



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 ANNUAL GENERAL 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, February 13, 2025
Time: 1:00 p.m.

AGENDA

1. **Meeting called to order by the Chair**
 - a. Welcome and Introductions – Board Members
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 December 12, 2024

RECOMMENDED:
THAT the Regular Board Meeting minutes of December 12, 2024 be adopted.
8. **Business arising from these minutes**

CORRESPONDENCE

- 9. Correspondence – Rhonda Bateman, CAO/Secretary-Treasurer** Page # 10
- a. 2024-12-12 Minister’s Direction on Fees
 - b. 2025-01-06 Letter to Municipality of Trent Hills regarding RMO reconsideration
 - c. 2025-02-03 LTC Audit Approach Letter – Welch LLP

RECOMMENDED:

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

2024 BUSINESS

- 10. List of Monthly Payments Issued – Chitra Gowda, Manager, Corporate Services** Page # 26

RECOMMENDED:

THAT the list of payments of issued in the total amount of \$559,337.39 for the months of December 2024 and January 2025 be received as information.

- 11. Watershed Management, Planning and Regulations Update Reports – Gage Comeau, Manager, Watershed Management, Planning and Regulations**
- a. Summary of Permits for Period November 29, 2024 – January 31, 2025 Page # 29
 - b. Planning and Regulations Update Page # 32
 - c. Flood Forecasting and Warning (FFW)/Ontario Low Water Response (OLWR) Page # 35

RECOMMENDED:

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

- 12. Watershed Management, Planning and Regulations End of Year Report – Gage Comeau**

RECOMMENDED:

Page # 38

THAT the Planning and Regulations End of Year Report be accepted as information

- 13. Annual Permit Report – Gage Comeau**

Page # 44

RECOMMENDED:

THAT the Annual Permit Report as required under O. Reg. 686/21 and O. Reg 41/24 be received as information and further that the report be posted to the LTC Governance website page for compliance.

- 14. Conservation Lands Report - Period October 1 to December 31, 2024 – Chris McLeod, Conservation Lands Supervisor**

Page # 48

RECOMMENDED:

THAT the Conservation Lands Report for the period October 1 to December 31, 2024 be received as information.

- 15. Summary of Education and Outreach Activities – October 1 to December 31, 2024** – Anne Anderson, Manager, Community Outreach and Special Projects [Page # 50](#)

RECOMMENDED:

THAT the summary of Recent and Upcoming Education and Outreach Activities be received as information.

- 16. Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* Report - Period October 1 to December 31, 2024** – Marcus Rice, Risk Management Official/Inspector [Page # 52](#)

RECOMMENDED:

THAT the Risk Management Official Activity pursuant to Part IV of the *Clean Water Act* Report for the period October 1 to December 31, 2024 be received as information.

- 17. Bay of Quinte Remedial Action Plan Update** – Anne Anderson [Page # 56](#)
BQRAP Newsletters (December 2024 and January 2025)

RECOMMENDED:

THAT the BQRAP December 2024 and January 2025 Newsletters be received as information.

- 18. Close 2024 Business Year – Chair’s Remarks**

RECOMMENDED:

THAT the Lower Trent Conservation 2024 Business Year be closed.

2025 BUSINESS

- 19. 2025 Board of Directors Elections** – Rhonda Bateman
- a. Appointment of Scrutineers.
 - b. Election of the Lower Trent Conservation Chair.
 - c. Election of the Lower Trent Conservation Vice-Chair.

- 20. 2025 Annual Resolutions** – Rhonda Bateman
- a. Authority Solicitor
 - b. External Auditor
 - c. Financial Institute
 - d. Signing Officers
 - e. Conservation Ontario Representative and Alternatives
 - f. Borrowing

RECOMMENDED:

THAT the law firm of Templeman LLP from the City of Belleville be engaged as solicitor for Lower Trent Conservation for the 2025 business year;

THAT the firm of WELCH LLP be engaged as external auditor by Lower Trent Conservation for the 2025 business year at a cost of \$12,500.00 plus HST;

THAT the Canadian Imperial Bank of Commerce in Trenton serve as Lower Trent Conservation's financial institute;

THAT the Authority Chair, Vice Chair, Chief Administrative Officer/Secretary Treasurer, and Manager, Corporate Services be appointed as the signing officers for Lower Trent Conservation for the 2025 business year; and

THAT the Lower Trent Conservation Chair be appointed as the Conservation Ontario representative, and that the Vice-Chair and Chief Administrative Officer/Secretary Treasurer be appointed as the Conservation Ontario Alternate Representatives for 2025.

THAT the Lower Trent Region Conservation Authority authorize staff to borrow from the approved financial institution, if needed, up to \$500,000, in accordance with Section B.12, Signing Officers, and C.12.e, Annual Meeting, Borrowing Resolution, of By-law No. 2023-01 (Administrative By-law) and Section 3 (5) of the *Conservation Authorities Act*.

21. CAO's Report – Rhonda Bateman

Page # 62

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

chitra.gowda@ltc.on.ca



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BOARD OF DIRECTORS

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REGULAR BOARD MEETING MINUTES - DRAFT

MEETING # 2024-10

DATE: December 12, 2024

TIME: 1:00 PM

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

DIRECTORS PRESENT:

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

ABSENT/REGRETS: None

STAFF: Rhonda Bateman, Gage Comeau, Keith Taylor, Chitra Gowda, Anne Anderson, Chris McLeod, Kim Stephens

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 as amended

RES: G142/24

Moved by: Sherry Hamilton

Seconded by: Jeff Wheeldon

THAT the agenda be approved as amended for a revised resolution under Item 7.b.

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 November 14, 2024

b. Hearing Board Minutes of November 20, 2024

RES: G143/24

Moved by: Eric Sandford

Seconded by: Bobbi Wright

THAT the Regular Board Meeting Minutes of November 14, 2024 and the revised Hearing Board Minutes of November 20, 2024 be adopted.

Carried

8. Business arising from these minutes

None.

CORRESPONDENCE

9. Correspondence

None received

STAFF REPORTS

10. Monthly Payments Issued

RES: G144/24

Moved by: Bobbi Wright

Seconded by: Rick English

THAT the list of payments issued in the amount of \$273,874.43 for the month of November 2024 be received as information.

Carried

11. Watershed Management, Planning and Regulations Reports

Chair Bob Mullin asked if the Low Water Condition was still in effect. Gage Comeau confirmed the Level 1 status of water level condition in the watershed is based primarily on precipitation data. Director Alyea noted the low water levels at Weller’s Bay.

Director Wheeldon thanked staff for managing large increases in inquiries; however, raised the matter of staff time being spent without cost recovery for the same.

Director Sandford asked for an update on court cases. Gage Comeau confirmed that there are no open files in the court system at present.

RES: G145/24

Moved by: Jeff Wheeldon

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: G146/24 Moved by: Sherry Hamilton Seconded by: Jeff Wheeldon
THAT the Bay of Quinte Remedial Action Plan Newsletter for November 2024 be received as information.

Carried

13. 2025 Draft Business Plan

Director Wheeldon and Director Sandford thanked staff for the look and content of the Business Plan. Rhonda Bateman noted that a professional service provider would be retained to safely remove the bat guano at Kings Mill.

RES: G147/24 Moved by: Jeff Wheeldon Seconded by: Sherry Hamilton
THAT the 2025 Draft Business Plan be accepted as information; and
THAT upon the approval of the 2025 Budget, the Business Plan will be updated with the financial information and distributed to our municipal partners.

Carried

14. Flood and Erosion Control Structures Report

Director English asked when the tree removal at Warkworth Dam would be done. Gage Comeau responded that the inspections report was recently completed in October and staff would work with the municipalities to begin implementing the actions needed. Director English noted public concerns about trees and sediment build up and possible ice jams in Trout Creek in Campbellford as well. Gage Comeau responded that dredging is needed and that a permit is required from the Ministry of Natural Resources to carry out dredging. He added that LTC would assist the municipality with preparing the permit application, and that ideally the dredging is done every five years. The infrastructure inspections are completed annually.

RES: G148/24 Moved by: Bobbi Wright Seconded by: Eric Sandford
THAT the 2024 Flood and Erosion Control Structures Inspection report be accepted as information; and
THAT the Board approve the circulation of the report to Municipal staff.

15. 2025 Budget

Rhonda Bateman noted that Quinte West Council sought a reduction in the municipal apportionment increase. Director Alyea said that he and Director Reid were directed by Quinte West Council to not support the proposed 2025 levy increase. Director Alyea recommended that the budget in the future be presented to show a breakdown of operating budget and percent increase due to assessment increase. Rhonda Bateman noted that assessment numbers were presented to Quinte West Council.

Director English noted that Trent Hills Council passed a resolution requesting that the LTC budget apportionment increase be no more than 8%. He added that it is understood by Council that the apportionment vote was at the discretion of himself and Director Brahaney.

Director Wheeldon said that the single-digit percent increase being discussed was an arbitrary number that did not reflect the needs of LTC. Director Alyea noted that other organizations had lower levy increases for Quinte West. Director Wheeldon responded that the comparisons being made were not equitable comparisons. He noted that LTC needs were not funded in the past and it is time to catch up on the funding of those needs, including items left unrepaired. Director Wheeldon noted that an additional 3% cut has impacts and is unreasonable when staff are working overtime to meet demands and requirements.

Director Alyea and Director Reid noted that the provincial government had not provided adequate funding. Director English asked for the apportionment increase percent, by municipality. Chitra Gowda responded with: 12.5% for Alnwick/Haldimand, 13% for Cramahe, 11.9% for Brighton, 12.2% for Stirling-Rawdon, 11.4% for Trent Hills, 11.9% for Centre Hastings, and 11.5% for Quinte West. A recorded vote was held on the 2025 municipal apportionment amounts. The vote was weighted based on the Municipal Assessment values provided by the Ministry of Natural Resources for the LTC watershed.

RES: G149/24 Moved by: Jeff Wheeldon Seconded by: Eric Sandford
 THAT the 2025 Municipal Apportionment operations and capital amount of \$1,758,039 be approved.

MUNICIPALITY	DIRECTOR	VOTE YES	VOTE NO	Apportionment % (Weighting) for 2025
Township of Alnwick/Haldimand	Mike Ainsworth	✓		10.4787
Municipality of Brighton	Bobbi Wright	✓		8.0141
Municipality of Brighton	Jeff Wheeldon	✓		8.0141
Municipality of Centre Hastings	Eric Sandford	✓		2.2709
Township of Cramahe	Sherry Hamilton	✓		8.3733
City of Quinte West	Lynda Reid		✓	21.3762
City of Quinte West	Jim Alyea		✓	21.3762
Township of Stirling-Rawdon	Bob Mullin	✓		3.7753
Municipality of Trent Hills	Gene Brahaney	✓		8.1606
Municipality of Trent Hills	Rick English	✓		8.1606
	TOTALS	8	2	100%

Apportionment present at the meeting **100%**
 Apportionment voting in favour of the motion **57.2476%**
 Apportionment voting against the motion **42.7524%**
 Apportionment absent from the Meeting **0%**

Carried

RES: G150/24 Moved by: Jeff Wheeldon Seconded by: Sherry Hamilton
 THAT the 2025 Lower Trent Conservation total Budget in the amount of \$2,988,106 be approved.

Carried

16. CAO's Report

RES: G151/24 Moved by: Jeff Wheeldon Seconded by: Sherry Hamilton
 THAT the CAO's Report be received as information.

OTHER BUSINESS

17. Members Inquiries/Other Business

Rhonda Bateman updated the Board about Trent Hill’s decision to rescind the LTC Memorandum of Understanding (MOU) for Risk Management Official (RMO) services and Source Protection education and outreach services, which would be effective June 30, 2025. Otonabee Region Conservation Authority (ORCA) may potentially be the recipient of the RMO services agreement. LTC may come back with a counter offer. Rhonda Bateman added that an LTC Management Team meeting was being held the day after the Board meeting to discuss strategies.

Director Sandford and Director Alyea wished the Board and staff a Merry Christmas, happy holidays and a Happy New Year. Rhonda Bateman reminded the Board that there is no regular Board meeting in January 2025; but there could be a Hearing Board meeting.

18. Adjournment

There being no further business, the meeting was adjourned.

RES: G152/24

Moved by: Jim Alyea

Seconded by: Mike Ainsworth

THAT the meeting be adjourned.

Carried

Time: 2:00 p.m.

Bob Mullin, Chair

Rhonda Bateman, CAO/ST

**Ministry of Natural
Resources**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tel: 416-314-2301**Ministère des Richesses
naturelles**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301

December 12, 2024

TO: Conservation authorities as listed in the Attachment A “Extension of Minister’s Direction to Not Change Fees”

SUBJECT: Extension of Minister’s direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees

I am writing with regard to conservation authority fees for the 2025 calendar year. Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction, attached to this letter as Attachment A, that extends the previous Directions that were in place for the 2023 and 2024 calendar years.

The purpose of this Direction, which is effective from January 1, 2025, to December 31, 2025, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This Direction is intended to support less costly approvals in order to help increase housing supply and affordability in Ontario.

This Direction applies to the conservation authorities listed in Appendix A, who are encouraged to make the Direction publicly available on the Governance section of their websites.

If you have any questions regarding this Direction, please contact Jennifer Keyes, Director, Development and Hazard Policy Branch, at Jennifer.Keyes@ontario.ca or 705-761-4831.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith
Minister of Natural Resources

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*
(this “Direction”)**

WHEREAS section 21.2 of the *Conservation Authorities Act* permits a conservation authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a conservation authority may charge a fee;

AND WHEREAS subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a conservation authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

AND WHEREAS subsection 21.2 (10) of the *Conservation Authorities Act* provides that a conservation authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

AND WHEREAS section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

NOW THEREFORE pursuant to the authority of the Minister of Natural Resources under section 21.3, the conservation authorities set out under Appendix “A” of this Direction (the “**conservation authorities**” or each, a “**conservation authority**”) are hereby directed as follows:

Fee Changes Prohibition

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a conservation authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a conservation authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or conservation authority recommended program or service (Category 3) related to reviewing and commenting on planning and

Attachment A

development related proposals, applications, or land use planning policies, or for conservation authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
 - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
 - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
 - c. Section 8: programs and services related to conservation authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
 - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
 - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

Application

4. This Direction, applies to all conservation authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the conservation authorities listed in Appendix "A" to this Direction when such conservation authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

Effective Date and Term

6. This Direction is effective from January 1, 2025 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2025 (the "**Term**").

Attachment A

Amendments

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
Minister of Natural Resources**



The Honourable Graydon Smith
Minister of Natural Resources
December 12, 2024

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA

R.R. #3
71108 Morrison Line
Exeter ON N0M 1S5
Brian Horner
bhorner@abca.on.ca

Cataraqui Region CA

Box 160
1641 Perth Road
Glenburnie ON K0H 1S0
David Ellingwood
dellingwood@crca.ca

Catfish Creek CA

R.R. #5
8079 Springwater Road
Aylmer ON N5H 2R4
Dusty Underhill
generalmanager@catfishcreek.ca

Central Lake Ontario CA

100 Whiting Avenue
Oshawa ON L1H 3T3
Chris Darling
cdarling@cloca.com

Credit Valley CA

1255 Old Derry Rd
Mississauga ON L5N 6R4
Quentin Hanchard
quentin.hancard@cvc.ca

Crowe Valley CA

Box 416
70 Hughes Lane
Marmora ON K0K 2M0
Tim Pidduck
tim.pidduck@crowevalley.com

Essex Region CA

Suite 311
360 Fairview Ave West
Essex ON N8M 1Y6
Tim Byrne
tbyrne@erca.org

Ganaraska Region CA

Box 328
2216 County Road 28
Port Hope ON L1A 3V8
Linda Laliberte
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Grand River CA

Box 729
400 Clyde Road
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Samantha Lawson
slawson@grandriver.ca

Grey Sauble CA

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Owen Sound ON N4K 5N6
Tim Lanthier
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Halton Region CA

2596 Britannia Road West
Burlington ON L7P 0G3
Chandra Sharma
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Hamilton Region CA

P.O. Box 81067
838 Mineral Springs Road
Ancaster ON L9G 4X1
Lisa Burnside
lisa.burnside@conservationhamilton.ca

Kawartha Region CA

277 Kenrei (Park) Road
Lindsay ON K9V 4R1
Mark Majchrowski
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Kettle Creek CA

R.R. #8
44015 Ferguson Line
St. Thomas ON N5P 3T3
Elizabeth VanHooren
elizabeth@kettlecreekconservation.on.ca

Lake Simcoe Region CA

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Rob Baldwin
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Lakehead Region CA

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Tammy Cook
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Long Point Region CA

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Judy Maxwell
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Lower Thames Valley CA

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Chatham ON N7L 2Y8
Mark Peacock
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Lower Trent Region CA

R.R. #1
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Maitland Valley CA

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Phil Beard
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Mattagami Region CA

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David Vallier
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Mississippi Valley CA

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Niagara Peninsula CA

250 Thorold Road West, 3rd Floor
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Leilani Lee-Yates
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Nickel District CA

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Carl Jorgensen
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North Bay-Mattawa CA

15 Janey Avenue
North Bay ON P1C 1N1
Robin Allen
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Nottawasaga Valley CA

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Raisin Region CA

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Alison MacDonald
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Rideau Valley CA

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3889 Rideau Valley Dr.
Manotick ON K4M 1A5
Sommer Casgrain-Robertson
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Saugeen Valley CA

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1078 Bruce Road #12, Box #150
Formosa ON N0G 1W0
Erik Downing
e.downing@svca.on.ca

Sault Ste. Marie Region CA

1100 Fifth Line East
Sault Ste. Marie ON P6A 6J8
Corrina Barrett
cbarrett@ssmrca.ca

South Nation River CA

38 Victoria Street
P.O. Box 29
Finch ON K0C 1K0
Carl Bickerdike
cbickerdike@nation.on.ca

St. Clair Region CA

205 Mill Pond Crescent
Strathroy ON N7G 3P9
Ken Phillips
kphillips@scrca.on.ca

Toronto and Region CA

101 Exchange Avenue
Vaughan ON L4K 5R6
John MacKenzie
john.mackenzie@trca.ca

Upper Thames River CA

1424 Clarke Road
London ON N5V 5B9
Tracey Annett
annett@thamesriver.on.ca



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Registered Charitable Organization No. 107646598RR0001

Lynn Phillips, CAO
Mayor Crate and Councillors
Municipality of Trent Hills
66 Front St. S., P.O. Box 1030
Campbellford, ON K0L1L0

January 6, 2025

RE: Risk Management Official and Drinking Water Source Protection Education and Outreach

Dear Ms. Phillips, Mayor Crate and Councillors,

The Lower Trent Region Conservation Authority has provided both the Risk Management Official and Education and Outreach functions for the Municipality of Trent Hills for the past nine (9) years. These positions are an integral part of our Source Protection Program. The RMO activities are delivered to five of our municipal partners and Source Protection education and outreach is delivered to six of our partners.

The past nine years have seen the introduction of risk management plans for residents and businesses within the designated areas of the source protection program. Within Trent Hills, there have been 18 properties with risk management plans negotiated, addressing 26 drinking water threats. Initially, there was the identification of over a hundred more threats but verification visits for those threats were undertaken to ensure threats were not occurring.

The existing eighteen (18) risk management plans addressing 26 threats are under agreement with Lower Trent Conservation and are not transferrable to either a new landowner or a new RMO service provider. All of the risk management plans would have to be renegotiated with any new service provider. This would cause some consternation with existing risk management plan holders.

The upcoming passage of the Section 36 update to the Source Protection Plan includes threats under several categories including pesticides and road salt from a new set of Technical Rules as developed by the Ministry of the Environment, Conservation and Parks. There are 171 properties affected by the new Technical Rules with a potential for 221 threats. A massive verification process will be required to determine the number of new risk management plans required for these properties and threats. Once the verification process is completed, negotiations will begin with property owners to mitigate any existing threats through risk management plans and education and outreach programs.

Working with Local Communities to Protect our Natural Environment



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

Lower Trent Conservation staff have a high degree of experience with the residents of Trent Hills through planning, regulations, education and outreach, and source water protection. Residents have been receptive to the development of risk management plans and working with our staff to make the process as efficient and friendly as possible. We also have a long-standing, established working relationship with the municipal staff in Trent Hills. We know the area and pride ourselves in our commitment to our partner municipalities.

We, at Lower Trent Conservation, desire to hold the Risk Management Official/Inspector and education and outreach for Trent Hills. We have modified our staffing allocations to decrease the funding from our Category 2 Memorandum of Understanding. We have also requested an increase in funding from a neighbouring municipality to decrease the overall cost to Trent Hills. We have been able to decrease the costs to deliver the Source Protection Risk Management Official and education and outreach for Trent Hills to \$38,748.14.

Because Stirling-Rawdon has agreed to increase spending for the RMO and receives a similar degree of commitment, your contributions would be equal to theirs even though Trent Hills has three municipal sources of drinking water. Over 50% of the RMO's time is currently spent in Trent Hills.

In addition, Lower Trent Conservation has all the required GIS mapping for the municipality and has integrated our planning processes into the Risk Management office. Travel time from our office is short and our staff are highly knowledgeable.

We ask that Council reconsider the recommendation "That the early termination clause of the Memorandum of Understanding with Lower Trent Conservation be exercised and notice provided to terminate the agreement" and to reinstate the Risk Management Official and the education and outreach program for Source Protection to Lower Trent Conservation at the revised cost estimate.

Your reconsideration of this matter is greatly appreciated,



Rhonda Bateman, CAO
Lower Trent Region Conservation Authority

rhonda.bateman@ltc.on.ca

613-394-3915 ext. 212

c.c. Bob Mullin, Chair, Lower Trent Conservation

February 3, 2025

Board of Directors
The Lower Trent Region Conservation Authority
714 Murray Street
Trenton, Ontario
K8V 0N1

Dear Board of Directors:

As auditors of **The Lower Trent Region Conservation Authority** we are required to communicate important matters concerning our audit to those charged with governance of the organization. Canadian generally accepted auditing standards define “those charged with governance” as the person or persons with responsibility for overseeing the strategic direction of the entity and obligations related to the accountability of the entity. In the case of **The Lower Trent Region Conservation Authority** this responsibility rests with the organization’s Board.

Should any major significant matters arise, we will issue a report to the Board at the completion of our audit; otherwise we will discuss verbally with you the results of our audit. We will communicate any other matters directly with the Board should the need arise.

Responsibilities in Relation to the Financial Statement Audit

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to the Board of Directors in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Responsibilities in Relation to the Financial Statement Audit - Cont'd.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards for local governments. This responsibility includes:

- Designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- Selecting and applying appropriate accounting policies; and
- Making accounting estimates that are reasonable in the circumstances.

In performing our audit, we will require **The Lower Trent Region Conservation Authority's** management to provide us with:

- unrestricted access to individuals within the organization from whom we determine it necessary to obtain audit evidence;
- access to all the information relevant to the preparation of **The Lower Trent Region Conservation Authority's** financial statements; and
- any additional information that we may request from management for purposes of the audit.

Risk Based Approach

At Welch LLP, we use a risk based audit approach. In applying our approach, we focus our efforts on account balances and transaction flows that we feel are more likely to result in a material misstatement to the financial statements. Specific areas we intend to focus on and our related approach are outlined in the table below:

Area of focus/significant risks	Audit approach/response
Revenue recognition of funding from governments related to specific expenditures.	We will perform high level of detailed tests of transactions on expenditures charged to the programs including assessing if they qualify under the terms of the program and have been incurred in the funding period.

Materiality

With respect to materiality, we follow the guidance provided by Canadian Auditing Standard 320 – “Materiality in Planning and Performing an Audit” (CAS 320). Accordingly, when we establish our overall audit strategy, we are required to establish an overall materiality figure for the financial statements as a whole and, if specific circumstances dictate, establish a separate materiality for a particular account balance, class of transaction or disclosure.

Based on our understanding of the entity, the users of the financial statements and the guidance outlined in CAS 320 we have established overall materiality at three percent of revenue. This level of materiality will apply to all account balances, classes of transaction and disclosures.

Timing of the Audit

Based on our discussions to date with management we anticipate following the following schedule for completion of the 2024 audit:

Stage of the audit/deliverable	Date
Planning	February 3, 2025
Year-end fieldwork	February 4-7, 2025
Draft financial statements	February 28, 2025
Board of Directors meeting	March 13, 2025
Final financial statements due	March 31, 2025

Audit Team

The key members of the audit team for 2024 are shown in the table below:

Name	Responsibility
Daniel Coleman, CPA, CA Engagement Partner dcoleman@welch.on.ca 613-392-1287	Responsible for the overall delivery of the audit including the quality of outputs, signing the auditors' report, and communicating with the Chief Administrative Officer, the Manager - Corporate Services and the Board of Directors.
Doug Churcher, CPA, CA Reviewing Partner dchurcher@welch.on.ca 613-966-2844	Responsible for reviewing the work completed by our engagement team to ensure it meets both our professional and Firm standards.
Tristen Neron, CPA Senior Staff Accountant tneron@welch.on.ca 613-392-7387	Responsible for coordinating and delivering the different elements of the audit work. Main point of contact for the Authority's finance team.
Alex Abuzidan Staff Accountant aabuzidan@welch.on.ca 613-392-1287	Responsible for coordinating and delivering the different elements of the audit work. Main point of contact for the Authority's finance team.

Fraud Related Matters

Under Canadian Auditing Standards, we are required to communicate directly with the Audit Committee regarding fraud related matters.

To complete this component of our mandate we need to obtain certain representations from management with respect to error and fraud and establish that you have been alerted accordingly.

Please be aware that management is responsible to report all incidents of fraud, unless the matter is trivial in nature, to the Board along with their recommendation for dealing with the matter. The Board should then review the matter and advise management on how to proceed.

We will obtain written representations concerning fraud related matters from management in their Representation Letter which management will date concurrently with the release date of our audit report.

Independence

We have assessed our independence and are not aware of any relationships between the Authority and us that may reasonably be thought to bear on our independence. As a result, as of the date of this audit planning communication, we confirm that in our professional judgment, we are independent accountants with respect to the organization, within the meaning of the rules of professional conduct of our provincial institute.

Reporting matters to those charged with governance

Canadian Auditing Standard (CAS) 260 requires auditors to report audit matters to those charged with governance which as explained earlier, will be the organization's Board of Directors in **The Lower Trent Region Conservation Authority's** case. This information should be considered by the Committee reviewing and approving the accounts. We will provide this information to the organization's Board of Directors upon substantial completion of our audit and the information communicated will include the following matters if any were identified:

- details of any unadjusted misstatements in the organizations accounts, along with reasons why the adjustments have not been made;
- details of any significant deficiencies in the accounting and internal control system
- details with respect to any significant difficulties encountered during the audit

Should you wish to discuss the contents of this letter please feel free to contact us.

Yours truly,

Welch LLP

A handwritten signature in cursive script, appearing to read "Daniel J.W. Coleman", followed by a long horizontal flourish line.

DANIEL J.W. COLEMAN, CPA, CA
Partner

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

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Dec/24 Payroll Period #25 and #26	124,678.94
EFT 74615509	Staples Commercial	Office Stationary	322.34
EFT 74615130	OMERS	Dec/24 Pension Contributions	22,411.68
EFT 74615062	Jani-King of Eastern Ontario	Dec/24 Cleaning - Admin and Workshop	1,357.82
EFT 74629180	Sun Life Assurance Company of Canada	Jan/25 Group Benefits Premium	8,473.08
EFT 74616155	Board per diems and mileage	July-December 2024 board per diems and mileage	4,589.40
EFT 74615207	Workplace Safety Insurance Board (WSIB)	Dec/24 WSIB Premium	4,187.39
EFT 74617384	Nesda Technologies Ltd	Monthly IT services, project and tickets fees	1,118.99
EFT 74615970	Staff	Staff Expenses - Reimbursed	126.74
16966	City of Quinte West	Utilities - water/sewer - workshop	146.02
16967	Templeman LLP	Legal services for Enforcement File # ENF-21-005	1,462.22
16968	McKeown Motor Sales	Tractor (Compact Utility) with pallet fork, canopy and rotary cutter	55,641.20
16969	Chris McLeod	Staff expenses - reimbursed (Burn Permit for GL, clothing allowanc	420.00
16970	Keith Taylor	Staff expenses - reimbursed (meals and travel Nov-Dec/24)	541.04
16971	Ferguson Tree Nursery	Native Plant Sale 2025 - 25% deposit	2,989.84
16972	Ausus Consulting	Benthics identification	5,898.60
16973	Corinne Ross	Staff Expenses - reimbursement (staff get together, appreciation)	845.54
16974	Pitney Bowes Leasing	Postage machine refill	99.53
16975	CDW Canada Corp.	Power bars	64.78
16976	Hydro One Networks Inc.	Utilities - electricity - GLC, workshop, office	1,752.85
16977	Brighton Springs	Drinking water for Admin bldg	74.00
16978	Brighton Springs	Drinking water for Admin bldg	55.50
16979	County of Northumberland	Tipping fees - Goodrich Loomis CA	29.90
16980	Cogeco Connexion Inc.	Monthly Internet Services - workshop	135.54
16981	Enbridge	Utilities - gas - admin bldg and workshop	343.76
16982	Caduceon Enterprises Inc.	Water Analysis - Monitoring	1,496.92
16983	Caduceon Enterprises Inc.	Water Analysis - Monitoring	199.54
16984	Bell Mobility Inc.	Monthly Cellular Phones - Service	223.46
16985	Free Flow Petroleum	Monthly Vehicle and Equipment Fuel	2,801.83
16986	Telizon Inc	Monthly Telephone Lines	525.79
16987	John Mahoney	Staff expenses - reimbursed (work clothing)	250.00
16988	Chitra Gowda	Staff expenses - reimbursed (travel - CO Council Sep/24)	52.38
16989	Alex Wannamaker	BQRAP rural stewardship - cover crop	2,500.00
16990	Wynn Farms	BQRAP rural stewardship - cover crop	2,500.00
16991	Richard Dracup	BQRAP rural stewardship - cover crop	2,500.00
16992	Peter Reovy	BQRAP rural stewardship - livestock fencing & alternate watering s	15,000.00
16993	River Institute	BQRAP - BUI status assessmt., fish working group coordination	10,900.00
16994	Templeman LLP	Legal services on enforcement file ENF-19-024	99.44
16995	Templeman LLP	Legal services on enforcement file ENF-24-030	422.62
16996	Templeman LLP	Templeman LLP: Legal services on review of title	888.52
16997	Quinte Conservation	Engineering fees	1,883.00
16998	City of Quinte West	Property Taxes 2022-24/Glen Miller	2,784.37
16999	407 ETR	407 highway toll	84.57
17000	Trenton Home Hardware Building Centre	Building and CA maintenance - Admin bldg, GLCC, Proctor Park	82.99
17001	OT Group - DCB Business Systems Group Inc	Monthly Photocopier Usage Service fees	139.40
17002	Seymour Mechanical Services	Snow plowing at Seymour CA in Dec. 2024	237.30
17003	KONE Inc	Admin bldg elevator testing per TSSA requirements	706.25
17004	Staples Commercial	Office Stationary	133.35
17005	Purulator Inc.	Courier	16.92
17006	Templeman LLP	Legal fees for Permit File RP-21-049	479.12
17007	Conservation Ontario	Teranet Geowarehouse Site for planning and regulations	665.09
17008	Watershed Magazine	W24/25 Issue, Nov. 22/24. Source water ad - 1/6 page	598.90
17009	Hydro One Networks Inc.	Utilities - electricity - admin bldg, workshop	1,065.35
17010	Waste Management of Canada Corporation	Waste Services - Workshop	121.80
17011	Scott Mallory	BQRAP Rural Stewardship - erosion/water quality improvement	7,000.00
17012	Free Flow Petroleum	Monthly Vehicle and Equipment Fuel	483.98
17013	Otonabee Region Conservation Authority	DWSP 2024-27 Source Protection Authority Invoice #3	20,201.86
17014	Kawartha Region Conservation Authority	DWSP 2024-27 Source Protection Authority Invoice #3	18,192.03
17015	Ganaraska Region Conservation Authority	DWSP 2024-27 Source Protection Authority Invoice #3	25,650.03
17016	Crowe Valley Conservation	DWSP 2024-27 Source Protection Authority Invoice #3	16,978.43
17017	Bob Mullin	July-December 2024 board member per diems and mileage	493.44

17018	Ricart	Staff clothing - t shirts with LTC logo	979.15
17019	Caduceon Enterprises Inc.	Water Analysis - Monitoring	1,160.50
17020	Enbridge	Utilities - gas - admin bldg and workshop	568.79
17021	Hydro One Networks Inc.	Utilities - electricity - Goodrich Loomis Centre	91.63
Total of Payments December 2024			<u>378,925.45</u>

Cheques issued in November 2024 but voided due to Canada Post strike (paid by cheque/EFT in December 2024)

16911	OT Group - DCB Business Systems Group Inc	Monthly Photocopier Usage Service fees	214.98
16914	Trenton Home Hardware Building Centre	Property/building maintenance, janitorial	555.69
16918	City of Quinte West	Utilities - water/sewer - workshop	74.71
16925	Hydro One Networks Inc.	Utilities - electricity - admin bldg, workshop	735.36
16927	Staples Commercial	Office Stationary	218.22
16933	Free Flow Petroleum	Monthly Vehicle and Equipment Fuel	1775.96

Lower Trent Conservation
Payments LOG - JANUARY 2025

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Jan/25 Payroll Period #1 and #2	129,178.09
EFT 75163309	Workplace Safety Insurance Board (WSIB)	Jan/25 WSIB Premium	3,974.65
EFT 75163453	Sun Life Assurance Company of Canada	Feb/25 Group Benefits Premium	8,440.56
EFT 75163129	CIBC VISA	Dec/24 Payment	6,785.77
EFT 75142609	ComPsych Canada Ltd.	Annual fee - Employee Assistance Program	595.15
EFT 75163261	Nesda Technologies Ltd	Tickets fees - back up improvements	617.26
EFT 75163193	Staff	Staff Expenses - Reimbursed	275.60
EFT 75163300	OMERS	Jan/25 Pension Contributions	22,569.38
EFT 74963145	Nesda Technologies Ltd	Monthly IT services, project and tickets fees	2,129.49
EFT 74963111	CIBC VISA	Jan/25 Payment	5,845.99
Total of Payments January 2025			<u>180,411.94</u>

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: November 29, 2024 to January 31, 2025



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-24-166	Quinte West	Trenton	Sidney	1	3	Huff Ave	Unevaluated wetland (allowance)	To install a stormwater management pond
P-24-243	Quinte West	Murray	Murray	B	8	22349 Loyalist Parkway (Unit 15)	Bay of Quinte flood hazard (allowance)	To construct an approximately 158 m ² (1695 ft ²) townhome unit, attached deck and conduct site grading
P-24-244	Quinte West	Murray	Murray	B	8	22350 Loyalist Parkway (Unit 16)	Bay of Quinte flood hazard (allowance)	To construct an approximately 155 m ² (1666 ft ²) townhome unit, attached deck and conduct site grading
P-24-245	Quinte West	Murray	Murray	B	8	22351 Loyalist Parkway (Unit 17)	Bay of Quinte flood hazard (allowance)	To construct an approximately 158 m ² (1666 ft ²) townhome unit, attached deck and conduct site grading
P-24-246	Quinte West	Murray	Murray	B	8	22352 Loyalist Parkway (Unit 18)	Bay of Quinte flood hazard (allowance)	To construct an approximately 158 m ² (1666 ft ²) townhome unit, attached deck and conduct site grading
P-24-247	Quinte West	Murray	Murray	B	8	22350 Loyalist Parkway (Unit 19)	Bay of Quinte flood hazard (allowance)	To construct an approximately 184 m ² (1984 ft ²) townhome unit, attached deck and conduct site grading
P-24-248	Quinte West	Murray	Murray	B	8	22351 Loyalist Parkway (Unit 20)	Bay of Quinte flood hazard (allowance)	To construct an approximately 185 m ² (1987 ft ²) townhome unit, attached deck and conduct site grading
P-24-249	Quinte West	Murray	Murray	B	8	22352 Loyalist Parkway (Unit 21)	Bay of Quinte flood hazard (allowance)	to construct an approximately 152 m ² (1641 ft ²) townhome unit, attached deck and conduct site grading
P-24-250	Quinte West	Murray	Murray	B	8	22353 Loyalist Parkway (Unit 22)	Bay of Quinte flood hazard (allowance)	To construct an approximately 152 m ² (1641 ft ²) townhome unit, attached deck and conduct site grading
P-24-251	Quinte West	Murray	Murray	B	8	22351 Loyalist Parkway (Unit 23)	Bay of Quinte flood hazard (allowance)	To construct an approximately 185 m ² (1987 ft ²) townhome unit, attached deck and conduct site grading
P-24-252	Quinte West	Murray	Murray	B	8	22352 Loyalist Parkway (Unit 24)	Bay of Quinte flood hazard (allowance)	To construct an approximately 185 m ² (1990 ft ²) townhome unit, attached deck and conduct site grading
P-24-253	Quinte West	Murray	Murray	B	8	22353 Loyalist Parkway (Unit 25)	Bay of Quinte flood hazard (allowance)	To construct an approximately 153 m ² (1644 ft ²) townhome unit, attached deck and conduct site grading
P-24-254	Quinte West	Murray	Murray	B	8	22354 Loyalist Parkway (Unit 26)	Bay of Quinte flood hazard (allowance)	To construct an approximately 185 m ² (1987 ft ²) townhome unit, attached deck and conduct site grading
P-24-255	Quinte West	Murray	Murray	B	8	22352 Loyalist Parkway (Unit 27)	Bay of Quinte flood hazard (allowance)	To construct an approximately 164 m ² (1768 ft ²) townhome unit, attached deck and conduct site grading
P-24-256	Quinte West	Murray	Murray	B	8	22353 Loyalist Parkway (Unit 28)	Bay of Quinte flood hazard (allowance)	To construct an approximately 149 m ² (1612 ft ²) townhouse unit, attached deck and conduct site grading
P-24-257	Quinte West	Murray	Murray	B	8	22354 Loyalist Parkway (Unit 29)	Bay of Quinte flood hazard (allowance)	To construct an approximately 149 m ² (1612 ft ²) townhouse unit, attached deck and conduct site grading
P-24-258	Quinte West	Murray	Murray	B	8	22355 Loyalist Parkway (Unit 30)	Bay of Quinte flood hazard (allowance)	To construct an approximately 185 m ² (1987 ft ²) townhouse unit, attached deck and conduct site grading
P-24-259	Quinte West	Murray	Murray	B	8	22353 Loyalist Parkway (Unit 31)	Bay of Quinte flood hazard (allowance)	To construct an approximately 185 m ² (1987 ft ²) townhouse unit, attached deck and conduct site grading

P-24-260	Quinte West	Murray	Murray	B	8	22354 Loyalist Parkway (Unit 32)	Bay of Quinte flood hazard (allowance)	To construct an approximately 149 m ² (1612 ft ²) townhouse unit, attached deck and conduct site grading
P-24-261	Quinte West	Murray	Murray	B	8	22355 Loyalist Parkway (Unit 33)	Bay of Quinte flood hazard (allowance)	to construct an approximately 149 m ² (1612 ft ²) townhouse unit, attached deck and conduct site grading
P-24-262	Quinte West	Murray	Murray	B	8	22356 Loyalist Parkway (Unit 34)	Bay of Quinte flood hazard (allowance)	To construct an approximately 149 m ² (1612 ft ²) townhouse unit, attached deck and conduct site grading
P-24-263	Quinte West	Murray	Murray	B	8	22354 Loyalist Parkway (Unit 35)	Bay of Quinte flood hazard (allowance)	To construct an approximately 149 m ² (1612 ft ²) townhouse unit, attached deck and conduct site grading
P-24-264	Quinte West	Murray	Murray	B	8	22355 Loyalist Parkway (Unit 36)	Bay of Quinte flood hazard (allowance)	To construct an approximately 185 m ² (1987 ft ²) townhouse unit, attached deck and conduct site grading
P-24-268	Alnwick/Haldimand	Haldimand	Haldimand	B	22	161 Chub Point Road	Lake Ontario flood & dynamic beach hazards (allowance)	To install an approximately 19 m ² (200 ft ²) pool and landscape patio
P-24-269 (minor)	Alnwick/Haldimand	Alnwick	Alnwick	4	12	6-523 Island View Road	Rice Lake flood hazard (allowance)	To construct a 20' x 4' sunroom addition to an existing dwelling
P-24-270	Quinte West	Sidney	Sidney	8	17-18	1538 Frankford Stirling Road	Rawdon Creek floodplain; unevaluated wetlands	To undergo bank stabilization works
P-24-271	Brighton	Brighton Town	Murray	C	35	14 Wendys Lane	Lake Ontario flood hazard	To conduct landscaping works and replace the existing retaining wall with armour stone
P-24-272 (minor)	Brighton	Brighton Township	Cramahe	10	2	43 McCann Road	Unevaluated wetland (allowance); Tributary of Salt Creek	To clean debris from the ditch and remove deadfall
P-24-273	Trent Hills	Seymour	Seymour	14-15	12	1593H Wade Road	Trent River floodplain (allowance)	To install a replacement septic system
P-24-274	Alnwick/Haldimand	Haldimand	Haldimand	9	5	County Road 29	Burnley Creek; Burnley Creek floodplain; Burnley Creek Midriver PSW	To undergo the replacement and construction of the Burnley Creek Bridge on County Road 29
P-24-275	Cramahe	Cramahe Township	Cramahe	BF	29	22 Durham Street South	Lake Ontario flood hazard and erosion hazard	To conduct shoreline restoration works to enhance the existing shoreline protection
P-24-276	Quinte West	Frankford	Sidney	5	3 & 4	Frankford Road	Trent River floodplain (allowance)	To conduct rehabilitation works on the Trent River and Trent Canal Bridge
P-24-278 (compliance)	Trent Hills	Percy	Percy	8	4	Baxter Road	Unevaluated wetland (allowance)	To construct four storage sheds
P-24-279	Quinte West	Sidney	Sidney	BF	15	19 Dorothy Drive	Bay of Quinte flood hazard (allowance); Bay of Quinte erosion hazard	To install a replacement septic system
P-24-281	Trent Hills	Seymour	Seymour	14	7	128 Lucky Strike Road	Trent River floodplain	To conduct shoreline restoration works
P-24-282	Trent Hills	Seymour	Seymour	3	12	1417 4th Line East	Unevaluated wetland (allowance)	To construct a 24' x 24' garage to the east of an existing detached dwelling
RP-24-283	Quinte West	Murray	Murray	C	13	Barcovan Beach Road	Lake Ontario flood hazard and erosion hazard; Wellers Bay PSW Complex	To undergo maintenance dredging of the navigation channel for Wellers Bay and placement of the dredgegate on the subject lands
P-25-003	Brighton	Brighton Township	Murray	Presqu'île		8 Bayshore Road	Lake Ontario flood and erosion hazards	To conduct shoreline rehabilitation works
P-25-004	Quinte West	Sidney	Sidney	7	6	98 Canal Lane	Trent River floodplain (allowance)	To construct an approximately 20' x 36' detached garage to the north of an existing dwelling
P-25-005 (minor)	Quinte West	Sidney	Sidney	8	23	8 Empson Lane	Oak Lake flood hazard	To remove the existing concrete stairs, patio and deck to be replaced with landscape stone and an approximately 10m ² deck
P-25-006	Trent Hills	Seymour	Seymour	14	7	204 Centennial Lane	Trent River floodplain	To demolish and reconstruct an existing 35' x 36' dwelling, demolish and reconstruct an existing 36' x 10' 9" attached deck, and demolish an existing shed
P-25-008 (minor)	Quinte West	Sidney	Sidney	1	15	Kenron Estates	Bay of Quinte tributary	The removal and grinding of 75 tree stumps and landscaping

P-25-010	Brighton	Brighton Town	Murray	B	35	195 Prince Edward Street	Arena Creek floodplain (allowance)	To renovate the basement and include the addition of a dwelling unit (i.e., basement bedroom apartment) within the existing dwelling
P-25-012	Trent Hills	Seymour	Seymour	1	5	32A Jakes Road	Trent River floodplain	To demolish the existing dwelling, construct a new dwelling, attached deck and install a new septic system
AMENDMENTS								
RP-24-003	Permit	Cramahe	Cramahe Township	3	16	32 Reddick Road	Little Lake flood hazard	To conduct shoreline restoration works; amended to include the installation of an approximately 13m2 landscape firepit
P-24-042	Trent Hills	Seymour	Seymour	6	10	40/42 Front Street North	Trent River floodplain (allowance)	To construct an approximately 93.6m2 patio; amended to include an addition which will enclose the previously constructed patio
P-24-200 (Board Approved)	Trent Hills	Seymour	Seymour	13	14	130 Lake Road	Trent River floodplain	To construct a single-family dwelling, future detached accessory structure and septic system ; amended to include the finalized construction drawings for the proposed detached accessory structure



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: January 31, 2025
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 2025 and compared to similar numbers for previous years. Highlighted boxes indicate that 2025 has MORE files to date than previous years.

Table 1. File review – New files and deliverables in 2025 versus previous years

	# Files for 2025 (as of January 31, 2025)	Dates for Similar Number for Previous Years (Total for Year)			
		2024	2023	2022	2021
Permits	27	Feb 12 (283)	Feb 7 (320)	Feb 11 (398)	Feb 22 (383)
Planning	15	Jan 11 (204)	Feb 6 (213)	Jan 28 (310)	Jan 22 (259)
Complaints	5	Jan 5 (96)	Jan 10 (74)	Feb 9 (66)	Feb 2 (65)
Enforcement	2	Jan 5 (39)	Jan 10 (39)	Jan 5 (63)	Feb 3 (45)
Online Inquiries	84	Jan 29 (1435)	Mar 9 (1003)	Feb 8 (738)	Jan 26 (1132)
Legal Requests	4	Jan 2 (49)	Mar 27 (58)	Mar 4 (36)	Feb 22 (48)
Clearance Letters	6	Mar 13 (102)	Mar 2 (52)	Apr 6 (25)	n/a
Site Visits	19	Feb 9 (303)	Feb 15 (246)	Mar 21 (363)	Mar 29 (282)

Legal Cases:

- **ENF-20-028** –Status: **No Update**

Watershed Management

- LTC staff are reviewing all the monitoring data collected in 2024. Data analysis will be completed shortly and an annual report will be completed within the next few months.
- Massimo Narini, Watershed Services Specialist conducted a pilot project looking at Brook Trout presence within LTC subwatersheds in 2024. A report and presentation regarding the results of the project will be presented to the Board as information in the coming months.
- LTC staff are looking to update our Flood Forecasting and Warning (FFW) email distribution process. Internal discussions are ongoing, and we are looking to use existing software to pursue this project.
- LTC FFW Staff will be part of a meeting to potentially pilot and join a beta test for hydrological modelling software. If it is determined that the software will enhance our FFW program, staff will recommend that

we partake in the beta testing period. The meeting takes place on February 4, 2025 and the beta test runs from March 2, 2025 to April 30, 2025.

Online Inquiries

Large volumes of inquiries are coming into the office at a similar pace to last year, which was a record year for inquiries. Several historical subdivision files are appearing, and 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. As usual, to ensure a timely response time, we are asking that people continue to use our online inquiry service and avoid directly contacting staff unless they are following up on a pre-existing file.

Permitting:

Ongoing Permit files:

- Staff have issued **44** permits since the previous reporting period with **3** permit amendments issued.
- Staff are currently reviewing and commenting on **20** open 2025 permit files and **35** files from previous years as well.
- Staff will be meeting with Municipal Building departments in February and March to pursue further efficiencies. Currently, we are looking at various options that may include but not limited to, monthly meetings and LTC staff working in satellite office positions within municipal offices for 1 day a month.
- Staff are in the process of updating the Regulatory Policy document and hope for the document to be completed by the end of the second quarter in 2025.
- Eight (8) new Standard Operating Procedures (SOPs) have been created for the use of the Planning and Regulations department. A training session for these SOPs will be run in February to ensure that all staff in the department are aware of their responsibilities moving forward and ensure compliance of the SOPs. All department staff provided input during the writing and development of these SOPs and have bought into the documented procedures as they wish to have a system to fall back on. A second set of SOPs are currently be created and adapted. It is our hope to have the second set of SOPs completed by the year end.

Planning:

- LTC Staff reviewed and commented on **3** Subdivision and Condominium Files in 2025 (new and ongoing). Since the last reporting period, LTC Staff reviewed and commented on **10** 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 **30** 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; **1** site plans and **3** Environmental Impact Studies.

Lastly, a 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: January 31, 2025
To: LTC Board of Directors
Re: Flood Forecasting and Warning UPDATE
Prepared by: Gage Comeau, Manager, Watershed Management, Planning and Regulations

PROPOSED RESOLUTION:

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

BY THE NUMBERS:

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

Table 1. Number of flood communications issued by Staff.

Statements	Flood Communications Issued (as of January 31, 2025)	Total Number for Previous Years						
		2024	2023	2022	2021	2020	2019*	2018
Water Safety	0	5	4	2	2	3	8	2
Flood Outlook	0	2	8	4	4	5	5	5
Flood Watch	2	2	2	0	0	3	6	7
Flood Warning	0	0	2	0	0	0	13	0
Total (System)	2	9	15	6	6	11	32	14

*Lake Ontario water levels were highly elevated during 2019, which led to many flood warning statements and updates.

Summary of Current Conditions (since last report)

Observed precipitation volumes for the month of November was far lower than the established long-term average (LTA); however, the system saw a resurgence in December with the observed precipitation far exceeding the LTA (see Table 2). So far, for the month of January, the observed precipitation is slightly below the LTA, but there is some uncertainty due to the large volume of snow received this month (see Table 3).

Although we have experienced lower than average rainfall, stream flows are roughly average for this time of year and within the observed long-term average flows. In November 2024, Staff declared a level 1 Low Water condition due to the 3-month average triggering the 80 percent threshold. Staff have been monitoring the situation and conducted a meeting with the Low Water Response Team on January 29, 2025. Although, the watershed received a large volume of precipitation in December and an adequate volume of precipitation in January, the Level 1 Low Water condition is to remain as we are still below the 80 percent threshold. It is important to note that we are seeing improvements and hope that February may bring sufficient precipitation to remove the low water condition.

LTC staff will continue to review the weather and stream conditions and will report further if there appears to be any potential flood or worsened drought issues.

Local Creeks

Even with the low volume of precipitation observe throughout the watershed, all the creeks are experiencing average streamflow through the months of November to January; 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.

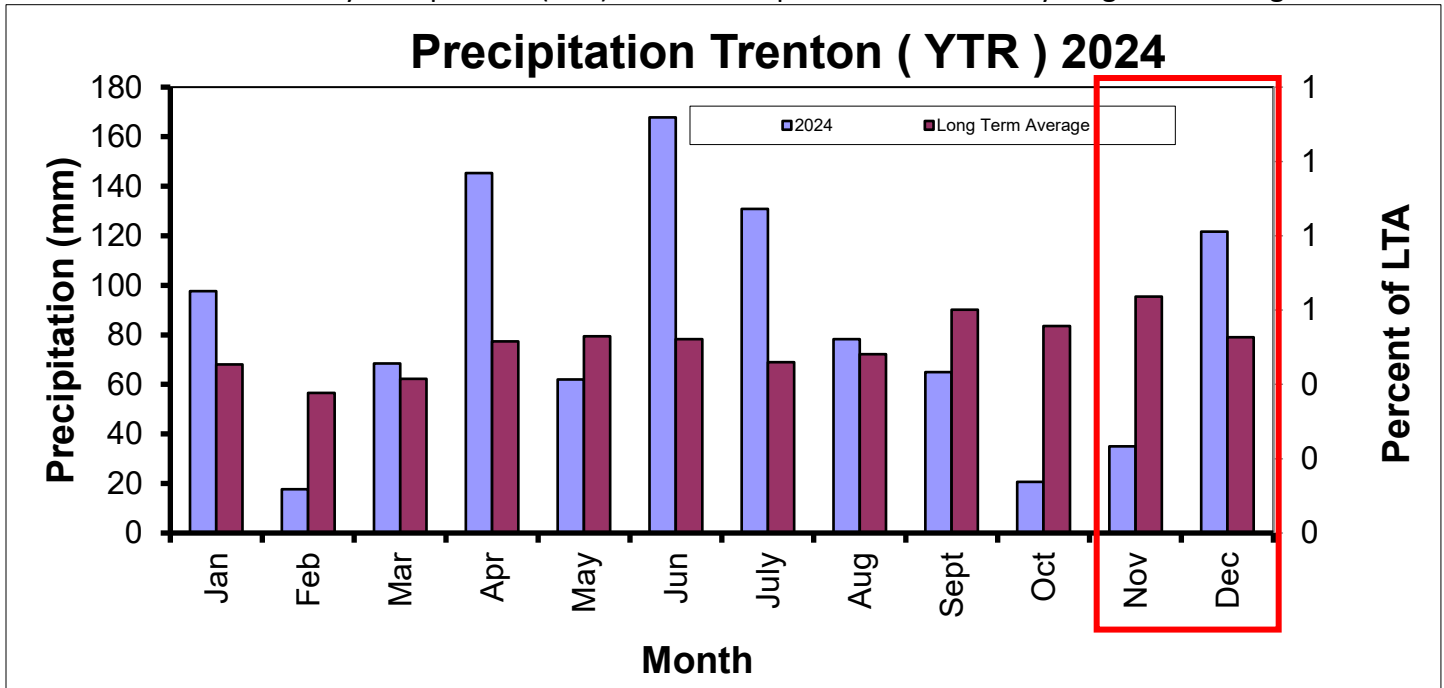
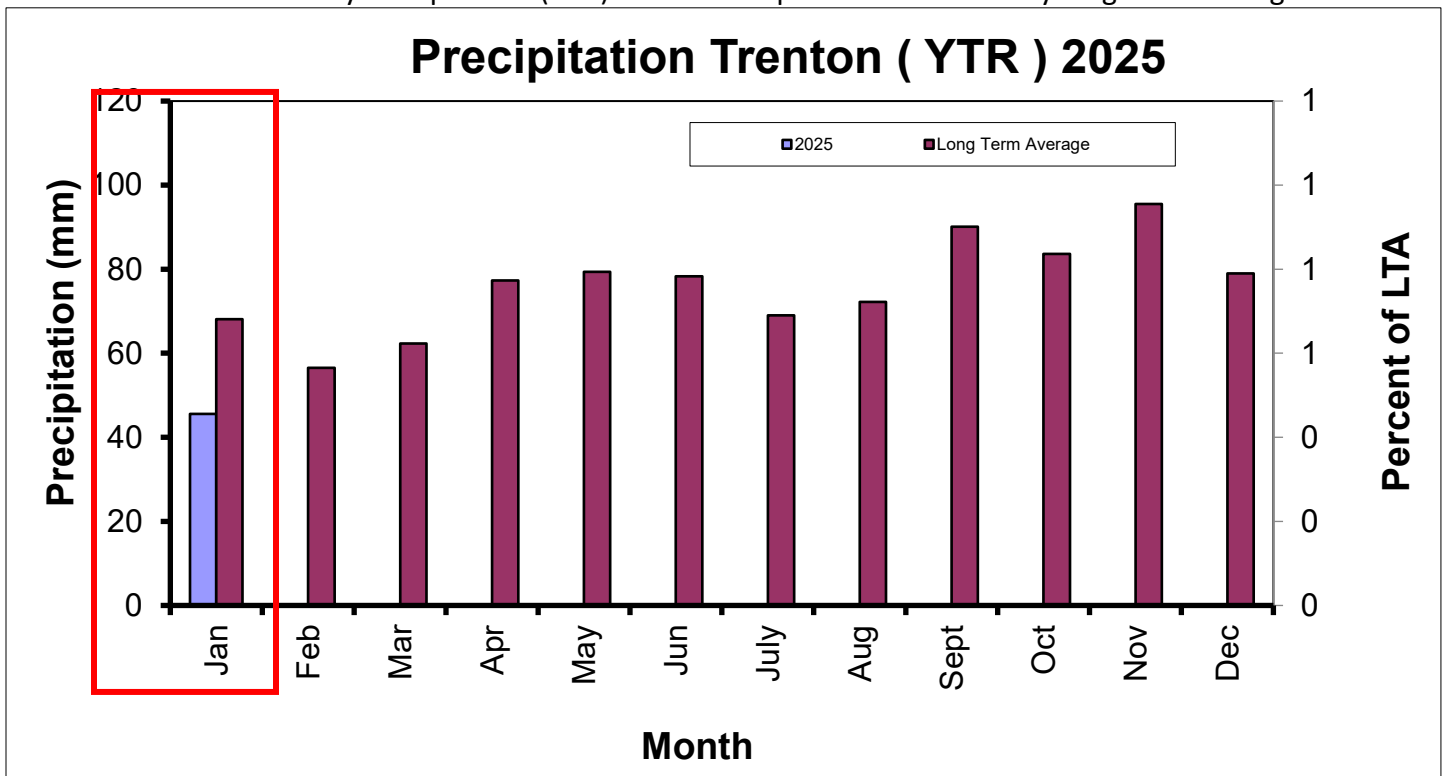


Table 3. Observed Monthly Precipitation (mm) in 2025 compared to the monthly long-term average.



Trent River

Most of the Trent River system is experiencing average water levels and flow for this time of year; however, the area between Dams 6 and 7 (area between Frankford and Glen Ross) has been experiencing large variations in water levels due to ice jams and frazil ice. LTC is working with Parks Canada to ensure that appropriate messaging is out in a timely manner as water levels fluctuate. 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

Currently, water levels are **below** 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 recommend that the Flood Forecasting and Warning Update be received as information.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: January 31, 2025
To: LTC Board of Directors
Re: Watershed Management, Planning and Regulations End of Year Report
Prepared by: Gage Comeau, Manager, Watershed Management, Planning and Regulations

PROPOSED RESOLUTION:

THAT the **Planning and Regulations End of Year Report** be accepted as information.

BY THE NUMBERS:

Here are the numbers for the total number of files and deliverables for 2024 compared to previous years.

Online Inquiries

LTC Staff received and provided information to 1435 inquiries over the 2024 calendar year, which was a record number of inquiries for our organization (see [Table 1](#), below). Additionally, 2024 saw record 2nd and 4th quarter numbers for inquiries. Over the past 6 years, LTC staff have continued to see an increasing trend in the volume of inquiries received. Two of the primary reasons for this increase are due to the continued cooperation with our municipalities and their staff, and a strengthened inquiry process that has made it easier for proponents to reach LTC staff. The growing number of inquiries are appreciated by staff as we continue to provide information and educate the public about our roles and the applicable legislation; however, the large volume of inquiries does lead to increased response time with our current staff complement. Response times can vary depending on the complexity of the inquiry, but staff are able to respond typically within 2-5 business days. When experiencing a large influx of inquiries at a given time, inquiries may take up to 10 business days. As large volumes of inquiries continue, it would be beneficial to assess the organizational needs to determine where efficiencies can be made to provide quicker response times (i.e., hire new staff, allocate staff time from existing staff members, etc.).

Within the LTC watershed, staff provide information and comments to landowners throughout 7 different Municipalities and Townships. The breakdown of inquiries per municipality can be found in [Table 2](#) shown below. In 2024, the large majority of the inquiries staff receive are from proponents in Trent Hills and Quinte West, which had 831 inquiries out of the 1435 inquiries received (approximately 57% of the total inquiries received in 2024). This is consistent with the data collected over the past 6 years, which shows Trent Hills and Quinte West representing 32.1% and 25.0%, respectively, when comparing the total inquiries received for each municipality.

Table 1. Total number of inquiries circulated to LTC for review per quarter from 2019 to 2024. Quarterly numbers for 2024 have been highlighted in yellow.

Quarter/Year	2019	2020	2021	2022	2023	2024
Q1	105	111	369	214	141	340
Q2	146	163	324	251	232	479
Q3	116	228	269	142	408	392
Q4	79	193	170	127	222	224
Total	446	695	1132	734	1003	1435

**Bolded font indicates record number of files for a specific quarter or year.*

Table 2. Total number of inquiries submitted to LTC for review per Municipality from 2019 to 2024. The TOTAL column represents the total number of inquiries received for each Municipality over the last 6 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of inquiries received for the entire watershed over 6 years. 2024 inquiry numbers for each Municipality have been highlighted in yellow.

Township	2019	2020	2021	2022	2023	2024	TOTAL	% TOTAL
Alnwick/Haldimand	58	110	158	94	96	151	667	12.2
Brighton	53	84	124	78	117	195	651	12.0
Centre Hastings	8	9	46	42	37	42	184	3.4
Cramahe	43	53	130	71	107	146	550	10.1
Quinte West	99	182	245	181	246	409	1362	25.0
Stirling-Rawdon	9	31	42	36	52	61	231	4.2
Trent Hills	176	226	387	232	306	422	1749	32.1
Large scale watershed inquiries					42	9	51	0.9
TOTAL	446	695	1132	734	1003	1435	5445	

Permitting

In 2024, LTC received a total of 283 permits for development activities throughout the watershed (see [Table 3](#)). Although it is not part of this report, LTC staff issued 295 permits in 2024. The data and information associated with this is part of secondary Board Report and is associated with the reporting requirements within Ontario Regulation 686/24: Mandatory Programs and Services under the *Conservation Authorities Act*. Additional permit details can be found in that report.

Upon review of the number of permits received annually between 2013 and 2024, the average number of permits received is 270. Although, above average, there was an overall reduction in the number of permits received when compared to the permits received from 2019 to 2023. It is impossible to determine the exact root cause of the reduction; however, there are several factors that likely led to this reduction. Some of these factors include but are not limited to: the Conservation Authorities Act amendments and implementation of Ontario Regulation 41/24, the Bank of Canada interest rate increases, increased cost of living, increased cost of construction materials and development fatigue. With a decrease in interest rates and several subdivisions in the watershed preparing for construction, it is anticipated that permit numbers should see a slight increase in the 2025 calendar year when compared to 2024.

The breakdown of permits through the 7 Municipalities and Townships can be found in [Table 4](#). Similar to online inquiries, Trent Hills and Quinte West provided the largest number of permits in 2024, 66 and 106 permits, respectively. This trend can be seen over time as well when reviewing the number of permits from 2017 to 2024. As Trent Hills and Quinte West are the two most populated Municipalities in the LTC watershed, this is expected.

Table 3. Total number of permit applications submitted to LTC for review per quarter from 2017 to 2024. Quarterly numbers for 2024 have been highlighted in yellow.

Quarter/Year	2017	2018	2019	2020	2021	2022	2023	2024
Q1	40	48	32	52	71	78	82	74
Q2	81	81	88	94	127	125	81	78
Q3	81	80	149	117	101	112	93	71
Q4	56	40	69	88	84	83	64	60
total	258	249	338	351	383	398	320	283

*Bolded font indicates record number of files for a specific quarter or year.

Table 4. Total number of permit applications submitted to LTC Staff for review by Municipality from 2017 to 2024. The TOTAL column represents the total number of permits received for each Municipality over the last 8 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of permits received for the entire watershed over 8 years. 2024 permit numbers for each Municipality have been highlighted in yellow.

Permit Applications	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL	% TOTAL
Alnwick/Haldimand	25	27	50	46	42	45	33	32	300	11.6%
Cramahe	31	21	27	37	46	38	22	25	247	9.6%
Brighton	50	36	92	75	71	64	70	37	495	19.2%
Quinte West	89	75	92	99	101	110	82	106	754	29.2%
Trent Hills	60	82	70	84	104	128	94	66	688	26.7%
Stirling-Rawdon	2	3	2	4	16	9	9	12	57	2.2%
Centre Hastings	1	5	3	4	6	4	10	5	38	1.5%
TOTAL	258	249	336	349	386	398	320	283	2579	

Planning

It is important to note that the numbers reported are for new planning files received in a given calendar year. LTC is not currently set up to record the number of hours spent on each file. When reviewing the number of new files, 1 subdivision file and 1 severance file are seen as equal. Although, each file is seen as a single number, this is clearly not the case from a workload perspective as the review of subdivision involves meetings, online and offline discussions, drafting large reports and emails, and the review of various technical studies. Additionally, complex planning files like subdivisions can be reviewed over the span of multiple years, so even though a subdivision file was received one year, it could be reviewed and commented on several times over the span of 2 or 3 years. For 2024, several subdivision files that were originally received in 2022 and 2023 had the bulk of the review and comments completed this calendar year. So, although the file number was assigned in a previous year, the bulk of the work was completed this year. It is the current structure of our filing system for planning files that staff work on alternatives, to better illustrate to the Board of Directors on workload and workflow.

Planning files in 2024 were unique in that we saw a slightly lower number of files than previous years (see [Table 5](#)), but the number of subdivisions and complex files we reviewed and commented on were higher than average (30 subdivision and condominium files reviewed and commented on in 2024 compared to the average of 24). Additionally, historical subdivisions that were provided draft plan approval in the past reappeared and the review of these files took up a large volume of staff time.

Through a review of the planning files received for 2024 for each Municipality and Township, Alnwick/Haldimand, Cramahe and the City of Quinte West had the most files circulated to LTC for review (37, 37 and 60, respectively). When reviewing the data over time from 2017-2024, we can see that these same municipalities represent the bulk of planning file circulations through 2017-2024 (see [Table 6](#)).

Table 5. Total number of planning files circulated to LTC for review per quarter from 2017 to 2024. Quarterly numbers for 2024 have been highlighted in yellow.

Quarter/Year	2017	2018	2019	2020	2021	2022	2023	2024
Q1	45	55	71	45	69	58	45	62
Q2	53	60	59	17	73	98	63	40
Q3	61	69	59	57	68	83	45	60
Q4	34	55	41	50	48	71	60	42
Total	193	239	230	169	258	310	213	204

**Bolded font indicates record number of files for a specific quarter or year.*

Table 6. Total number of planning files circulated to LTC Staff for review by Municipality from 2017 to 2024. The TOTAL column represents the total number of files received for each Municipality over the last 8 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of planning files received for the entire watershed over 8 years. 2024 planning file numbers for each Municipality have been highlighted in yellow.

Planning Files	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL	% Total
Alnwick/Haldimand	45	49	42	28	45	42	23	37	311	17.1%
Cramahe	21	28	27	25	42	44	21	37	245	13.5%
Brighton	22	31	22	16	27	23	22	23	186	10.2%
Quinte West	80	73	80	51	90	96	74	60	604	33.2%
Trent Hills	13	22	26	21	28	37	24	12	183	10.1%
Stirling-Rawdon	5	12	12	5	16	35	32	25	142	7.8%
Centre Hastings	5	24	21	17	22	33	17	8	147	8.1%
Northumberland								1		n/a
TOTAL	191	239	230	163	270	310	213	204	1819	

Enforcement

LTC Provincial Offences Officers are tasked to manage complaints, and enforcement matters for the Authority pursuant to Ontario Regulation 686/21: Mandatory Programs and Services. During 2024, Provincial Offences Officers inspected 96 complaints and investigated 39 enforcement matters (see [Table 7](#) and [Table 8](#)). Both complaints and enforcement matters take several hours for staff to handle as they need to rigorously document all correspondence (verbal and/or written) and any actions taken for these files. Additionally, enforcement matters may involve additional staff time for complex matters where charges may be laid. It has always been the direction at LTC for officers to pursue enforcement matters as an opportunity for education and to make all attempts to pursue voluntary compliance/resolution for enforcement matters. Therefore, LTC officers believe that we are dutybound to oversee these opportunities as they are meaningful in our journey to build relationships with the residents of the watershed. Although it does mean that staff spend large amounts of time on each file to establish these relationships, it has proven to be a worthwhile endeavor over the past few years.

Similar to the files reviewed above, complaints and enforcement show similar trends over time where the highest number of files are seen in the areas with the greatest population size (see [Table 7](#) and [Table 8](#)). An important note to be aware of is that a high number of complaints does not always indicate an equivalent number of enforcement files. In general, we receive more complaints than enforcement files for any given year. The reason for this is that not all complaints inspected are found to be a contravention of Section 28 of the Conservation Authorities Act. Only when a complaint matter is inspected and a violation is noted do officers pursue the matter as an enforcement matter (i.e., create a formal enforcement file).

[Table 9](#) documents the number of enforcement files since 2016 and shows the number of files resolved for each year. In 2024, staff resolved a total of 29 enforcement files while working concurrently on 68 enforcement files. It is important to note that the 68 open enforcement files include matters that are beyond our statute of limitations (i.e., two years from the date the offence first comes to the attention of an officer). These cases have remained open for several reasons including but not limited to; court proceedings, open court orders, building permit involvement, and wetland offsetting/compensation monitoring. Staff will continue to work on closing all ongoing files.

Table 7. Total number of complaint files managed by LTC Staff by Municipality from 2018 to 2024. The TOTAL column represents the total number of files inspected for each Municipality over the last 7 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of files inspected for the entire watershed over 7 years. 2024 complaint file numbers for each Municipality have been highlighted in yellow.

Complaint Files	2018	2019	2020	2021	2022	2023	2024	TOTAL	% Total
Alnwick/Haldimand	10	6	10	10	12	9	5	62	13.3%
Cramahe	8	5	7	10	9	11	17	67	14.3%
Brighton	6	7	9	5	7	10	15	59	12.6%
Quinte West	11	18	11	15	14	26	23	118	25.3%
Trent Hills	18	12	17	26	21	17	31	142	30.4%
Stirling-Rawdon	1	5	2	0	1	1	4	14	3.0%
Centre Hastings	1	1	0	0	0	2	1	5	1.1%
TOTAL	55	54	56	66	64	76	96	467	

Table 8. Total number of enforcement files managed by LTC Staff by Municipality from 2017 to 2024. The TOTAL column represents the total number of files investigated for each Municipality over the last 8 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of files investigated for the entire watershed over 8 years. 2024 enforcement file numbers for each Municipality have been highlighted in yellow.

Enforcement Files	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL	% Total
Alnwick/Haldimand	3	5	4	6	8	9	2	6	43	14.7%
Cramahe	1	6	3	10	5	5	5	9	44	15.1%
Brighton	0	2	5	3	3	3	7	6	29	9.9%
Quinte West	7	4	8	4	4	17	13	8	65	22.3%
Trent Hills	5	8	12	8	23	29	9	7	101	34.6%
Stirling-Rawdon	0	0	1	1	2	0	3	3	10	3.4%
Centre Hastings	0	0	0	0	0	0	0	0	0	0.0%
TOTAL	16	25	33	32	45	63	39	39	292	

Table 9. Enforcement files – Total number of resolved and ongoing cases. 2024 numbers have been highlighted in yellow to illustrate the information related to this annual report.

YEAR of Occurrence	Number of Violations	Year of Resolution									Ongoing
		2016	2017	2018	2019	2020	2021	2022	2023	2024	
2016	36	15	11	8	2						0
2017	16		10	2	3	1					0
2018	26			14	8	4					0
2019	33				12	8	7	3	2		1
2020	32					23	5		1	1	2
2021	45						25	8	2	5	5
2022	63							35	9	5	14
2023	39								14	9	16
2024	39									9	30
Resolved Cases per Year		15	21	24	25	36	37	46	28	29	68

Site Visits

In 2024, LTC staff conducted 303 site visits to properties within the LTC watershed (see [Table 10](#)). These site visits were conducted for permit applications, wetland assessments, complaint inspections, enforcement investigations and general site visits. The number of visits conducted in 2024 was the second most visits completed by staff between the years of 2017 and 2024. [Table 11](#) provides a breakdown of the site visits completed for each Municipality over the last eight years. LTC did not have site visit numbers well recorded before 2017. Currently, the Planning and Regulations department are working to develop standard operating procedures that will involve staff needing to undertake more site visits that will direct our comments and decision making on all files.

Table 10. Total number of site visits/inspections conducted by LTC staff per quarter from 2017 to 2024. Quarterly numbers for 2024 have been highlighted in yellow.

Quarter/Year	2017	2018	2019	2020*	2021	2022	2023	2024
Q1	8	9	10	6	28	34	24	56
Q2	45	42	74	26	110	149	49	72
Q3	70	55	85	100	87	127	108	107
Q4	31	60	44	35	57	53	65	68
Total	154	166	213	167	282	363	246	303

*2020 COVID office closures. ** Bolded font indicates record number of files for a specific quarter or year.

Table 11. Total number of site visits/inspections conducted by LTC Staff for review by Municipality from 2017 to 2024. The TOTAL column represents the total number of visits/inspections conducted for each Municipality over the last 8 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of visits/inspections for the entire watershed over 8 years. 2024 site visit/inspection numbers for each Municipality have been highlighted in yellow.

Site Visits/Inspections	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL	% TOTAL
Alnwick/Haldimand	14	27	34	28	35	50	23	35	246	13.0
Cramahe	27	27	24	16	37	40	36	46	253	13.4
Brighton	24	19	26	20	18	52	38	51	248	13.1
Quinte West	34	25	46	40	42	70	67	74	398	21.0
Trent Hills	41	59	62	52	120	128	62	72	596	31.5
Stirling-Rawdon	7	3	11	5	16	14	12	13	81	4.3
Centre Hastings	7	6	10	6	14	9	8	12	72	3.8
TOTAL	154	166	213	167	282	363	246	303	1894	

RECOMMENDATION:

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



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: January 31, 2025
To: Board of Directors
Re: Annual Permit Report
Prepared by: Gage Comeau, Manager, Watershed Management,
 Planning and Regulations

PROPOSED RESOLUTION:

THAT the Annual Permit Report as required under O. Reg. 686/21 and O. Reg 41/24 be received as information and further that the report be posted to the LTC Governance website page for compliance.

BACKGROUND:

Subsection 21.1 (3) of the *Conservation Authorities Act* and Ontario Regulation 686/21: Mandatory Programs and Services (O.Reg. 686/21) made under the Act requires that each Conservation Authority must prepare and publish an annual report that outlines permit statistics including reporting on the level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), made under the Act in respect of the application and issuance of permits including associated timelines. O. Reg. 41/24 was enacted on April 1, 2024, and all new permits received on or after that date are subject to the new Regulation.

Pursuant to Ontario Reg. 686/21, Section 8.1 – Standard and requirements, Part VI states:

8.1 The programs and services provided by an authority related to ensuring that the authority satisfies its duties, functions and responsibilities to administer Part VI of the Act shall be provided in accordance with the following requirements:

1. The authority shall prepare and publish an annual report that outlines statistics on permits, including reporting on its level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), made under the Act, respecting the application for and issuance of permits, including any associated timelines. O. Reg. 41/24, s. 1.

Additionally, Ontario Regulation 41/24, subsections 4 (1) and (2) states,

4. (1) An authority shall develop maps depicting the areas within the authority's area of jurisdiction where development activities are prohibited under paragraph 2 of subsection 28 (1) of the Act which shall be filed at the head office of the authority and made available to the public on the authority's website, and by any other means that the authority considers advisable.
- (2) At least once annually, the authority shall,
 - (a) review the maps referred to in subsection (1) and determine if updates to the maps are required;
 - (b) make and file such updates to the maps at its head office if required; and
 - (c) make the updated maps available to the public on its website and by any other means it considers advisable.

Staff have assessed the permit data for 2024 and prepared a report as required under O. Reg. 686/21. The report outlines the level of compliance with O. Reg. 41/24 standards for permits between April 1, 2024 and December 31, 2024 and the level of compliance with O. Reg. 41/24 subsections 4 (1) and (2) associated with the regulatory mapping. Additionally, it reports on the level of compliance for permits issued between January 1, 2024 and March 31, 2024 using the previous client service standards created by Conservation Ontario and adopted by LTC. To ensure that we meet the legislative requirements, staff are requesting that report be approved and staff be directed to post the report to our website on the Governance page.

RECOMMENDATION:

Staff recommends THAT the Annual Permit Report be received and the report be placed on the LTC Governance page as per direction by the Board of Directors to ensure compliance with O. Reg. 686/21.

Conservation Authority: Lower Trent Conservation	
Annual Reporting – Permit Statistics	
Total Permits Received (Overall) (January 1 – December 31):	283
Total Permits Issued (inc. permits received in 2024 and previous years) (January 1 – December 31):	295
Total Major Permits Issued (January 1 – December 31):	223
Total Minor Permits Issued (January 1 – December 31):	72
Compliance Permits Issued (January 1 – December 31):	30
Permit Amendments Issued (January 1 – December 31):	27
Total Applications Subject to Minister's Order (Minister's Review):	0
Annual Reporting – Permit Timelines (O.Reg. 163/06)	
Total Permits Received (January 1- March 31)	73
Total Permits Issued (January 1 – March 31):	104
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (28 Days from completion date):	76
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (28 Days from completion date):	1
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (14 Days from completion date):	26
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (14 Days from completion date):	1
VARIANCE FROM TIMELINES Reason for Variance from Timelines (Optional):	Major: 1 - LTC File No. RP-23-300 - Delay in issuance of permit due to workload and lack of staff during time period Minor: 1 - LTC File No. RP-22-370 - Delay in issuance of permit due to workload and lack of staff during time period
PERMIT DECISION TIMELINES (AVERAGE – ALL) Overall Average Permit Review Timeline ():	9.08 days from date of complete permit application
PERMIT DECISION TIMELINES (AVERAGE – MAJOR – 28 DAYS) Average Major Permit Review Timeline:	10.40 days from date of complete permit application
PERMIT DECISION TIMELINES (AVERAGE – MINOR – 14 DAYS) Average Minor Permit Review Timeline:	5.15 days from date of complete permit application
Annual Reporting – Permit Statistics (O.Reg. 41/24 only)*	
Total Permits Received (April 1 – December 31):	210
Total Permits Issued (April 1 – December 31):	191
Total Major Permits Issued (April 1 – December 31):	146
Total Minor Permits Issued (April – December 31):	45
Total Applications Subject to Minister's Order (Minister's Review):	0
Annual Reporting – Permit Timelines (April 1 - December 31, 2024)	
COMPLETE APPLICATION REVIEW Total complete application reviews completed in 21 days:	208
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	146

PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	0
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	45
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	0
VARIANCE FROM TIMELINES Reason for Variance from Timelines (Optional):	Amongst the 210 permits received under O.Reg. 41/24, 2 files (LTC File No. RP-24-118 and RP-24-119) were not notified of completion within the 21 day timeline due to lack of staffing during that period of time. Total number of days from time of receipt to issuance of those permits were 62 and 54 days, respectively.
PERMIT DECISION TIMELINES (AVERAGE – ALL) Overall Average Permit Review Timeline ():	7.32 days following notice of complete permit application
PERMIT DECISION TIMELINES (AVERAGE – MAJOR – 90 DAYS) Average Major Permit Review Timeline:	7.45 days following notice of complete permit application
PERMIT DECISION TIMELINES (AVERAGE – MINOR – 30 DAYS) Average Minor Permit Review Timeline:	6.88 days following notice of complete permit application
Annual Reporting – Compliance with O. Reg. 41/24	
MAPPING Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)	Yes - Mapping is updated continuously throughout the year to ensure information is up to date.
MAPPING Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)	Yes - an annual review was conducted near the end of the year to ensure all mapping updates are within the system and reflected on the website map viewer.
ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority:	0
ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days of the request:	0



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: January 14, 2025
To: Board of Directors
Re: Conservation Lands Report for the period October 1 to December 31, 2024
Prepared by: Chris McLeod, Supervisor, Conservation Lands

PROPOSED RESOLUTION:

THAT the Conservation Lands Update for the period October 1 – December 31, 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 Centre and main office).

During the Fall / Winter of 2024:

- Pressure washing of all permanent privies (Seymour, Goodrich-Loomis, and Sager CA's) and facilitated the pump outs
- Repair storm washouts along main staircase leading to the observation tower at Sager CA
- Continuous removal of down leaves, debris and branches along trail systems
- Interacted with Conservation Lands visitors and responded to inquiries, complaints, and requests from members of the public and neighbours of Conservation Areas
- Install winter tires on LTC vehicles
- Seasonal removal of logs at the Warkworth dam
- Winterize outside water systems for Administration Building, Goodrich-Loomis, and Workshop
- Cut back of overgrowth vegetation on around culverts and bridges, Bleasdel Boulder, Goodrich-Loomis and Seymour Conservation Areas
- Remove docks for the winter season at Glen Miller and Trenton Greenbelt Conservation Areas

SPECIAL PROJECTS & PROGRAM IMPROVEMENTS:

- Work with contractor (through micro-Grant) to treat for Dog Strangling Vine and Buckthorn at Sager CA
- Remove 118 red cedar trees encroaching into sensitive ecosystem at Sager CA
- Purchase a CA Lands tractor
- Accessibility assessment conducted at the Trenton Greenbelt CA restoration site
- Frost seeding performed at the Trenton Greenbelt CA wildflower cells
- Install rustic bench along the Esker trail at Goodrich-Loomis CA

SPECIAL EVENT PROPERTY RENTALS:

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

- Goodrich-Loomis = 2 (including a re-occurring children's nature camp (5 different Saturdays))

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.

- Proctor Park = 140
- Goodrich-Loomis = 4
- Sager = 6

CONSERVATION LANDS VANDALISM:

- Aside from some isolated large garbage dumping incidences, the misuse of the properties has been relatively low during the fall/winter months
- 'No Swimming' sign at Seymour CA had additional measures installed to minimize damage to sign

CONSERVATION LANDS ENFORCEMENT:

No Section 29 tickets were issued during this period.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: February 1, 2025
To: Board of Directors
Re: Summary of Education and Outreach Activities October 1 – December 31, 2024
Prepared by: Anne Anderson, Manager of Community Outreach and Special Projects; Nicholas Reynolds, Environmental Education Technician and Corinne Ross, Communications Specialist

PROPOSED RESOLUTION:

THAT the summary of Recent and Upcoming Education and Outreach Activities be received as information.

RECENT EDUCATION & OUTREACH EVENTS

Date	Event	Approximate Attendance
October 23	Special Event: Drinking Water Wise Webinar - Climate Change Impacts on Drinking Water and Boil Water Advisories - Trent Bos	30
October 28	Youth Education: Trenton Christian School – hike at Goodrich-Loomis - Nicholas Reynolds	20
November 5	Youth Education: St. Peter Catholic School, Trenton - Nicholas Reynolds	86
November 12	Special Event: Madoc Public Library - Nicholas Reynolds	34
November 14-15	Youth Education: St. Peter Catholic School, Trenton - Nicholas Reynolds	120
December 17	Special Event: Stirling Public Library DWSP Road Salt Workshop - Nicholas Reynolds	1

SOCIAL MEDIA

Date	Post	People Reached
October 10	World Mental Health Day	440
October 16	DWSP – Regional Webinar	250
October 17	Brooke Trout Monitoring Project Update	500
October 18	Conservation Areas	650
October 22	DWSP – Take Care of Your Water	180
October 23	DWSP – Hazardous Waste	177
October 25	Brooke Trout Monitoring Project Update Seminar	700
October 29	DWSP – Hazardous Waste	600
October 30	DWSP – Clean Water	205
November 5	DWSP – Risk Management Plan	298

November 6	DWSP – Hazardous Waste	305
November 7	DWSP – Conservation Lands	1300
November 8	Remembrance Day	300
November 11	Remembrance Day	498
November 12	DWSP – Home Heating	450
November 13	DWSP – Septic System	192
November 15	Conservation Lands – Donations	375
November 21	Conservation Lands – Sager Tower	352
November 26	DWSP - Road Salt	297
November 28	Give a Little Preserve a lot (Giving Tuesday)	600
November 29	Give a Little Preserve a lot (Giving Tuesday)	407
December 2	Native Plant Sale	17
December 3	Give a Little Preserve a lot (Giving Tuesday)	210
December 4	Give a Little Preserve a lot (Giving Tuesday)	357
December 4	Road Salt Workshop Stirling	900
December 17	Road Salt Workshop Stirling	1600
December 19	DWSP - Road Salt Alternatives	352
December 19	Conservation Areas – Sager Closed	376
December 23	Office Closure	254
December 24	DWSP - Road Salt	392
December 28	Flood Outlook Statement	405

UPCOMING EVENTS

January 6	Campbellford Public Library – DWSP Road Salt Workshop
January 13	Quinte West Public Library – DWSP Road Salt Workshop
January 20	Quinte West Sparks and Embers
January 21	Brighton Public Library – DWSP Road Salt Workshop
January 23	Centreton Library Branch – DWSP Road Salt Workshop
March 14	Farewell to Frost – Goodrich-Loomis



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: January 31, 2025

To: Board of Directors

Re: Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* - Period of October 1 - December 31, 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 October 1 to December 31, 2024, be received as information.

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	24	92	41	19	0
Warkworth	31	0	30	1	1	0
Hastings	29	4	25	8	5	0
Campbellford	73	7	65	15	11	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
Stirling	6548, 6938	Threat Verification – Initial Meeting	Oct 1 st
Stirling	1603	Notification Letter – Reminder RMP	Oct 1 st
Stirling	1608	Notification Letter – Reminder RMP	Oct 1 st
Stirling	1545	Notification Letter – Reminder RMP	Oct 1 st
Stirling	6750	Notification Letter – Reminder RMP	Oct 1 st
Stirling	1593	Amended RMP – Sign Document	Oct 3 rd
Stirling	6548, 6938	Exemption Letter – Sign Document	Oct 16 th
Stirling	1562, 1577	Risk Management Plan - Review	Oct 16 th
Stirling	6945	Threat Verification – Discuss Activities	Oct 16 th
Campbellford	6919	Threat Verification	Nov 6 th
Campbellford	6942	Sign agreed upon RMP	Nov 6 th
Stirling	1603	Discuss RMP and moving	Nov 7 th
Stirling	1575, 1579	Threat Verification – Compliance with RMP	Nov 7 th
Stirling	1562, 1577	Risk Management Plan - Review	Nov 7 th
Stirling	6945	Threat Verification – Discuss Activities	Nov 7 th
Stirling	1547	Theat Verification – Compliance with RMP	Nov 7 th
Stirling	1591	Threat Verification – Discuss Activities	Nov 7 th
Stirling	1592, 6939	Exemption Letter – Signed	Nov 14 th
Stirling	1562, 1577	Risk Management Plan - Review	Nov 14 th
Stirling	6945	Threat Verification – Discuss Activities	Nov 14 th
Stirling	1555	Threat Verification – RMP Compliance	Nov 14 th
Stirling	1575, 1579	Threat Verification – Compliance with RMP	Nov 14 th

Stirling	1603	Discuss RMP and moving	Nov 14 th
Stirling	1591	Reviewed Agricultural Activities	Nov 14 th
Campbellford	6948	Risk Management Plan – Discuss Activities	Nov 21 st
Campbellford	6919	Threat Verification – Compliance with RMP	Nov 21 st
Stirling	1593, 1547, 1554	Cover Crop & Compliance with RMP	Nov 27 th
Stirling	1591	Exemption Letter - Signed	Nov 27 th
Stirling	6945	Exemption Letter - Signed	Nov 27 th
Stirling	6939	Dropped off Exemption Letter	Nov 27 th
Stirling	1562, 1577	Risk Management Plan – Review	Nov 27 th
Stirling	1591	Dropped off Exemption Letter	Dec 3 rd
Stirling	6548	Reviewed Agricultural Activities	Dec 11 th
Stirling	6502	Review and sign amended RMP	Dec 12 th
Campbellford	6948	Review and sign RMP	Dec 19 th

RISK MANAGEMENT PLANS (RMP)

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

Location	RMP #	Activity	Date Established
Campbellford	RMP-24-003	Storage of hazardous waste at disposal sites	November 11, 2024
Campbellford	RMP-24-004	Handling of fuel	December 19, 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-17-004	<ol style="list-style-type: none"> 1. Handling of Dense Non-Aqueous Phase Liquids 2. Storage of Dense Non-Aqueous Phase Liquids 3. Storage of Hazardous Waste 	April 5 th , 2022	December 12 th , 2024

NOTICES

The following table details Notices issued for the review period.

Type of Notice*	Notice #	Location	Threat Subcategory
s. 59(2)(a)	N-24-932	Stirling	Building Permit
s. 59(2)(a)	N-24-933	Campbellford	Building Permit
s. 59(2)(a)	N-24-934	Campbellford	Building Permit
s. 59(2)(a)	N-24-935	Stirling	Rezoning
s. 59(2)(a)	N-24-936	Stirling	Building Permit
s. 59(2)(a)	N-24-937	Campbellford	Building Permit

***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-17-004	Risk Management Plan Compliance (s. 58)	Oct 31 st
Trent Hills	RMP-19-010	Risk Management Plan Compliance (s. 58)	Dec 5 th

Types of Inspections

Risk Management Plans Compliance (Section 58)

Prohibition (Section 57)

Exemption Letter



Waterlogs - December 2024

HAPPY HOLIDAYS

"And the Grinch, with his Grinch-feet ice cold in the snow, stood puzzling and puzzling, how could it be so? It came without ribbons. It came without tags. It came without packages, boxes or bags. And he puzzled and puzzled 'till his puzzler was sore. Then the Grinch thought of something he hadn't before. What if Christmas, he thought, doesn't come from a store. What if Christmas, perhaps, means a little bit more."

Dr. Seuss



Wishing you and
your family the best
of the season.

Anne, Shan, Sarah,
Jason, Kaitlin

A LITTLE SELF-CARE CAN HELP MAKE THE SEASON MERRY AND BRIGHT



Image by pvproductions on Freepik

Get your “hygge” on - Hygge is pronounced HOO-gah.

This is a concept a lot of people could use at this time of year.

The Danes really lean into the idea of self-care during the cold winter months, and, we should be no different. As we approach the Christmas season with all its joy and frustrations, a little self-care can go along way to making the season merry and bright.

So what is “hygge” some of the key ingredients are togetherness, relaxation, indulgence, presence, and comfort. Sounds like something we should practice all year, not just at Christmas. Enjoy, getting your “hygge” on.

www.self.com/story/practicing-hygge-danish-lifestyle

TIS' THE SEASON



Adopt an Acre from Quinte Conservation

This year, the Adopt An Acre 2024 campaign will support the replacement of two wetland lookout platforms at Beaver Meadow Conservation Area.

Adoption Cost

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

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

The campaign runs until December 22.

To participate in Adopt An Acre,

Visit - quinteconservation.ca/adopt-an-acre

Call - 613-968-3434 ext. 123 or

Stop by - Quinte Conservation's Main Office at 2061 Old Hwy 2 in Belleville.

All adoptions requiring shipping must be placed by December 13.

GIVE A LITTLE, PRESERVE A LOT

This season, give back to the environment and make a lasting impact. By donating to Lower Trent Conservation, you're helping to preserve and enhance our conservation lands, support environmental education, and protect natural resources for future generations.

www.LTC.on.ca

LOWER TRENT CONSERVATION

Give A Little, Preserve A Lot with Lower Trent Conservation

Lower Trent Conservation invites you to Give A Little, Preserve A Lot. This season give back to the environment and make a lasting impact. By donating you are helping to preserve and enhance conservation lands, support environmental education, and protect natural resources for future generations.

www.canadahelps.org/en/charities/id/6725

CHRISTMAS BIRD COUNT



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

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

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

www.birdscanada.org/bird-science/christmas-bird-count

PROJECT FEEDERWATCH



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

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

Even if you count birds only once during the season, that is a helpful snapshot of the birds in your location.

Make a donation to get started then, you will have access to the Project FeederWatch data entry page and all of the important information you need to turn your bird watching hobby into scientific discoveries!

www.birdscanada.org/you-can-help/project-feederwatch



Waterlogs - January 2025

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

IT'S THE NEW YEAR, NOW WHAT!



Over the past 40 years, the Bay of Quinte Remedial Action Plan (RAP) partners have worked hard to restore the Bay of Quinte's water quality. Scientists have spent decades monitoring, researching, and analyzing all aspects of the Bay's unique ecosystems. Today, the bay is a healthy and vibrant waterbody, full of biodiversity and the crowning jewel of the area. It brings in millions of tourist dollars. Is one of the main attractions for people moving to the area; because of the unique landscape and lifestyle it provides with: trails, conservation areas, fishing, boating, kayaking, bird watching, the list goes on.

All good stuff. So, what's up?

The Remedial Action Plan (RAP) is close to meeting all the criteria and targets that were outlined when it was developed.

It's important to understand that achieving the targets and criteria set out in the RAP doesn't mean the work on the bay's water quality is finished. There will be added pressures from population increases, urban and rural development, climate change, and new invasive species. The area is growing, new developments are adding more impervious surfaces increasing stormwater runoff and additional volume to sewage treatment plants. Waterfront living is more popular than ever these days, impacting shorelines and wetlands; climate change - will affect water quantity and quality, and there will be new invasive species - think water soldier. So, what happens next?

Over the next several years the RAP process will be complete. There needs to be a long-term vision for maintaining water quality in the bay, reducing harmful algae blooms and keeping the fishery sustainable.

A Phosphorus Management Plan is being developed. It addresses the additional reductions in phosphorus levels needed to combat the expansive growth this area is going to experience over the coming decades. Areas of focus in the plan are sewage treatment plants, urban storm water, and agriculture. A detailed draft of the Phosphorus Management Plan is available on the [BQRAP web site](#).

The plan will need community support and political will to drive it forward. Water quality in the bay is a responsibility everyone shares. If you live in the Quinte Region, the bay impacts your life in some way. Whether you get your municipal drinking water from it, you enjoy taking the family for a walk along the bay shore, you spend your summer boating, you're an avid fisherman, or you enjoy sitting on your deck watching the tranquil bay scenery.

You can help ensure the bay's water quality is maintained by volunteering as a citizen scientist, talking to you neighbours about what goes down the storm sewer - most of the runoff goes directly into the nearest body of water - untreated, reporting an invasive species, and most importantly, voice your ideas, concerns, opinions, and questions to your local politicians, - municipal, provincial, and federal about the importance of long-term protection of the bay's water quality. It is through grassroots support and action that change happens.

www.bqrap.ca

In partnership locally with Lower Trent Conservation and Quinte Conservation

Citizen scientists needed to survey marshes in the Bay of Quinte Region for wetlands birds and frogs.

Quinte area naturalist, Terry Sprague will explain how you can participate in **FrogWatch Ontario** and/or the **Marsh Monitoring Program** and help us understand about the health of local marshes by surveying for birds and frogs.

This is a free online presentation.

Monday, March 3, 2025 - 7:00 p.m.

Register on Eventbrite to receive the link.

<https://marshmonitoring2025.eventbrite.ca>



smidlanejones@bqrap.ca
613-394-3915 ext 214
www.bqrap.ca

Every year, the Bay of Quinte Remedial Action Plan (BQRAP) needs volunteer citizen scientists to survey local marshes to collect data on wetland birds and frogs. The survey information helps track long-term trends in species diversity, and abundance. An information session is hosted by Quinte area naturalist and columnist Terry Sprague explaining how you can become involved in surveying local inland and coastal marshes through the FrogWatch Ontario and Marsh Monitoring programs.

This year, the virtual presentation is on Monday, March 3, 2025 at 7:00 pm. You can register on Eventbrite at **<https://marshmonitoring2025.eventbrite.ca>**

Terry will discuss both programs, the FrogWatch Ontario program, is a family-friendly activity; and the Marsh Monitoring Program, is more structured, ideal for the outdoors enthusiast. The FrogWatch Ontario Program records amphibians once a week from April through June and the results are submitted online. The Marsh Monitoring Program records wetland birds and frogs, between May and July. Frogs are monitored three times approximately 15 days apart. Wetland birds are monitored twice for 15 minutes and the monitoring must be at least 10 days apart. Monitoring sites are at a variety of locations like cottages, backyards, or at designated monitoring locations.

“The information collected tells us about the presence and abundance of both species in coastal and inland marshes, and contributes to our understanding of these species and their habitat needs.” says Terry.

In the Bay of Quinte, the environmental challenges related to fish and wildlife populations and habitat are classified as restored, meaning they have met all the criteria outlined in the bay's remedial action plan. That's it, it doesn't mean they are protected from the effects of climate change, population increases, and urban and rural development. Citizen scientists are vitally important as “boots on the ground” focusing on ensuring marshes don't revert to the conditions that required a remedial action plan in the first place.

In the past couple of years, the programs have experienced the retirement of a key number of volunteers. There are several important marsh locations that are available for monitoring. This presentation gives you an excellent overview of the two programs and support is offered to all volunteers throughout the monitoring season.

Registration closes on Monday, March 3rd at 2:00 pm.

START PLANNING FOR SPRING

**“In winter, I plot and plan.
In spring, I move.”**  
Henry Rollins

We offer cost-sharing incentives for both rural and urban projects.
Over the winter, plan your project and complete the application process.

Rural Stewardship

- Cover crops
- Livestock fencing
- Riparian buffer zones
- Alternate watering systems
- Water quality and erosion projects
 - (• stream bank stabilization
 - barnyard runoff control
 - manure storage improvements
 - constructed wetlands
 - erosion control structures)

Urban Stewardship 

- Rain Gardens
- Shoreline Plantings



Bay of Quinte
Remedial Action Plan
Healthy Bay • Healthy Community
www.bqrap.ca

We offer FREE agricultural soil testing.

 Sarah Midlane-Jones
Bay of Quinte Remedial Action Plan
Lower Trent Conservation
P: 613-394-3915 ext 214
E: smidlanejones@bqrap.ca

Kaitlin Maurer
Bay of Quinte Remedial Action Plan
Quinte Conservation
P: 613-968-3434 ext 107
E: KMaurer@quinteconservation.ca

Winter is a great time to plan spring projects. A great place to start is by contacting our stewardship technicians. They will help you with the planning and application process. Details about our programs <https://www.bqrap.ca/get-involved-learn/rural-stewardship/>

Sarah Midlane-Jones
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E: KMaurer@quinteconservation.ca

THE GREAT BACKYARD BIRD COUNT



The Great Backyard Bird Count is an annual four-day event that engages bird enthusiasts of all ages around the world in counting birds to create a real-time snapshot of where the birds are. Anyone can participate, from beginners to experts. You can count for as little as 15 minutes on a single day, or for as long as you like each day of the event. It's free, fun, and easy – and it helps the birds! The Great Backyard Bird Count is a joint program of the Cornell Lab of Ornithology and Audubon with Canadian partner Birds Canada.

<https://www.birdcount.org/>



CAO REPORT

Date: January 31, 2025
To: Board of Directors
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT the CAO's Report be received as information.

CORPORATE SERVICES

Corporate Services staff met with the Auditor on January 22nd to prepare for the 2024 audit. The auditors will be on site for at least the week of February 3rd.

MUNICIPAL PRESENTATIONS

As noted under correspondence, a letter was sent to Trent Hills Council regarding alternative costing for Source Water Protection Risk Management Official and Education and Outreach. The CAO was present to respond to questions from Trent Hills Council at their January 28th meeting. A decision will be forthcoming.

CONSERVATION ONTARIO

Conservation Ontario (CO) is holding a General Managers meeting on Monday February 3rd topics discussed were:

- ROMA conference
- Great Lakes programs and funding
- Resilient Agricultural Landscape Program (RALP)
- Client Services and Streamlining
- Hearing Guidelines
- Training

CO Council meetings will be held on the following dates:

- April 14, 2025 – Annual General Meeting – in person
- June 23, 2025 – Zoom
- September 22, 2025 – in person
- December 8, 2025 – Zoom