



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

NOTICE OF REGULAR MEETING OF THE LOWER TRENT CONSERVATION BOARD OF DIRECTORS

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

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

Thursday October 10, 2024

Time: 2:00 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

There are no requests for delegations received for this meeting.

6. Public Input (3 minutes per speaker)

7. Adoption of the Minutes:

a. Board Meeting Minutes of September 9, 2024

RECOMMENDED:

THAT the Regular Board Meeting Minutes of September 9, 2024 be adopted.

Page # 4

8. Business arising from these minutes

CORRESPONDENCE

9. Correspondence – Rhonda Bateman, CAO/Secretary-Treasurer

None received

STAFF REPORTS

- 10. Monthly Payments Issued – Chitra Gowda, Manager, Corporate Services** [Page # 8](#)
 RECOMMENDED:
 THAT the list of payments issued in the amount of \$247,234.78 for the month of September 2024 be received as information.
- 11. Quarterly Financial Status – August 31, 2024 – Chitra Gowda** [Page # 9](#)
 RECOMMENDED:
 THAT the Quarterly Financial Status staff report for period ending August 31, 2024 be received as information.
- 12. Watershed Management, Planning and Regulations Reports – Gage Comeau, Manager, Watershed Management, Planning and Regulations**
 a. Summary of Permits for August 24 – September 25, 2024 [Page # 13](#)
 b. Planning and Regulations
 c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR)
- RECOMMENDED:
 THAT the Watershed Management, Planning and Regulations Reports be received as information.
- 13. Conservation Lands Report – Chris McLeod, Conservation Lands Supervisor** [Page # 19](#)
 RECOMMENDED:
 THAT the Conservation Lands Report for the period July 1 – September 27, 2024 be received as information.
- 14. Community Outreach, Education and Stewardship Programs Report – Anne Anderson, Manager Community Outreach and Special Projects** [Page # 21](#)
 RECOMMENDED:
 THAT the Community Outreach, Education and Stewardship Programs Report for the period July 1 – September 30, 2024 be received as information.
- 15. Local Drinking Water Source Protection – Anne Anderson** [Page # 24](#)
 RECOMMENDED:
 THAT the Local Drinking Water Source Protection Update for the period July 1 – September 30, 2024, be received as information.
- 16. Risk Management Official Activity Report – Marcus Rice, Risk Management Official/Inspector** [Page # 25](#)
 RECOMMENDED:
 THAT the Risk Management Official Activity Report pursuant to Part IV of the *Clean Water Act* for the period of July 1 - September 30, 2024 be received as information.

17. **Part IV Procedures** – Anne Anderson Page # 29
RECOMMENDED:
THAT the Part IV Procedures for the Clean Water Act be approved and adopted for use by LTC staff working under the *Clean Water Act, 2006*
18. **Bay of Quinte Remedial Action Plan Program** – Anne Anderson Page # 40
a. September 2024 Newsletter
RECOMMENDED:
THAT the Bay of Quinte Remedial Action Plan Newsletter for September 2024 be received as information.
19. **Watershed Based Resource Management Strategy** – Anne Anderson Page # 43
RECOMMENDED:
THAT the Watershed Based Resource Management Strategy as required under O. Reg. 686/21 Mandatory Programs and Services be approved; and
THAT the Watershed Based Resource Management Strategy be posted under the Governance tab of the Lower Trent Conservation website.
20. **2025 Draft Budget** – Rhonda Bateman/Chitra Gowda Page # 122
RECOMMENDED:
THAT the Lower Trent Conservation 2025 Draft Budget be accepted; and
THAT the approved draft budget be sent to our municipal partners for the 30 day consultation period.
21. **CAO's Report** – Rhonda Bateman Page # 128
RECOMMENDED:
THAT the CAO's Report be received as information.
22. **Members Inquiries/Other Business**
23. **Adjournment**

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

Chitra Gowda 613-394-3915 ext. #215

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BOARD OF DIRECTORS

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

REGULAR BOARD MEETING MINUTES – DRAFT MEETING # 2024-07

DATE: September 9, 2024

TIME: 1:00 PM

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

PRESENT:

REMOTE SITE (R)	ON SITE	
Lynda Reid	Bob Mullin (Chair)	Jim Alyea
	Jeff Wheeldon	Mike Ainsworth
	Eugene Brahaney (Vice Chair)	Sherry Hamilton
	Eric Sandford	

ABSENT/REGRETS: Rick English, Bobbi Wright

STAFF: Rhonda Bateman, Chitra Gowda, Tobias (Toby) Farrell

GUESTS: None

1. Meeting called to order by the Chair

The meeting was called to order by Chair Mullin at 1:00 p.m.

2. First Nations Acknowledgement

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

3. Disclosure of pecuniary interests

There were no pecuniary interests declared.

4. Approval of the Agenda

RES: G103/24

Moved by: Sherry Hamilton

Seconded by: Eric Sandford

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 at this meeting.

7. Adoption of the Minutes:

a. Board Meeting Minutes of July 11, 2024

RES: G104/24

Moved by: Jeff Wheeldon

Seconded by: Sherry Hamilton

THAT the Regular and Closed Session Board Meeting Minutes of July 11, 2024 be adopted.

Carried

8. Business arising from these minutes

None.

CORRESPONDENCE

9. Correspondence

None received

STAFF REPORTS

10. Monthly Payments Issued

RES: G105/24

Moved by: Jeff Wheeldon

Seconded by: Sherry Hamilton

THAT the list of payments issued in the amount of \$218,191.82 for the month of July 2024 and \$280,810.11 for the month of August 2024 be received as information.

Carried

11. Watershed Management, Planning and Regulations Reports

Members asked about the purpose of clearance letters. Rhonda Bateman informed the members that clearance letters are issued by LTC to confirm that a permit is not required. A clearance letter is often requested by a municipality.

RES: G106/24

Moved by: Jim Alyea

Seconded by: Mike Ainsworth

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

Carried

12. Bay of Quinte Remedial Action Plan Program

RES: G107/24

Moved by: Eric Sandford

Seconded by: Gene Brahaney

THAT the Bay of Quinte Remedial Action Plan Newsletter for July and August 2024 be received as information.

Carried

13. Appointment of Provincial Offences Officer

Tobias Farrell was sworn in under oath per the recommendation. Members congratulated him.

RES: G108/24

Moved by: Jeff Wheeldon

Seconded by: Eric Sandford

THAT Tobias Farrell be appointed as a Provincial Offences Officer for the purpose of performing enforcement and offence related functions under Part VII of the *Conservation Authorities Act*, Section 28.5 and 29 Regulations and the *Trespass to Property Act* within the area of jurisdiction for Lower Trent Conservation, effective during his employment with Lower Trent Conservation.

Carried

14. Flood and Erosion Control Structures Operations and Maintenance Manual

Rhonda Bateman acknowledged the hard work of previous staff member Janet Noyes on the manual. Members suggested a token of appreciation be given to Janet.

RES: G109/24

Moved by: Jim Alyea

Seconded by: Lynda Reid

THAT the Flood and Erosion Control Structures Operations and Maintenance Manual (FECS Manual) be approved and adopted.

Carried

15. 2025 Fee Policy and Schedule – Rhonda Bateman

A correction to be made was noted for the fees for Minister's Zoning Orders (MZO). Rhonda indicated that staff would make the correction prior to posting for consultation.

RES: G110/24

Moved by: Eric Sandford

Seconded by: Jeff Wheeldon

THAT staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2025 Fee Policy and Schedule be approved.

Carried

16. 2025 Budget Subcommittee Presentation – Rhonda Bateman/Chitra Gowda

Members discussed the draft budget versions presented by the Budget Subcommittee.

Subcommittee members indicated that the draft budget numbers reflected the necessary LTC staffing, operations and capital needs for 2025. It was noted that a tax increase of 5% is the limit for the City of Quinte West. It was noted that cost of living adjustments are generally not proportional to the higher, increasing costs of insurance gas, and other expenses. The members provided direction to staff to look for further savings to reduce municipal levy amounts.

RES: G111/24

Moved by: Jeff Wheeldon

Seconded by: Gene Brahaney

THAT the Lower Trent Conservation 2025 Budget Sub-Committee presentation be accepted as information; and

THAT staff make any required changes to the 2025 preliminary draft budget as directed by the Board and bring a draft budget to the October 10, 2024 meeting for Board review and approval.

Carried

17. CAO's Report – Rhonda Bateman

RES: G112/24

Moved by: Jeff Wheeldon

Seconded by: Sherri Hamilton

THAT the CAO's Report be received as information.

Carried

OTHER BUSINESS

18. Members Inquiries/Other Business

Members asked if LTC would be involved in the ECCC Tree Canada proposal. Rhonda indicated that LTC staff would attend an information webinar in early October.

Rhonda provided an update on the application to the courts by P. Archer and Maizing Acres for legal costs stemming from the recent LTC provincial offences prosecution. The Justice of the Peace dismissed the application on August 26, 2024.

19. Adjournment

There being no further business, the meeting was adjourned.

RES: G113/24

Moved by: Eric Sandford

Seconded by: Sherri Hamilton

THAT the meeting be adjourned.

Carried

Time: 2:32 p.m.

Bob Mullin, Chair

Rhonda Bateman, CAO/ST

**Lower Trent Conservation
Payments LOG - SEPTEMBER 2024**

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Sep/24 Payroll Period #18 and #19	140,219.14
EFT 72845105	CIBC VISA	Aug/24 Statement	3,317.40
EFT 72845029	Jani-King of Eastern Ontario	Sep/24 Cleaning - Admin and Workshop	1,357.82
16797	Massimo Narini	Staff Expenses including small equipment - Reimbursed	1,586.51
16798	Trent Hills Slinger Service Inc.	Property/building maintenance	587.60
16799	Trenton Home Hardware Building Centre	Property/building maintenance, small equipment	911.73
16800	Keith Taylor	Staff Recognition - service years	50.00
16801	OT Group - DCB Business Systems Group Inc	Office stationary supplies	195.24
16802	Waste Management of Canada Corporation	Waste Services - Workshop	115.97
16803	Purolator Inc.	Courier	17.57
16804	JB Print Solutions	Signage for Conservation Areas/Lands	205.83
16805	Obsentia	Vehicle maintenance	87.98
16806	Caduceon Enterprises Inc.	Water Analysis - Monitoring	294.42
16807	City of Quinte West	Utilities - water/sewer - workshop	78.28
16808	Quinte Conservation	BQRAP Stewardship	18,000.00
16809	Cogeco Connexion Inc.	Monthly Internet Services - workshop	135.54
16810	Picton Gazette Ltd.	BQRAP ads - fish consumption survey	706.25
16811	Bill's Johns	Portable toilet rental - conservation areas	847.50
16812	Staples Commercial	Office stationary supplies	83.28
16813	Nesda Technologies Ltd.	Monthly IT services and tickets fees	2,363.11
16814	Kawartha Region Conservation Authority	DWSP 2024-27 Source Protection Authority Invoice #1	13,644.02
16815	Crowe Valley Conservation	DWSP 2024-27 Source Protection Authority Invoice #1	12,669.92
16816	Otonabee Region Conservation Authority	DWSP 2024-27 Source Protection Authority Invoice #1	14,976.79
16817	Ganaraska Region Conservation Authority	DWSP 2024-27 Source Protection Authority Invoice #1	19,237.52
16818	Brighton Springs	Drinking water for Admin bldg	148.75
16819	County of Northumberland	Tipping fees - Proctor Park, Goodrich Loomis	115.70
16820	Staples Commercial	Office supplies (batteries) for small equipment	71.43
16821	Free Flow Petroleum	Monthly Vehicle and Equipment Fuel	2,367.34
16822	Thomas Reuters Canada	Office stationary supplies - evidence notebook	164.43
16823	Hydro One Networks Inc.	Utilities - electricity - admin bldg, workshop, Goodrich Loomis	908.84
16824	Telizon Inc	Monthly Telephone Lines	515.22
16825	Caduceon Enterprises Inc.	Water Analysis - Monitoring	1,723.92
16826	Obsentia	Vehicle maintenance	338.16
16827	Picton Gazette Ltd.	BQRAP ads - fish consumption survey	339.00
16828	The Napanee Beaver	BQRAP ads - fish consumption survey	488.16
16829	Bell Mobility Inc.	Monthly Cellular Phones - Service	206.90
16830	Enbridge	Utilities - gas - admin bldg and workshop	73.75
16831	Pitney Bowes Leasing	Postage machine refill	233.50
16832	Renshaw Power Products	Commercial lawnmower repair	2,216.87
16833	Battlefield Equipment Rentals	Chainsaw parts	32.91
16834	Lynda Staples	AODA template for DWSP	150.00
16835	KONE Inc	Hydraulic hose replacement	3,995.58
16836	North Land Metal Products	Water drip diverter - admin bldg	137.86
16837	George Fenwick	BQRAP - urban stewardship program	858.37
16838	Sherri and Aidan Girvan	BQRAP - septic system stewardship program	322.05
16839	Dibbits Landscape Supply	Building maintenance - admin bldg	136.62
Total of Payments September 2024			<u>247,234.78</u>

2024 LTC FINANCIAL REPORT for January 1 to August 31, 2024							
	EXPENDITURES	2024 BUDGET	ACTUAL AUG 31/24	BUDGET TO ACTUAL VARIANCE	% of Budget		
CATEGORY 1 - MANDATORY	NATURAL HAZARD MGMT						
	Staffing	\$ 547,843	\$ 327,288	\$ 220,555	60%		
	Operating	\$ 146,338	\$ 105,668	\$ 40,670	72%		
	Capital	\$ -	\$ -	\$ -			
	PROV WATER QUALITY-QUANTITY MONITORING						
	Staffing	\$ 24,284	\$ 18,213	\$ 6,071	75%		
	Operating	\$ -	\$ -	\$ -			
	Capital	\$ -	\$ -	\$ -			
	LOCAL/REGONAL DRINKING WATER SOURCE PROTECTION						
	Staffing	\$ 307,374	\$ 188,056	\$ 119,318	61%		
	Operating	\$ 83,747	\$ 35,453	\$ 48,294	42%		
	CORE WATERSHED-BASED RESOURCE MGMT STRATEGY						
	Staffing	\$ -	\$ -	\$ -			
	Operating	\$ 500	\$ -	\$ 500	0%		
	CA LANDS AND AREAS						
	Staffing	\$ 242,600	\$ 149,931	\$ 92,669	62%		
	Operating	\$ 121,669	\$ 115,386	\$ 6,283	95%		
	Capital	\$ 177,000	\$ 10,140	\$ 166,860	6%		
	ENABLING SERVICES						
	Staffing	\$ 601,368	\$ 367,492	\$ 233,876	61%		
	Operating	\$ 284,869	\$ 109,848	\$ 175,021	39%		
	Capital	\$ 42,400	\$ 8,225	\$ 34,175	19%		
	TOTAL EXPENDITURES CAT 1 =		\$ 2,579,992	\$ 1,435,699	\$ 1,144,293	56%	
	INCOME						
		2024 BUDGET	ACTUAL AUG 31/24	BUDGET TO ACTUAL VARIANCE			
	Provincial Funds	\$ 68,831	\$ 68,831	\$ -	100%		
	Federal Funds	\$ 13,902	\$ 4,634	\$ 9,268	33%		
Municipal - General Levies	\$ 1,235,238	\$ 1,235,239	-\$ 1	100%			
Municipal - Capital Levies	\$ 98,105	\$ 98,104	\$ 1	100%			
Municipal - Rebates/Recoveries	\$ 22,167	\$ -	\$ 22,167	0%			
Legal inquiries / Permit Fees	\$ 180,000	\$ 113,470	\$ 66,530	63%			
Plan Review Fees	\$ 130,000	\$ 70,405	\$ 59,595	54%			
CL Fees and Leases Income	\$ 30,333	\$ 20,790	\$ 9,543	69%			
Administered Programs	\$ 256,000	\$ 130,037	\$ 125,963	51%			
DW Source Protection	\$ 391,121	\$ 189,779	\$ 201,342	49%			
Miscellaneous Revenue	\$ 30,000	\$ 73,917	-\$ 43,917	246%			
Donations / Grants	\$ 3,000	\$ 547	\$ 2,453	18%			
Surplus / Reserves	\$ 121,295	\$ -	\$ 121,295	0%			
TOTAL INCOME CAT 1 =		\$ 2,579,992	\$ 2,005,753	\$ 574,239	78%		

2024 LTC FINANCIAL REPORT for January 1 to August 31, 2024					
CATEGORY 2 - NON-MANDATORY	EXPENDITURES	2024 BUDGET	ACTUAL AUG 31/24	BUDGET TO ACTUAL VARIANCE	
		NON-OWNED ECS/FCS INFRASTRUCTURE			
	Staffing	\$ 6,107	\$ 1,650	\$ 4,457	27%
	Operating	\$ -	\$ -	\$ -	
	LOCAL SP RMO/RMI & EDUC/OUTREACH				
	Staffing	\$ 111,832	\$ 70,695	\$ 41,137	63%
	Operating	\$ 26,818	\$ 26,002	\$ 816	97%
	ENVIRONMENTAL SIGNIFICANT LAND ACQUISITIONS				
	Staffing	\$ -	\$ -	\$ -	
	Operating	\$ -	\$ -	\$ -	
	Capital	\$ -	\$ -	\$ -	
	TOTAL EXPENDITURES CAT 2 =	\$ 144,757	\$ 98,347	\$ 46,410	68%
	INCOME	2024 BUDGET	ACTUAL AUG 31/24	BUDGET TO ACTUAL VARIANCE	
	Provincial Funds			\$ -	
	Federal Funds			\$ -	
	Municipal - Agreements	\$ 6,107	\$ 4,886	\$ 1,221	80%
	Municipal - SP Agreements	\$ 138,650	\$ 138,650	\$ -	100%
	Miscellaneous Revenue	\$ -	\$ -	\$ -	
	Surplus or Reserves	\$ -	\$ -	\$ -	
	TOTAL INCOME CAT 2 =	\$ 144,757	\$ 143,536	\$ 1,221	99%

2024 LTC FINANCIAL REPORT for January 1 to August 31, 2024							
CATEGORY 3 - SPECIAL PROJECTS	EXPENDITURES	2024 BUDGET	ACTUAL AUG 31/24	BUDGET TO ACTUAL VARIANCE			
	LOCAL WATER QUALITY MONITORING						
	Staffing	\$ 53,353	\$ 44,367	\$ 8,986		83%	
	Operating	\$ 22,133	\$ 10,539	\$ 11,594		48%	
	YOUTH EDUCATION						
	Staffing	\$ 51,825	\$ 45,175	\$ 6,650		87%	
	Operating	\$ 15,000	\$ 4,875	\$ 10,125		33%	
	COMMUNITY OUTREACH/STEWARDSHIP						
	Staffing	\$ -	\$ -	\$ -			
	Operating	\$ 25,000	\$ 28,049	-\$ 3,049		112%	
TOTAL EXPENDITURES CAT 3 =		\$ 167,311	\$ 133,005	\$ 34,306		79%	
INCOME	2024 BUDGET	ACTUAL AUG 31/24	BUDGET TO ACTUAL VARIANCE				
Provincial Funds	\$ -		\$ -				
Federal Funds	\$ 13,902	\$ 4,634	\$ 9,268		33%		
Municipal Agrmts - Monitoring	\$ 66,218	\$ 52,974	\$ 13,244		80%		
Municipal Agrmts - Youth Educ	\$ 38,431	\$ 38,431	\$ -		100%		
Stewardship-Outreach Funds	\$ 25,000	\$ 41,371	-\$ 16,371		165%		
Donations / Grants	\$ -	\$ 2,900	-\$ 2,900				
Youth Education Funds	\$ 23,760	\$ 5,940	\$ 17,820		25%		
TOTAL INCOME CAT 3 =		\$ 167,311	\$ 146,250	\$ 21,061		87%	

2024 LTC FINANCIAL REPORT for January 1 to August 31, 2024

TOTAL LTC EXPENSES	\$ 2,892,060	\$ 1,667,051	\$ 1,225,009	58%
TOTAL INCOME	\$ 2,892,060	\$ 2,295,539	\$ 596,521	79%
NET BALANCE	\$ 628,488			
<i>Municipal General Levy</i>	<i>\$ 1,235,238</i>	<i>\$ 1,235,239</i>	<i>-\$ 1</i>	100%
<i>Municipal Capital Levy</i>	<i>\$ 98,105</i>	<i>\$ 98,104</i>	<i>\$ 1</i>	100%
<i>Municipal Agreements</i>	<i>\$ 249,406</i>	<i>\$ 234,941</i>	<i>\$ 14,465</i>	94%
<i>Total Municipal Levies/Agreements</i>	<i>\$ 1,582,749</i>	<i>\$ 1,568,284</i>	<i>\$ 14,465</i>	99%

Summary of Permits Approved by Staff
Part VI of the Conservation Authorities Act and Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits
 Prepared by: Gage Comeau, Manager, Watershed Management, Planning and Regulations
 For Period: August 24 to September 25, 2024



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-23-136	Quinte West	Sidney	Sidney	8	23	16 Empson Lane	Oak Lake flood hazard	To demolish the existing dwelling and construct a gazebo/sun-shelter structure
P-24-096 (minor; compliance)	Trent Hills	Seymour	Seymour	12	13	Lakeview Drive	Trent River floodplain (allowance); Field Verified Wetland (allowance)	Temporary placement of fill material on property
P-24-127	Quinte West	Sidney	Sidney	6	7	529 Frankford-Stirling Rd	Trent River floodplain	To demolish the existing dwelling and reconstruct as a two-storey dwelling with an attached garage and to install a new septic system
P-24-136	Quinte West	Murray	Murray	4	6	1178 Stockdale Rd	Trent River tributary stream (allowance); Unevaluated wetland (allowance)	To extend the existing culvert by 6 ft and to extend and enhance trails with the placement of gravel
P-24-143	Brighton	Brighton Town	Cramahe	1	3	7 Butler Street West	Proctors (Butler) Creek floodplain; Unevaluated wetland (allowance)	To construct an approximately 46m ² garage
P-24-152 (compliance)	Cramahe	Cramahe Township	Cramahe	2	28	404 Durham St N	Field verified wetland (allowance); Tributary stream of Colborne Creek	To undertake road works including the replacement of an existing/failing culvert and the reestablishment of roadside ditches
P-24-156	Trent Hills	Seymour	Seymour	1	5	407 Percy Boom Rd	Trent River floodplain	To construct an approximately 72m ² (780ft ²) non-habitable detached garage
P-24-160 (compliance)	Alnwick/Haldimand	Haldimand	Haldimand	A-B	5-7	Herron Road	Lakeport PSW Complex (allowance)	To conduct enhancements to the existing access along Herron Road, including the replacement of culverts and placement of fill material along the roadway
P-24-161	Cramahe	Cramahe Township	Cramahe	1	15	14338 County Road 2	Lake Ontario tributary stream (allowance); Unevaluated wetland (allowance)	To demolish the existing addition and construct an approximately 50m ² accessory dwelling structure
P-24-172	Trent Hills	Seymour	Seymour	1	5	385 K Pike Lane	Trent River floodplain	To remove the existing foundation and raise the existing dwelling structure on to piers
P-24-174	Quinte West	Murray	Murray	1	7	Hill Road	Mayhew Creek floodplain	To demolish and reconstruct the bridge
P-24-178	Brighton	Brighton Township	Murray	B	23	1096 Stoney Point Road	Field verified watercourse (allowance); Unevaluated wetland (allowance)	To construct a 24' by 30' detached non-habitable garage structure
P-24-180	Trent Hills	Murray	Murray	10	2	9 Island Park Rd - Site 73	Trent River floodplain; Wilson Island East Wetland (PSW) (allowance)	To construct an approximately 23m ² deck
P-24-181	Cramahe	Cramahe Township	Cramahe	10	24	367 Concession Road 1 West	Salt Creek (allowance); Unevaluated wetland (allowance)	To demolish and bury an existing barn structure
P-24-183	Brighton	Brighton Township	Cramahe	6	4	351 Goodrich Road	Field verified wetland (allowance)	To construct a 40' by 32' addition on the south side of the existing dwelling structure
P-24-184	Trent Hills	Seymour	Seymour	13	10	92 Puffball Inn Rd	Trent River floodplain; Unevaluated Wetland (allowance)	To demolish an existing deck, undergo internal renovations, construct a two storey addition, and install a replacement septic system
P-24-185	Quinte West	Sidney	Sidney	BF	27	1830 Old Highway 2	Bay of Quinte erosion hazard (allowance)	To construct a single-family dwelling, install an entrance and septic system
P-24-186 (minor)	Quinte West	Sidney	Sidney	8	19	1652 Frankford Stirling Road	Rawdon Creek	To remove/replace Hydro poles & anchors and undergo brush clearing
P-24-187	Cramahe	Cramahe Township	Cramahe	2	27	Parliament Street	Field verified wetland (allowance)	To undertake road works including the replacement of an existing cross culvert
P-24-188	Alnwick/Haldimand	Haldimand	Haldimand	3	12	2416 Shelter Valley Road	Shelter Valley Creek floodplain	To undergo the installation of erosion protection works along the creek embankment

P-24-189	Stirling-Rawdon	Rawdon Township	Rawdon	4, 2, 8	11, 12	Stirling-Marmora Road	Tributaries of Squires (Hoards) Creek	To remove and replace the existing centerline culverts along Stirling-Marmora Road
P-24-191	Quinte West	Trenton	Murray	1	3	161 Water Street	Mayhew Creek floodplain (allowance)	To undergo the construction of a secondary dwelling unit
P-24-192	Brighton	Brighton Town	Murray	B	35	11 Loyalist Drive	Arena Creek floodplain (allowance)	To undergo the construction of two one-storey additions and undertake minor site grading
P-24-194	Quinte West	Sidney	Sidney	8	23	18 Empson Lane	Oak Lake flood hazard	To conduct shoreline restoration works
P-24-196	Quinte West	Murray	Murray	1	5	Wooler Road	Mayhew Creek floodplain	To remove existing culverts in order to install the new sanitary via open trench and reinstate existing culverts following completion of the sanitary line install
P-24-197	Quinte West	Murray	Murray	2	12-13	Helyer Road	Field verified wetland (allowance)	To install a 600mm relief culvert crossing to address road conditions during heavy rainfall
P-24-198	Alnwick/Haldimand	Haldimand	Haldimand	3	9	Turk Road	Tributary of Shelter Valley Creek (allowance)	To construct a single-family dwelling and install a septic system
P-24-199	Trent Hills	Seymour	Seymour	4	8	Hillside Drive	Trent River floodplain (allowance); Unevaluated wetland (allowance)	To construct a single-family dwelling and to install a septic system
P-24-201	Brighton	Brighton Township	Murray	B	25	330 Lawson Road	Unevaluated wetland (allowance)	To undergo the placement of a pre-constructed 14' by 40' shed structure
P-24-202	Brighton	Brighton Township	Murray	B	23	1088 Stoney Point Rd	Lake Ontario tributary (allowance); Unevaluated wetland (allowance)	To construct a detached garage and driveway
P-24-210	Quinte West	Sidney	Sidney	BF	23	Old Highway 2	Tributary of the Bay of Quinte	To install a 10" tile outlet
P-24-213	Trent Hills	Seymour	Seymour	7	12	108 Trentview Crescent	Unevaluated wetland (allowance)	To construct a 33' x 29' above ground pool and deck structure to the west of the existing dwelling
P-24-214	Trent Hills	Seymour	Seymour	1	8	271 2nd Line East	Unevaluated wetland (allowance)	To construct a 42' x 34' storage and utility timber frame barn structure with engineered slab to the north of existing structures
AMENDMENTS								
P-23-144	Quinte West	Murray	Murray	A	19	40 Whispering Woods Drive	Lake Ontario Tributary Stream flood hazard	To undergo site preparation and alterations including fill placement associated with future development; Amended to include the construction of a single-family dwelling and septic
P-23-228	Quinte West	Sidney	Sidney	BF	22	Old Highway 2	Bay of Quinte tributary stream; Field verified wetland (allowance)	Revegetation of a 6-metre-wide buffer strip along the watercourse, and for the replacement of an existing culvert and farm crossing ; amended to include the installation of a 12" tile outlet.
P-23-294	Alnwick/Haldimand	Alnwick	Alnwick	7	21	362 7th Line - 120	Rice Lake flood hazard (allowance)	To construct a single-family dwelling and install a holding tank ; amended to include the updated site plan
P-23-313	Quinte West	Frankford	Sidney	6	3 & 4	260 North Trent Street	Trent River floodplain	Remove industrial waste and replace with clean fill ; amended to include the updated extent of work as shown on the updated site plan
P-24-049	Trent Hills	Seymour	Seymour	14	3	60 Steam Mill Lane	Trent River floodplain (allowance)	to construct a 24' by 24' addition with a 24' by 28' attached garage and construct a deck with a covered deck portion ; amended to include the updated scope of work of constructing a 16' x 24' proposed addition and covered deck on the property



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 25, 2024
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 2024 and compared to similar numbers for previous years. Highlighted boxes indicate that 2024 has MORE files to date than previous years.

Table 1. File review – New files and deliverables in 2024 versus previous years

	# Files for 2024 (as of Sept 25, 2024)	Dates for Similar Number for Previous Years (Total for Year)			
		2023	2022	2021	2020
Permits	220	Aug 30 (320)	Jul 18 (398)	Aug 6 (383)	Sep 20 (351)
Planning	161	Oct 12 (198)	Jul 4 (310)	Aug 5 (259)	Dec 8 (169)
Complaints	79	n/a (74)	n/a (66)	n/a (65)	n/a (56)
Enforcement	32	Oct 27 (35)	Jun 22 (63)	Aug 13 (45)	Nov 13 (32)
Online Inquiries	1192	n/a (1003)	n/a (738)	n/a (1132)	n/a (645)
Legal Requests	43	Sept 19 (58)	n/a (36)	Nov 17 (48)	n/a (28)
Clearance Letters	88	n/a (52)	n/a (25)	n/a	n/a
Site Visits	225	Nov 21 (246)	Sep 12 (363)	Sep 30 (282)	n/a (166)

Legal Cases:

- **ENF-20-028** –Status: **ONGOING** – No recent updates at this time.
- **ENF-21-005:** Status: **ONGOING** – Update – Restorations works are almost complete. Staff have requested a final inspection for the restoration activities.

Watershed Management

- Wetland assessments are approximately 90% completed. So far, 55 wetland assessments have been conducted by staff this year. There are currently 7 wetland assessments remaining on the wait list, and as the season ends, we will be closing the 2024 assessment list. Any further requests for wetland assessments will be placed on a waiting list for 2025 visits.
- LTC staff have completed the full installation of the majority of the rain gauges that were purchased through Community Emergency Preparedness Grant. Staff are awaiting approval from Alnwick/Haldimand council prior to installing the final unit.

Online Inquiries

Staff have been managing large volumes of inquiries that have now exceeded the highest recorded number in 2021 (1132). These files are taking staff long periods of time to manage as many of the properties are regulated and development may be restricted or require further review from staff. Additionally, properties with historical planning and permitting approvals are appearing that require staff time to review prior to providing formal responses. To ensure a timely response time, we are asking that people continue to use our online inquiry service and avoid directly contacting staff unless following up on a pre-existing file.

Permitting:

Ongoing Permit files:

- Staff have issued **33** permits since the previous reporting period. **6** permit files were amended to revise or update a previously issued permit.
- Staff are currently reviewing and commenting on **31** open 2024 permit files and **31** files from previous years as well.
- Staff are still working on the creation of Standard Operating Procedures (SOPs) for the use of the Planning and Regulations department. It is our hope to have the SOPs completed by the year end. Currently, we do not have formal SOPs in place and we hope that this will help create further efficiencies within the department. So far, **8** SOPs have been drafted and are in circulation within the department for the 1st round of revisions.

Planning:

- LTC Staff reviewed and commented on **27** Subdivision and Condominium Files in 2024 (new and ongoing). Since the last reporting period, LTC Staff reviewed and commented on 6 Subdivision and Condominium files. Many of these files are ongoing and staff expect to work on these continuously throughout the year.
- Since the last reporting period, LTC Staff reviewed and commented on **20** Planning Act Applications (Severances, Zoning By-law amendments, Official Plan amendments, Site Plan Control applications and/or Minor Variances). Additionally, we are reviewing several technical reports for pre-consultation files including but not limited to; **3** site plans and **3** Environmental Impact Studies.

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: September 26, 2024
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 September 26, 2024)	Total Number for Previous Years					
		2023	2022	2021	2020	2019*	2018
Water Safety	5	4	2	2	3	8	2
Flood Outlook	1	8	4	4	5	5	5
Flood Watch	2	2	0	0	3	6	7
Flood Warning	0	2	0	0	0	13	0
Total (System)	8	15	6	6	11	32	14

Summary of Current Conditions

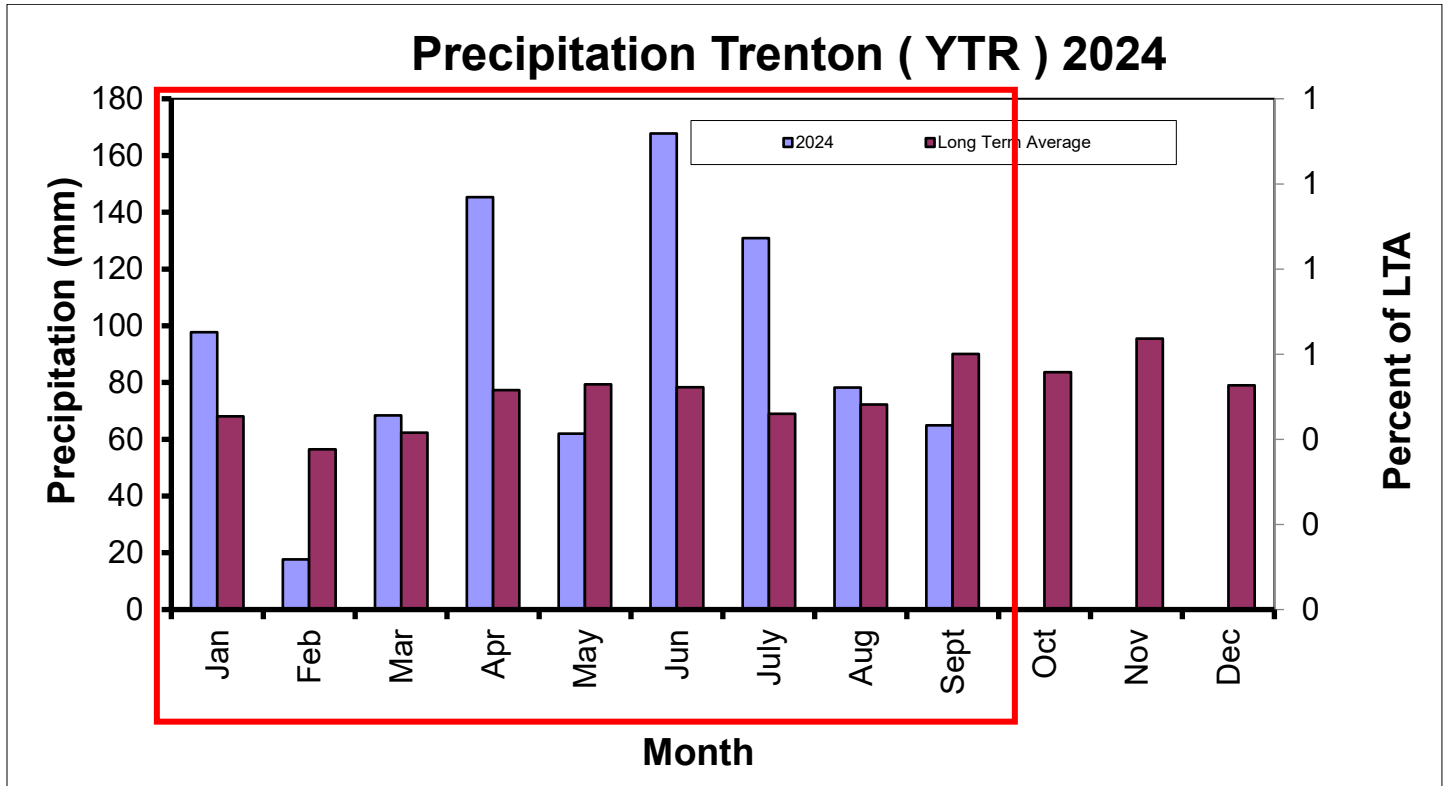
Observed precipitation volumes were just slightly higher than the long-term average for the month of August (see Table 2). So far, the observed precipitation for the month of September is less than the long-term average, but as we have seen significant rainfall over these past few months, we are not currently in a position to worry about low water conditions in relation to precipitation thresholds.

Stream flows are roughly average for this time of year and within the observed long-term average flows. LTC staff will be continuing to review the weather and stream conditions and will report further if there appears to be any potential flood or drought issues. Currently, there is no concern for low water conditions as the indicators and thresholds are not being triggered. An update was been provided to the Low Water Response Team notifying them of the current conditions.

Local Creeks

The majority of the creeks are experiencing average streamflow through the month of August and the majority of September; therefore, the water levels and flows are within the acceptable ranges. If lower rainfall volumes in the watershed continue, stream flows may start to decline, especially for creek systems that do receive any groundwater recharge. Staff will be continuing to review the conditions and forecast for updates.

Table 2. Observed Monthly Precipitation (mm) in 2024 compared to the monthly long-term average.



Trent River

There are no changes to report for the Trent River as the system is experiencing average water levels and flow. If there are any concerns or issues with the water levels on the Trent River system, owners are advised to contact Parks Canada-Trent Severn Waterway.

Lake Ontario

There are no updates for Lake Ontario. Currently, water levels are around average for this time of year. Staff are continuing to review weather conditions for any high wind events that may result in storm surges with waves exceeding 1 metre.

RECOMMENDATION:

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



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 27, 2024
To: Board of Directors
Re: Conservation Lands Report for the period July 1 to September 27, 2024
Prepared by: Chris McLeod, Conservation Lands Supervisor

PROPOSED RESOLUTION:

THAT the Conservation Lands Report for the period July 1 – September 27, 2024 be received as information.

MAINTENANCE/ACTIVITIES:

The following list of maintenance and activities are items beyond the regular vehicle, building and property maintenance (mowing grass, clearing back brush on trails, garbage collection, cleaning, painting, drinking water sampling and system management at Goodrich-Loomis Conservation Centre and main office).

During the Summer of 2024:

- Cleaned and maintained kiosks
- Paint exterior portions of the Administration building
- Maintained trail systems and removed downed trees (where needed)
- Replaced rotting wood on small bridge at Proctor Park CA
- Painted Welcome and Trailhead signs and all directional posts on trails at Trenton Greenbelt CA, Proctor Park CA, Seymour CA, Bleasdel Boulder CA, Warkworth Dam, Sager CA and Workshop
- Installed new piece of snow stop on the Goodrich-Loomis Conservation Centre roof
- Cut all trails at Seymour CA and Goodrich-Loomis CA
- Interacted with Conservation Lands visitors and responded to inquiries, complaints, and requests from members of the public and neighbours of Conservation Areas
- Installed eavestrough and downspouts on Goodrich-Loomis Centre
- Levelled and replaced rotting stairway on the North Bridge at Proctor Park CA
- Replaced rotten and damaged wood on two benches and one picnic table at the Trenton Greenbelt CA
- Reattached snow stop and fixed eavestrough on roof at King's Mill building
- Stained the complete exterior of the King's Mill building
- Manually removed ragweed from Trenton Greenbelt CA
- Installed new drainage system for surface water along the East side of the Administration building

SPECIAL PROJECTS & PROGRAM IMPROVEMENTS:

- Installed donated bench (Trenton Lion's Club) along the path at the Trenton Greenbelt CA
- Worked with sub-contractor to remove the decommissioned bridge on the Beaver Trail at Goodrich-Loomis CA
- Above ground oil tank and hot water tank removed from Goodrich-Loomis Conservation Centre and replaced with new propane on demand boiler system
- Dog Strangling Vine (DSV) pod removal at Sager CA and Trenton Greenbelt CA

- Worked with contractor (through funding from the Invasive Species Centre) to treat for DSV and Buckthorn at Sager CA
- Preliminary Tall Grass prairie inventory at Seymour CA, Sager CA and Goodrich-Loomis CA
- Assisted in the setup and clean up for LTC's SummerFest Event at Goodrich-Loomis
- Installed 'Beware of Cliff' and 'No Swimming' signs at Seymour CA

SPECIAL EVENT PROPERTY RENTALS:

LTC-owned properties and facilities are able to be rented for special activities (weddings, celebrations of life, fun run events, large family picnics, Cadet training). The number of special event rental occurrences during this review period:

- Goodrich-Loomis = 5 (including 2 two-week long summer camps)

Note: This list does not include regular occurring rentals such as youth groups or day camps or LTC hosted events.

HAZARD TREE REMOVAL:

As per LTC's Hazard Tree Removal Policy, we inspect, document, and remove hazard trees in various LTC-owned properties. All trees (unless otherwise stated) were removed by LTC staff.

- Green Belt = 4
- Proctor Park = 8
- Goodrich-Loomis = 3

CONSERVATION LANDS VANDALISM:

- Aside from some isolated large garbage dumping incidences, the misuse of the properties has been relatively low during the summer months
- The 'No Swimming' signs were removed a few days after initially being installed, the replaced signs have seen some vandalism as well

CONSERVATION LANDS ENFORCEMENT:

No Section 29 tickets were issued during this period.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: October 1, 2024
To: Board of Directors
Re: Summary of Education and Outreach Activities July 1 – September 30, 2024
Prepared by: Anne Anderson, Manager of Community Outreach and Special Projects; Nicholas Reynolds, Environmental Education Technician and Corinne Ross, Communications Specialist

RECENT EDUCATION & OUTREACH EVENTS

Date	Event	Approximate Attendance
July 4	Youth Education: Brighton Public Library - Nicholas Reynolds, Lauren Henry	0
July 9	Youth Education: CFB Trenton Day Camp - Nicholas Reynolds, Lauren Henry	38
July 11	Youth Education: Batawa Day Camp - Nicholas Reynolds, Lauren Henry	65
July 12	Youth Education: Stirling Public Library - Nicholas Reynolds, Lauren Henry	4
July 13	Special Event: Incredible Edibles Nicholas Reynolds, Lauren Henry	100
July 15	Youth Education: Artworth Nature Camp - Nicholas Reynolds, Lauren Henry	24
July 17	Youth Education: Artworth Nature Camp - Nicholas Reynolds, Lauren Henry	24
July 18	Youth Education: Batawa Day Camp - Nichols Reynolds, Lauren Henry	72
July 22	Youth Education: Brighton Children’s Center (Proctor Park) - Nicholas Reynolds, Lauren Henry	36
July 22	Youth Education: CFB Trenton Day Camp - Nicholas Reynolds, Lauren Henry	34
July 23	Youth Education: Quinte West Public Library - Nicholas Reynolds, Lauren Henry	7
July 25	Youth Education: Batawa Day Camp - Nicholas Reynolds, Lauren Henry	70
July 26	Youth Education: Stirling Public Library - Nicholas Reynolds, Lauren Henry	5
July 27	Special Event: Quinte West Pop-Ups Committee - Nicholas Reynolds	41
July 31	Special Event: Summer Fest	28

	- Nicholas Reynolds, Lauren Henry, Corinne Ross, Marcus Rice, Nolan Bates, John Mahoney, Nick Peat, Jared Milligan, Kevin Moran	
August 1	Youth Education: Batawa Day Camp - Nicholas Reynolds	73
August 8	Youth Education: Brighton Public Library - Nicholas Reynolds	15
August 12	Guest Speaker: Campbellford Public Library (Water Testing Kit) - Nicholas Reynolds	3
August 14	Youth Education: CFB Trenton Day Camp - Nicholas Reynolds	33
August 15	Youth Education: Batawa Day Camp - Nicholas Reynolds, Nolan Bates	70
August 21-22	Special Event: Hastings County Plowing Match - Nicholas Reynolds, Corinne Ross, Sarah Midlane-Jones, Lauren Henry, Nolan Bates, Trent Bos	700
August 27	Special Event: Drinking Water Wise Webinar- Groundwater 101 - Trent Bos	70
September 20	Guest Speaker: Hastings Public Library (Water Testing Kit, Source Water Protection) - Nicholas Reynolds, Marcus Rice	32
September 5	Special Event: Drinking Water Wise Webinar – Harmful Algal Blooms: Science and Solutions - Trent Bos	70
September 28	Special Event: 100 Year Northumberland County Forest - Nicholas Reynolds, Anne Anderson	30

SOCIAL MEDIA

Date	Post	People Reached
July 1	Lower Trent Conservation (General)	458
July 2	Bear Sighting at Goodrich- Loomis Conservation Area	9,450
July 3	Learn about Wetlands – Brighton Library	506
July 4	Learn about Wetlands – Stirling Library	114
July 5	Incredible Edibles	864
July 8	Summer Fest at Goodrich-Loomis Conservation Area	2,200
July 9	Water Safety Statement	3,700
July 10	Family Fishing Week	2,900
July 11	All About Conservation Areas – Quinte West Library	639
July 12	Public Input on the Conservation Lands Strategy	920
July 16	Source Water Protection – Stirling Library	792
July 17	Public Input on the Conservation Lands Strategy	1,800
July 18	Summer Fest at Goodrich-Loomis Conservation Area	713
July 23	Summer Fest at Goodrich-Loomis Conservation Area	2,900
July 24	Summer Fest at Goodrich-Loomis Conservation Area	730
July 26	Summer Fest at Goodrich-Loomis Conservation Area	630
July 29	Summer Fest at Goodrich-Loomis Conservation Area	2,860
July 30	Rain or Shine! Summer Fest at Goodrich-Loomis	370

	Conservation Area	
August 1	Learn about Wetlands – Brighton Library	1,700
August 2	Water Testing Kit – Campbellford Library	1,200
August 7	Learn About Wetlands – Brighton Library	676
August 8	Water Safety Statement	2,100
August 9	Brook Trout Monitoring Program	1,100
August 12	Water Testing Kit – Campbellford Library	1,100
August 14	TCC – DWSP – Groundwater Webinar	873
August 14	Hastings County Plowing Match	387
August 16	Water Safety Statement	215
August 23	Goodrich-Loomis Conservation Area Video	167
August 23	Public Input on the Conservation Lands Strategy	236
August 25	Public Input on the Conservation Lands Strategy	284
Sept 3	Public Input on the Conservation Lands Strategy	375
Sept 12	Proctor Park Pavilion Demolition	5,000
Sept 16	TCC – DWSP – Algae Bloom	336
Sept 20	Bleasedell Boulder – Torch Run	722
Sept 22	World Rivers Day	567
Sept 23	Proctor Park Pavilion Demo	399

UPCOMING EVENTS

Oct – Dec	School Programming
October 23	Drinking Water Wise Webinar - Climate Change Impacts on Drinking Water Safety



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 30, 2024
To: Board of Directors
Re: Local Drinking Water Source Protection for the period July 1 to September 30, 2024
Prepared by: Anne Anderson, Manager, Community Outreach & Special Projects

PROPOSED RESOLUTION:

THAT the Local Drinking Water Source Protection Update for the period July 1 – September 30, 2024, be received as information.

SOURCE PROTECTION COMMITTEE:

- Finalized filling vacant seat – Matthew Richmond, Environmental Manager, Township of Stirling-Rawdon is the new member for the Lower Trent Source Protection Area (LTSPA) municipalities

REGIONAL SUPPORT:

- Participated in two Leads meetings
- Provided information and input to regional education and outreach planning
- Ongoing threat verification and preparation for implementation of Section 36 updates

MUNICIPAL SUPPORT:

- Ongoing support to Risk Management Official/Inspector and Environmental Education Technician
- Ongoing support and advice for municipalities
- Delivery of summer outreach activities and events through attendance at local events and day camps
- Planning for future outreach and education initiatives





LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 30, 2024
To: Board of Directors
Re: Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* - Period of July 1 - September 30, 2024
Prepared by: Marcus Rice, Risk Management Official
 Anne Anderson, Risk Management Official

RECOMMENDATION:

THAT the Risk Management Official Activity Report pursuant to Part IV of the *Clean Water Act* for the period of July 1 to September 30, 2024, be received as information.

This report summarizes work completed by the Risk Management Official (RMO) to implement Part IV policies in the Trent Source Protection Plan for the review period **July 1st to September 30th**.

THREAT VERIFICATION

The following table details the overall work done in the watershed by the RMO to date to address verified significant drinking water threats (SDWT) requiring RMO review.

Location	Number of "Part IV"* threats as per RMO/I Database (2014)	Additional SDWT identified	Number of "Part IV" threats determined to be not present or occurring**	Number of threats managed with an RMP	Total number of Active RMPs	Number of "Part IV" threats requiring further follow-up
Stirling	109	14	85	38	19	0
Warkworth	31	0	30	1	1	0
Hastings	29	4	25	8	5	0
Campbellford	73	5	65	13	9	0
Brighton	1	0	1	0	0	0
Colborne	1	5	5	1	1	0
Grafton	0	0	0	0	0	0
Total threats	244	28	211	61	35	0
SDWT=Significant Drinking Water Threat RMP= Risk Management Plan						

*Part IV threats are those activities to be addressed through the Risk Management Plans, Prohibition, or Restricted Land Use provisions of the *Clean Water Act*.

** "Threats not present or occurring" are activities that do not meet threat circumstances or threats that were assumed but are not actually occurring.

SITE VISITS

The following site visits were completed during the review period.

Location	Property Identifier	Purpose	Date
Campbellford	1033, 6933	Amended RMP – Threat Verification	July 10 th
Stirling	1547, 1554, 1593	Amended RMP – Discuss RMP measures	July 10 th
Campbellford	1033, 6933	Amended RMP – Threat Verification	July 17 th
Campbellford	6919	Sign agreed upon RMP	July 24 th
Stirling	6546	Threat Verification	July 24 th
Stirling	1593	Fencing Application – BQRAP Funding	August 1 st
Stirling	1551	Draft RMP – Delivered for review.	August 1 st
Stirling	6546	Exemption Letter – picked up	August 1 st
Campbellford	N/A	Threat Verification – Initial meeting.	August 20 th
Stirling	1551	Amended RMP – sign document.	August 28 th
Campbellford	1033, 6933	Amended RMP – Discuss RMP measures.	August 29 th
Campbellford	1033, 6933	Amended RMP – sign the document.	September 11 th
Campbellford	N/A	Threat Verification – Initial meeting.	September 19 th
Campbellford	N/A	RMP – Discuss RMP measures.	September 24 th

RISK MANAGEMENT PLANS (RMP)

The following table details Risk Management Plans established for the review period.

Location	RMP #	Activity	Date Established
Campbellford	RMP-24-002	Storage of hazardous waste at disposal sites	July 24, 2024

AMENDED RISK MANAGEMENT PLANS (RMP)

The following table details Risk Management Plans amended for the review period.

Location	RMP #	Activity	Date Established	Date Amended
Stirling	RMP-18-001	1. Agricultural Source Material (ASM) generation (Grazing & Pasturing) 2. Application of agricultural source material (ASM) to land	April 26, 2018	August 28, 2024
Campbellford	RMP-18-002	Application of agricultural source material (ASM) to land	April 27, 2018	September 11, 2024

NOTICES

The following table details Notices issued for the review period.

Type of Notice*	Notice #	Location	Threat Subcategory
s. 59(2)(a)	N-24-914	Campbellford	Building Permit
s. 59(2)(a)	N-24-915	Colborne	Re-zoning
s. 59(2)(a)	N-24-916	Stirling	Building Permit
s. 59(2)(a)	N-24-917	Stirling	Building Permit
s. 59(2)(a)	N-24-918	Hastings	Building Permit
s. 59(2)(a)	N-24-919	Hastings	Building Permit
s. 59(2)(a)	N-24-920	Hastings	Building Permit
s. 59(2)(a)	N-24-921	Hastings	Building Permit
s. 59(2)(a)	N-24-922	Hastings	Building Permit
s. 59(2)(a)	N-24-923	Hastings	Building Permit
s. 59(2)(a)	N-24-924	Hastings	Building Permit
s. 59(2)(a)	N-24-925	Hastings	Building Permit
s. 59(2)(a)	N-24-926	Hastings	Building Permit
s. 59(2)(a)	N-24-927	Hastings	Building Permit
s. 59(2)(a)	N-24-928	Colborne	Building Permit
s. 59(2)(a)	N-24-929	Stirling	Minor Variance
s. 59(2)(a)	N-24-930	Warkworth	Building Permit
s. 59(2)(a)	N-24-931	Stirling	Severance

*Types of Notices

58(6) - Risk Management Official's Notice of Agreement on a Risk Management Plan

58(13) - Risk Management Official's Notice of Agreement on an Amendment to Risk Management Plan

59(2)(a)-Restricted Land Use Notice: neither section 57(Prohibition) nor section 58 (Risk Management Plans) applies.

S.59(2)(b) Restricted Land Use Notice: RMP Required

INSPECTIONS

The following table details Risk Management Inspections which occurred during the review period.

Location	RMP #	Purpose or Activity	Inspection Date
Stirling	RMP-18-001	Risk Management Plan Compliance (s. 58)	July 19 th

Types of Inspections

Risk Management Plans Compliance (Section 58)

Prohibition (Section 57)

Exemption Letter



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: October 10, 2024
To: Board of Directors
Re: LTC Part IV Procedures
Prepared by: Anne Anderson, Manager, Community Outreach and Special Projects

PROPOSED RESOLUTION:

THAT the Part IV Procedures for the Clean Water Act be approved and adopted for use by LTC staff working under the *Clean Water Act, 2006*

BACKGROUND

This document is an updated version of a previous procedure manual. The former procedures manual was approved in 2020 and is due to be updated in 2024. This manual contains updated information and applies best management practices that have been learned and experienced over the past five years. The document was reviewed by all staff working within the Source Protection program as a Risk Management Official (RMO) or Risk Management Inspector (RMI), as well as the Trent Conservation Coalition Source Protection Project Coordinator. The document outlines the standard operating procedures to be followed by Lower Trent Conservation (LTC) staff when implementing Part IV of the Clean Water Act on behalf of local municipalities. The primary audience for this document is the RMOs and RMIs that are appointed by the Lower Trent Source Protection Authority.

This document will be reviewed and updated in four years.



LOWER TRENT
CONSERVATION

PART IV PROCEDURES
FOR
CLEAN WATER ACT, S.O. 2006

DRAFT 2024

1.0 INTRODUCTION

1.1 Purpose

This document outlines the standard operating procedures to be followed by Lower Trent Conservation staff when implementing Part IV of the *Clean Water Act* on behalf of local municipalities. The primary audience for this document is the Risk Management Official (RMO) and Risk Management Inspectors (RMI) that are appointed by the Lower Trent Source Protection Authority. Other Lower Trent Conservation and municipal staff members may also find this procedural document useful.

1.1 Enabling Legislation

The *Clean Water Act*, 2006 (referred to in this document as the *Act*) and Ontario Regulation 287/07 stipulate requirements for source protection policies made under Part IV of the *Act*. The approved Trent Source Protection Plan (October 2014) became effective on January 1, 2015 and has been amended from time to time. The plan includes three policy types enabled under Part IV of the *Act*: prohibition, risk management plans and restricted land uses.

1.2 Transfer of Enforcement

The municipalities listed in the table below entered into the Source Protection Plan Part IV Enforcement Transfer Agreement effective April 1, 2014 for the purpose of appointing the Lower Trent Region Conservation Authority as an agent (enforcement body) of the participating municipalities with respect to the enforcement and jurisdictional rights under Part IV of the *Act* to assist with implementation of the Trent Source Protection Plan. The initial Agreement was in force for a period of 3 years ending March 31, 2017, current Agreements are included in the Municipal Memorandums of Understanding.

1.3 Part IV Applicable Area

Part IV policies in the Trent Source Protection Plan apply to each vulnerable area within the Trent Source Protection Area where significant drinking water threats can or do occur. The vulnerable areas and applicable municipality and Source Protection Authority are displayed in the table below.

Table 1.0 - Part IV Applicable Area

Vulnerable Area	Applicable Municipality	Source Protection Authority
Stirling	Township of Stirling-Rawdon*	Lower Trent
Grafton	Township of Alnwick/Haldimand	Lower Trent
Colborne	Township of Cramahe	Lower Trent
Warkworth	Municipality of Trent Hills	Lower Trent
Campbellford	Municipality of Trent Hills	Lower Trent
Hastings	Municipality of Trent Hills	Lower Trent and Otonabee-Peterborough
Brighton	Municipality of Brighton	Lower Trent

*Quinte Conservation provides risk management services for the small portion of the Stirling well head protection area that extends into the Municipality of Centre Hastings and a portion of the Bayside intake protection zone that extends into Prince Edward County. The City of Quinte West provides risk management services for the portion of the Stirling well head protection area that extends into the Municipality of Quinte West.

1.4 Responsibilities as the enforcement body under Part IV of the *Act*

- Appointing Risk Management Officials and Risk Management Inspectors.
- Providing Restricted Land Use mapping to the participating municipalities and establishing protocols to facilitate information sharing.
- Reviewing all development, building permit and land use planning applications for properties within the areas designated as Restricted Land Use in the Trent Source Protection Plan and issuing notices.
- Inspecting, monitoring and ensuring compliance with prohibition policies and risk management plans.
- Negotiating, or if negotiations fail, establishing risk management plans with persons engaged or proposed to engage in an activity designated in the *Act*.
- Charging fees for the establishment of Risk Management Plans, where negotiations have failed.
- Making resolutions under S.55 of the *Act*, as deemed necessary.
- Reviewing and accepting risk assessments that meet the requirements of the *Act*.
- Maintaining records
- Issuing orders and notices and exercising powers set out under Part IV of the *Act* to ensure compliance with the Trent Source Protection Plan.
- Reporting annually on activities to the participating municipalities and Source Protection Authority.

1.5 Appointment of Risk Management Officials/Inspectors

Enforcement of Part IV must be conducted by qualified persons. Qualified persons are those individuals who, in the last five years, have completed training prescribed by section 54 of Ontario Regulation 287/07. To act as a Risk Management Official/Inspector for a particular area, qualified persons are appointed under section 48(3) of the *Act* and a certificate must be issued to demonstrate each appointment.

The Lower Trent Source Protection Authority appointed two Risk Management Officials/Inspectors to implement Part IV of the *Act* on behalf of the local municipalities.

1.6 Fees

The municipalities participating in the Source Protection Plan Part IV Enforcement Transfer Agreement are responsible for the cost to Lower Trent Conservation of exercising the powers, duties and authority outlined in the Agreement. The annual costs are set out in the Municipal Memorandum of Understanding.

There may be some circumstances that arise where Lower Trent Conservation may need to charge additional fees for the recovery of extraordinary costs. The Participating Municipality in which the land affected is located, extraordinary costs it may incur associated with executing its responsibilities, duties, powers, or authority under this Agreement, including but not limited to any costs incurred by the Authority for enforcement orders, warrants, Environmental Review Tribunal hearings, and any amount the Authority may have to pay to its insurer for the deductible arising out of civil claims that may occur from time to time. Lower Trent Conservation agrees to consult with the Participating Municipality prior to any expenditure for which it may be assigned. Fees for the establishment of risk management plans where negotiations have failed will be recovered from the person undertaking the significant threat activity.

1.7 Resolutions

Section 55 of the *Act* provides the enforcement body with the authority to pass resolutions and/or regulations regarding the payment of fees, interest and other penalties as well as refunds of fees. This may be necessary should Lower Trent Conservation need to establish risk management plans where negotiations fail, or should a Risk Management Official cause a thing to be done.

1.8 Record Keeping

It is important to track communications related to the implementation of Part IV policies in order to effectively provide risk management services, meet reporting requirements, document procedural conformity and provide an accurate recounting of events, observations and information pertaining to significant drinking water threats. Risk Management Officials/Inspectors maintain a secure journal to record all discussions, correspondence, and site visits with landowners in case of dispute and/or court.

At Lower Trent Conservation, the Risk Management Officials/ Inspectors maintain records through the use of a master database that identifies each property through the use of a unique parcel ID. This unique number provides a mechanism for tracking all communication, identified threats, plans, prescribed instruments etc. related to a specific property.

Lower Trent Conservation has also developed a numbering system in order to track all correspondence, risk management plans, notices and orders. This numbering system references the type of document, the year and a sequential number ex. RMP-15-001.

2.0 PART IV POLICY IMPLEMENTATION

2.1 Restricted Land Uses

Restricted Land Uses are administrative tools prescribed under S.59 of the *Act* that provide municipalities with a procedure to avoid inadvertently approving development applications and building permits for activities that would conflict with Part IV policies in the source protection plan.

Each municipality has been provided with a procedure for staff to effectively flag proposed development applications in areas where source water protection policies apply and distribute these applications to the Risk Management Office.

If adequate details have been provided on which to base a decision, the RMO will take one of the following actions:

- Issue a notice under section 59(2)(a) of Ontario Regulation 287/07 indicating that neither a risk management plan nor a prohibition applies to the proposal;
- Issue a notice under section 59(2)(b) of Ontario Regulation 287/07 stating that a risk management plan is required for the activity and that one has been established; or
- Provide a letter stating that section 57 and/or 58 of the *Act* applies. In the case of prohibition, the proposal cannot proceed at all. In the event that a risk management plan is required, the proposal cannot proceed until a risk management plan is approved.

2.2 Prohibition

Prohibition is a tool under Part IV of the *Act*, specifically s. 57, used to prohibit an activity from taking place. In general, the Trent Source Protection Plan only includes prohibition policies for future activities. The proponent of any proposed development will be made aware that no development involving prohibited activities shall proceed.

2.3 Risk Management Plans (RMP's)

A risk management plan (RMP) is a tool under Part IV of the *Act*, specifically s. 58, used to address an existing or future significant drinking water threat.

Risk management plans are negotiated, site-specific documents that outline the actions to address significant drinking water threats where a source protection plan policy requires them. RMP's implemented by the Risk Management Official require "a person engaged in an activity" to follow a set of best management practices.

Risk management plans for all existing drinking water threats must be in place within five years of the Trent Source Protection Plan effective date (therefore, initially agreed to or established on or before January 1, 2020). The current proposed amendments to the Source Protection Plan reduced this timeframe for establishing risk management plans to 2 years. The establishment of risk management plans requires gathering of information and negotiation with the landowner or the person engaged in the activity. The risk management official must set priorities and determine the schedule for establishing risk management plans.

2.4 Establishing a Risk Management Plan for Newly Identified SDWT Activity

When establishing an RMP for newly identified significant drinking water threats the Risk Management Official will follow the protocol listed below:

- The “person engaged in the activity” will be contacted by the RMO to inform them of potential significant drinking water threats identified on the property and the obligation to establish a risk management plan.
- The Risk Management Official will complete a site visit with the person undertaking the activity.
- The Risk Management Official will begin negotiations to establish a risk management plan with the person engaged in the activity.
- If no risk management plan is established within a reasonable time period and there is no foreseeable solution to come to an agreement, the Risk Management Official has the discretion to proceed with establishing a risk management plan for the person engaged in the activity.
- All enforcement actions will be discussed with Lower Trent Conservation CAO and the municipality prior to forcing risk management plan establishment.
- Once all other alternatives have been exhausted, the RMO will issue a notice under section 58(7) of the *Act* indicating a date by which a risk management plan must be negotiated and agreed to. The notice will also state that if a risk management plan is not agreed to by that date, the RMO intends to establish a plan by order. The date by which the plan must be negotiated must be at least 120 days from the date the notice is issued. The RMO has the option to extend the timeline.
- If the timeline set out in the notice has passed and no risk management plan has been agreed to, the RMO must establish a risk management plan by order under section 58(10).

2.5 Tracking Agricultural Activities in Vulnerable Areas

In cases where agricultural activities are taking place on a parcel but the RMO has verified that none of the activities are considered significant drinking water threats or the land is dormant, then the RMO and the property owner shall sign an Agricultural Risk Management Plan Exemption Letter to that effect. The letter states that if there is any change to the operation, the RMO must be contacted. Changes to the land uses will also be monitored by the RMI through the inspection process.

2.6 Risk Assessment

The *Act* provides a mechanism for a person undertaking or planning to undertake a significant drinking water threat activity to provide information to potentially demonstrate to the RMO that the vulnerability of a particular area should be reduced and therefore the activity should not be considered a significant drinking water threat. Upon completion and submission of a risk assessment to the Risk Management Office, the RMO will consult with Lower Trent Conservation source protection staff and the risk assessment shall be accepted if the RMO is satisfied that the vulnerability has been assessed in accordance with the regulations and rules set out in the *Act*.

2.7 Inspections

Follow up inspections are conducted in order to ensure that the risk management plan is being implemented as intended. Some risk management plans include implementation schedules that contain a date for an RMO follow up site visit. Alternatively, inspections can occur at the discretion of the risk

management inspector, however typically the “person engaged in the activity” will be given notice that an inspection is required and an appropriate time will be arranged. As the risk management plans are site specific, there are many factors that will determine the frequency of inspections. Over time, operations may change on site which may require an amendment to an existing risk management plan to re-negotiate the risk management measures, or add and/or remove significant drinking water threats. Inspections not only occur to verify compliance with the risk management measures of a risk management plan, but also to verify that a significant drinking water threat activity is not occurring without an established risk management plan in place. Inspections can also occur to ensure that no prohibited activities are occurring in protection zones where the Section 57 (prohibition) applies. When a risk management plan is in place, an inspection must be completed at least once every 5 years.

2.8 Enforcement

Lower Trent Conservation strives to maintain a positive source protection experience and develop constructive relationships. Enforcement powers will only be exercised when necessary and consistent with the procedures.

2.8.1 Dealing with Conflict

Risk management officials and inspectors should follow these guidelines when dealing with landowners and individuals who may be upset:

- Personal safety comes first if feeling threatened leave the situation;
- Identify yourself, ask to speak with the property owner, site supervisor / foreman, or contractor;
- Clearly explain why you are there and what your concerns are;
- Be friendly but firm;
- Never raise your voice or insult anyone;
- Acknowledge and respect their point of view;
- Be understanding;
- Listen twice as much as you speak (two ears, one mouth);
- Offer to work with them to resolve the situation;
- Act in a very clear and concise manner;
- Mind your body language (i.e. avoid getting into others’ personal space, don’t place your hands on your hips, cross your arms, etc.)

2.8.2 Powers of Entry

It is important to note that the *Clean Water Act* provides powers of entry under two sections pertinent to Part IV enforcement. In the case of these sections (62: risk management inspectors only and 66: risk management officials and inspectors) entry may only be executed if:

- The person has successfully completed a course that meets criteria outlined in section 57 of Ontario Regulation 287/07;
- Reasonable notice has been given to the occupier;

- Entry is at a reasonable time; and
- No force is used.

Although the *Clean Water Act* permits property entry (i.e. without consent of the owner or occupier and without a warrant) it is the practice of Lower Trent Conservation to obtain a warrant to enter any property if no permission is granted to effectively perform Part IV enforcement. The only exception would be if there are reasonable grounds to believe that the delay necessary to obtain a warrant would result in an imminent drinking water health hazard (per section 66 (1) (b) of the *Act*). Entry into a dwelling is not permitted without a warrant or voluntary permission from the occupant.

Some general safety protocols regarding access are recommended as follows:

- Make every effort to contact the landowner and obtain permission to enter the property;
- Safety first. Always investigate potential violations with another staff member, preferably a staff member with enforcement training. This will also assist in obtaining reputable evidence which will be more credible in court.
- If a risk management official or inspector is threatened or is uncomfortable with the circumstances, they are to leave the site immediately. Consider returning at a later time accompanied by other enforcement staff (possibly a member of the local police or OPP depending upon the situation).

2.8.3 Offence Penalties

Undertaking an activity that is prohibited, failing to establish a risk management plan and failing to comply with a risk management inspector's order under section 63 are all offenses under the *Clean Water Act*.

If convicted, penalties apply and may be increased by the court if monetary benefit was derived from not having a risk management plan in place.

2.8.4 Orders

Orders are specific to who can issue them (i.e. a risk management official or risk management inspector) as well as their function and purpose. Depending on the type of order, it may allow for specific actions to occur, may require mandatory content and may be appealed to the Ontario Land Tribunal.

Orders usually result from a site visit or an inspection. Risk management officials and inspectors must base any decision to issue an order on informed judgement and in consideration of the risk posed to health and the environment.

Per the enforcement transfer agreements between participating municipalities and the Lower Trent Conservation Authority, it is necessary for the risk management official or inspector to consult with the applicable municipal liaison prior to issuing an order.

Orders are to be clear and correct and must be consistent with the following:

- Be written on Lower Trent Conservation letterhead
- Include detailed property information in the body of the order
- Be issued to the person or legal entity undertaking the activity using their proper name and a copy provided to the property owner, if different
- Include the notice issue date, reference number/file number for any section 58 orders (i.e. any orders issued under Section 58 must be preceded by a notice)
- Include the person issuing the order (i.e. risk management official or risk management inspector)
- Include the applicable legal provision(s) under which the order is issued
- Include a brief outline of the situation that resulted in a section 63 order
- Include details for any section 63 work ordered (i.e. identify the tools necessary to perform the work, the authority to do the work, the guidance and direction necessary to do the work, relief from compliance to allow time to complete the work, a schedule to complete each necessary action)
- Be immediately followed by a Certificate of Service issued by either the risk management official or inspector, as appropriate. This certificate is required by section 103(1) of the *Clean Water Act* as proof that the subject order was received.
- Note: If an order is being issued to the property owner, it is advisable that the official/inspector verify that the proper individual is being served by undertaking a registry search of the property where the offence occurred.

2.9 Expert Advice

The risk management official may consult with anyone deemed appropriate to obtain input, advice and knowledge to assist them with making informed decisions on the content of the risk management plan.

3.0 RECORDS AND REPORTING

3.1 Records

Section 54 of the *Clean Water Act* outlines requirements for retention, maintenance and provision of records. Section 53 of Ontario Regulation 287/07 (General) prescribes the specific records and retention periods for Part IV of the *Act*. The following records must be retained for a period of 15 years:

- Every risk management plan
- Every notice and order (sections 47 to 50)
- Every risk assessment
- Every acceptance of a risk assessment
- Any other record relevant to Part IV for administration (including all communications, correspondence, site visits and inspections)

Under section 54(2) of the *Act*, Lower Trent Conservation is required to transfer records to the municipality upon expiry or termination of the enforcement transfer agreement.

Upon request, any record is to be made available (CWA S54(3)) to the public in such a way that is consistent with the *Municipal Freedom of Information and Protection of Privacy Act*.

3.2 Reporting

There are two aspects of reporting required by the Risk Management Official. The first pertains to section 81 of the *Clean Water Act* whereby the RMO must prepare an annual report to the Lower Trent Source Protection Authority that summarizes the actions taken by local RMO/Is under Part IV.

As per section 65 of Ontario Regulation 287/07 (General), the annual report must contain the information listed below (including some specific details that can be referenced in the Act):

- Number of RMPs agreed to by the RMO under subsection 56(1) or 58(5) of the CWA;
- Number of RMPs established by the RMO under 56(6), 58(10) or 12 of the CWA;
- Number of RMPs refused to be established or agreed to by the RMO under 56(9), 58(15) or (16) of the CWA;
- Number of orders issued under Part IV of the CWA;
- Number of notices issued by the RMO under subsections 61(2),(7) and (10) of the CWA;
- Number of inspections carried out under section 62 of the CWA;
- Number of assessments carried out under section 60 of the CWA;
- Number of times the RMO caused a thing to be done under section 64 of the CWA; and
- Total number of prosecutions that resulted in convictions under section 106 of the CWA.

The Ontario Ministry of the Environment, Conservation and Parks has created a reporting database that is to be used by entering relevant information for this section 81 annual report. Reports are to be submitted to the Lower Trent Source Protection Authority by February 1st and must reflect data from the preceding calendar year.

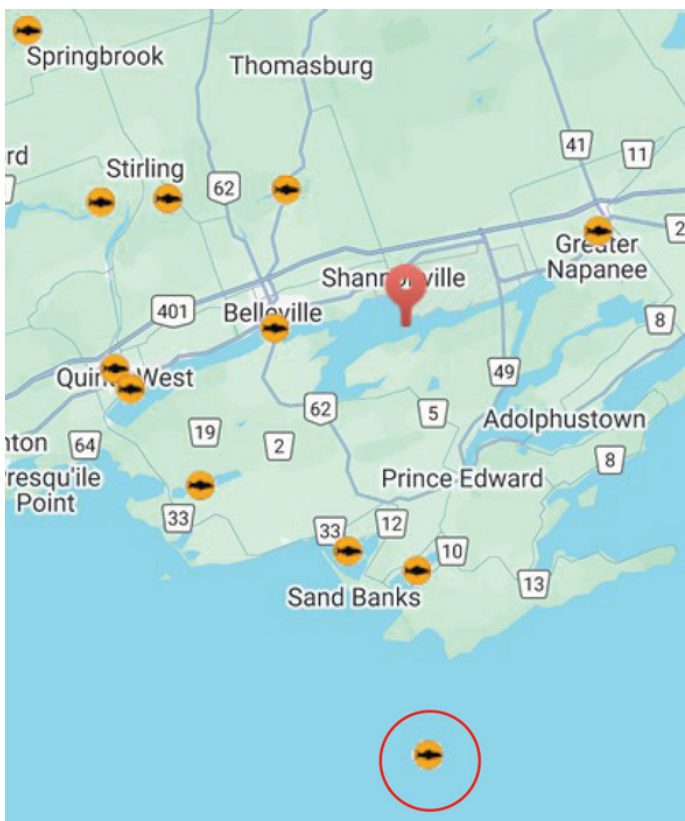
A second report is to be provided to each municipality that has entered into a memorandum of understanding with Lower Trent Conservation. The report is to provide a summary of the actions taken to enforce Part IV policies within each municipality. It should contain the information noted above, as well as a summary of other work including education and outreach.

In addition to annual reports the RMO/RMI provides a quarterly report on Part IV activities to the Board of Directors.

Waterlogs - September 2024

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

CHANGES TO FISHING ZONES IN THE BAY



Guide to Eating Ontario Fish

The Guide to Eating Ontario Fish is published every two years to provide detailed information on the amount of Ontario fish that can be safely consumed based of Health Canada guidelines. It covers 2,700 locations in Ontario. The guide was updated in 2024.

One of the major changes for the Bay of Quinte was a merging of fishing zones. The Bay used to include zones 9 (Upper Bay), 9a (Trenton Nearshore), 9b (Belleville Nearshore), and 10 (Middle Bay). Now, zones 9a and 9b remain identified in the bay, as they are areas with historical industrial activities. Zones 9 and 10 are now included in the Lake Ontario (Eastern Basin zone). The zone includes an area from east of Colborne to Kingston (including Bay of Quinte).

The rationale for the merging of zones is the movements of migratory fish makes them resident of all these zones at different points throughout the year. Fish consumption advisories for Lake Ontario (Eastern Basin) are based on the most restrictive advisory applicable to all the former zones.

The Trent River Mouth and the Napanee River, are also separate fishing zones.

The advisory link for this zone is located in Lake Ontario. See image.

Fish from the Bay of Quinte are healthy, abundant, and perfectly fine to eat. Make sure to check the guide for the species you prefer to catch and eat.



Fish Consumption Survey

The Bay of Quinte Remedial Action Plan is conducting a Fish Consumption Survey to collect data on what people catch and eat from the Bay of Quinte.

The environmental challenge that addresses fish consumption in the bay is in the final phases of data assessment. Part of the assessment is to gather public consumption preferences.

You will be entered in to a random draw for a \$100.00 Canadian Tire gift card by completing the survey.

The [Bay of Quinte Fish Consumption Survey](https://www.bqrap.ca) will only take a couple of minutes to complete.

www.bqrap.ca



TRIP THROUGH TIME

Take a tour through time with the Bay of Quinte History Journal. It's an interactive map that shows the evolution of the Bay's waterfront from its industrial past to present day.

There have been significant changes and improvements to the Bay's waterfront. Now, there is abundant fish and wildlife habitat, facilitating a world-class walleye and bass fishery. Industrial sites have been rehabilitated and are used for community activities. There have been upgrades to sewage treatment plants, stormwater management plans have been developed, and abatement strategies implemented for industries. Today, the Bay is recognized as a gem in the Great Lakes system.

History Journal

Meyers Pier



1948



2024



2005



Zwicks





IS YOUR RESIDENTIAL OR AGRICULTURAL PROPERTY ON A WATERFRONT?

YOU COULD BE ELIGIBLE FOR A COST-SHARING SHORELINE PLANTING PROGRAM.

Grant rate - 75% - maximum up to \$1,000

Natural shorelines protect against erosion, support wildlife, and help to improve water quality.

The program includes a free site visit, and the creation of a customized shoreline-planting plan using native trees, shrubs, and wildflowers.

www.bqrap.ca

Extreme weather events have become more frequent and shorelines often take the brunt of the damage. With high water levels and wave action causing erosion issues. Not only creating aesthetics issues and impacting property values, but also washing sediment, debris, and nutrients into local waterways, causing water quality issues.

Through our stewardship programs, landowners can access funding incentives and technical support.

A category designed to help improve the resilience of shorelines, is [shoreline plantings](#).

One of the contributing factors to shoreline erosion is having an expanse of lawn that is mowed to the water's edge. Since, grass doesn't have deep stabilizing roots it allows soil to be easily washed away. Adding native vegetation, with deep root systems, will help prevent erosion to a shoreline, filter sediment and nutrient runoff (phosphorus), improve water quality, and provide food, shade, and cover for fish and wildlife. Natural shorelines can better withstand the effects of extreme weather events and protect water quality in the Bay of Quinte.

Contact our stewardship technicians, they can provide all the details to get your project started.

Jason Jobin, BQRAP Environmental Technician
Lower Trent Conservation
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E: jason.jobin@ltc.on.ca

Kaitlin Maurer BQRAP Environmental Technician
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LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 25, 2024
To: Board of Directors
Re: Watershed Based Resource Management Strategy
Prepared by: Anne Anderson, Manager, Community Outreach and Special Projects and Corinne Ross, Communications Specialist

PROPOSED RESOLUTION:

THAT the Watershed Based Resource Management Strategy as required under O. Reg. 686/21 Mandatory Programs and Services be approved; and

THAT the Watershed Based Resource Management Strategy be posted under the Governance tab of the Lower Trent Conservation website.

BACKGROUND:

Section 21.1 of the *Conservation Authorities Act* and Ontario Regulation 686/21 under this Act requires that each Conservation Authority develop a Watershed Based Resource Management Strategy by December 31, 2024.

The Strategy sets out the guiding principles and objectives of LTC, its Mandatory Programs and Services, and its Municipal and Other Programs and Services. The Strategy will assist LTC with enhancing the delivery of its Mandatory Programs and Services and with assessing any issues and identifying risks that impact the effective delivery of its other programs and services. It also identifies desirable future programs, services and actions that will help LTC meet its objectives and long-term goals.

In 2023 Glenda Rodgers was contracted to develop a draft of the Watershed Based Resource Management Strategy in consultation with LTC staff. This contract was completed in November with the submission of a draft strategy.

DISCUSSION:

As outlined in the regulation, conservation authorities are required to ensure stakeholders and the public are consulted during the preparation of the Watershed-Based Resource Management Strategy in “a manner that the authority considers advisable”. To meet this requirement staff held a public engagement period for the month of March. During this period staff completed the following:

- Posted the draft strategy and supporting information on the website.
- Contacted stakeholders and partners via direct e-mail to informing them of the strategy and opportunity to review and provide input.
- Utilized LTC E-news and social media platforms to direct the public to the draft document.
- Developed a survey to guide input to the strategy. The survey was available on the website
- Distributed the survey via direct email and on social media.

Thirteen responses were received. Most of the feedback was related to priorities and the need for adequate staffing and funding to meet the goals and objectives identified in the strategy. Some of the main themes were:

- Public Engagement and Community Involvement
- Land and Resource Management
- Watershed Health and Management
- Development Policies and Regulations
- Stakeholder Collaboration and Support
- Funding and Resource Challenges

An appendix has been included on the Watershed Based Resource Management Strategy to summarize the public input and responses.

RECOMMENDATION:

Staff recommends to the Board of Directors the Watershed Based Resource Management Strategy be approved and posted under the Governance tab of the Lower Trent Conservation website as per regulation.

DRAFT

Lower Trent Conservation

**Watershed Based
Resource Management Strategy**

DRAFT

October 10, 2024

PREFACE

This Watershed Based Resource Management Strategy has been prepared by Lower Trent Conservation to meet the provisions set out under Section 21.1 of the *Conservation Authorities Act* and Ontario Regulation 686/21 under this Act.

DRAFT

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1 INTRODUCTION

1.1 Purpose

Lower Trent Conservation (LTC) has prepared this Watershed-based Resource Management Strategy to meet the provisions set out under Section 21.1 of the [Conservation Authorities Act](#) (CA Act) and [Ontario Regulation 686/21 \(Mandatory Programs and Services\)](#).

The Strategy sets out the guiding principles and objectives of LTC, its *Mandatory Programs and Services*, and its *Municipal and Other Programs and Services*. The Strategy will assist LTC with enhancing the delivery of its *Mandatory Programs and Services* and with assessing any issues and identifying risks that impact the effective delivery of its other programs and services. It also identifies desirable future programs, services and actions that will help LTC meet its objectives and long-term goals.

1.2 Regulatory Framework

Section 21.1 of the CA Act sets out the *Mandatory Programs and Services* which must be delivered by all conservation authorities; these are described in more detail under Ontario Regulation 686/21. Section 21.1.1 of the CA Act refers to the *Municipal Programs and Services* that conservation authorities are permitted to provide under agreement with its member municipalities. Section 21.1.2 sets out the *Other Programs and Services* that conservation authorities are permitted to deliver.

Subsection 12(1) paragraph 3 of the Regulation requires all conservation authorities to prepare a "watershed-based resource management strategy" in accordance with subsections 12(4) through (9).

Ontario Regulation 686/21

12 (4) The watershed-based resource management strategy referred to in paragraph 3 of subsection (1) shall include the following components:

1. Guiding principles and objectives that inform the design and delivery of the programs and services that the authority is required to provide under section 21.1 of the *Act*.
2. A summary of existing technical studies, monitoring programs and other information on the natural resources the authority relies on within its area of jurisdiction or in specific watersheds that directly informs and supports the delivery of programs and services under section 21.1 of the *Act*.
3. A review of the authority's programs and services provided under section 21.1 of the *Act* for the purposes of,
 - i. determining if the programs and services comply with the Regulations made under clause 40 (1) (b) of the *Act*,
 - ii. identifying and analyzing issues and risks that limit the effectiveness of the delivery of these programs and services, and
 - iii. identifying actions to address the issues and mitigate the risks identified by the review, and providing a cost estimate for the implementation of those actions.
4. A process for the periodic review and updating of the watershed-based resource management strategy by the authority that includes procedures to ensure stakeholders and the public are consulted during the review and update process.

(5) Subject to subsections (6) and (7), a watershed-based resource management strategy may include programs and services provided by the authority under sections 21.1.1 and 21.1.2 of the *Act*.

(6) If, in respect of programs and services the authority provides under subsection 21.1.1 (1) of the *Act*, a memorandum of understanding or other agreement is required, a watershed-based resource management strategy may not include those programs and services unless the memorandum of understanding or other agreement includes provisions that those programs and services be included in the strategy.

(7) If, in respect of programs and services the authority provides under subsection 21.1.2 (1) of the *Act*, an agreement is required under subsection 21.1.2 (2), a watershed-based resource management strategy may not include those programs and services unless the agreement includes provisions that those programs and services be included in the strategy.

(8) The authority shall ensure stakeholders and the public are consulted during the preparation of the watershed-based resource management strategy in a manner that the authority considers advisable.

(9) The authority shall ensure that the watershed-based resource management strategy is made public on the authority's website, or by such other means as the authority considers advisable.

1.3 About Lower Trent Conservation (LTC)

The Lower Trent Region Conservation Authority (Lower Trent Conservation or LTC) was formed in 1968 under the CA Act. Located in southern Ontario, LTC's area of jurisdiction covers 2,070 km² and includes all, or portions of, seven municipalities:

- Township of Alwick/Haldimand
- Municipality of Brighton
- Municipality of Centre Hastings
- Township of Cramahe
- City of Quinte West
- Township of Stirling-Rawdon
- Municipality of Trent Hills

The CA Act of Ontario provides the mechanism for establishing and administering a conservation authority. The CA 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.

The Board of Directors is comprised of 10 representatives from the seven-member municipalities (Brighton, Quinte West, and Trent Hills each have two representatives). LTC's Board of Directors and staff work with a growing number of partners who share a concern for the future of the region's environment. These partners provide information, ideas, labour and funding.

A more comprehensive description of the organization can be found in the annual [Business Plan](#) and the history of its formation is described in the [Conservation Report 2018](#).

2 STRATEGIC DIRECTION

2.1 LTC's Strategic Plan

LTC's [Strategic Plan \(2018 -2028\)](#) outlines its priorities, organizational commitments and environmental goals, which together, will help the organization thrive in this changing world.

LTC's vision for the future is:

Healthy watersheds for healthy communities

LTC's mission, its reason for being, is:

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

The Strategic Plan also sets out its values – the beliefs and philosophy that guide LTC's decision-making and actions.

- Integrity, Accountability and Transparency
- Being Adaptive and Embracing Change
- Supporting Staff Excellence and Wellness
- Partnerships, Collaboration and Teamwork
- Continuous Improvement and Innovation
- Providing Quality Service

2.2 Guiding Principles

Guiding principles establish the fundamental approach that drives the decision-making of the Conservation Authority. These newly established guiding principles have been developed to meet the requirements of Ontario Regulation 686/21 and provide the context for the objectives outlined in this Strategy:

- The conservation, restoration, development, and management of natural resources is best implemented on a watershed basis.
- The health and safety of watershed residents is a primary consideration for all development.
- Water and other natural resources are vital natural assets; they buffer the impacts of climate change, mitigate natural hazards, filter contaminants, assimilate waste, sustain biodiversity, and provide green spaces for recreation, among other community benefits.
- The management of water and other natural resources is a shared responsibility among conservation authorities, municipalities, government agencies and other stakeholders.
- Resource management decisions are integrated and transparent and take into consideration a broad range of community uses, needs, and values, including ecosystem needs.
- Engagement and collaboration lead to better and stronger ideas, actions and outcomes.
- Everyone deserves safe drinking water.
- Natural green spaces are critical to the community, providing environmental, economic, social, mental and physical health benefits.
- Community education leads to environmental stewardship - active participation in conservation efforts to protect land and water resources.

2.3 Objectives

LTC's strategic plan identified four high level goals to guide the Conservation Authority's programs and services:

- Protect Land and Water Resources
- Advance Watershed Knowledge
- Support Sustainable, Healthy Communities
- Inspire Others to Take Action

Under the umbrella of these broad goals, specific objectives are set out below. These objectives have been developed to meet the requirements of Ontario Regulation 686/21 and relate to *Mandatory Programs and Services* (Category 1) and support *Municipal and Other Programs and Services* (Category 2 and 3). Category 2 and Category 3 programs are essential to the support and delivery of Category 1 programs and services. Watershed monitoring and public education are integral in science-based watershed knowledge and decision-making processes.

- To avoid, reduce or mitigate potential risk to public health and safety, and to property.
- To mitigate potential risk to drinking water sources and ensure a sustainable and clean water supply for the watershed community.
- To characterize groundwater and surface water resource systems and other natural resources/systems, which regulate natural hazard processes and provide drinking water sources, while supporting the hydrological and ecological integrity of the watershed.
- To protect and maintain Conservation Authority owned lands for public safety, natural heritage protection, outdoor recreation, and socio-economic health.
- To identify and understand key resource issues and the primary stressors that cause them.
- To research and identify potential solutions for addressing key resource issues, advocating for government funding and policies to address these issues, and adapting/developing programs and services as required.
- To educate and engage the watershed community to promote awareness of natural hazards and watershed health, and to encourage the protection and restoration of land and water resources through stewardship action.

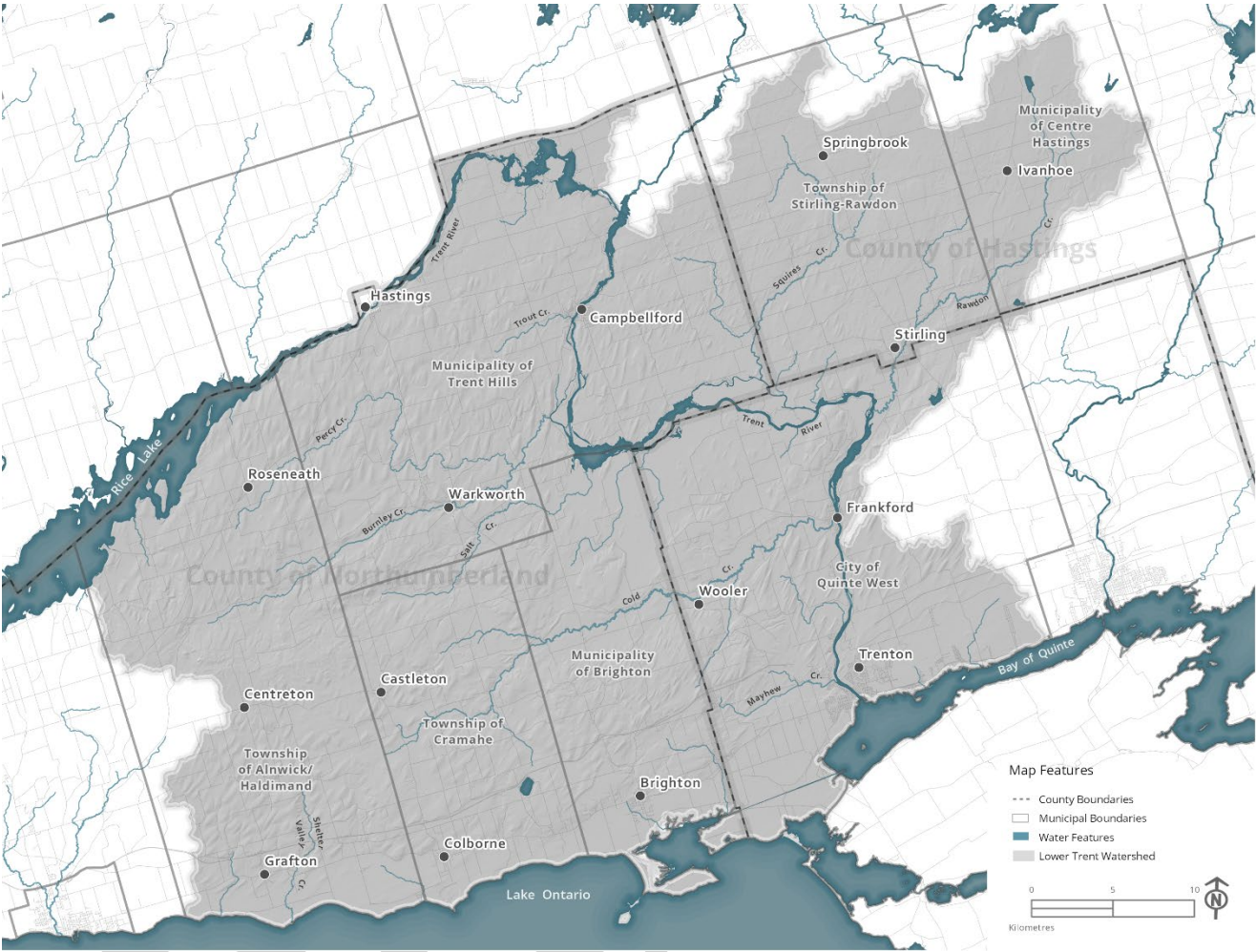
2.4 Annual Business Plan and Budget

Each year the Board of Directors issues a Business Plan and budget. The Business Plan outlines the program priorities for the year that will help the Conservation Authority meet its goals and objectives and strive towards its vision of Healthy Watersheds for Healthy Communities. The budget supports the Business Plan. The budget categorizes the programs and services into Category 1, 2 and 3 (Mandatory, Municipal and Other).

3 WATERSHED CHARACTERIZATION

The Lower Trent watershed region is located in southern Ontario. It is situated on the traditional territory of the Anishnabek, Huron-Wendat, and Haudenosaunee (Iroquois) First Nations, and within the context of the Williams Treaty. The watershed region covers approximately 2,070 km², stretching from Rice Lake to Lake Ontario and the Bay of Quinte, and from just west of Grafton to Quinte West (Map 1).

DRAFT



Map 1: Lower Trent Region Watershed

The Lower Trent watershed region has been described in detail in the 2018 Conservation Report and 1970 Conservation Report. Watershed characterization was also completed for the Trent Source Protection Area, which encompasses the Lower Trent watershed region and approximately 28 square kilometres of the Township of Havelock-Belmont-Methuen, outside of Conservation Authority jurisdiction (see [Trent Assessment Report](#)). Below is a condensed version of these earlier works.

3.1 Physical Geography

The geologic foundation of the watershed region is Precambrian rock. These are mostly covered with sedimentary rock, formed in the Paleozoic period. While overburden covers most of the region, both Paleozoic and Precambrian bedrock outcrops occur in the north with some Paleozoic outcrops in the valley of the Trent River and near the shoreline of Lake Ontario. Where the overburden is thin in the northeast portion of the region, the bedrock is shaped by running water, and there is some evidence of karst topography.

During the ice age, massive ice sheets scoured and scraped the landscape, and deposited and molded the debris as overburden. The overburden is composed of a variety of unconsolidated materials ranging in grain size from clay to gravel to boulders. A significant portion the region was inundated by glacial Lake Iroquois, the much large predecessor of Lake Ontario, which greatly influenced the landscape of the region. The consequences of this glacial and fluvio-glacial activity took the form of till plains, kame moraines, till moraines, sand plains and clay plains. Across the southern and central parts of the region numerous beaches, bars, spits and terrace escarpments can be found - remnant shoreline features of the former glacial lake. The landforms of the region include the Oak Ridges and Dummer Moraines, Peterborough Drumlin Field, South Slope, and Iroquois Lake Plain.

Soils within the Lower Trent watershed region primarily belong to either one of the following Great Groups: the Gray Brown Podzolic Group or the Brown Forest Group. A complex array of soil types has evolved in response to the diverse geological fabric of this highly glaciated region. Soils differ greatly in composition, depth and texture depending on their parent materials, whether it be glacial till, glacial-fluvial outwash or lacustrine deposits. Sandy-loam and sand type soils are generally found in the western and southern half of the watershed region. The loams are related mainly to those till plain areas in the northeastern and the northern half of the region. The clay type soils are associated with the clay plain that skirts the northern fringe area of Percy Reach (on the Trent River south of Campbellford).

3.2 Climate

Warm summers and cool winters are characteristic of the temperature regime of the watershed region. Topography exerts a significant influence on local temperature and precipitation. The year-round open water of Lake Ontario has a pronounced effect in moderating the climate of the southern portion of the region from the more extreme conditions, which might normally be expected to prevail. With global warming, changes to the climate and hydrologic regime of the watershed region are inevitable. It is expected that average annual temperatures will increase, with the most warming occurring locally in winter. It is also anticipated that annual precipitation totals are likely to increase, but this will occur more in winter and spring, with summer and fall precipitation totals decreasing. Along with this is an increased possibility of more frequent and intense precipitation events.

3.3 Water Resources

The Trent River is the backbone of the watershed region. The watershed is comprised of the watersheds that flow into the lower Trent River, and several other watersheds that flow directly into Lake Ontario and the Bay of Quinte (Map 2). For reporting purposes, the watershed region has been divided into 12 watersheds/watershed groupings.

Nine watersheds flow into Rice Lake and the Trent River:

- Trout Creek
- Percy/Burnley (Mill) Creek
- Salt Creek
- Squires (Hoards) Creek
- Rawdon Creek
- Cold Creek
- Mayhew Creek
- Rice Lake Tributaries
- Trent River Corridor

Two flow into Lake Ontario:

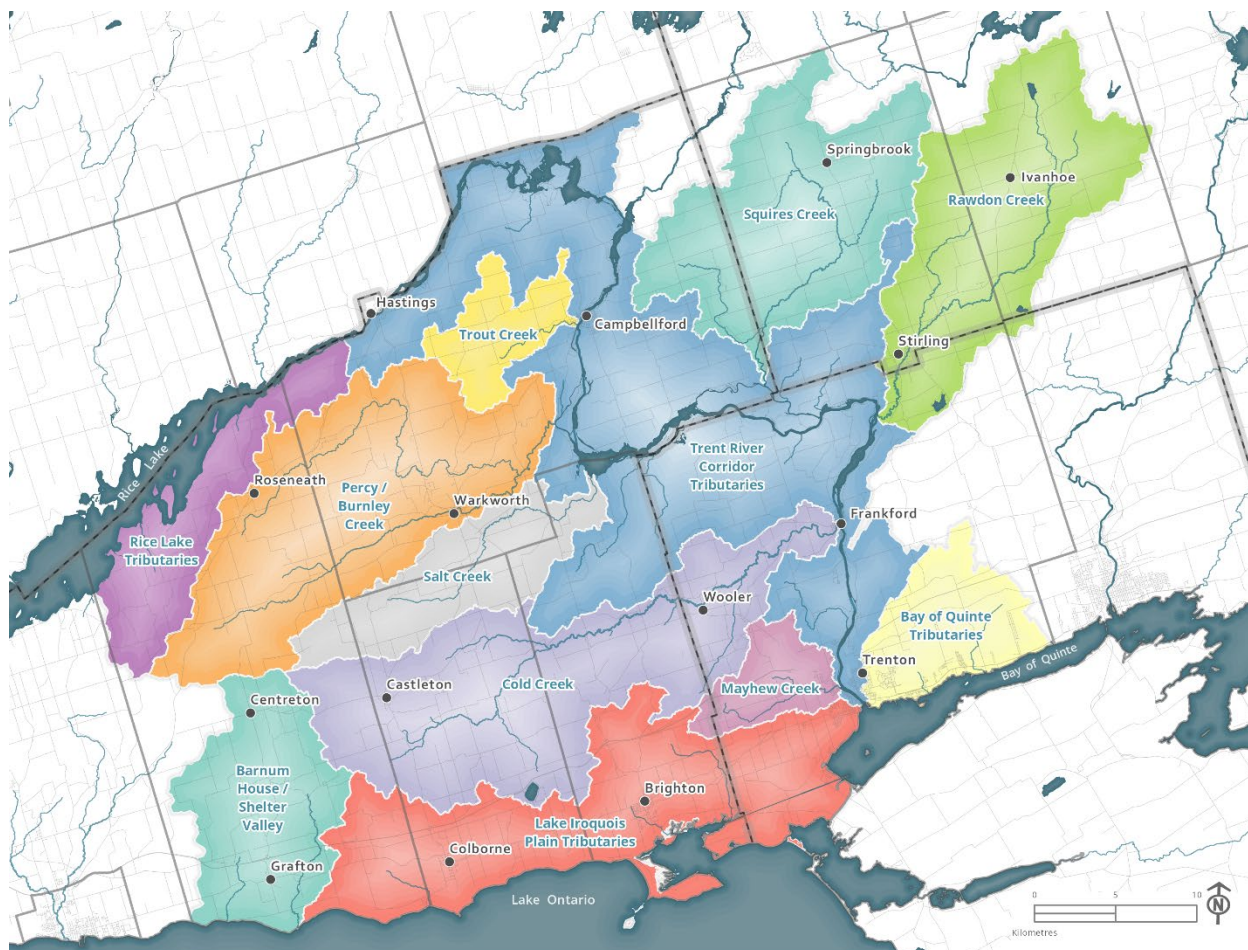
- Barnum House/Shelter Valley Creeks
- Lake Iroquois Plain Tributaries

And one flows into the Bay of Quinte:

- Bay of Quinte Tributaries

Aside from Lake Ontario, the Bay of Quinte and Rice Lake, there are no large inland lakes in the watershed region. The largest are Little (Biddy) Lake and Oak Lake, which have surface areas of

65 ha and 48 ha, respectively. The remaining lakes are smaller and are often associated with wetlands or created through the construction of dams.



Map 2: Watersheds

3.3.1 Surface Water Quality

Surface water quality in the watershed region is monitored primarily through chemical analysis and the identification of aquatic macroinvertebrates. Using the data from the monitoring program, LTC reports on water quality every five years through its Watershed Report Card. The [2023 Watershed Report Card](#) shows 6 of the 12 watersheds with B grades (good) and 6 with C grades (fair). Two of the watersheds, Mayhew Creek and Bay of Quinte tributaries, had improved grades compared with the 2018 Report Card. Water quality in the Bay of Quinte is a historical concern. Many of the issues have been addressed through the [Bay of Quinte Remedial Action Plan](#), but eutrophication and undesirable algae remain a challenge.

3.3.2 Flooding and Erosion

Flooding is a natural occurrence along the Trent River, local watercourses, and along Lake Ontario and the Bay of Quinte. During flooding events and periods of high water, the rate of streambank and shoreline erosion can be accelerated. These natural hazards can negatively impact property and public safety. Floods can occur at any time of the year and are caused by heavy rainfall, rapid melting of a thick snow pack or ice jams, and, in the case of the Lake Ontario, winds and wave action. For LTC's local (inland) watercourses, the most significant flooding is usually experienced in the spring, as a result of snowmelt. In addition to the spring freshet, frazil ice formation also increases the risk for flooding on the Trent River.

3.3.3 Water Control Structures

There are a number of water control structures in the watershed region that store water to create ponds, compensate for fluctuations in river flow, and meet demands for water and energy. There are 15 dams on the Trent River, between Rice Lake and the Bay of Quinte. While the main purpose of these dams is to control water levels for navigation, they are also operated by Trent-Severn Waterway staff to help minimize flooding. Some are used for power generation. There are several small dams, some associated with historic mills, on local watercourses. Some of these dams have fallen into a state of disrepair and are maintained mainly for aesthetic or recreational purposes. LTC owns and operates one dam, the Warkworth Dam, to help alleviate the potential of flooding. It is located on Burnley (Mill) Creek, in the village of Warkworth. There are weirs on Barnum House Creek, Rawdon Creek and Mayhew Creek. Additionally, beaver dams are abundant across the watershed region, and often cause concerns for local residents. They can result in flooding of agricultural lands, roadways, and nearby properties.

3.3.4 Groundwater

In the Lower Trent watershed region, recharge areas are generally associated with deep, well-drained glacial overburden such as moraines and drumlinized till plains, where a high infiltration rate contributes to groundwater storage, providing for domestic and municipal water consumption and baseflow to creeks. The deep recharge on the moraine feeds the headwaters of the cold water streams flowing into Lake Ontario and the Trent River.

Water budgets prepared for the Trent Source Protection Assessment Report demonstrate that there is low water quantity stress for the Lower Trent watershed region. These water budgets were assessed on a fairly large scale and would not have identified specific, localized water shortages.

There is not a lot of information available on groundwater quality in the watershed region. Although, groundwater quality is analyzed for chemistry at five Provincial Groundwater Monitoring Network monitoring sites in the region, a long-term record has not been established.

3.3.5 Drought

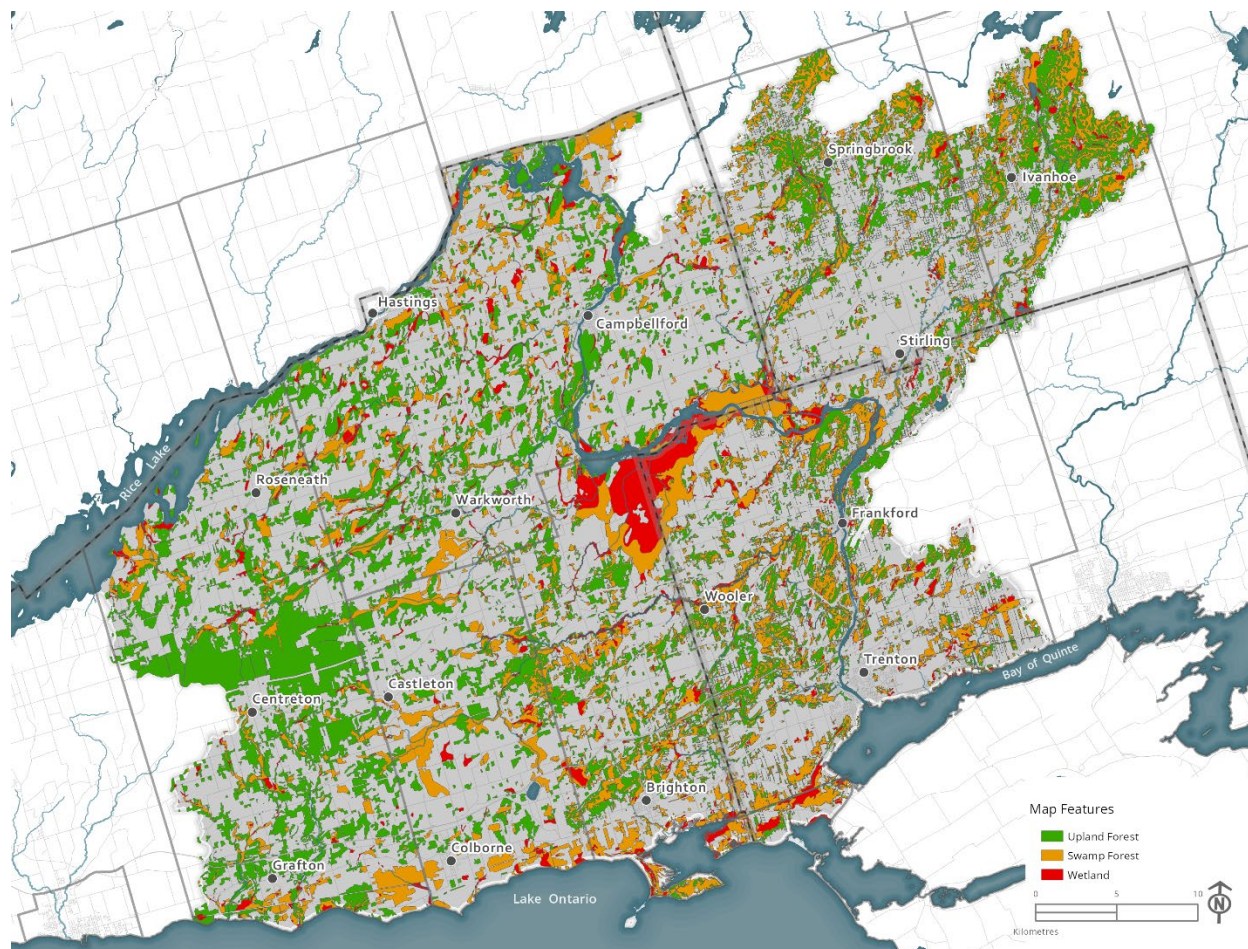
Historically, periods of dry weather and low water levels, or drought, were relatively uncommon in Ontario occurring once every 10-15 years. However, in recent years, periods of drought are becoming more common, as the demand for water steadily increases and climate change impacts weather patterns and water availability. Locally, the Oak Ridges Moraine, in the northwest part of the region, helps to maintain stream flow and groundwater levels through the drier summer months. The areas to the east of the Trent River are more susceptible to drought due to the shallow soils, resulting in limited groundwater storage.

3.4 Habitats and Wildlife

Natural habitats in the Lower Trent watershed region includes forest, wetlands, prairies and savannahs (Map 3). Forests are the most dominant, followed by wetlands. Prairies and savannahs are remnant landscapes, covering very little of region.

Living within the habitats of watershed region are several mammals, birds, reptiles, amphibians, insects, and aquatic species, typical of southern Ontario. Lake Ontario, the Bay of Quinte and the Trent River support a variety of fish species, as do the numerous cold and warm water streams flowing into these larger waterbodies.

Some of the species are at risk or have been extirpated (no longer live in the watershed). There are also invasive species that are negatively affecting existing habitats and competing with native species.



Map 3: Forests and Wetlands

3.5 Land Use

3.5.1 Settlement Patterns

Areas of settlement in the Lower Trent watershed region are generally found along the shore of Lake Ontario and the Bay of Quinte with the exception of historic settlement areas that exist along historic rail or road corridors and the Trent-Severn Waterway. Trenton, Batawa, Frankford, Bayside, Campbellford, Hastings, Warkworth, Stirling, Brighton, Colborne and Grafton are the main settlement areas, but there are a number of small villages and hamlets and rural residential areas throughout the watershed region. Additionally, cottage and trailer park development occurs adjacent to waterbodies, including Rice Lake, Trent River, Lake Ontario, Wellers Bay, the Bay of Quinte, and smaller inland lakes. Most of this development occurred historically. The trend of converting seasonal residences to permanent residences could result in negative impacts on water quality with increased septic system loading year-round.

In addition to traditional settlement areas, 8 Wing/Canadian Forces Base (CFB) Trenton is located in Quinte West, immediately adjacent to the east side of Trenton. CFB Trenton is one of the largest and busiest air force bases in Canada. It provides lodging for some of the military personnel.

Alderville First Nations Reserve lies within the northwestern portion of the watershed region. Alderville is home to the Mississauga Anishinabeg of the Ojibway First Nation. Approximately 300 members live on the Reserve with over 650 members living off Reserve (<https://alderville.ca/>).

Development within the watershed increases the amount of impervious area which decreases infiltration and accelerates runoff, resulting in a variety of environmental impacts. Only one of the LTC's watershed groupings, the Bay of Quinte Tributaries, has over 10% impervious surfaces of its total land area (the threshold for maintaining water quality and quantity identified by Environment Canada, 2013).

3.5.2 Infrastructure

There are 10 municipal residential drinking water systems in the watershed region, six are surface water supply systems serving about 27,500 people and four are groundwater supply systems serving about 9,600 people. Most of the region's urban settlement areas are serviced by water and wastewater systems. Grafton is only serviced by municipal water as are many residents in Bayside. Waste water treatment is through septic systems in these two areas. Additionally, there are approximately 65 non-municipal or non-residential systems that service small developments or public facilities. Over half of the population of the watershed region relies on private wells and lake sources for residential water supply. Waste water is handled by septic systems in these areas. Most residents of Alderville First Nation are served by private wells, but there are some drinking water systems operated by the First Nation. In 2021, federal and provincial grants were announced for upgrades to the First Nation's communal and point-of-entry water treatment systems.

The southern portion of the watershed region lies in the major east – west transportation corridor of southern Ontario, with Highway 401, County Road 2 and the CPR and CNR rail lines crossing the watershed. Highway 33 and 62, County roads and numerous local roads also crisscross the watershed. Potentially harmful or toxic substances (i.e., salts, herbicides) are transported along these corridors and spills of material occasionally occur. They also fragment habitat and pose a risk to wildlife through vehicle collisions and other negative road effects such as noise, light, and pollutants. Paved roads can contribute significantly to the amount of impervious surface and runoff in a watershed.

Canadian Forces Base Trenton contains a military airport with daily military flight travel over the region. In addition to CFB Trenton, there is a small airport located near Stirling which is home to the Oak Hills Flying Club.

The Trent-Severn Waterway is an important transportation corridor for recreational boating. It provides a navigable route from Lake Ontario to Georgian Bay via the Trent and Severn Rivers, their many lakes, and a series of locks and canals.

There are currently four active landfills within the watershed region, located in Brighton, Frankford, Stirling and Rawdon, and four waste transfer facilities in Trenton, Seymour and Colborne. There are also numerous closed/historic landfill sites.

Three pipelines, running parallel to Highway 401, traverse the Lower Trent watershed region. The Trans-Northern pipeline carries refined oil, the Enbridge pipeline, crude oil, and the TransCanada pipeline, natural gas.

3.5.3 Regional Economy

The diverse economy includes agriculture, tourism, recreation, aggregates, and manufacturing. Canadian Forces Base (CFB) Trenton also has a major economic impact on the region, employing both military personnel and civilians.

Agriculture is an important economic activity within the watershed region. Approximately 57.4% of the land in the watershed region is Canada Land Inventory class 1-3 and considered prime agricultural land. Cropland is more common than pasture.

Tourism in the Lower Trent watershed region is connected to outdoor recreation opportunities in the rural landscape and on the waterbodies, with several campgrounds, prime boating and fishing locations, and an extensive network of trails. Additionally, there are at least nine public golf courses and a ski hill in Batawa.

Quarries and aggregate pits are another type of economic activity that occurs in the region. The glaciofluvial deposits in the various landforms have created abundant supplies of granular material. There are numerous gravel pits, some abandoned and others still in operation. Good quality limestone can be found in the limestone plains in the northeastern portion of the watershed region.

Most of the major industrial facilities in the region are located in Trenton and include paper packaging production and food processing. Smaller industrial facilities are located in urban areas such as Brighton, Colborne, Campbellford, Hastings and Warkworth.

3.5.4 Protected Areas

Within the Lower Trent watershed region there are a number of areas that are protected for their natural values through ownership and conservation easements by government (federal, provincial, municipal), the Conservation Authority, and non-governmental organizations. They include LTC owned lands; three Provincial Parks; Northumberland County Forest; Cramahe Township Forest; federal lands along the Trent-Severn Waterway and a sand spit along the

mouth of Wellers Bay; and several properties owned and managed by the Nature Conservancy of Canada, Northumberland Land Trust and other Land Trust organizations.

3.6 Watershed Challenges

LTC identified a number of challenges in the [2018 Conservation Report](#) that may influence program priorities and services over the next few years. These watershed challenges include:

Increased Development Pressure

Growth pressure from the Greater Toronto Area is resulting in increased development in the LTC watershed, impacting land and water resources and sensitive areas. Development areas are increasingly limited to remaining marginal lands.

Septic Systems

Almost 50% of the homes in the watershed are service by septic systems. Septic systems close to waterways that are not properly maintained contribute nutrients and pathogens to groundwater and surface water.

Agricultural Runoff

Agriculture covers a substantial percentage of the land base in the watershed. While many farmers have implemented best management practices to minimize soil and nutrients loss, there are still farms that could benefit from practices such as planting vegetated buffers, installing fencing along watercourses, conservation tillage, and improved manure storage and handling.

Climate Change

Climate change is the most significant environmental challenge occurring today. It will have a dramatic effect on natural environments, resulting in increased flooding and drought, affecting plant and animal habitats, and leading to acceleration in biodiversity loss in some areas.

Invasive species

Increasing numbers of invasive species are being introduced to the region. These species compete with and displace native species, impacting the health of local ecosystems.

Species at Risk

The list of endangered, threatened, and special concern animals and plants in Ontario grows each year.

Biodiversity and Habitat loss: wetlands, forest, shoreline vegetation

The loss of forest cover, shoreline vegetation, and wetlands, along with the increasing numbers of invasive species are all resulting in habitat loss and declining biodiversity. Human activity

continues to encroach on natural environments in the local region, deteriorating and destroying the habitats of countless species.

Water Quality

Phosphorus concentrations occasionally exceed the Provincial Water Quality Objectives in local streams and has long been a concern in the Bay of Quinte. Additionally, chloride from road salt is becoming a bigger issue in urban areas, particularly in groundwater where salt can accumulate over time. With a push for more development in the watershed region, deterioration in water quality could occur.

With a warming climate, the likelihood of blue-green algae blooms in shallow, slow moving water bodies like the Bay of Quinte and Rice Lake is likely to increase. Even more worrisome is that the relative composition of the genus of cyanobacteria that can potentially produce toxins is increasing in the Bay of Quinte, corresponding to the advent of invasive zebra/quagga mussels. This is a concern for human health, with the Bay being a source of drinking water. (Note: Harmful algal blooms have actually decreased in the Bay of Quinte in recent years, corresponding with higher than average Lake Ontario water levels.)

Other emerging water quality issues include microplastics and pharmaceuticals.

4 PROGRAMS AND SERVICES

4.1 Categorization of Programs and Services

Section 21.1 of the CA Act lists the *Mandatory Programs and Services* that conservation authorities must provide. Section 21.1.1 of the CA Act refers to the *Municipal Programs and Services* that conservation authorities are permitted to provide under agreement with its member municipalities. Section 21.1.2 sets out the *Other Programs and Services* that conservation authorities are permitted to deliver.

[Ontario Regulation 687/21 \(Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act\)](#) required that all conservation authorities develop a transition plan which was to include an inventory of programs and services (see Appendix 1). This Regulation introduced the concept of categories of programs and services. Category 1 are those programs and services mandated by the Province to be delivered by conservation authorities. Category 2 services are those being delivered by a Conservation Authority on behalf of a municipality. Category 3 services are those initiated by the Conservation Authority for the benefit of watershed municipalities and residents.

LTC's Programs and Services have been reviewed, modified and categorized to ensure conformity with the CA Act and regulations. The Conservation Authority developed its Program and Services Inventory (Appendix 1) and delivered it to its municipal watershed partners and the Province by February 2022. In 2023, LTC revised its inventory of programs and services based on changes in legislation and regulations, and in response to improved understanding and clarification of programs and services categorization.

The categorization of the Programs and Services outlined below, and the rationale for the categorization are set out in the final version of the Inventory.

Memorandums of Understanding (MOUs) have been established with local municipalities for the Category 2 Programs and Services and any municipally funded Category 3 programs.

4.2 Mandated Programs and Services: Category 1

LTC delivers a number of *Mandatory Programs and Services* as set out in the CA Act and Regulation 686/21. These programs and services are funded through provincial funding, municipal levy, and municipal special benefitting levies, with user fees for some services.

4.2.1 Enabling Services

Enabling Services are key services provided to all departments of the Conservation Authority, Board of Directors, member municipalities and the general public to enable LTC to operate in an accountable, transparent, efficient and effective manner. These general operating expenses and capital costs, permitted as Mandatory Program and Services under Part IV and Section 21.1 of the CA Act, are not directly related to the provision of a specific program or service that an authority provides ([Ontario Regulation 402/22: Budget and Apportionment](#)). Funding for these services are both municipally funded and self-generated.

4.2.1.1 Governance

Governance is the overall framework for managing and decision making of the organization. Governance costs cover those required for operation and support of the Board of Directors, any associated Boards or Advisory Committees, and for the Office of Chief Administrative Officer/Secretary-Treasurer.

4.2.1.2 Administration

Business administration is a critical part of day to day operations and provides support to all LTC programs. It includes operating services and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of the Conservation Authority (e.g., program planning and development, program oversight, and policy development and review.)

4.2.1.3 Human Resources

Human Resources includes recruitment, administration, compensation and benefits, training and development, health and safety, employee relations, and performance management. It also includes LTC's "Volunteers for Conservation Program" which allows individuals and groups to devote time and energy to local environmental projects and/or help out with the delivery of wide range of LTC programs. Partnership building and external relationships are also important enabling services that reach across LTC's programs and services.

Conservation Authorities Act

Mandatory programs and services

21.1 (1) An authority shall provide the following programs or services within its area of jurisdiction:

1. Programs or services that meet any of the following descriptions and that have been prescribed by the Regulations:
 - i. Programs and services related to the risk of natural hazards.
 - ii. Programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title.
 - iii. Programs and services related to the authority's duties, functions and responsibilities as a source protection authority under the *Clean Water Act, 2006*.
 - iv. Programs and services related to the authority's duties, functions and responsibilities under an Act prescribed by the Regulations.

4.2.1.4 Financial Services

Financial services ensures the wise use of funds and fiscal accountability. Ongoing vigilance is needed to ensure that the funding received from member municipalities, the provincial and federal governments, other partners, agencies and donors is used wisely for the betterment of the watershed region. It includes development of the annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, asset management, financial reports for funding agencies, preparing and submitting reports to the Canada Revenue Agency, and administration of the benefits program.

Also included under Financial Service is fundraising. As a non-profit registered charity, LTC undertakes fundraising to support its conservation efforts. This includes: grant writing, direct requests to businesses and private donors, and fundraising campaigns.

4.2.1.5 Legal Expenses

Legal expenses include costs related to administering agreements/contracts, human resources, etc.

4.2.1.6 Communications and Outreach

The Communications and Outreach Program includes municipal and public relations and engagement. It informs the Board of Directors, municipal partners, staff, watershed residents and other stakeholders about LTC programs, services and activities including governance, policies, and conservation lands. It is also key to the delivery of the flood forecasting and warning and low water response programs and educational aspects of the natural hazards program.

Website and social media content management and media relations are key components of this program along with traditional communication products such as brochures, displays, and public information sessions/centres. The preparation of annual reports and progress reporting is included in this program area.

4.2.1.7 Administration Buildings

LTC has an administration building at 714 Murray Street, Quinte West and a workshop at 39 Wall Street, Quinte West. These buildings are used to house LTC staff and equipment, enabling delivery of programs and services. Ongoing costs include utilities, routine and major maintenance, and property taxes.

4.2.1.8 Vehicles and Equipment

LTC's has a small fleet of vehicles that is needed for staff to deliver its programs and services. Fleet management includes vehicle purchases, leases, fuel, licenses, repairs, and maintenance. Equipment for both office and workshop are required to be purchased, leased, maintained and repaired to meet program and service needs.

4.2.1.9 Information Management, Information Technology and Geographic Information Systems (GIS)

Information Management, Technology and GIS is the hardware, systems, and methods which enable the creation, collection, storage, processing, analysis, and dissemination of data and information. It is key to the functioning of the Conservation Authority.

Information Management is the process of collecting, storing, organizing, retrieving, and managing information to support conservation authority goals and objectives effectively. It is the systematic handling of data and information resources to ensure they are accessible, secure, accurate, and relevant to the organization and its stakeholders.

Information Technology is the hardware and software foundations including computer hardware, software, networks, internet connections, and phone systems. To keep up to date and functional, ongoing upgrades and repairs are needed and new technology must be investigated and purchased.

GIS is mapping software that is critical to LTC's work. It is used to transform data to information, undertake analyses, and illustrate the data and findings through mapping. Other informatics used by LTC include hydrologic information systems, document/records management systems, asset management systems, web-based services, and reporting. Ongoing staff effort is required to support staff and the board with accessible information and enable collaborative public engagement.

ISSUES AND RISKS

4.2.1 Enabling Services:

1. Aging infrastructure, municipal funding required for capital costs.
2. Lack of funding support for operational costs.
3. Self-generated funding is unpredictable.
4. Legal expenses are not consistent annually.
5. Future known and unanticipated costs of major maintenance or alterations to buildings and other equipment.
6. Staff turnover, and a lack of knowledge transfer impacting ability to meet legislative and public expectations.
7. Capacity to acquire technology to sustain program functions and to meet expectations.
8. Need for E-Commerce/improved online customer service processes and tracking.
9. Need for robust cyber security.
10. Need to meet public expectations for Open Data.
11. Need for enhanced mapping, data, and analytical tools to facilitate faster, sound decision making.
12. Need to acquire and maintain necessary data products (i.e. Orthophotography) to ensure public safety and to facilitate decision making.

4.2.2 Natural Hazard Management

Conservation authorities are the lead provincial agencies for Natural Hazard Management. The goal is to protect life and property from flooding and erosion. This mandatory, watershed-wide, comprehensive program applies to the Lake Ontario shoreline (including the Bay of Quinte and Wellers Bay), the Trent River flood plain, stream valleys, wetlands and other hazardous lands.

4.2.2.1 Section 28 Permit Administration

LTC administers Section 28 regulations under Part IV of the CA Act. Administering this Regulation, known as the [Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation \(Ontario Regulation 163/06\)](#), is a preventative approach, intended to ensure that development will not be impacted by flooding, erosion or dynamic beaches and that new development does not aggravate or create new hazards upstream or downstream. LTC regulates development and activities in or adjacent to river and stream valleys, watercourses, the Lake Ontario and the Bay of Quinte shorelines, wetlands, and other hazardous areas. Environmental impacts are considered during the review process.

Written permission (permits) from the Conservation Authority are required before work can take place in a regulated area. Section 28 Permit Administration includes: reviewing and processing permit applications and associated technical reports, site inspections, communication with applicants, agents, and consultants. A fee schedule is reviewed and approved annually to partially cover the costs of permit administration and the associated technical review and to reduce the amount required from municipal levy.

4.2.2.2 Enforcement and Compliance

Under Part VII of the CA Act (enforcement and compliance to Part VI Section 28 permits) staff review additional technical reports; conduct site visits; participate in ongoing communications with applicants, agents, and consultants; and prepare reports for the LTC Board of Director's Hearings Board.

Occasionally, when development has occurred without a permit and when negotiation with landowners are unsuccessful, provincial courts are engaged. Legal costs are incurred for complicated or escalated issues.

4.2.2.3 Municipal Plan Input and Review

The Municipal Plan Input and Review Program is a preventative approach that aims to ensure that new development will not result in increased risks to public safety or property damage from natural hazards. Through this program, LTC provides advice to its member municipalities and watershed residents, both through the formal commenting process under the [Planning Act](#) and on an informal basis through general inquiries and pre-consultation meetings.

In 1995, the Ministry of Natural Resources and Forestry delegated responsibility to conservation authorities for provincial interests related to natural hazards under Section 3.1 of the [Provincial Policy Statement](#). Natural hazards include flooding, erosion and dynamic beach

hazards and hazardous sites. LTC provides plan input, with respect to these matters on behalf of the Province, on circulated Secondary Plans, Official Plans, and Comprehensive Zoning By-Laws. LTC also comments on the applicability of [Ontario Regulation 163/06](#) (the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation) to these applications. LTC may be requested by the Province to provide support to the Ministry of Municipal Affairs and Housing for appeals on applications or other matters under the [Planning Act](#).

In addition to plan input, LTC provides plan review services to its member municipalities and upper tier municipalities on circulated subdivisions, condominiums, severances, official plan and zoning by-law amendments, minor variances, and site plan control. These comments are related to natural hazards (Section 3.1 of the Provincial Policy Statement) and applicability of [Ontario Regulation 163/06](#). LTC's regulatory policies provide guidance for commenting on these planning applications.

Fees for the plan input and review service form part of [LTC's fee schedule](#), which is reviewed and approved annually to partially cover the review costs.

In addition to commenting on Natural Hazards, LTC provides plan input and review services with respect to restrictions/requirements in vulnerable areas set out in the [Trent Source Protection Plan](#) under the [Clean Water Act](#).

4.2.2.4 Flood Forecasting and Warning

LTC maintains a flood forecasting and warning system to provide early warning of possible risks to people and property from flooding. Because of the complexity of the watershed, there are three distinct forecast areas: the Trent River, local streams, and Lake Ontario including the Bay of Quinte. The Conservation Authority provides local municipalities, other agencies and the public with advance notice, information, and advice so that they can respond to potential flooding and flood-related emergencies. This program includes daily data collection from provincial and local water level gauges, monitoring weather forecasts, monitoring watershed conditions, snow surveys, site inspections/river watch, development/running of computer models, review of provincial and upstream water level forecasts, and liaising with federal and provincial agencies, municipalities, upstream conservation authorities, and the public. With this information staff undertake flood forecasting and warning.

Flood Forecasting and Warning Monitoring Stations

LTC stream gauges

Burnley (Mill) Creek-02HK009
Cold Creek-02HK007
Crowe River-02HK003
Squires (Hoards) Creek-02HK017
Mayhew Creek-02HK011
Rawdon Creek-02HK008
Salt Creek-02HK015
Trout Creek-02HK016
Proctor/Butler Creek-02HD018
Shelter Valley Creek-02HD010

Trent River water level gauges

Trent River (Lower Glen Ross)
Trent River (Upper Glen Ross)
Healey Falls

Snow survey courses

Campbellford-SNOW-MNR-3801
Orland-SNOW-MNR-3803
Huntingdon-SNOW-MNR-3802
Brighton-SNOW-MNR-3901

Precipitation Stations

Burnley (Mill) Creek
Cold Creek
Proctor (Butler) Creek
Rawdon Creek
Salt Creek
Shelter Valley Creek
Squires (Hoards) Creek
Trout Creek
LTC Office

Ongoing communications takes place with the media, municipalities, the public, and others, as required. An annual meeting is held with the municipal flood emergency coordinator from each municipality. Ongoing maintenance of water level and rain gauge equipment is required, along with annual maintenance of the snow courses to facilitate delivery of the program.

4.2.2.5 LTC Owned Flood and Erosion Control Infrastructure

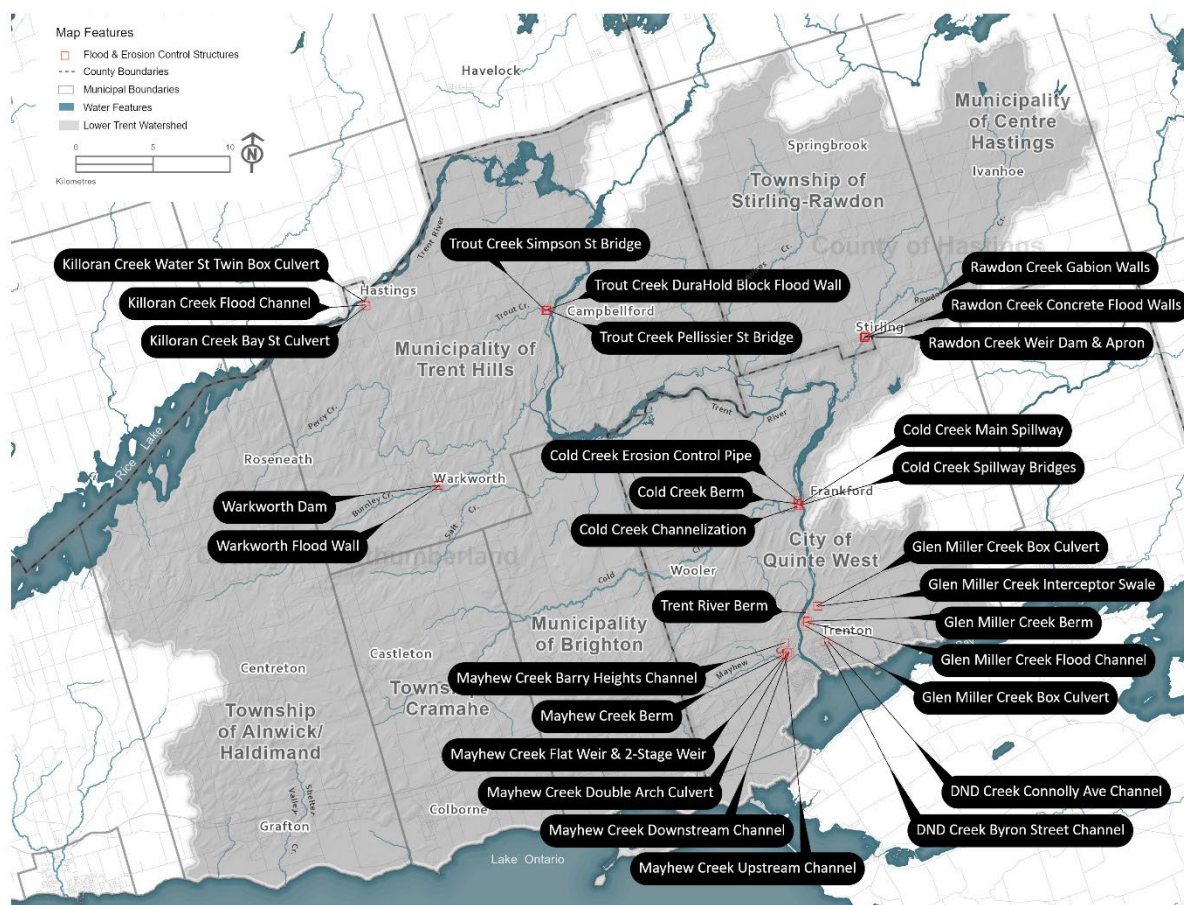
Following the flood of 1980, LTC constructed flood and erosion control projects at several locations in various municipalities throughout the region (Map 4). These structures protect existing development in the flood plain from impacts resulting from a flood. Grants were provided by the Province of Ontario to construct these structures with the remaining funds coming from the individual municipalities that directly benefited from the project. Five of these structures are owned by LTC:

- **Trout Creek Channel - Vacant Property (Campbellford, Municipality of Trent Hills)** – This vacant property is located along the Trout Creek channel. It provides access to the channel.
- **Warkworth Dam and Reservoir** (Warkworth, Municipality of Trent Hills) – Construction of a new dam was completed in the summer of 1972, with two 17-foot wide spillways which increased the discharge capacity from 85 cubic metres per second to 147 cubic metres per second. A 24 inch (0.6 metre) low flow pipe was installed to ensure a controlled downstream flow.
- **Warkworth Flood Wall** (Warkworth, Municipality of Trent Hills) – A concrete floodwall was constructed downstream of the Warkworth dam in the early 1980s. The flood wall protected over 50 homes from the 100-year flood hazard.
- **Barry Heights Flood Channel** (Trenton and former Murray Township, City of Quinte West) – This project was undertaken to reduce flooding due to insufficient drainage in the Barry Heights Subdivision. The work included excavating a 335 metre channel to connect into a Mayhew Creek tributary at the CN Railway property and installation of a culvert. The project was designed to protect up to the 1:50 year event.
- **Cold Creek Pipe** (Frankford, City of Quinte West) – During the flood control works on Cold Creek, it was determined that the old steel flume pipe (58 metres long, 2 metres in diameter) would remain in place to provide erosion control along the final bend of Cold Creek. It was purchased by LTC.

Other LTC Owned Structure

- **Kings Mill Dam** (Rawdon Ward, Township of Stirling-Rawdon) – The dam was re-built in 1989 in partnership with Ducks Unlimited Canada. A management plan forms part of the signed agreement between Ducks Unlimited and LTC.

More details about these projects are provided in LTC's Flood and Erosion Control Structures Operation and Maintenance Manual (2023).



Map 4: Flood and Erosion Control Structures

4.2.2.5.1 Operation and Management

The flood and erosion control structures noted above were constructed over 30 years ago; therefore, regular inspections and routine maintenance are required to ensure that they are in good condition and continue to function as designed. This is outlined in the Flood and Erosion Control Structures Operation and Maintenance Manual. The work is carried out by staff, in cooperation with the local municipalities.

LTC's only flood control dam is located on Warkworth Conservation Area. The operations of the Warkworth Dam are geared towards flood protection for the village, and consist of removal of logs in the fall by LTC staff to prepare for winter and spring runoff and replacement of the logs in the spring to replenish the pond and allow stream flow below the dam.

4.2.2.5.2 Major Maintenance

In addition to managing and operating the Flood and Erosion Control Infrastructure, and carrying out routine maintenance, major maintenance is periodically required. The need for major maintenance is identified by staff through regular inspections. Staff apply for Water and Erosion Control Infrastructure (WECI) funding from the Province for major maintenance. Major maintenance projects are dependent on funding from the Province and financial support from LTC's municipal partners.

4.2.2.6 Low Water Response

The Province established the Ontario Low Water Response Program to respond to increasing drought conditions. Low rainfall and hot weather can result in low stream flows and groundwater levels. This can affect the amount of water available for drinking water, agriculture and industry, as well as the health of the ecosystem. LTC's role in the program is to establish, coordinate and support a Water Response Team for the Lower Trent watershed region should low water become an issue. This Team may consist of municipal, agriculture, industry, business, recreation, government representatives and other decision makers from the watershed region. Staff monitor weather forecasts, local water levels, and precipitation daily and analyze the data.

The Water Response Team recommends drought levels and response actions based on information and advice provided by staff. The response could range from issuing communications to municipalities, the media, local water users, and the public advocating voluntary water conservation practices, advising on water use reductions, to making recommendations to the Province concerning water allocations.

4.2.2.7 Technical Studies and Policy Review

LTC undertakes studies and projects to inform natural hazards management programs including shoreline studies, flood plain mapping, regulations areas mapping updates, flood forecasting system assessments, and capital works integrity studies. Staff also develop, review and update policies that inform the natural hazards program. Technical studies and projects can be short or long duration depending on their complexity and are completed based on the availability of human resources and necessary funding.

4.2.2.8 Natural Hazards Awareness

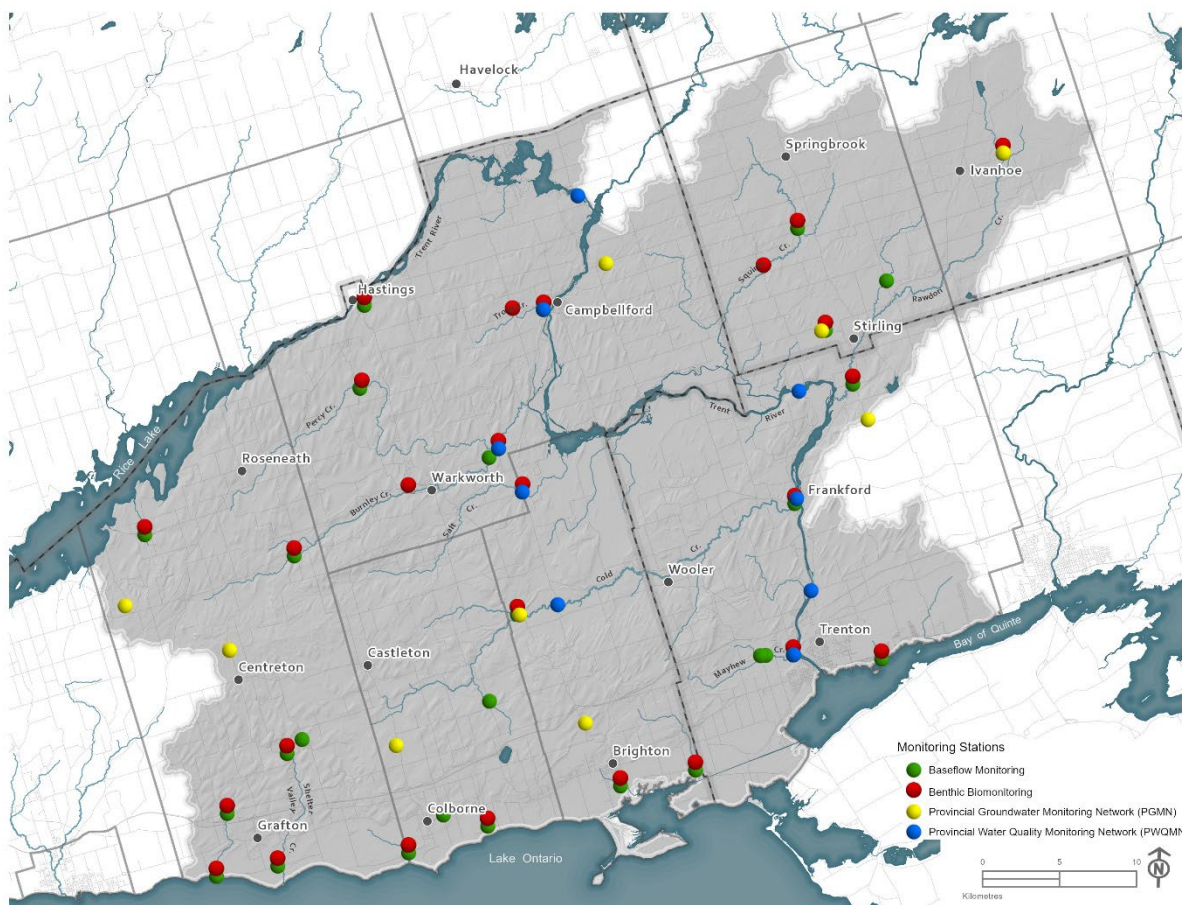
Public education and awareness of natural hazards is key to preparedness and safety and LTC strives to advise and educate municipalities and the public about natural hazards in the watershed. The Conservation Authority promotes public awareness of natural hazards including flooding, drought, and erosion through its website, with social media, through media relations, by attending public events, and by preparing and supplying educational products and materials. It also educates the public and elementary school students, particularly through the Spring Water Awareness Program about the danger of floodwaters, ice, slippery stream banks, and dams.

ISSUES AND RISKS**4.2.2 Natural Hazard Management:**

1. Inconsistent stormwater management review across the watershed based on current roles and responsibilities under the Act could result in negative impacts to water quality.
2. The health of natural heritage systems and feature within the watershed could be negatively impacted without consistent watershed wide natural heritage plan review.
3. Climate change could result in more frequent flooding and low water events resulting in the need for more rain gauges and stream gauges, computer models for flood forecasting, and demand for more staff time and resources.
4. Major maintenance for Flood and Erosion Control works could be required when no provincial funding is available; most of the flood and erosion control structures at LTC are not eligible for provincial funding due to the nature of the scoring matrix for funding.
5. Plans and Technical Studies require considerable staff time and/or outside expertise. Municipal/provincial/federal funds and municipal agreements are needed to support completion of technical studies or mapping projects.
6. An increase in natural hazards enforcement and complaints results in an increased demand for staff time. Having the ability to hire new staff is paramount but limited by funding shortfalls.

4.2.3 Provincial Water Quality & Quantity Monitoring

LTC, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions (Map 5). This is also an investment into long-term monitoring of climate change trends.



Map 5: Monitoring Sites

Provincial Water Quality Monitoring Network (PWQMN)

Through a partnership with the MECP, LTC undertakes stream water quality monitoring at nine sites. The Conservation Authority collects the water samples at the nine sites, eight times per year and MECP is responsible for the laboratory analysis and data management. The results are made available to LTC. The data is used to prepare watershed report cards and report on watershed health. It also helps prioritize the need for watershed restoration projects.

4.2.3.1 Provincial Groundwater Monitoring Network (PGMN)

LTC has a long-standing partnership with the MCEP for groundwater level and water quality monitoring at 11 stations (10 sites) across the watershed (five are monitored for water quality) (Map 5). LTC costs include data collection, shipping, minor equipment repairs/purchases, data management, and reporting. The Province funded the installation of the network and continues to fund equipment replacements. Information collected is helping to build a database on groundwater levels and groundwater quality and is used in the preparation of watershed report cards.

ISSUES AND RISKS**4.2.3 Provincial Water Quality & Quantity Monitoring:**

1. Potential lack of long-term access to wells on private lands (landowner turnover).
2. Interpretation and usefulness of PGMN data to support LTC programs (e.g. low water program, watershed report card).

4.2.4 Drinking Water Source Protection (DWSP): Regional and Local

The Ontario [Clean Water Act](#) sets out a framework for drinking water source protection on a watershed basis. Thirty-eight source protection areas and authorities were established by the Province, based on Conservation Authority watersheds, and grouped into 19 Source Protection Regions. LTC's watershed region is within the Lower Trent Source Protection Area (slightly larger than LTC's jurisdiction as it includes a small portion of the Township of Havelock-Belmont-Methuen which is outside of Conservation Authority jurisdiction) and the Trent Conservation Coalition (TCC) Source Protection Region (Map 6). The TCC Drinking Water Source Protection Region is a complex regional grouping of five Source Protection Areas including Lower Trent, Crowe, Otonabee-Peterborough, Kawartha-Haliburton and Ganaraska Source Protection Areas. Kawartha-Haliburton and Otonabee-Peterborough Source Protection Areas include areas to the north in Haliburton and Peterborough Counties, outside of Conservation Authority jurisdiction. LTC has several responsibilities under this program through the development and implementation of Source Protection Plans aimed at the protection of municipal drinking water supplies. These responsibilities are characterized as regional, local and municipal (see Category 2 services).



Map 6: Trent Conservation Coalition Source Protection Region

4.2.4.1 Regional Drinking Water Source Protection Program (DWSP)

LTC was designated by the Ministry of the Environment and Climate Change as the lead Conservation Authority for the TCC Source Protection Region. Regionally, LTC is responsible for providing governance, administrative and technical support to the Source Protection Committee in its role of updating the Trent and Ganaraska assessment reports and source protection plans and monitoring and reporting on implementation progress. Specific duties are set out under the [Clean Water Act](#) and its regulations.

More information about the TCC Source Protection Program can be found under its website: www.trentsourceprotection.on.ca. The Trent and Ganaraska Source Protection Plans and Assessment Reports are available on the site.

4.2.4.2 Local Source Protection Area (DWSP)

Locally, LTC disseminates information and provides advice to local municipalities to facilitate implementation of the Source Protection Plan and to identify local priorities for future updates to the Assessment Report and Source Protection Plan. LTC is responsible for administering the Lower Trent Source Protection Authority – governance, administration, meetings, reports and the delivery of other activities required by the [Clean Water Act](#) and its regulations.

ISSUES AND RISKS

4.2.4 Drinking Water Source Protection (DWSP): Regional and Local:

3. Discontinuation or diminished provincial funding to support the program. An alternate funding mechanism in regulation could result in downloading of financial responsibility to municipalities.
4. Outdated science: updated technical studies needed including issues identification, water budgets, wellhead protection areas, intake protection zones and vulnerability.
5. Lack of protection of private, non-municipal systems.
6. Challenges with implementation of the Source Protection Plan to ensure safe sources of drinking water.
7. Need to continue the delivery of an effective education and outreach program to increase awareness of the program and actions the public can take to protect drinking water.
8. Program Coordinator has no supervisory role over local Source Protection Authority staff within regional staffing structure resulting in inefficiencies with program delivery.
9. Increased development impacting vulnerable areas and the number of potential threats.

4.2.5 Watershed-based Resource Management Strategy Updates

This Watershed-based Resource Management Strategy, mandated by the Province under Section 21.1(1) of the CA Act and Section 12 of Regulation 686/21, is a watershed wide strategy that helps focus and prioritize programs and services. It includes guiding principles and objectives, summarizes and categorizes its programs, and identifies priorities and gaps.

Regulation 686/21 requires that a process for the periodic review and updating of the Watershed-based Resource Management Strategy be established, including procedures to ensure stakeholders and the public are consulted during the review and update process. These updates will become an ongoing part of the LTC program.

ISSUES AND RISKS

4.2.5 Watershed-based Resource Management Strategy Updates:

1. Lack of funding and staff capacity to update and keep current.

4.2.6 Conservation Lands

LTC's Conservation Lands are special places in the watershed where the natural world comes first. They provide a number of important benefits: water management, protection of natural ecosystems, outdoor recreation, and tourism opportunities. The properties include forests, wetlands, flood plains, prairie/savannah, farmland, and parkland. Flood control structures are located on some properties.

LTC owns over 3,707 acres (1,500 ha) of land, ranging in size from small parkettes to large natural areas (the largest being 1632 acres/660 hectares) (Map 7). The Conservation Lands Program described here does not include the Administration Building or Workshop (which are under Enabling Services) or the Public Safety Lands (included under the Natural Hazards Program), with the exception of the Mill Creek Flood Plain which is a Public Safety Land, with no flood and erosion control structures. There are 17 properties managed under the Conservation Lands Program. Ten properties are classified as Conservation Areas (passive recreation, accessible to the public) and 7 are classified as Management Areas (public accessibility varies). LTC refers to the latter as Natural Habitat Areas. LTC's Conservation Areas provide venues for healthy and active lifestyles such as hiking, bicycling, fishing, canoeing, and other recreational activities. The Natural Habitat Areas, while open to the public, are left in a natural state with no maintained trails or recreational facilities. The properties are listed below:

Conservation Areas

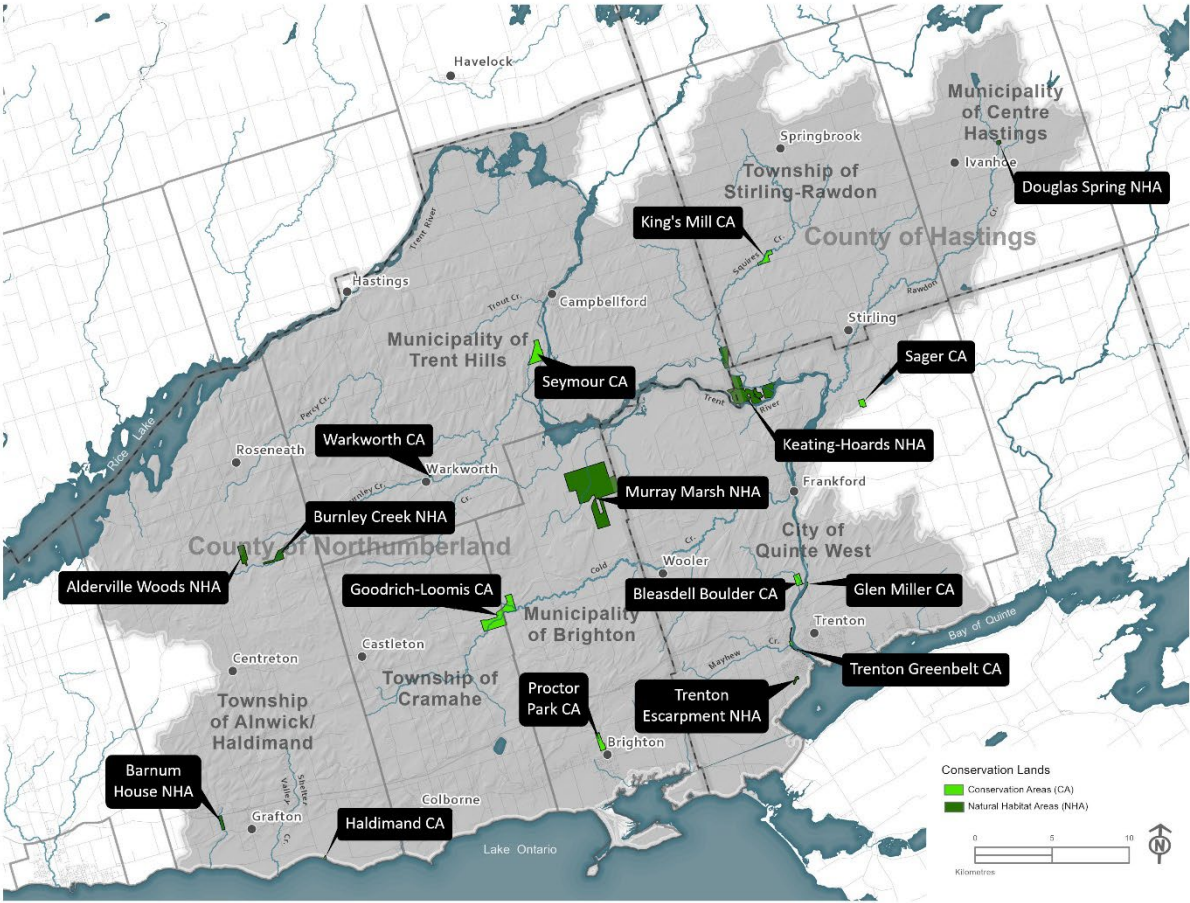
Bleasdell Boulder
Goodrich-Loomis
Glen Miller
Haldimand

Management Areas (Natural Habitat Areas)

Alderville Woods
Barnum House Creek
Burnley (Mill) Creek
Douglas Spring

King's Mill
 Proctor Park
 Sager
 Seymour
 Trenton Greenbelt
 Warkworth

Keating-Hoards
 Murray Marsh
 Trenton Escarpment
 Mill Creek Flood Plain Public Safety Land



Map 7: Conservation Areas

The Conservation Lands Program focusses on maintaining these properties, repairing and improving facilities and infrastructure, and improving user experiences. More information about LTC’s properties and management priorities is provided in LTC’s Conservation Lands and Areas Strategy.

4.2.6.1 Lands Management

This program includes the management and regular maintenance of 10 conservation areas and seven natural habitat areas with over 20 kilometers of recreational trails. Required activities include: ecological monitoring and restoration, invasive species management, forest management, hazard tree management, risk management, repairs to gates, fencing, pedestrian bridges, trails, parking lots, pavilions, roadways, and signage and communications. It also includes maintenance of the Goodrich-Loomis Conservation Centre. There are also carrying costs such as taxes and insurance.

4.2.6.2 Major Maintenance

Major maintenance and capital improvements on the Conservation Lands includes larger projects such as improved/new public access, new trails, pedestrian bridges, boardwalks, pavilions, and large-scale environmental protection/restoration projects intended to improve public safety, depending on scale.

4.2.6.3 Section 29 Enforcement and Compliance

LTC appoints Regulations Officers under Section 29 of the CA Act. Staff time is required for surveillance, enforcement and compliance with Conservation Area regulations to help protect the natural features, built structures, and ensure public safety.

4.2.6.4 Land Acquisition

LTC will consider strategic land acquisition of environmentally significant properties augment its land holdings. Any purchase or acceptance of donated land is based on careful consideration of the land acquisition policies.

4.2.6.5 Conservation Lands Equipment

LTC owns/leases equipment (tractor, lawnmowers, all terrain utility vehicle, chain saws, etc.) and maintains it to support the Conservation Lands Program. This includes purchases, leases, fuel, licenses, repairs, and maintenance.

4.2.6.6 LTC Lands Inventory Updates

Regulation 686/21 paragraph 3 of subsection 9 (1), requires that a land inventory be completed by the Conservation Authority. For every parcel of land the authority owns or controls, the land inventory includes: location, acquisition/leasing details, land use categories, a description of recreational activity, logging details, its suitability for the purposes of development, whether or not it augments natural heritage in the watershed, and whether or not it integrates with publicly accessible lands. Specific details of the requirements are set out in the Regulation.

The land inventory must be periodically reviewed and updated, as part of LTC's Conservation Lands Program.

4.2.6.7 Conservation Lands and Areas Strategy Updates

Ontario Regulation 686/21 calls for the preparation of a Conservation Area Strategy (aka Conservation Lands and Areas Strategy), to be completed on or before December 31, 2024 for

all lands owned or controlled by the Conservation Authority, including any interests in land registered on title.

This strategy builds on the Conservation Areas Inventory, also required under the Regulation. It guides the management and use of Conservation Authority owned or controlled properties by setting out objectives, reviewing programs and services on the lands, reviewing land use, natural heritage, and linkages to other publicly accessible lands. Specific requirements are set out in the regulations.

Regulation 686/21 requires that a process for the periodic review and updating of the Conservation Lands and Areas Strategy must be established, including procedures to ensure stakeholders and the public are consulted during the review and update process. These updates will become an ongoing part of the LTC program.

4.2.6.8 Land Acquisition and Disposition Policies

LTC's land acquisition and disposition policies are set out in its Conservation Lands and Areas Strategy.

ISSUES AND RISKS

4.2.6 Conservation Lands Program:

1. Need to complete Ecological Lands Classification (ELC) mapping and identify habitat of species at risk to inform management and restoration of Conservation Lands.
2. Major trail improvements are required for public safety and enjoyment of Conservation Lands.
3. Aging infrastructure impacting public safety and enjoyment of Conservation Lands.
4. Signage updates required to address legislative and social needs.
5. Invasive species impacting the ecological health of Conservation Lands. Lack of staff and resources for inventory and management of invasive species.
6. Need to improve ecosystem health through enhancement and regeneration projects.
7. Need additional capacity to assist with Conservation Lands management.
8. Population growth and increased outdoor activity resulting in increased stresses on the Conservation Areas and potential for visitor conflicts.

4.3 Municipal Programs and Services: Category 2

LTC delivers some of its programs specifically on behalf of its member municipalities. Memorandums of Understanding (MOUs) have been established with the participating municipalities for these programs. Funding is provided through these agreements.

4.3.1 Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management

In addition to the Conservation Authority Owned Flood and Erosion Control Infrastructure noted above in Section 4.2.2.5, LTC also provides management, regular (annual) inspections and routine maintenance of non-owned Flood and Erosion Control Infrastructure in the watershed. These projects were completed in cooperation with the Province and Municipality but LTC does not have ownership of the structure. A detailed description of these structures is provided in LTC's Flood and Erosion Control Structures Operation and Maintenance Manual (Map 4)

- **Killoran Creek Flood Channel** (Hasting, Municipality of Trent Hills) - It includes two box culverts (along Bay Street and Water Street) and a concrete flood wall along Killoran Creek.
- **Rawdon Creek Flood and Erosion Control Structure** (Stirling, Municipality of Stirling-Rawdon) - The four main components are gabion walls for erosion control on both banks of Rawdon Creek, between James Street and Front Street Bridge; a concrete flood wall upstream of James Street; a weir and apron under James Street; and concrete abutments for the covered pedestrian bridge and associated concrete flood walls upstream and downstream.
- **Trent River Berm** (Trenton, City of Quinte West) - This berm is along the east bank of the Trent River, upstream of Highway 401.
- **Trout Creek Flood Control Channel** (Campbellford, Municipality of Trent Hills) - The project includes a flood wall in two sections: a DuraHold Block wall north of Inkerman Street between Simpson and Pellissier Streets and a DuraHold Block wall south of Inkerman Street between Pellissier and Balaclava Streets.
- **Glen Miller Creek Flood Control Works** (Trenton and Sidney Wards, City of Quinte West) - This project includes three separate Flood Damage Areas. The Trent Industrial Park work includes a flood control berm, flood channel on south side of Highway 401 from Gen Miller Road to Foster Stearns Road, and a box culvert for the Foster Stearns Road crossing of Glen Miller Creek. The second component is the Peterson Road Box Culvert. The third component is at Munroe Estates and Johnstown Road, but no actual flood control works were completed there.

Conservation Authorities Act Municipal programs and services

21.1.1 (1) Subject to subsection (1.1), an authority may provide, within its area of jurisdiction, municipal programs and services that it agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction under a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the programs and services. 2020, c. 36, Sched. 6, s. 8 (1). 2022, c. 21, Sched. 2, s. 3 (1).

- **Mayhew Creek Flood Control Structures** (Trenton and Murray Ward, City of Quinte West) - This work includes six separate structures:
 - A north-south flood control berm between Telephone Road and the CN Rail line in former Murray Township
 - A two-step weir flood control structure south of the CN Rail line on the main branch of Mayhew Creek in former Murray Township
 - A flat weir flood control structure in the by-pass channel for Mayhew Creek in former Murray Township
 - A flood control channel west of Old Wooler Road
 - A flood control channel east of Old Wooler Road
 - A double arch culvert under Old Wooler Road
- **Cold Creek Flood Control Works** (Frankford, City of Quinte West) - This project includes the flood control berm on the east side of the Frankford Golf Course and the weir spillway from the golf course.
- **DND Creek Flood Channel** (Trenton, City of Quinte West) -The work was completed in two separate sections: Byron Street Gabion Channel and Connolly Street Gabion Channel.

Operation and management responsibilities for the Flood and Erosion Control Infrastructures, not owned by the Conservation Authority, but undertaken by LTC staff, are set out in the agreements with the relevant municipalities. LTC responsibilities include project management, regular inspections and reporting.

ISSUES AND RISKS

4.3.1 Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management:

1. LTC has traditionally overseen operations and management of these structures, with assistance from the municipalities as required. With staff turnover at municipalities, knowledge transfer could be impacted which could affect long term viability and function of the structures.

4.3.2 Drinking Water Source Protection (DWSP): Municipal

Under the [Clean Water Act](#) (Part IV), municipalities are responsible for carrying out Drinking Water Source Protection (DWSP) risk management services. They are also responsible for carrying out DWSP education and outreach, in accordance with Policy G5 under the Trent Source Protection Plan.

These tasks have been delegated to LTC, by most of its local municipalities.

4.3.2.1 DWSP Risk Management Official

Five of LTC's seven municipalities (Alnwick/Haldimand, Brighton, Colborne, Cramahe and Trent Hills) have delegated Part IV duties of the [Clean Water Act](#) to the Conservation Authority through a Memorandum of Understanding. Under this agreement, LTC employs a dedicated Risk Management Official/Inspector; this staff person and alternates have been officially appointed as Risk Management Officials/Inspectors by the Lower Trent Source Protection Authority.

The Risk Management Official is primarily responsible for negotiating and establishing legally binding Risk Management Plans with people engaged in (or proposing to undertake) activities considered to be a significant threat to sources of drinking water. The primary role of the Risk Management Inspector is to conduct site visits to ensure compliance with measures in Risk Management Plans and Prohibitions. LTC has assigned both roles to one staff person. This Official/Inspector can also issue notices and orders.

On behalf of the municipalities, the Risk Management Official also issues Section 59 Notices which under Part IV of the [Clean Water Act](#) are required for all applications under the [Planning Act](#) and [Building Code Act](#).

4.3.2.2 DWSP Education and Outreach

Six of LTC's municipalities have entered into agreements, delegating responsibility for DWSP Education and Outreach to the Conservation Authority. The requirement for municipalities to deliver DWSP Education and Outreach is set out in the Trent Source Protection Plan. The agreements between the municipalities and LTC specify required education and outreach responsibilities and actions under this program. Examples include: website content, social media, displays, traditional media, distribution of literature, and attending special events.

ISSUES AND RISKS

4.3.2 Drinking Water Source Protection (DWSP): Municipal:

1. Potential loss of watershed approach and consistency if municipalities undertake Part IV and Education and Outreach roles.

4.4 Other Programs and Services: Category 3

LTC delivers other programs that are not considered *Mandatory or Municipal Programs and Services*. These programs are either funded through municipal agreements and/or through self-generated funds. Other programs, such as the Bay of Quinte Remedial Action Plan, do not require any municipal funding, and therefore, are not included in the municipal agreements. All of the programs influence and enhance watershed health as well as LTC knowledge base and expertise. They are part of a larger

Conservation Authorities Act

Other programs and services

21.1.2 (1) Subject to subsection (1.1), in addition to programs and services described in sections 21.1 and 21.1.1, an authority may provide, within its area of jurisdiction, any other programs and services that it determines are advisable to further the purposes of this Act. 2020, c. 36, Sched. 6, s. 8 (1); 2022, c. 21, Sched. 2, s. 4 (1).

integrated watershed management model and directly contribute to mandatory program delivery.

4.4.1 Local Water Monitoring

In addition, to the mandatory surface and groundwater quality monitoring completed through provincial programs, LTC carries out watershed wide monitoring programs to supplement its ability to monitor and report on watershed health (Map 5). The data is used to evaluate and report on existing conditions within the watershed, and helps to establish targets for protection and rehabilitation activities.

Costs include staffing, equipment and calibration, sampling, analysis, and reporting. The information collected is used for watershed report cards and watershed project prioritization.

4.4.1.1 Baseflow Monitoring

Baseflow is streamflow resulting from persistent sources of water (e.g. groundwater, lakes, wetlands, swamps) that infiltrates into the soil and eventually moves to the stream channel. This is also referred to as ground water flow, or dry-weather flow. It does not include flow or runoff from stream regulation, water diversion or human activities.

In order to understand the base amount of water that flows through the watershed region, LTC monitors the flow at several locations in the summer months using the Ontario Stream Assessment Protocol methodology. The data collected from this sampling helps identify where groundwater recharge and discharge areas are within individual watersheds. The baseflow sampling routine is structured so that 10 of LTC's 12 watersheds are sampled two times per year during low flow conditions, with multiple sites sampled per watershed, totaling 29 sampling sites. Data collected by the Water Survey of Canada (WSC) stream monitoring gauges is used for any baseflow data requirements for the two watersheds (Trout Creek and Salt Creek) that are not encompassed by LTC's baseflow sampling routine.

4.4.1.2 Surface Water Quality Monitoring

The Conservation Authority samples and analyzes water quality at nine additional sites in the watershed, in addition to the sites included in the Provincial Water Quality Monitoring Network. This gives a more comprehensive picture of water quality throughout the watershed.

Surface water quality monitoring is also undertaken in conjunction with low flow measurements at 26 baseflow monitoring sites. A digital water quality multi-parameter probe is used to measure several parameters at these sites including but not limited to: dissolved oxygen, turbidity, pH, conductivity, total dissolved solids and temperature.

4.4.1.3 Benthic Macroinvertebrate Monitoring

Aquatic macroinvertebrates, commonly referred to as benthic macroinvertebrates, are the organisms that live in the bottom of watercourses. They serve many functions in the aquatic ecosystem including acting as both decomposers and as food for larger macroinvertebrates,

birds, and fish. They are excellent indicators of aquatic health and can be used to assess long term water quality.

LTC collects benthic macroinvertebrate samples at 26 Ontario Benthos Biomonitoring Network sites across the Lower Trent watershed region and analyzes the data using the Hilsenhoff Biotic Index. The Hilsenhoff Biotic Index estimates the overall tolerance of the community in a sampled area, weighted by the relative abundance of each taxonomic group.

ISSUES AND RISKS

4.4.1 Local Water Monitoring:

2. Require continued funding for comprehensive water quality sampling to enhance watershed knowledge and health conditions to inform decision making.

4.4.2 Youth Education

LTC recognizes that the students of today are the environmental stewards of tomorrow. As a result, a youth education program has been developed its Connecting Kids with Nature Program. This includes the Tri-County Children's Water Festival and Environmental Programming (which provides presentations and workshops in schools, at children's day camps, and to youth-based community groups.)

While some of the youth education program is included in LTC's *Mandatory Programs and Services* (e.g., natural hazards) and municipal programs (drinking water source protection), supplementary programs are offered centered on watershed and natural environment curriculums, to promote environmental awareness in youth and the watershed's future land stewards.

ISSUES AND RISKS

4.4.3 Youth Education:

1. Require stable funding for ongoing youth environmental activities.

4.4.3 Community Outreach and Stewardship

Engaging residents in environmentally sustainable behaviours and drawing attention to conservation issues are important to LTC. The Conservation Authority hosts hikes on its Conservation Lands and other events to engage the public in outdoor environmental activities. It also hosts workshops, attends community events makes presentations to local clubs and groups, and distributes publications and other conservation information to help people learn about the protection of local natural resources and encourage them to take environmental action.

Private landowners play a key part in making sure natural resources are protected for the future. LTC works directly with watershed landowners providing technical resources, site visits, advice, and financial assistance through its Healthy Lands – Clean Water Program. The

Conservation Authority also delivers specially funded stewardship programs as opportunities arise (e.g., Bay of Quinte Stewardship programs) and connects landowners to stewardship programs delivered by other organizations. The Conservation Authority sells native tree and shrub seedlings through the Tree Seedling Program, and offers native plant and wildflowers for sale.

ISSUES AND RISKS

4.4.4 Community Outreach and Stewardship:

1. As most of the land in the watershed is privately owned, consistent funding for outreach and stewardship is critical and required to improve and maintain the health of the watershed.

4.4.4 Other Programs - Non Category 3

LTC delivers programs that are not funded by local municipalities. Currently, one program falls into this “Other” category.

4.4.4.1 Bay of Quinte Remedial Action Plan Office

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.”

Remedial Action Plan reports were prepared ([Stage I](#) and [Stage II](#) Reports) which identified the issues along with the studies and actions that needed to be completed to remove the “Area of Concern” designation. To oversee the delisting process for the Bay of Quinte Area of Concern, a Restoration Council was established, co-chaired by LTC and Quinte Conservation. 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. A number of the environmental challenges have now been addressed; the assessment reports are available at <https://www.bqrap.ca/environmental-challenges/>. Eutrophication and undesirable algae is the most challenging of the remaining beneficial use impairments.

LTC administers the Bay of Quinte Remedial Action Plan and provides communications and technical support specifically targeted at the issues present in the Bay. This includes governance, administration, communications, stakeholder and public outreach, First Nation engagement, stewardship programs, data compilation and analysis, science coordination and review, strategic planning and reporting. No municipal funds are spent on this program; it is funded by the federal and provincial governments.

ISSUES AND RISKS

4.4.2 Bay of Quinte Remedial Action Plan Office:

1. Require funding for long term monitoring and data management after delisting.
2. Require implementation of the Phosphorus Management Plan.

4.5 Information Supporting LTC Programs

Ontario Regulation 686/21 requires this Strategy include a summary of existing technical studies, monitoring programs, and other information about the natural resources the Conservation Authority relies on within its area of jurisdiction or in specific watersheds that directly informs and supports the delivery of programs and services under section 21.1 of the CA Act.

LTC's monitoring programs are described elsewhere in this document. Water level monitoring is accomplished through the flood forecasting and warning, low water response, and base flow monitoring programs and the Provincial Groundwater Monitoring Network. Water quality is monitored through the Provincial Water Quality Monitoring Network and local programs (benthic macroinvertebrate monitoring and local surface water quality monitoring programs).

In addition to its monitoring programs, LTC relies on a range of technical resources to inform decision making. Some of these have been completed in-house and others have been contracted to consultants. The documents, computer models and mapping products need updated from time to time to address and respond to changes in land use, watershed conditions, the regulatory framework, and emerging issues. These resources are described in Appendix 2.

4.6 Future Initiatives

Opportunities for new programs, services and projects that benefit the watershed and its municipal partners can materialize at any time; these could be long-term or short-term initiatives. These special projects may update existing studies and mapping, help address current and emerging issues, and/or assist with delivery of programs. Not only are there benefits to the health of the watershed, but the Conservation Authority benefits from heightened expertise, new resources, enhanced partnerships and use of the completed products.

The program, services and projects could fall into any of the three categories permitted under the CA Act: mandatory, municipal or other (Category 1, 2 or 3, respectively). In addition, the projects could fall under any of the programs and services described in this Strategy, or be new initiatives. A few examples of the types of projects are listed below, but other opportunities, not currently envisioned could also materialize.

4.6.1 Land Acquisition

Land acquisition is a potential future initiative that could fall into Category 2 or 3, depending on whether it is donated or purchased with municipal funds. LTC acquires land, as opportunities arise, in accordance with its land acquisition policies.

4.6.2 Watershed/Subwatershed Plans

Watershed/subwatershed plans are important for proactively identifying watershed opportunities and constraints and to focus program priorities. A watershed plan identifies measures to protect, enhance, and restore the health of the watershed and requires extensive public consultation. It addresses existing issues in the watershed and helps mitigate impacts from potential future land uses and activities. Special funding is required from the municipalities to facilitate this type of project. It would be a Category 2 (municipal) initiative.

4.6.3 Technical Projects/Mapping

Technical projects could include flood plain mapping, shoreline management plans, natural hazard studies and mapping, GIS/Remote Sensing Projects, monitoring, data management, etc. These may fall under any one of the three types of categories, depending on the type of study/funding arrangement.

These types of projects take a significant amount of resources and often require outside expertise. Staff time is required to seek sources of funding, prepare Requests for Proposals, review proposals and provide project management of projects completed by consultants.

4.6.4 Stewardship and Restoration Projects

Funding from the government or other agencies is sometimes made available to deliver new stewardship programs or complete restoration projects. These would likely be Category 2 or Category 3 initiatives (Municipal or Other). Restoration projects could occur on private or LTC owned land. Stewardship or restoration projects on LTC lands would be Category 1 initiatives.

4.6.5 Flood and Erosion Control Projects

New flood and erosion control projects could be required to facilitate development or to respond to a catastrophic event. These would fall into the Mandatory or potentially Municipal categories.

4.6.6 Significant Partnership Programs

In the recent past, LTC has taken on a lead role in delivery of two Significant Partnership Programs: the Bay of Quinte Remedial Action Program and the Trent Conservation Coalition Drinking Water Source Protection Program. This type of program could arise in the future, likely falling into either Category 1 or 3.

5 RISK ASSESSMENT AND MITIGATION MEASURES

LTC has reviewed the issues and risks documented in this strategy and has identified mitigation measures. In most cases, the amount of funding required to mitigate the risks is “To be

Determined (TBD)” as the issue may not arise or be able to be addressed in the foreseeable future, and may be outside of the review period for this document.

Issues and Risks	Mitigation Measures	Cost		
		Municipal Levy	Self-generated Revenues	Grants, Donations and Others
4.2.1 Enabling Services				
Aging infrastructure, municipal funding required for capital costs.	Capital Asset Management Plan in place to anticipate and cover capital costs, to be reviewed every 5 years	✓		
Lack of funding support for operational costs.	Regular budgeting process and implementation of a Board member budget sub-committee.	✓	✓	
Self-generated funding is unpredictable.	Plan and budget on more reliable funding sources.		✓	
Legal expenses are not consistent annually.	The legal reserve fund increased to cover increasing legal action. Allocated when surplus funds are available.	✓	✓	
Future known and unanticipated costs of major maintenance or alterations to buildings and other equipment.	Capital Asset Management Plan in place to anticipate and cover capital costs, to be reviewed every 5 years	✓		
Staff turnover, and lack of knowledge transfer impacting ability to meet legislative and public expectations.	Offer competitive salaries and benefits in a positive work environment. Maintain good records. Develop/maintain policies and procedures documents.	✓	✓	✓
Capacity to acquire technology to sustain program functions and to meet expectations.	Ensure sufficient annual budget for implementation of the Information Technology and Operations (IT and Ops) Review recommendations.	✓		
Need for E-Commerce and improved online customer service processes and tracking.	Include in future Business Plan/Budget.	✓		
Need for robust cyber security.	Cyber insurance.	✓		

Issues and Risks	Mitigation Measures	Cost		
		Municipal Levy	Self-generated Revenues	Grants, Donations and Others
	Budget for Managed IT Service provider and staff training, as recommended.			
Need to meet public expectations for Open Data.	Ensure staff time to develop platform and processes for data sharing.	✓		
Need for enhanced mapping, data, and analytical tools to facilitate faster, sound decision making.	IT and Ops Review recommendations for dedicated GIS position.	✓		
Need to acquire and maintain necessary data products (i.e. orthophotography) to ensure public safety and to facilitate decision making.	Capital Asset Management Plan in place to anticipate and cover costs.	✓		✓
4.2.2 Natural Hazard Management				
Inconsistent stormwater management review across the watershed based on current roles and responsibilities under the Act could result in negative impacts to water quality.	Ensure engineering services are available. Resume all stormwater management review.	✓	✓	
The health of natural heritage systems and features within the watershed could be negatively impacted without consistent watershed wide natural heritage plan review.	Lower Trent Conservation would resume natural heritage planning commenting function.		✓	
Climate change could result in more frequent flooding and low water events resulting in the need for more rain gauges and stream gauges,	Ensure staff efficiencies, budget for increased staffing. Equipment is covered under the Capital Asset Management Plan.	✓	✓	✓

Issues and Risks	Mitigation Measures	Cost		
		Municipal Levy	Self-generated Revenues	Grants, Donations and Others
computer models for flood forecasting, and demand for more staff time and resources.	Apply for grants for climate change resiliency when available.			
Major maintenance for Flood and Erosion Control works could be required when no provincial funding is available; most of the flood and erosion control structures at LTC are not eligible for provincial funding due to the nature of the scoring matrix for WECl funding.	Continue to regulate development in hazard areas to lessen need for control works. Continue regular maintenance of existing projects to identify upcoming maintenance requirements. Municipal support and funding for future maintenance requirements.	✓	✓	✓
Plans and Technical Studies to support decision making require considerable staff time and/or outside expertise. Municipal / provincial / federal funds and municipal agreements are needed to support completion of technical studies or mapping projects.	Contribute to Special Projects Reserve when funds are available. Costs for Project Management should be built into the project when available.			✓
An increase in natural hazards enforcement and complaints results in an increased demand for staff time. Having the ability to hire new staff is paramount but limited by funding shortfalls.	Offer competitive salaries and benefits in a positive work environment.	✓	✓	
4.2.3 Provincial Water Quality & Quantity Monitoring				
Potential lack of long-term access to wells on private	Maintain communications. Ensure agreements are in place.	✓		

Issues and Risks	Mitigation Measures	Cost		
		Municipal Levy	Self-generated Revenues	Grants, Donations and Others
lands (landowner turnover).	Move or close wells if required.			
Location of PGMN wells to be reviewed to support LTC programs (e.g. low water program, watershed report card).	Seek assistance from Province with relocation or closing wells as required.	✓		
4.2.4 Drinking Water Source Protection (DWSP): Regional and Local				
Discontinued or diminished provincial funding to support the program. An alternate funding mechanism in regulation could result in downloading of financial responsibility to municipalities.	Advocate for continued provincial funding.			✓ (funded through Transfer Payment Agreement with Province)
Outdated science: updated technical studies needed including issues identification, water budgets, wellhead protection areas, intake protection zones and vulnerability.	Advocate for provincial support for updated technical studies and the associated funding.			✓ (Province)
Lack of protection of private, non-municipal systems.	Advocate for provincial support and funding.			✓ (Province)
Challenges with implementation of the Source Protection Plan to ensure safe sources of drinking water.	Encourage Source Protection Committee to review policy effectiveness. Increase focus for Education and Outreach.	✓		✓
Need to continue the delivery of an effective education and outreach program to increase awareness of the program	Seek additional funding/staffing for new tools and increased outreach. Track effectiveness/of education campaigns through surveys, etc.	✓		✓

Issues and Risks	Mitigation Measures	Cost		
		Municipal Levy	Self-generated Revenues	Grants, Donations and Others
and actions the public can take to protect sources of drinking water.				
Program Coordinator has no supervisory role over local Source Protection Authority staff within regional staffing structure resulting in inefficiencies with program delivery.	Program Coordinator involvement in the development of local work plan targets with local Source Protection Authority managers.			✓
Increased development impacting drinking water vulnerable areas and the number of potential threats.	Increase education for municipal leaders and staff to understand the impact of developments in vulnerable areas. Update vulnerability studies to reflect new development.			✓
4.2.5 Watershed-based Resource Management Strategy Updates				
Lack of funding and staff capacity to update and keep current.	Budget for updates and identify shortfalls to the Province.	✓		✓ (Province)
4.2.6 Conservation Lands Program				
Need to complete Ecological Land Classification (ELC) mapping and identify habitat of species at risk to inform management and restoration of Conservation Lands.	Budget staffing to undertake work. Recognized in the Conservation Lands and Areas Strategy.	✓	✓	✓
Major trail improvements are required for public safety and enjoyment of Conservation Lands.	Capital Asset Management Plan in place to anticipate and cover capital costs.	✓	✓	✓
Aging Infrastructure impacting public safety and enjoyment of Conservation Lands.	Capital Asset Management Plan in place to anticipate and cover capital costs.	✓	✓	✓

Issues and Risks	Mitigation Measures	Cost		
		Municipal Levy	Self-generated Revenues	Grants, Donations and Others
Signage updates required to address legislative and social needs.	Capital Asset Management Plan is in place to anticipate and cover costs.	✓		
Invasive species impacting the ecological health of Conservation Lands. Lack of staff and resources for inventory and management of invasive species.	Budget for staffing to undertake work. Grant proposals.	✓		✓
Need to improve ecosystem health through enhancement and regeneration projects	Partnerships with municipalities Grant proposals Budget staff time	✓		✓
Need additional capacity to assist with Conservation Lands management.	Implemented a Volunteer Program.	✓		
Population growth and increased outdoor activity resulting in increased stresses on the Conservation Areas and potential for visitor conflicts.	Budget for increased maintenance and repairs in the Capital Asset Management Plan. Increased staff presence on CA Lands.	✓		

2. Municipal Programs and Services: Category 2

Issues and Risks	Mitigation Measures	Cost		
4.3.1 Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management				
LTC has traditionally overseen operations and management of these structures, with assistance from the municipalities as required. With staff turnover at municipalities, knowledge transfer could be impacted which could affect long term viability	Regular reporting to municipal partners on status of flood and erosion control infrastructure.		✓	

Issues and Risks	Mitigation Measures	Cost		
		Municipal Levy	Self-generated Revenues	Grants, Donations and Others
and function of the structures.				
4.3.2 Drinking Water Source Protection (DWSP): Municipal				
Potential loss of watershed approach and consistency if municipalities undertake Risk Management Official/Inspector (Part IV) and Education and Outreach roles.	Regular reporting to municipal partners on Part IV and education and outreach activities.		✓	
3. Other Programs and Services: Category 3				
Issues and Risks	Mitigation Measures	Cost		
4.4.1 Local Water Monitoring				
Require continued funding for comprehensive water quality sampling to enhance watershed knowledge and health conditions to inform decision making.	Regular reporting to municipal partners on local water monitoring program results.		✓	
4.4.3 Youth Education				
Require stable funding for ongoing youth environmental education activities.	Promote the positives of youth education to municipalities. Invite councillors and Board members to youth education events to enhance understanding and the importance of the MOUs. Continue to seek donations and grants to pay for supplies and summer students.		✓	✓
4.4.4 Community Outreach and Stewardship				
As most of the land in the watershed is privately owned, consistent funding for outreach and	Continue to seek donations and grants.		✓	✓

Issues and Risks	Mitigation Measures	Cost		
		Municipal Levy	Self-generated Revenues	Grants, Donations and Others
stewardship is critical and required to improve and maintain the health of the watershed.	Promote the outreach and stewardship programs by inviting Board members to participate in associated activities. Establish a reserve fund. Cost recovery for outreach events.			
4.4.2 Bay of Quinte Remedial Action Plan Office				
Require funding for long term monitoring and data management after delisting.	Provide business case to the provincial and federal governments for continued funding.			✓ (Federal / Provincial grants)
Require implementation and monitoring progress of the Phosphorus Management Plan.	Provide business case to the provincial and federal governments for funding/staffing to oversee implementation of the Plan.			✓ (Federal / Provincial grants)

6 PUBLIC ENGAGEMENT

As outlined in the regulation, conservation authorities are required to ensure stakeholders, and the public are consulted during the preparation of the Watershed-Based Resource Management Strategy in “a manner that the authority considers advisable”. To meet this requirement staff completed public engagement period during the month of March 2024. During this period staff:

- Posted the draft strategy and supporting information on the website.
- Contacted stakeholders and partners via direct e-mail to inform them of the strategy and opportunity to review and provide input.
- Utilized LTC E-news and social media platforms to direct the public to the draft document.
- Developed a survey to guide input to the strategy. The survey was available on website link from front page news.
- Distributed the survey via direct email and on social media.

During the public engagement period there were 3 posts on March 6, March 11 and March 18 with a total of 865 interactions. There were 13 responses to the survey. The following is a summary of the results of the feedback through public engagement and survey responses.

Public Engagement and Community Involvement

- **Enhance Public Engagement:** Increase efforts to work with and inspire the community to increase awareness of LTC’s diverse role within the watershed community.
- **Expand Community Education Initiatives:** Increase efforts to educate the public about environmental conservation ensuring all age groups are involved.
- **Engage Local Residents in Conservation:** Involve residents in discussions and decisions, recognizing their unique perspectives and needs for the future of the watershed.
- **Stewardship:** Lack of stewardship programs within the community that LTC supports.

Land and Resource Management

- **Strengthen Land Acquisition Policies:** Focus on acquiring land for conservation directly from the public to enhance protection efforts.
- **Protect Farmland and Watersheds:** Advocate for stronger legislation prioritizing the protection of remaining farmland and watersheds over development.
- **Ecosystem Needs in Resource Management:** Place greater importance on ecosystem needs alongside community needs in resource management decisions to maintain ecological integrity.

Watershed Health and Management

- **Assess Watershed Health:** Place greater emphasis on evaluating the health of watersheds to promote healthier communities.
- **Collaborate for Watershed Improvement:** Work with municipalities and the public to implement on-the-ground initiatives for watershed health.

- **Support Integrated Water Management:** Emphasize the need for integrated water management at the watershed level, specifically noting the Lower Trent as a sub-watershed within the Trent River watershed.
- **Collaborate Across Watersheds:** Highlight plans working with partners in other sub-watersheds of the Trent basin for comprehensive watershed management.

Development Policies and Regulations

- **Address Inequities in Development:** Recognize that economics often drives development in environmentally sensitive areas, and advocate for stricter enforcement of regulations to protect these regions.
- **Integrate Environmental Impact in Development:** Ensure that both environmental impact and the health/safety of watershed residents are top considerations in development decisions.

Stakeholder Collaboration and Support

- **Need for Municipal Buy-In:** Municipalities must support LTC's objectives, as they rely on their funding.
- **Understand Implications:** Municipalities should weigh in on the goals to grasp the implications of pursuing them.
- **Reference Provincial and Federal Agencies:** Acknowledge the roles of provincial and federal government agencies, such as Parks Canada and the TSW, in conservation efforts and resource management.
- **Encourage Effort for Change:** Foster a culture where stakeholders are motivated to prioritize environmental protection, ensuring accountability in conservation efforts.

Funding and Resource Challenges

- **Need for Increased Funding:** Advocate for more funding to improve staffing, maintain infrastructure, and manage complaints effectively.
- **Staffing and Resource Challenges:** Recognize that limited funding and staffing will hinder progress in conservation efforts.
- **Service Level Determinants:** Address that the level of services desired by municipalities and the public directly impacts LTC's funding and effectiveness.
- **Achievable Concerns:** Ensure objectives are practical and enforceable, not just theoretical.

Watershed Based Resource Management Strategy What are we doing?

Lower Trent Conservation's Role

- **Enhance Public Engagement:** Actively inspire and educate the community about LTC's initiatives and policies through hosting more events to engage the wider community.
- **Strengthen Land Acquisition Policies:** Work with landowners on acquiring land for conservation to enhance protection efforts. This is being addressed in the Conservation Lands Strategy.
- **Assess Watershed Health:** Continue to evaluate watershed health to promote healthier communities and guide conservation efforts.

- **Support Integrated Watershed Management:** Collaborate with provincial and federal government agencies to pursue integrated water management initiatives.
- **Encourage Effort for Change:** Increase education and outreach efforts to foster a culture prioritizing environmental protection, ensuring accountability in conservation efforts.
- **Understand Implications:** Engage in discussions about conservation goals to grasp the implications for development and community needs.

Collaborative Opportunities

- **Joint Education Initiatives:** LTC, municipalities, and stakeholders can collaborate to host community education events that promote conservation and watershed health.
- **Integrated Planning Sessions:** Hold regular meetings that include LTC, municipal leaders, and community stakeholders to discuss land use, watershed management, and conservation strategies.
- **Policies:** Work with Conservation Ontario to advocate for the development of stronger policies.
- **Funding Advocacy:** Jointly advocate for increased funding from provincial and federal government and private sources to support conservation initiatives and infrastructure needs.
- **Monitoring and Reporting:** Collaborate on watershed health assessments and share findings with the community to foster transparency and accountability.

7 PERIODIC REVIEW

This document should be reviewed every four years. This will permit LTC to adapt its programs and priorities to consider evolving political and socio-economic matters and address emerging environmental issues. It will also give an opportunity for every Board of Directors (appointed every 4 years) to review, update and approve the Watershed Based Resource Management Strategy. Ongoing/annual review of the strategy by staff will facilitate the four-year review.

Stakeholders and the public should be consulted during these periodic reviews, in a manner that aligns with the degree of revisions and meets any regulatory requirements.

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APPENDIX 1

Lower Trent Conservation Inventory of Programs and Services

Update: August 17, 2023

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program 2023 Cost Estimate (\$)	Funding mechanism and percentage of costs
Enabling Services:						
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable Lower Trent Conservation to operate in an accountable, transparent, efficient and effective manner.						
	Corporate Services Administration Human Resources	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.	1	CA Act 21.1	\$797,825	Municipal Levy - 67% Self-Generated – 33%
	Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	CA Act 21.1		
	Legal Expenses	Costs related to agreements/contracts, HR, etc.	1	CA Act 21.1		
	Governance	Supporting CA Boards, Advisory Committees, Office of CAO/ST	1	CA Act Part IV		
	Communications and Outreach	Public awareness-natural hazards, flood forecasting and warning, permitting requirements, natural hazard identification, mitigation, readiness and response, governance, policy, municipal and public relations and engagement, conservation lands. Website and social media content management.	1	CA Act 21.1		
	Administration Buildings	Office buildings and workshop used to support LTC staff, programs, and services. Includes utilities, routine and major maintenance, property taxes.	1	CA Act 21.1		
	Information Management/ Information Technology/GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. Data collection, mapping, data sets, watershed photography. This includes geographical information systems and support.	1	CA Act 21.1		

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program 2023 Cost Estimate (\$)	Funding mechanism and percentage of costs
<p>Natural Hazard Management Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education, and public awareness.</p>						
	Section 28 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants and legal costs.	1	CA Act 21.1(1)	\$605,638	Municipal Levy – 43% Self-Generated – 57%
	Enforcement and Compliance	Under Part VII of the Conservation Authorities Act – enforcement and compliance to Part VI Section 28 permits	1	CA Act 21.1(1), 28		
	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR), delegated to CAs (1983). Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.	1	CA Act 21.1(1)		
	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, communications and response and equipment maintenance. Annual meeting with municipal flood emergency coordinator.	1	CA Act 21.1(1)	\$68,831	Provincial Transfer Payment – 100%

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
	LTC Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, berms, erosion control, etc.) that are annually inspected, and routine maintenance work completed. These structures are included in the asset management plan.	1	CA Act 21.1(1)	\$75,591	Municipal Levy – 100%
	Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure operations and management. Includes all water management structures (flood control, dams and channels, berms, weirs, erosion control, etc.) that are annually inspected, and routine maintenance work completed.	2	CA Act 21.1.1	\$5,916	Municipal Levy – 100% Benefit Based Apportionment Levy – 100% for 2024
	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and support from our municipal partners.	1	CA Act 21.1(1)	Varies from year to year	Provincial WECI– 50% Benefit Based Apportionment Levy – 50%
NEW	Low Water Response	Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CA Act 21.1(1)	Currently included under FFW	Municipal Levy – 100%
	Natural Hazards Communications, Outreach and Education	Promote public awareness of natural hazards including flooding, drought, and erosion. Attending public events, supplying materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters, dangers of dams, etc.	1	CA Act 21.1(1)	\$9,259	Municipal Levy – 100%
	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping updates, flood forecasting system assessment, floodplain policy, Floodplain (FHIMP) project management. These projects often last one to two years and are distributed	1	CA Act 21.1(1)	Varies from year to year	Municipal % Province % Federal % Other Grant funding when available FHIMP Municipal – 50%

		over time as human resources and funding is available.				Federal – 50%
	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Provincial Water Quality and Quantity Monitoring						
Program Description: Lower Trent Conservation, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions as well as an investment into long-term monitoring of climate change trends.						
	Provincial Water Quality Monitoring Network (PWQMN)	CA/MECP partnership for stream water quality monitoring at 9 sites. LTC staff take water samples and MECP does lab analysis and data management. Information is used for watershed report cards and watershed project prioritization.	1	CA Act 21.1(1) O. Reg. 686/21 12 (1) 2	\$10,112	Municipal Levy – 100%
	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 11 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring and watershed report cards.	1	CA Act 21.1(1) O. Reg. 686/21 12 (1) 1		Municipal Levy – 100%
Local Water Monitoring						
Program Description: Lower Trent Conservation, in partnership with community organizations, municipalities, and federal and provincial agencies has established sites to monitor surface water quality and quantity as well as many other parameters to support a healthy ecosystem.						
	Surface Water Quality Monitoring Benthic Macroinvertebrates Baseflow Monitoring	Surface water quality monitoring at 29 baseflow sites, (in addition to PWQMN), 9 additional surface water quality monitoring locations, benthic monitoring at 26 OBBN sites across the watersheds. Costs include equipment and calibration, sampling, analysis, and reporting. Information is used for watershed report cards and watershed project prioritization.	3	CA Act 21.1.2	\$46,235	Municipal Levy – 100% 2024 MOU – 100%

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
<p>Drinking Water Source Protection Program Description: The protection of municipal drinking water supplies in the Trent Conservation Coalition (TCC) Region and the Lower Trent Conservation Source Protection Area through the development and implementation of TCC Source Protection Plans. The TCC is a complex regional grouping of five Source Protection Areas including Lower Trent, Crowe, Otonabee, Kawartha and Ganaraska Conservation Authorities</p>						
	Regional Drinking Water Source Protection Program (DWSP)	Coordination of the Trent Conservation Coalition Source Protection Region. Governance support of the Source Protection Committee, administration, technical support. Section 34, 35 and 51 amendments, Section 36 reviews of the Source Protection Plans and Assessment Reports. Activities required by the Clean Water Act and regulations.	1	CA Act 21.1(1) Clean Water Act	\$332,071	Provincial Transfer Payment– 100 %
	Local Source Protection Area DWSP	Source Protection Authority reports, meetings and governance. Delivery of the Activities required by the Clean Water Act and regulations.	1	CA Act 21.1(1) Clean Water Act	\$56,211	Provincial Transfer Payment – 100%
	DWSP Risk Management Official	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements.	2	CA Act 21.1.1	\$104,000	Existing Municipal Agreements – 100 % 2024 MOU – 100%
	DWSP Education and Outreach	Carrying out Source Protection Plan policy G5: Education and Outreach specified action responsibilities on behalf of municipalities through service agreements.	2	CA Act 21.1.1	\$18,120	Existing Municipal Agreements – 100 % 2024 MOU – 100%
<p>Watershed-based Resource Management Strategy Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.</p>						
NEW	Strategy Development	New Project: Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development, implementation, and annual reporting. This project builds on previous Watershed Management Strategies.	1	CA Act 21.1(1) O. Reg. 686/21 12 (1) 3	\$36,768	Surplus Funds – 100%

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Conservation Authority Lands Program Description: Lower Trent Conservation owns over 3,707 acres (1,500 ha) of land which includes conservation areas, management areas, forests, farmland and flood control structures and surrounding land. Lower Trent Conservation, property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.						
	Section 29 Enforcement and Compliance	Conservation Areas regulation enforcement and compliance.	1	CA Act 21.1(1) CA Act 29	\$330,646	Municipal Levy – 100 %
	Conservation Lands Management	Management and maintenance of all LTC properties including 10 conservation areas and 7 natural heritage areas with over 20 kilometers of recreational trails. Includes passive recreation, forest management, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	1	CA Act 21.1(1)		Municipal Levy – 80%, Self-Generated – 20% Costs greater than \$5,000 in capital budget
	Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, pavilions, trails.	1	CA Act 21.1(1)		Municipal Levy – 100% Major works greater than \$5,000 in capital budget
	Land acquisition	Strategic acquisition of environmentally significant properties.	2/ 3	CA Act 21.1	varies	
	Vehicles and Equipment	Vehicles and equipment to support the work of LTC, including, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	CA Act 20	\$16,365	Municipal Levy - 100% Costs greater than \$5,000 in capital budget
NEW	Conservation Authority Lands Inventory	New Project: The land inventory will include the following information: location, date obtained, method and purpose of acquisition, land use. Project updates as inventory changes.	1	CA Act 21.1(1) O. Reg. 686/21 9 (3)	unknown	Municipal Levy – 100%
NEW	Conservation Lands and Area Strategy	New Project: A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage,	1	CA Act 21.1(1)	Combined with WBRMS	

		classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. Updates of existing conservation area management plans.		O. Reg. 686/21 9 (1)		
NEW	Land Acquisition and Disposition Policy	Update: Update current policy to guide the acquisition and disposition of land to fulfill the objects of the authority.	1	CA Act 21.1(1) O. Reg. 686/21 9 (2) vi	unknown	Municipal Levy – 100 %

	Program/Service and Subservices	Description	Category (1,2,3)	Category Rationale Act/Regs	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Special Projects						
Program Description: Lower Trent Conservation delivers other programs that are not part of the mandatory programs and services as outlined in O. Reg. 686/21. Most of these programs are funded without municipal levy but occasionally there are opportunities for municipal participation based on special benefitting funding. All of the programs influence and enhance the health and watershed management of the LTC. They are part of a larger integrated watershed management model.						
	Bay of Quinte Remedial Action Plan Office	To fulfil the delisting criteria for the Bay of Quinte Area of Concern under the Great Lakes Water Quality Agreement. Includes governance, administration, stakeholder and public outreach, First Nation engagement, communications, stewardship programs, data compilation and analysis, science coordination and review, strategic planning and reporting	3	Great Lakes Water Quality Agreement CA Act 21.1.2	\$215,000	Provincial funding - 50% Federal Funding - 50% No Municipal funding, no MOU/agreement required
	Youth Education	The portion of the education program not directed to mandated programs primarily centered on watershed and natural environment curriculum	3	CA Act 21.1.2	\$92,118	Self-Generated –100% 2024 MOU - 0.5 FTE
	Community Outreach and Stewardship	Programs that include stewardship and community outreach. Examples include the annual native plant and wildflower sales, private land stewardship including tree planting, guided conservation area field trips, webinars, 50 Million Tree program, etc.	3	CA Act 21.1.2	\$25,000	Municipal Levy – 90% Self-Generated – 10% 2024 MOU - 0.2 FTE and related expenses

NEW	Future Initiatives	Opportunities for new projects that benefit the watershed and its municipal partners can occur anytime and can have varying durations. These projects may require matching funding or be self-sustaining. New projects may require municipal participation and/or funding. Examples include but are not limited to: Watershed/Subwatershed Plans Technical Projects Mapping Projects Stewardship and Restoration Flood and Erosion Control Significant Partnership Opportunities	3	CA Act 21.1.2		
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Appendix 1

Caveats –

- 1) All of the financial information provided is based on estimates, including the percentage of the total annual fund contributions of the various funding providers.
- 2) Under O. Reg. 687/21 Section 6. (2)(c)(i)(D) if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment

The costs associated with each program and service are estimated based on the 2023 approved budget for Lower Trent Conservation. Due to the COVID pandemic affecting costs for the past few years, a five-year estimate is not reflective of current and future costs. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. As well program operations are often modified based on best management practices.

- 3) The financial information included in the tables are associated with operational costs only.

Category 2 Summary Information

New or Existing MOUs	Category 2 Service	Participating Municipalities	Date of agreement (most recent version)
Existing	DWSP Risk Management Official	Alnwick-Haldimand Brighton Cramahe Stirling-Rawdon Trent Hills	January 2020
Existing	DWSP Education and Outreach	Alnwick-Haldimand Brighton Cramahe Stirling-Rawdon Trent Hills	January 2020
NEW	DWSP Education and Outreach	Quinte West	No agreement in place, invoice for service MOU required
NEW	Non-LTC Owned Flood and Erosion Control Infrastructure Operation and Management	Quinte West Trent Hills Stirling-Rawdon	MOU to be developed, to date the service has been paid from municipal levy Category 2 services MOUs required for benefit based apportionment
NEW	Future Initiatives Opportunities for new programs or services that benefit the watershed and its municipal partners can occur at anytime. These programs and services may be requested by a municipality.		MOUs developed as required

Appendix 3

Category 3 Summary Information

New or Existing MOUs	Category 3 Service	Participating Municipalities	Date of agreement (most recent version)
NEW	Local Water Monitoring Program	All municipalities	No agreement in place, Board directive MOU required
NEW	Youth Education	All municipalities	No agreement in place - MOU required
NEW	Community Outreach and Stewardship	All municipalities	No agreement in place - MOU required

Category 3 Summary Information

For existing Category 3 programs and services, the Local Water Monitoring program and Community Outreach and Stewardship have been financed through the levy apportionment.

Youth Education has been self-funded with no municipal funds required.

Future initiatives under Category 3 programs and services, the potential exists to seek funding for projects from municipal partners. Projects that are beneficial to the watershed as a whole or that are benefitting to a particular municipality are variable and generally dependent on other funding sources and their funding criteria.

Lower Trent Conservation will continue to actively search for alternate funding for beneficial watershed and research projects.

Lower Trent Conservation intends to enter into cost apportioning agreements with municipalities as projects are developed and executed, when necessary.

APPENDIX 2

INFORMATION SUPPORTING LTC PROGRAMS

1. LTC Conservation Report, 2018.

- This Report was prepared in-house to provide an understanding of the current state of the Lower Trent watershed region and the issues faced today. It updates the 1970 Conservation Report (Department of Energy and Resources Management, 1970 a, b, c) and provides background information about LTC watersheds, programs and services, and identifies data/information gaps and watershed issues. It also sets out goals and priorities for the next 10 years and is intended to help guide the Conservation Authority's program planning and priorities.

2. Flood Plain Studies and Mapping

a. One-Zone Areas

- **Trent River Floodplain Mapping Report, 1975.** M.M. Dillon Limited.
- **Floodplain Mapping Study of the Trent River and Rice Lake, 1983.** Cumming-Cockburn & Associates.
 - Includes mapping of Flood Damage Areas:
 - Hastings
 - Campbellford
 - Percy Boom
 - Frankford
- **Shelter Valley & Barnum House Creeks:** Shelter Valley and Barnum House Creeks Floodplain Study, 1978. Crysler & Lathem Ltd.
- **Colborne Creek (Colborne):** Floodplain Mapping Colborne Creek, Village of Colborne, 1982. Kilborn Limited (Note: 2-Zone study undertaken but results did not support creation of a 2-Zone policy).
- **Dead & York Creeks (Murray Ward):** Dead & York Creek Subwatershed Plan, 1998. Totten Sims Hubicki Associates.
- **DND Creek (Trenton):** DND Creek Floodline Mapping Study, 2002. PSR Group Ltd.
- **Glen Miller Creek (Trenton & Sidney Ward):** Floodplain Mapping and Preliminary Engineering Study, Glen Miller Creek, 1983. Cumming-Cockburn & Associates Limited (CCA); and the Spill Analysis of the Glen Miller Creek by CCA dated April 1984.
- **Killoran Creek (Hastings):** Killoran Creek Flood Reduction Study, 1985. Totten Sims Hubicki Associates.

- **Mill/Burnley Creek (Warkworth):** Mill Creek Preliminary Engineering Study, 1983. Cumming-Cockburn & Associates Limited.
 - **Rawdon Creek (Stirling other than Special Policy Area):** Flood Damage Reduction Study, Rawdon Creek, Village of Stirling, 1985. Kilborn Limited.
 - **Meyers, Massey and other South Sidney Creeks (Sidney Ward):** South Sidney Watershed Plan, 1985. Totten Sims Hubicki Associates.
- b. **Two-Zone Areas**
- **Butler Creek 2-Zone (Brighton):** Butler Creek Flood Reduction Study, 1988. Totten Sims Hubicki Associates.
 - **Cold Creek 2-Zone (Frankford):** Floodplain Assessment & Policy Formulation for a Two Zone Concept Application in the Village of Frankford, July 1983. Totten Sims Hubicki Associates.
 - **Mayhew Creek 2-Zone (Trenton):** Mayhew Creek Two-Zone Concept, City of Trenton and Township of Murray, 1983. Totten Sims Hubicki Associates. – Note that the 2-Zone was only implemented in Trenton and not Murray Township.
 - **Trout Creek 2-Zone (Campbellford):** Final Report Trout Creek Floodplain Management Study, 1982. MacLaren Plansearch Inc.
3. **Flood Plain Studies Updates, 2024**
- **Colborne Creek:** Update to 1982 report
 - **Mayhew Creek:** Update to the 1983 report
 - **Cold Creek:** Update to the 1983 Report
 - **Butler (Proctor) Creek and Arena Creek:** Update to the 1988 report and will be inclusive of Arena Creek
 - **Rawdon Creek:** Update for 1985 report and will provide floodplain mapping areas upstream of previous study limit
 - **Trent River:** Update to 1975 and 1983 reports
4. **Lake Ontario Shoreline Management Plan, 2020**
- The key objective of this report is to increase the resilience of coastal communities, protect new development from coastal hazards, update existing hazard mapping and protect and enhance existing private and public properties.
5. **Bay of Quinte 100-Year Combined Flood Level – Letter report, 2020**
- This report provides information on an updated flood hazard elevation for the Bay of Quinte.
6. **Subwatershed Plans**

- **South Sidney Subwatershed Plan**, 1995. Totten Sims Hubicki Associates. Study was completed to provide requirements for consideration of development and redevelopment in the Township of Sidney, Quinte West.
 - **Dead & York Creek Subwatershed Plan**, 1998. Totten Sims Hubicki Associates. Study was initiated in order to provide recommendations to assist the Municipality and LTC during the review of *Planning Act* submissions and permit applications due to increased development pressure in Murray Township.
7. **Oak Lake Water Quality Monitoring Report and Lake Management Plan**, 2019 – City of Quinte West document.
 - This report documents the current water quality conditions of Oak Lake, provides recommendations for future monitoring opportunities, and recommendations on how to protect the health of the lake.
 8. **Beacon Environmental – Recommendations for Conducting Wetland Environmental Impact Studies (EIS) for Section 28 Regulations Permissions**, 2011
 - The report was created to help Conservation Authorities establish and undertake a program designed to further the conservation, restoration, development and management of natural resources under the CA Act.
 8. **FFW Contingency Plan**, 2023
 - This report and plan outlines the roles of the parties affected by, and responsible for, the anticipation of potential flood situations. LTC's role and responsibilities are highlighted within this report. This report is update annually.
 9. **LTC's Flood and Erosion Control Structures Operation and Maintenance Manual**, 2023 **Capital Works Projects**
 - This in-house document summarizes the capital works projects which have been undertaken in the watershed.
 10. **Warkworth Dam Operation, Maintenance, Safety and Surveillance Manual**, 2023
 - This manual, prepared by DM Wills, outlines the requirements for the operation, maintenance and surveillance of the Warkworth Dam.
 11. **Conservation Lands Reports**
 - a. **Conservation Lands and Areas Strategy**, 2024: The Conservation Lands and Areas Strategy was prepared by LTC to meet the provisions for a “Conservation Area Strategy” set out under Section 21.1 of the *Conservation Authorities Act* and Ontario Regulation 686/21 under the CA Act. The document sets out LTC's policies and priorities for its Conservation Lands Program and guides decision-making for lands management.
 - b. **Conservation Area Master Plans**: Goodrich-Loomis (1995), Proctor Park (1999), Warkworth (2011). These documents were prepared in-house in conjunction with public consultation. The plans provide background on the property, identify issues, and set out

recommendations to ensure that future management of the areas meet the needs and expectations of Conservation Area users.

- c. **Conservation Area Backgrounder & Management Plans:** Bleasdel (2017), Glen Miller (2017), Haldimand (2017), Kings Mill (2017), Sager (2017), Seymour(2017), Trenton Greenbelt (2015) These documents were prepared in-house for Conservation Areas where Master Plans have not been completed. The documents provide a description of the Conservation Area, identify issues, and future maintenance requirements.
- d. **Alderville Woods Conservation Management Plan, 2004:** This document was prepared by the Nature Conservancy of Canada as part of the land transfer process to LTC. The plan was prepared to assess the conservation values and stewardship requirements of the property. It provides baseline information, identifies key conservation targets, and recommends a monitoring and stewardship program.
- e. **Burnley Creek Natural Habitat Area Management Plan, 2011:** This plan was prepared in-house as a requirement of the land transfer to LTC. The purpose of the document is to guide naturalization and wildlife habitat enhancement, identify maintenance requirements, identify the potential for educational/recreational activities, and identify promoted uses, permitted uses, and prohibited uses of the property.
- f. **Murray Marsh Natural Habitat Area Management Plan, 2014:** This plan was prepared in-house by LTC with extensive public consultation. The plan provides background information on the property and provides recommendations to address management concerns.
- g. **Natural Habitat Area Backgrounders and Management Plans:** Barnum House Creek (2017), Douglas Springs (2017), Keating Hoards (2017), Trenton Escarpment (2017). These plans were prepared in-house for properties where management plans have not been completed. The documents provide an overview of the existing conditions and history of the properties as well as uses and land management practices. They also outline required future maintenance/upgrades and future considerations for the properties.

12. Key Geographic Information Data:

- a. **Central Geodatabases**
 - Digital Orthoimagery: 2008, 2013, 2018, 2023
 - Ontario Hydro Network
 - Digitized and Vector Floodlines
 - LiDAR high resolution terrains
 - Drinking Water Source Protection assessment report database
 - Bay of Quinte Remedial Action Plan technical data
- b. **Archived Aerial Photographs:** 1953/54, 1982, 1989, 1993, 2002

- The aerial photographs are a mixture of black and white and various scales. Some sets provide complete watershed coverage and others only partial coverage.
- c. **Ontario Base Maps**
- Coverage of the watershed region at a scale of 1:10,000
- d. **Federal National Topographic Series Maps**
- Complete coverage of the watershed at a scale of 1:50,000 and partial coverage at a scale of 1:25,000
- e. **Records and Asset Management:**
- SharePoint
 - Permitting/Planning Records
 - Vehicles/ Equipment / Buildings / Lands Assets Records
- f. **Water Information Systems:**
- WISKI, KiECO, and KiDAT is a suite of water and meteorological data management tools developed by the software company KISTERS. It is complementary to GIS, handling time series of watershed data. The software is used for storing, managing, analysing and reporting surface water, ground water, water quality, waste water, drinking water and meteorological data.

13. Drinking Water Source Protection Reports

- a. **Trent Assessment Report** (updated February 2, 2022): The report was prepared by the Trent Conservation Coalition Source Protection Committee to identify the threats and risks to municipal drinking water sources in the Trent River watershed.
- b. **Trent Approved Source Protection Plan** (updated February 2, 2022): The report was prepared by the Trent Conservation Coalition Source Protection Committee to set out policies to address the threats and risks to municipal drinking water sources in the Trent River watershed.

In addition to the Assessment Report and Source Protection Plan, numerous documents were prepared to support the Source Protection Committee in the development of these reports. They include:

- Watershed Characterization (2008)
- Water Budgets (2007-2010)
- Technical studies to delineate and score municipal water supply vulnerable areas. This includes the original technical studies and updated studies for Section 34 updates due to new or modified municipal water supplies (2007- 2021)
- Technical studies to delineate Significant Groundwater Recharge Areas (2009) and Highly Vulnerable Aquifers (2009)

14. Bay of Quinte Remedial Action Plan (BQRAP) Reports

- a. **Bay of Quinte Stage 1 Remedial Action Plan Report (Environmental Setting + Problem Definition)**, 1990: The report was prepared by the BQRAP Coordinating Committee. It identifies 10 environmental challenges (beneficial use impairments) needing to be addressed in the Remedial Action Plan process.
- b. **Bay of Quinte Stage 2 Remedial Action Plan Report (Time to Act)**, 1993: This report, prepared by the BQRAP Coordinating Committee, identifies 80 recommended actions to restore, protect and monitor environmental quality in the Area of Concern.
- c. **BQRAP BUI (Beneficial Use Impairment) Assessment Reports**

These documents provide an assessment of the Beneficial Use Impairment and recommends based on scientific evidence that the Beneficial Use Impairment is restored to support delisting. The following Assessment Reports have been prepared and the recommendations accepted by the Area of Concern Leads:

- Degradation of Fish and Wildlife Populations (2016)
- Fish Tumors and other Deformities (2015)
- Degradation of Benthos (2017)
- Restrictions on Dredging Activities (2015)
- Restrictions on Drinking Water or Taste and Odour Problems (2019)
- Beach Closures (2018)
- Degradation of Aesthetics (2020)
- Loss of Fish and Wildlife Habitat (2016)

Assessment Reports for the following Beneficial Use Impairments are at various stages of development:

- Restrictions on Fish Consumption
- Eutrophication and Undesirable Algae
- Degradation of Zooplankton and Phytoplankton

In addition to the Assessment Reports a Phosphorus Management Plan is in development for the Bay of Quinte. This plan will ensure that further reductions in phosphorus levels are achieved and the progress made by the Remedial Action Plan in rehabilitating the bay is maintained.

15. Natural Heritage Studies

- a. **Natural Heritage Report Campbellford/Seymour/Percy/Hastings/Quinte West/Belleville**, 2001: Through the BQRAP, LTC developed this report to define a Natural Heritage System for the study area.

- b. **BQRAP Natural Heritage Strategy, 2015:** Through the Bay of Quinte Remedial Action Plan, LTC developed a Natural Heritage Strategy for consideration of the municipalities and the First Nation Territory of the Bay of Quinte Region.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: October 10, 2024
To: Board of Directors
Re: 2025 Draft Budget
Prepared by: Rhonda Bateman, Chief Administrative Officer and
 Chitra Gowda, Manager, Corporate Services

PROPOSED RESOLUTION:

THAT the Lower Trent Conservation 2025 Draft Budget be accepted; and
 THAT the approved draft budget be sent to our municipal partners for the required 30 day consultation period.

BACKGROUND:

For the development of the 2025 Lower Trent Conservation (LTC) Budget, the Board directed on June 13, 2024 that a sub-committee be formed that would be comprised of three Board of Directors, the CAO/Secretary-Treasurer and Manager, Corporate Services. The sub-committee was formed accordingly including Directors Brahaney, Wright, and Wheeldon; with Director Sandford as an alternate. Three meetings were held on August 16, August 23, and September 6, 2024. Meeting content included Terms of Reference, timeline, legislative and regulatory requirements, the budget process, current financial and other information to be considered in developing the draft budget.

On September 9, 2024 the Board of Directors reviewed the sub-committee presentation on two versions of the 2025 preliminary draft budget. The first version proposed two new positions: Watershed Engineer and Conservation Lands and Stewardship Technician; as well as a recurring position: Conservation Lands Maintenance Technician. The second version of the draft budget did not include the Watershed Engineer position nor the Conservation Lands Maintenance Technician; however, it did include the costs of external consulting services for engineering tasks that are required to be carried out under the Conservation Authorities Act.

The Board of Directors discussed the two proposed draft budget versions, including costs within and outside of LTC's control. It was noted that a tax increase of 5% is the limit for the City of Quinte West. It was also noted that cost of living adjustments are generally not proportional to the higher, increasing costs of insurance gas, and other expenses. The Board provided direction to staff to look for further savings to reduce municipal levy amounts.

DISCUSSION:

Following the direction received from the Board of Directors, an exercise was carried out to decrease general municipal levy and reduce the reliance upon reserves - where possible. The 2025 draft budget is prepared with notable changes and similarities below, as compared to draft budget Version 2 presented on September 9, 2024. Costs shown are estimates only.

Staffing (remains the same as Version 2 presented on September 9, 2024):

- Not included: Watershed Engineer and Conservation Lands Maintenance Technician (\$170,000)
- Includes: external engineering consulting (\$40,000) and proposed staff merits (\$15,000)

Operations:

- Excludes: roof waterseal and paint project for Goodrich Loomis Centre (\$4,000); radial arm saw (\$1,800); 3% proposed increase on board per diems (\$330)
- Includes: salary review by external consultant (\$30,000) - however the funding source is surplus expected from 2024 Enabling/Corporate Services operations, rather than general levy

Capital:

- Excludes: ¾ ton truck (\$60,000), tractor (\$75,000) - the tractor will be purchased within the 2024 budget year per the approved budget
- Includes: new truck lease (\$18,000/year) with possibility of purchase at the end of the lease; and phase 1 of a signage design project (\$12,700) rather than the full project cost (\$30,000) that was in Version 2

Revenue Sources:

The draft budget 2025 is also updated for revenue sources as follows,

- **Surplus:** A surplus of approximately \$80,000 is expected from 2024 Enabling/Corporate Services due to projects that started later in the year or moved to 2025 for reasonable workload considerations.
- **Interest earned:** The interest earned from the bank has decreased with the declining interest rates expected to drop to around 2.75% in mid-2025. Even so, it is expected that the interest earned will be around \$60,000 in 2025, which is higher than the previous estimate for this revenue line item.

The above revenue sources result in a decrease in general municipal levy compared to the two versions presented to the Board at its last meeting.

SUMMARY:

Staff have now completed the 2025 Draft Budget for review and is attached. In summary, the Table 1 below is provided.

Table 1: An Overview of Draft Budget 2025

	Budget 2024 \$	Draft Budget 2025 \$	Change \$	Change %
<i>Staffing</i>	1,946,586	2,108,828		
<i>Operating</i>	726,074	781,173		
Sub-Total Operations	2,672,661	2,890,001	+217,340	+8
Sub-Total Capital	219,400	98,105	-134,000	-55
TOTAL	2,892,061	2,988,106	+96,045	+3

- **2025 LTC Draft Budget Details**
- **2025 LTC Draft Capital Budget Details**

RECOMMENDATION: That staff proceed with the 2025 draft budget for municipal consultation.

2025 LOWER TRENT CONSERVATION (LTC) BUDGET - DRAFT						
CATEGORY 1 - MANDATORY & ENABLING/CORPORATE SERVICES	PROGRAM	EXPENSES	2024 BUDGET	DRAFT 2025 BUDGET	NOTES	
	NATURAL HAZARD MANAGEMENT					
		Staffing	\$ 547,843	\$ 570,387	Per program allocation	
		Operating	\$ 146,338	\$ 201,180	Includes engineering consultant costs	
		Capital	\$ -	\$ -		
	PROVINCIAL WATER QUALITY-QUANTITY MONITORING					
		Staffing	\$ 24,284	\$ 25,708	Per program allocation	
		Operating	\$ -	\$ -	Staff time only required	
		Capital	\$ -	\$ -		
	DRINKING WATER SOURCE PROTECTION (DWSP)					
	Staffing	\$ 307,374	\$ 330,559	Per program allocation		
	Operating	\$ 83,747	\$ 81,935	Regional overhead/admin: \$51,489; plus operating \$30,446		
	Capital	\$ -	\$ -			
CA LANDS/AREAS AND STEWARDSHIP						
	Staffing	\$ 242,600	\$ 312,725	Per program allocation, includes CL&S Technician		
	Operating	\$ 121,669	\$ 165,034			
	Capital	\$ 177,000	\$ 55,705	Commercial lawn mower \$25k + truck lease \$1500/mo + signage plan phase 1: \$12,705		
ENABLING SERVICES						
	Staffing	\$ 601,368	\$ 616,516	Per program allocation		
	Operating	\$ 284,869	\$ 241,525	IT services, salary review, board per diems, insurance etc.		
	Capital	\$ 42,400	\$ 42,400	IT computers 7 qty \$22,4K + Cloud system \$20K		
	Operating Expenses Sub-Total	\$ 2,360,592	\$ 2,545,569			
	Capital Expenses Sub-Total	\$ 219,400	\$ 98,105			
	TOTAL EXPENSES - CATEGORY 1	\$ 2,579,992	\$ 2,643,674			
INCOME - CATEGORY 1 PROGRAMS AND SERVICES			2024 BUDGET	DRAFT 2025 BUDGET	NOTES	
	Provincial Funds	\$ 68,831	\$ 68,831	S. 39 funding from MNRF		
	Federal Funds	\$ 13,902	\$ 45,840	Canada Summer Jobs (CSJ) funding for 3 students (Cat1)		
	Municipal - Rebates/Recoveries	\$ 22,167	\$ 22,167	TGBCA (Parks Canada) property taxes removed		
	Legal inquiries / Permit Fees	\$ 180,000	\$ 180,000	Projecting similar amounts as 2024		
	Plan Review Fees	\$ 130,000	\$ 130,000	Projecting similar amounts as 2024		
	Conservation Lands Fees and Leases Income	\$ 30,333	\$ 30,333	Leases \$28,333 (multi-year terms no changes) + Facilities \$2K		
	Administered Programs	\$ 256,000	\$ 171,489	BQRAP \$120k (same as 2024)+DWSP admin/overhead \$51,489		
	Drinking Water Source Protection	\$ 391,121	\$ 361,005	Recovered by Regional DWSP - MECP Funding		
	Recovered Miscellaneous Revenue	\$ 30,000	\$ 60,000	Updated estimate based on actuals and predicted bank int rate		
	General Donations	\$ 3,000	\$ 3,000	Canada Helps + Other non-dedicated donations.		
	Operations Surplus	\$ -	\$ 80,000	Anticipated surplus from Enabling Services 2024		
	Municipal - General Levies	\$ 1,235,238	\$ 1,392,904			
	Operating Revenue Sub-Total	\$ 2,360,592	\$ 2,545,569			
	Municipal - Capital Levies	\$ 98,105	\$ 98,105	Per the Capital Assets Management Plan (2020 - 2040)		
	Capital Reserves	\$ 121,295	\$ -			
	Capital Revenue Sub-Total	\$ 219,400	\$ 98,105			
	TOTAL REVENUE - CATEGORY 1	\$ 2,579,992	\$ 2,643,674			
CATEGORY 2 - NON-MANDATORY	PROGRAM	EXPENSES	2024 BUDGET	DRAFT 2025 BUDGET	NOTES	
	NON-OWNED FLOOD AND EROSION CONTROL INFRASTRUCTURE					
		Staffing	\$ 6,107	\$ 6,568	Per municipal MOUs	
		Operating	\$ -	\$ 200	Staff travel and mileage	
		Capital	\$ -	\$ -		
	LOCAL DRINKING WATER SOURCE PROTECTION (DWSP) - RISK MANAGEMENT PART IV & EDUCATION					
		Staffing	\$ 111,832	\$ 115,186		
		Operating	\$ 26,818	\$ 28,053	20% overhead costs+ SP operating expenses	
		Capital	\$ -	\$ -		
		TOTAL EXPENSES - CATEGORY 2	\$ 144,757	\$ 150,007		
INCOME - CATEGORY 2 PROGRAMS AND SERVICES			2024 BUDGET	DRAFT 2025 BUDGET V3	NOTES	
	Provincial Funds	\$ -	\$ -			
	Federal Funds	\$ -	\$ -			
	Municipal - Agreements	\$ 6,107	\$ 6,768	For non-owned FCS and ECS infrastructure work		
	Municipal - SP Agreements	\$ 138,650	\$ 143,239	For local DWSP - RMO/1 Part IV and Education		
	Miscellaneous Revenue	\$ -	\$ -			
	TOTAL REVENUE - CATEGORY 2	\$ 144,757	\$ 150,007			

CATEGORY 3 - SPECIAL PROJECTS	PROGRAM	EXPENSES	2024 BUDGET	DRAFT 2025 BUDGET	NOTES																			
	LOCAL WATER QUALITY MONITORING																							
		Staffing	\$ 53,353	\$ 59,126	<i>Per program allocation</i>																			
		Operating	\$ 22,133	\$ 22,797	<i>Travel, equipment, supplies for program operations</i>																			
		Capital	\$ -	\$ -																				
	YOUTH EDUCATION																							
		Staffing	\$ 51,825	\$ 55,225	<i>Per program allocation</i>																			
		Operating	\$ 15,000	\$ 15,450	<i>Youth Education events including Children's Water Festival</i>																			
		Capital	\$ -	\$ -																				
	COMMUNITY OUTREACH & PRIVATE STEWARDSHIP																							
	Staffing	\$ -	\$ 16,828	<i>Per program allocation</i>																				
	Operating	\$ 25,000	\$ 25,000	<i>Native Plant & Tree Seedling Sales, same as 2024 amount</i>																				
	Capital	\$ -	\$ -																					
TOTAL EXPENSES - CATEGORY 3			\$ 167,311	\$ 194,425																				
INCOME - CATEGORY 3 PROGRAMS AND SERVICES		2024 BUDGET	DRAFT 2025 BUDGET	NOTES																				
	Provincial Funds	\$ -	\$ -																					
	Federal Funds	\$ 13,902	\$ 13,902	<i>CSJ Funding, if approved, for 3 Students (2 Monitoring + 1 Yth Ed)</i>																				
	Municipal - Agreements Monitoring	\$ 66,218	\$ 72,655	<i>Local Water Quality Monitoring Program</i>																				
	Municipal - Agreements Youth Education	\$ 38,431	\$ 41,831	<i>.5 FTE Youth Education Technician</i>																				
	Municipal - Agreements Stewardship	\$ -	\$ 16,828	<i>.2 FTE CL Stewardship Technician</i>																				
	Stewardship-Outreach Funds	\$ 25,000	\$ 25,000																					
	Youth Education Funds	\$ 23,760	\$ 24,210																					
TOTAL REVENUE - CATEGORY 3			\$ 167,311	\$ 194,425																				
SUMMARY		2024 BUDGET	DRAFT 2025 BUDGET	Change																				
<table border="1"> <tr> <td>Staffing</td> <td>\$ 1,946,586</td> <td>\$ 2,108,828</td> <td></td> </tr> <tr> <td>Operating</td> <td>\$ 726,075</td> <td>\$ 781,173</td> <td></td> </tr> <tr> <td>Sub-Total Operations</td> <td>\$ 2,672,661</td> <td>\$ 2,890,001</td> <td></td> </tr> <tr> <td>Sub-Total Capital</td> <td>\$ 219,400</td> <td>\$ 98,105</td> <td></td> </tr> <tr> <td>TOTAL LTC BUDGET</td> <td>\$ 2,892,061</td> <td>\$ 2,988,106</td> <td>3.2% increase</td> </tr> </table>		Staffing	\$ 1,946,586	\$ 2,108,828		Operating	\$ 726,075	\$ 781,173		Sub-Total Operations	\$ 2,672,661	\$ 2,890,001		Sub-Total Capital	\$ 219,400	\$ 98,105		TOTAL LTC BUDGET	\$ 2,892,061	\$ 2,988,106	3.2% increase			
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2025 DRAFT Budget: Municipal Levies and MOU/Agreement Amounts

Program	Total Cost	Alnwick/ Haldimand	Cramahe	Brighton	Stirling-Rawdon	Trent Hills	Centre Hastings	Quinte West
Category 1 Programs								
General Levy - Operations	\$1,392,903.83	\$145,958.57	\$116,632.31	\$223,256.12	\$52,586.24	\$227,337.84	\$31,631.88	\$595,500.86
Capital Levy	\$98,105.00	\$10,280.15	\$8,214.65	\$15,724.37	\$3,703.75	\$16,011.86	\$2,227.90	\$41,942.32
Total Municipal Levy - 2025 Category 1	\$1,491,008.83	\$156,238.72	\$124,846.96	\$238,980.49	\$56,290.00	\$243,349.70	\$33,859.78	\$637,443.18
Category 2 Programs								
Risk Management Official	\$114,851.00	\$5,132.00	\$5,779.00	\$6,807.00	\$28,523.00	\$68,610.00	\$0.00	
Source Protection Education	\$28,388.00	\$1,170.00	\$1,340.00	\$1,215.00	\$2,725.00	\$14,126.00	\$0.00	\$7,812.00
Sub-Total Local Source Protection	\$143,239.00	\$6,302.00	\$7,119.00	\$8,022.00	\$31,248.00	\$82,736.00	\$0.00	\$7,812.00
Non-Owned Flood/Erosion Control Structures inspections	\$6,768.17				\$846.00	\$1,692.00	\$0.00	\$4,230.00
Total MOUs - 2025 Category 2	\$150,007.17	\$6,302.00	\$7,119.00	\$8,022.00	\$32,094.00	\$84,428.00	\$0.00	\$12,042.00
Category 3 Programs								
Youth Education	\$41,830.64	\$4,383.00	\$3,503.00	\$6,705.00	\$1,579.00	\$6,827.00	\$950.00	\$17,885.00
Stewardship/Outreach	\$16,827.90	\$1,763.00	\$1,409.00	\$2,697.00	\$635.00	\$2,747.00	\$382.00	\$7,194.00
Monitoring	\$72,654.92	\$7,613.00	\$6,084.00	\$11,645.00	\$2,743.00	\$11,858.00	\$1,650.00	\$31,062.00
Total MOUs - 2025 Category 3	\$131,313.46	\$13,759.00	\$10,996.00	\$21,047.00	\$4,957.00	\$21,432.00	\$2,982.00	\$56,141.00
TOTAL MOUs - 2025 Categories 2&3	\$281,320.63	\$20,061.00	\$18,115.00	\$29,069.00	\$37,051.00	\$105,860.00	\$2,982.00	\$68,183.00

Lower Trent Region Conservation Authority Levy Apportionment Data for 2025 and 2024

Municipality	% in CA	Municipal Population	Municipal Population in CA Jurisdiction	2024 Tax Year Current Value Assessment (CVA) (Modified) - used for Budget 2025	2024 Tax Year CVA (Modified) in CA Jurisdiction - used for Budget 2025	CVA Based Apportionment Percentage for 2025	CVA Based Apportionment Percentage for 2024	% Change between 2025 and 2024
Centre Hastings	44	3,504	1,542	574,904,899.0	252,958,156	2.27	2.27	0.1%
Quinte West	77	32,924	25,351	6,184,652,505.0	4,762,182,429	42.75	42.88	-0.3%
Stirling-Rawdon	76	3,925	2,983	553,327,400.3	420,528,824	3.78	3.76	0.4%
Alnwick/Haldimand	88	5,826	5,127	1,326,387,925.7	1,167,221,375	10.48	10.41	0.6%
Brighton	100	9,190	9,190	1,785,364,951.3	1,785,364,951	16.03	16.02	0.1%
Trent Hills	94	10,802	10,100	1,944,391,666.5	1,818,006,208	16.32	16.38	-0.3%
Cramahe	100	5,160	5,160	932,701,138.5	932,701,139	8.37	8.28	1.1%
		71,331	59,453		11,138,963,081	100.00	100.00	

CVA: Current Value Assessment. Note that 2024 Tax Year data is being used for Budget 2025. The 2023 Tax Year data was used for Budget 2024.

LOWER TRENT REGION CONSERVATION AUTHORITY

2025 CAPITAL BUDGET - DRAFT

DESCRIPTION - CAPITAL ASSETS	PROJECTED OPENING RESERVE BALANCE	2025 PLANNED CAPITAL PROJECTS	2025 PLANNED CAPITAL COSTS	2025 REVENUE SOURCES		2025 NET REVENUE	PROJECTED CLOSING RESERVE BALANCE
				Municipal Capital Levy	From / (To) Reserves		
Information Technology Infrastructure	\$51,977	Cloud System Computers Sub-total	\$20,000 \$22,400 \$42,400	\$12,000	\$20,000 \$10,400	\$42,400	\$21,577
Vehicles and Heavy Equipment Vehicles Heavy Equipment	\$15,181	3/4 Ton Truck lease Commercial Lawnmower Sub-total	\$18,000 \$25,000 \$43,000	\$30,550	\$12,450	\$43,000	\$2,731
Buildings, Structures and Bridges	\$115,378		\$0	\$32,000	-\$32,000	\$0	\$147,378
Special Projects	\$70,655		\$0	\$3,680	-\$3,680	\$0	\$74,335
Land Infrastructure Infrastructure	\$49,688	Signage design phase 1	\$12,705	\$19,875	-\$7,170	\$12,705	\$56,858
TOTALS	\$302,879		\$98,105	\$98,105	\$0	\$98,105	\$302,879



LOWER TRENT
CONSERVATION

CAO REPORT

Date: September 30, 2024
To: Board of Directors
Prepared by: Rhonda Bateman, Chief Administrative Officer

CORPORATE SERVICES

Building Maintenance/Repairs/Upgrades

The administration building is scheduled to have a new electronic entry system installed for the staff door and a replacement of six hard wired smoke detectors installed the at the end of September. The workshop's heat detectors are scheduled to be replaced at the end of September as well.

Information Management

Nesda Technologies Ltd. have begun their service agreement with LTC and are in a discovery phase for the project to upgrade our software and migrate our files fully to a Cloud environment.

CONSERVATION ONTARIO

Conservation Ontario (CO) held a virtual manager's meeting on September 16th to discuss land matters. The discussion was focussed on recent land dispositions and identification of developable lands. The focus was on following the appropriate process for disposition that includes both the criteria as written in the new regulations but also following the older process developed by the province. The identification of lands available for development is a requirement of the Conservation Areas Strategy as per O. Reg. 686/21 Mandatory Programs and Services. The identification of CA lands having the potential for development is a contentious issue. The Conservation Lands and Areas Strategy will be before the Board in November; noting that LTC does not have any conservation lands that are suitable for development.

The CO Council meeting was held in Newmarket on September 23rd. The Manager of Corporate Services attended as a non-voting member as the CAO and Chair could not attend due to previous commitments. There were several guest speakers on the topics of Conservation Authority Foundations, recent flooding events in the GTA, the Flood Hazard Identification and Mapping program, the Canadian Protected and Conservation Areas Database program, ECCC initiatives and opportunities, including the Nature Smart Climate Solutions Fund, and Maple Leaves Forever will be presenting on recent initiatives and opportunities.

FUNDING OPPORTUNITIES

Staff have formed a grant committee to identify and maximize grant opportunities within and between program areas. Information sharing is the key to ensure maximum exposure to opportunities and sharing to find efficiencies and avoid duplication.

Recently the province has announced another round of funding for the Flood Hazard Identification Mapping Project (FHIMP). Due to the time required to oversee these projects we would require a project manager to handle these agreements with the funding coming from the FHIMP allocations. We are not able to take advantage of this round of funding however there are expected to be more intakes upcoming.

It is expected that Environment and Climate Change Canada will be launching another intake for the Nature Smart Climate Solutions Fund for projects occurring in 2025-2031 (1-5 year projects). This call is expected to launch in mid-late October. We benefitted greatly from this fund for the successful Greenbelt restoration project to improve soil quality, water infiltration and species diversity.