date to inspect the restoration works. A large portion of restoration work has been completed as per the approved restoration plans; however, due to weather and site conditions, the work is not yet finished. Due to the time of year, the Court has scheduled a follow-up TBST date for March 27, 2024 where the owner will need to provide a work schedule for the remainder of the restoration works, specifically, the replanting of the disturbed area. Reminder that LTC issued the restoration permit on May 12, 2023. Status: **ONGOING - Update**

### Watershed Management

- Wetland assessments have been completed for the 2023 year and staff are finalizing the remaining map updates. It is important to note that wetland assessment list is closed for the remainder of the year and anyone added to the list will be given first priority next growth season.
- Monitoring staff have completed the fall Provincial Groundwater Monitoring Network (PGMN) sampling for water quality in our monitoring wells and collected all of the temperature loggers that were deployed in May/June. Data analysis will be completed within the next two to three months with our Annual reporting to be completed within the next 4-5 months (pending staff time and receipt of the data from the Provincial lab).
- Staff have applied for funding through the Community Emergency Preparedness Grant to replace existing precipitation gauges and bolster the existing precipitation gauge network through adding 4 additional precipitation gauges throughout the watershed.

### Permitting:

#### Ongoing Permit files:

- Staff have issued 15 permits and 3 permit amendments since the previous reporting period.
- Amongst the 305 permits received this year, staff are currently reviewing and commenting on 58 open permit files. Additionally, Staff are working on 15 files from previous years.
- LTC staff are in discussions with the applicant team for Permits D, E and F for the Hillside Meadows North Subdivision in the City of Quinte West (RP-22-047; RP-22-048 and RP-22-049). The Board Hearing was held on June 9, 2022 where all applications were approved by LTC Board with conditions. It is important to note that LTC staff have not yet received a wetland compensation plan for this file. This is due to several factors which are delaying the process. Staff scheduled and attended a meeting on November 15, 2023 to discuss potential solutions to move the file forward. Three (3) possible solutions have been provided to the owner by staff, which is now being reviewed by the owner. Due to the current timeframe from the date the Board issued the permit, the owner is unable to appeal the conditions set by the Board. From the June 9, 2022 Hearing, 5 permits were brought to the Board and 2 of these permits have been issued so far. These two permits have been inspected and comply with the Board approved permit and conditions. Status: **ONGOING – Update**

### Planning:

- LTC Staff reviewed and commented on 8 Subdivision and Condominium Files in 2023 (new and ongoing).
- LTC Staff reviewed and commented on 26 Planning Act Applications (Severances, Zoning By-law amendments, Official Plan amendments, Site Plan Control applications and/or Minor Variances).
- LTC Staff are currently meeting with the Planning departments to ensure LTC are working efficiently with our Municipal partners to ensure timely responses to Planning Act submissions.

**Agenda Item #11.b.**

- 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 your 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:** December 4, 2023  
**To:** LTC Board of Directors  
**Re:** Flood Forecasting & 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.

Table 1. Number of flood communications issued by Staff.

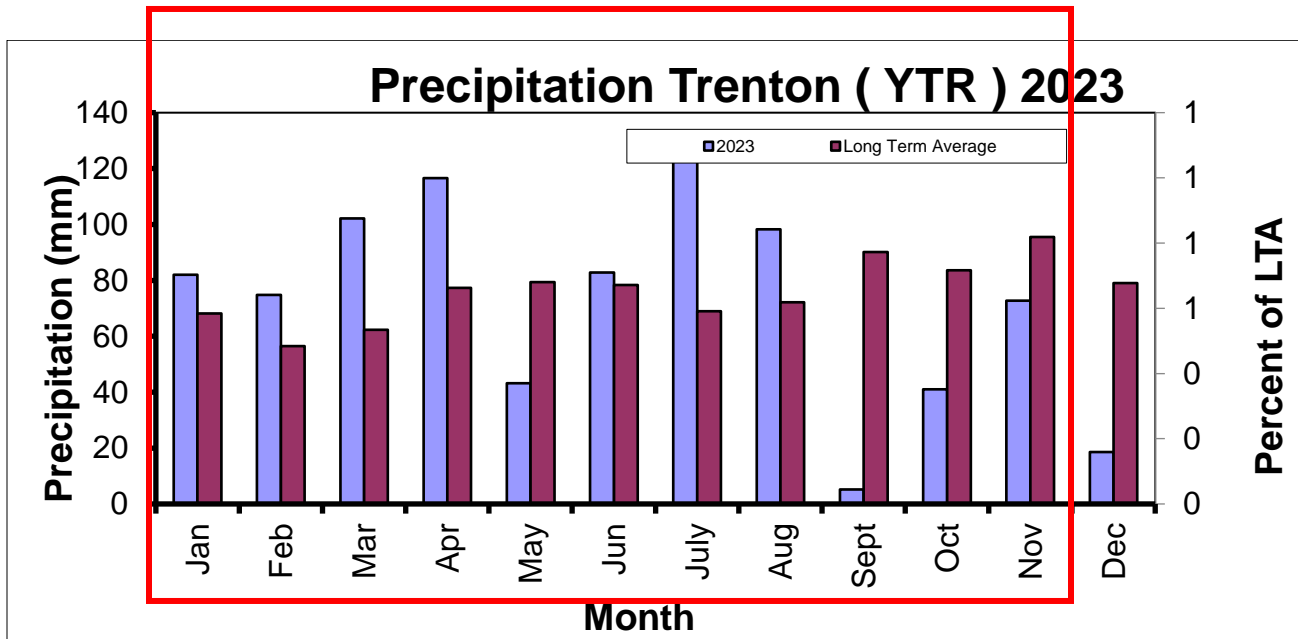
Statements	Flood Communications Issued (as of June 26, 2023)	Total Number for Previous Years				
		2022	2021	2020	2019*	2018
Water Safety	4	2	2	3	8	2
Flood Outlook	8	4	4	5	5	5
Flood Watch	2	0	0	3	6	7
Flood Warning	1	0	0	0	13	0
Total (System)	15	6	6	11	32	14

Summary of Current Conditions

Based on the information collected at the Environment Canada Rain gauge located at CFB Trenton, the first half of this year experienced higher than average rainfall when compared to the long-term historical averages; however, the latter half of 2023 has seen a significant decline in precipitation (See Table 2 below). The month of November has shown a return to more wet conditions, but the precipitation observed was still lower than the long-term average. An important note is that streamflow has recovered for the month of November. Additionally, the precipitation observed over the first few days into December looks promising for returning to normal conditions. With the lack of rainfall in our watershed, the LTC and the Low Water Response Team declared a Level 1 Low Water Condition at the end of October. This decision was made based on the precipitation and streamflow thresholds being met (i.e., 3-month precipitation being less than 80% of the long-term average and monthly flow being less than 70% of the lowest average summer month flow, see threshold table below). A second meeting is being scheduled to discuss the current conditions and future forecast. As usual, staff will be continually monitoring the conditions and forecast to provide through updates to our Municipal partners and key stakeholders.

Condition	Indicator	
	Precipitation (3 month or 18 month)	Streamflows
Level I	<80% of average	<b>Spring:</b> – monthly flow < 100% lowest average summer month flow <b>Other times:</b> – monthly flow < 70% of lowest average summer month flow
Level II	<60% of average Weeks with < 7.6mm	<b>Spring:</b> – monthly flow < 70% of lowest average summer month flow <b>Other times:</b> – monthly flow < 50% of lowest average summer month flow
Level III	<40% of average	<b>Spring:</b> – monthly flow < 50% of lowest average summer month flow <b>Other times:</b> – monthly flow < 30% of lowest average summer month flow

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



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. With the lack rainfall over the past couple of months, our creek systems were starting to see lower than average flows. Currently, the stream flows for our creeks have recovered following dry conditions during the months of September and October. Staff will be continuing to review the conditions and forecast for updates.

Trent River

The Trent River system is experiencing average water levels and flows for this time of year. Owners may experience slight variability in the water levels and flows during peak navigation times. Currently, there are no changes on the Trent River to report. It is important to note that during the winter months, severe drops in temperatures can lead to frazil ice and other ice related issues. LTC staff are reviewing weather conditions and will provide updates to emergency management staff where necessary.

Lake Ontario

Currently, water levels are average for this time of year. There are no changes to report.

**RECOMMENDATION:**

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

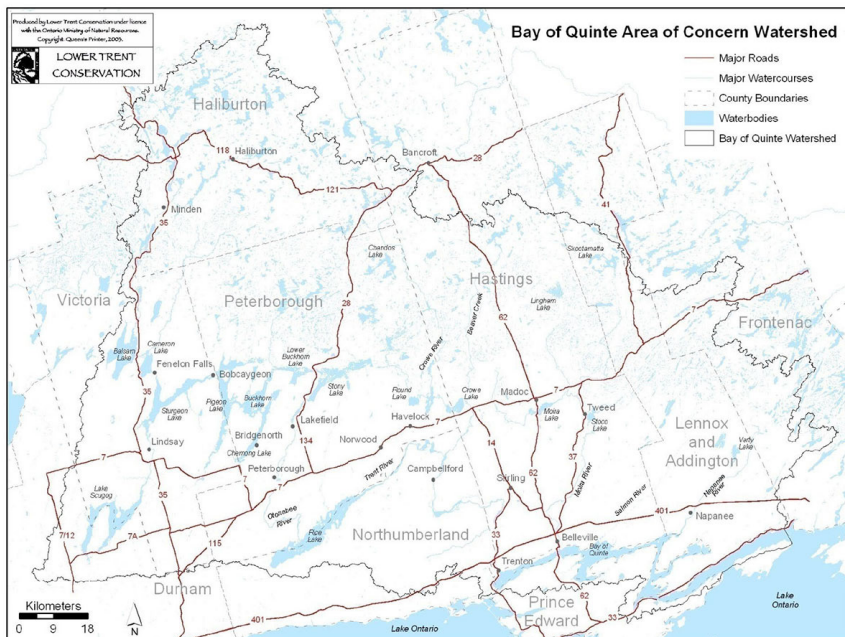


Agenda Item #12.a.

# Waterlogs - November 2023

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

## BAY OF QUINTE WATERSHED



The Bay of Quinte's watershed covers over 18,000 square kilometres and includes lands drained by the Trent, Moira, Salmon, and Napanee rivers and a host of smaller tributaries. The watershed stretches north to Algonquin Park, south to the north shore of Prince Edward County, east to just past Bath and west to past Lake Scugog. That's a lot of land and a lot of water.

Think of watersheds like Matryoshka dolls (stacking dolls), you have the larger doll on the outside then within are successively smaller dolls. Watersheds work the same way. There is the larger Bay of Quinte watershed then each of the rivers draining in to the Bay has its watershed and then smaller subwatersheds within them.

The Trent River system drains more than 12,000 square kilometers of central Ontario. With headwaters beginning in Algonquin Provincial Park. Water from over 200 lakes in the Haliburton

Highlands flows through the Kawartha Lakes, down the Otonabee River and into Rice Lake. Once the waters drain through Rice Lake the downstream section becomes the Trent River watershed, which encompasses 2,070 square kilometres. The Trent River, flows out of Rice Lake to the Bay of Quinte at Trenton, is 90 kms (57 miles) long and has eight main tributaries and 12 subwatersheds. Its elevation changes from 186.5 metres (612 ft) at Rice Lake to 76.5 metres (251 ft) at the Bay of Quinte.

The Moira River watershed covers almost 3,000 square kilometres. The Moira rivers source is Jordan Lake in Tudor and Cashel Township and it starts at an elevation of 355 meters (1,165 ft.) and travels 107 kms (61 miles) to the Bay of Quinte for a final elevation of 75 meters (246 ft.). It has 31 tributaries and 8 subwatersheds.

The Salmon River watershed covers 900 square kilometres. The Salmon River's source is just south of Mazinaw Lake in Bon Echo Provincial Park at an elevation of 198 meters (650 ft.). It flows 60 kms (37 miles) to the Bay of Quinte at an elevation of 75 meters (246 ft.) It has 10 tributaries and 3 subwatersheds.

The Napanee River watershed cover 1,000 square kilometres. The Napanee River's source is Camden Lake in Lennox and Addington County at an elevation of 146 meters (479 ft.) and it flows 61 kilometre(37 miles) to the Bay of Quinte. It has 9 tributaries and 4 subwatershed.

[www.bqrap.ca](http://www.bqrap.ca)

In partnership locally with Lower Trent Conservation and Quinte Conservation



## BAY OF QUINTE WATERSHED CONT

As well, Prince Edward County has 3 tributaries (Sawquin, Marsh, and Demorestville Creeks) that flow directly in to the Bay.

As the rivers flow down to the Bay of Quinte they cross a variety of rural and urban landscapes providing recreational opportunities, drinking water sources, and a host of other benefits to the communities along their shores. They are also susceptible to numerous practices that can cause serious environmental damage that impacts their water quality and that of the Bay of Quinte.

Remember, what happens upstream affects what happens downstream.

To learn more about the watershed get outdoors this winter and discover some of the amazing places in the watershed. A great place to start is local conservation areas. They offer interesting trails that wind through a variety of landscapes, from alvars to wetlands to drumlins to forests. Check your local conservation authorities web sites, as they provide detailed descriptions of each area, then get out and explore.

Lower Trent Conservation - <https://ltc.on.ca/explore/>

Quinte Conservation - <https://www.quinteconservation.ca/en/outdoor-spaces/outdoor-spaces.aspx>

## TIS' THE SEASON



### Adopt an Acre from Quinte Conservation

**From November 13 - December 22, symbolically Adopt An Acre and help rebuild an essential Hi-Lo Bridge at the H.R. Frink Conservation Area.**

Every Adopt An Acre donation comes with a certificate. Adopt 2 or more acres and take home an exclusive QC plush forest animal.

#### Adoption Cost

1 acre = \$30 (includes certificate and tax receipt)

2 acres = \$60 (includes certificate, QC plush forest animal, and tax receipt)

<https://www.quinteconservation.ca/en/learn-and-get-involved/adopt-an-acre.aspx>



### Connect Kids with Nature with Lower Trent Conservation

Lower Trent Conservation invites you to Give the 'Gift of Green' this year and support their Connecting Kids with Nature youth educational program. This program educates students, about the importance of local waterways and natural areas.

<https://www.canadahelps.org/en/charities/id/6725>

## HERE ARE A COUPLE OF WAYS TO ENJOY NATURE THIS HOLIDAY SEASON



Started in 1900, the Christmas Bird Count (CBC) is North America's longest-running Citizen Science project. People in more than 2000 locations throughout the Western Hemisphere participate in the CBC each year.

The information collected by thousands of CBC volunteer participants forms one of the world's largest sets of wildlife survey data. The results are used by conservation biologists, environmental planners, and naturalists to assess the population trends and distribution of birds.

The CBC in each Count Circle is planned on a day between December 14 and January 5. Effort for each circle is organized by a Compiler, who is a fellow volunteer (or team of volunteers) at the local level, often supported by a birding club or naturalist organization.

<https://www.birdscanada.org/bird-science/christmas-bird-count>



Project FeederWatch is a joint research and education project of Birds Canada and the Cornell Lab of Ornithology that depends on volunteers like you to help us all learn more about bird populations.

Everyone is welcome. You don't need to be an expert birder. You also don't need to make a huge time commitment – you decide how much time you spend.

Even if you count birds only once during the season, that is a helpful snapshot of the birds in your location. Make a donation to get started then, you will have access to the Project FeederWatch data entry page and all of the important information you need to turn your bird watching hobby into scientific discoveries!

<https://www.birdscanada.org/you-can-help/project-feederwatch>

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**LOWER TRENT**  
CONSERVATION

# CAO REPORT

**Date:** December 5, 2023  
**To:** Board of Directors  
**Prepared by:** Rhonda Bateman, Chief Administrative Officer

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## CONSERVATION ONTARIO

The next Conservation Ontario Council meeting is scheduled for December 11<sup>th</sup> and will be a virtual meeting. Chair Mullin and myself are registered to attend.

Conservation Ontario hosted a meeting/webinar on November 17, 2023 at Cataraqui Conservation on the Watershed Based Resource Management Strategy. The speakers presented their processes and lessons learned through the development of this document. I spoke of Lower Trent's experience to date and shared our table of contents with the participants. The session was helpful to allow sharing of strategic approaches.

Conservation Ontario held an Asset Management meeting on December 4<sup>th</sup> to discuss various methods and software. Presentations were received from small, medium and large CAs followed by Q&As and discussions of efficiencies.

The Eastern Region General Managers and finance staff had a meeting on December 4<sup>th</sup>. Discussions were centred on financial processes and software with discussions of collaboration on potential product cost sharing opportunities.

## STAFFING

A third competition was held to engage a Planning Technician for a maternity leave contract. I am pleased to announce that the successful candidate for the position is Brooke Wright. Brooke has been working at LTC on a short term contract under BQRAP stewardship. Brooke formerly worked at LTC as a summer student under the Ontario Federation of Anglers and Hunters. Brooke begins her new position on December 18<sup>th</sup>.

Year end performance reviews are underway for all employees.

## PERSONAL

I would like to thank all the Board members and staff for their condolences on the loss of my brother. Your kind words were comforting during this time.