



LOWER TRENT CONSERVATION

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

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Registered Charitable Organization No. 107646598RR0001

NOTICE OF SPECIAL AD-HOC BOARD 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. 2021-01

Administration Office, 714 Murray Street, Trenton

Virtually [Join the Meeting](#)

Friday, October 28, 2022

Time: 10:00 AM

AGENDA

1. Meeting called to order by the Chair

2. First Nations Acknowledgement

3. Disclosure of pecuniary interests

4. Approval of the Agenda

RECOMMENDED:

THAT the agenda be approved as presented.

5. Delegations

There are no delegations received for this meeting.

6. Public Input (3 minutes per speaker)

7. Adoption of the Minutes:

a. Regular Board Meeting Minutes of October 13, 2022

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RECOMMENDED:

THAT the Regular Board Meeting Minutes of October 13, 2022 be adopted.

8. Business arising from these minutes - Revised DRAFT 2023 Business Plan and Budget – Rhonda Bateman and Kelly Vandette

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RECOMMENDED:

THAT the revised Draft Lower Trent Conservation 2023 Business Plan and Budget, as presented, be circulated to the member municipalities as per provincial regulations.

9. Adjournment

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

Rhonda Bateman @ 613-394-3915 ext. 212

rhonda.bateman@ltc.on.ca



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BOARD OF DIRECTORS

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REGULAR BOARD MEETING MINUTES

MEETING # 2022-08

DATE: October 13, 2022
TIME: 7:54 p.m.
LOCATION: Administration Office, 714 Murray Street, Trenton / Virtually
PRESENT:

ON SITE		REMOTE SITE
Eric Sandford (Chair)	Jim Alyea	Mike Filip
Mary Tadman	Bob Mullin	Lynda Reid
Mark Bateman (Vice-chair)	Gene Brahaney	
Don Clark	Rick English	

ABSENT/REGRETS: Mark DeJong
STAFF: Rhonda Bateman, Janet Noyes, Kelly Vandette

1. Meeting called to order by the Chair

The meeting was called to order by Chair Sandford at 7:54 p.m.

2. First Nation Acknowledgement by the Chair

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

3. Disclosure of pecuniary interests

There were no pecuniary interests disclosed at this meeting.

4. Approval of the Agenda

RES: G116/22

Moved by: Mark Bateman

Seconded by: Mary Tadman

THAT the agenda be approved as presented and amended to include under Item #9. Correspondence (Attachment 1).

Carried

5. Delegations

There were no delegations received for this meeting.

6. Public Input (3 minutes per speaker)

There was no Public Input or participation at this meeting.

7. Adoption of the Minutes:

RES: G117/22

Moved by: Mary Tadman

Seconded by: Don Clark

THAT the meeting minutes of September 8, 2022 be adopted.

Carried

8. Business arising from these minutes

The revisions to the proposed draft budget are covered under Item #18.

STANDING ITEMS

9. Correspondence

- a. October 6, 2022 – Letter to MPP Ric Bresee, Ministry of Natural Resources and Forestry

RES: G118/22

Moved by: Don Clark

Seconded by: Mary Tadman

THAT the letter sent to MPP Ric Bresee, Ministry of Natural Resources and Forestry regarding the October 3, 2022 meeting with five Conservation Authorities be received as information.

Carried

10. Section 28, Ontario Regulation 163/06, Development Interference with Wetlands & Alterations to Shorelines & Watercourses Regulation - Summary of Permits approved by staff for period from September 1, 2022 to September 30, 2022

RES: G119/22

Moved by: Rick English

Seconded by: Don Clark

THAT the summary of Section 28 Permits pursuant to Ontario Regulation 163/06 approved by staff for the period from September 1, 2022 to September 30, 2022 be received as information.

Carried

11. List of Monthly Payments Issued

RES: G120/22

Moved by: Mark Bateman

Seconded by: Mike Filip

THAT the list of payments of cheques and electronic funds transfers (EFTs) in the total amount of \$55,068.40 for the month of September

2022 be received as information; and
That the monthly payroll amount be included in the list of monthly
payments issued report, henceforth.

Carried

12. Summary of Education and Outreach Activities

RES: G121/22

Moved by: Gene Brahaney

Seconded by: Rick English

THAT the summary of recent and upcoming education and outreach
activities be received as information.

Carried

13. Updates

a. Drinking Water Source Protection Update

Rhonda Bateman, CAO/Secretary-Treasurer shared that the Source Protection Committee met on October 4, 2022. The largest topic of conversation was the proposed policy wording changes for sewage works based on the new technical rules; as well, other policy changes and wording were proposed based on new technical rules.

It is anticipated that the TCC program coordinator will be outlining the Section 36 changes to the SPA meeting scheduled in November. Acceptance by the SPA Board is required prior to submission for pre-consultation with the MECP.

b. Bay of Quinte Remedial Action Plan Update

The September 2022 BQRAP Waterlogs newsletter was provided in the agenda package.

RES: G122/22

Moved by: Don Clark

Seconded by: Mike Filip

THAT the Drinking Water Source Protection Update; and
THAT the Bay of Quinte Remedial Action Plan Update be received as
information.

Carried

c. Planning and Regulations Update

The Planning and Regulations report was provided in the agenda package.

Janet Noyes, Manager, Development Services and Water Resources, provided an update on the Wielenga trial held today. She described the process staff have taken to satisfy the legal requests for disclosure of information. The trial was adjourned to November 30th.

d. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR) Update

Janet Noyes shared that current conditions are normal. There are no low water drought triggers and no flooding at this point.

Warkworth dam log operations are scheduled to be installed for November 2nd and 3rd.

The consultants are working on the Operations Manual System.

Director English thanked staff for postponing the installation of the logs at Warkworth dam being the fall colours has resulted in a large number of visitors viewing the beautiful scene.

RES: G123/22

Moved by: Bob Mullin

Seconded by: Lynda Reid

THAT the planning and regulations updates; and
THAT the flood forecasting and warning (FFW), and Ontario low water response (OLWR) updates be received as information.

Carried

STAFF REPORTS

14. Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* Quarterly Report

RES: G124/22

Moved by: Lynda Reid

Seconded by: Mike Filip

THAT the Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* Quarterly Report for the period of July 1, 2022 to September 30, 2022 be received as information.

Carried

15. Conservation Lands Quarterly Report

RES: G125/22

Moved by: Bob Mullin

Seconded by: Mark Bateman

THAT the Conservation Lands Quarterly Report for the period of July 1, 2022 to September 30, 2022 be received as information.

Carried

16. *Conservation Authorities Act* O. Reg. 687 Quarterly Report

RES: G126/22

Moved by: Don Clark

Seconded by: Jim Alyea

THAT the *Conservation Authorities Act* O. Reg. 687 Quarterly Report for the period of July 1, 2022 to September 30, 2022 be received as information.

Carried

17. 2022 Progress and Financial Report

The Progress Report was provided in the agenda package.

Kelly Vandette, Manager, Corporate Services spoke to the financial portion of the progress report. She advised that a surplus is projected for end of this year due to higher than expected planning and regulations revenue and costs savings due to staff turnover.

Rhonda Bateman asked the Board as to whether the interim progress report is a necessary publication or is the Annual Report sufficient. She noted that members receive more detailed monthly and quarterly updates on all program areas than the collection of numeric data in the

progress report. The financial progress report would still be supplied for period ending June 30th and September 30th as that is an important indicator of fiscal spending and budget forecasting.

The Board members moved into discussion.

RES: G127/22

Moved by: Mark Bateman

Seconded by: Jim Alyea

THAT the 2022 Progress and Financial Report for the period ending September 30, 2022 be received as information; and
That the interim progress report be discontinued and the financial progress report schedule remain.

Carried

18. 2023 Business Plan and Budget (Draft)

Rhonda Bateman spoke to the 2023 Business Plan and Budget as provided in the agenda package. Staff managed to reduce the operations and capital levy budget to below 10% as requested at the previous board meeting. The proposed total levy budget would increase by 8.98%.

Rhonda Bateman asked the Board to keep in mind that the majority of staff at LTC are responsible for fulfilling job duties in more than one program area. In other words, they wear more than one hat, in some cases several hats. This allows for the distribution of workload and continued growth in experience and expertise. Cutting an existing staff member would have detrimental effects to our programs. She highlighted where savings and reduced/cut costs were found:

- Decreased COLA from 4% to 3% (~\$38K)
- Withdrew (~\$23K) Category 1 – cost allocation for Environmental Education Technician and recover through existing Youth Education funds for 2023; however, as a category 1, coverage for 2024 budget would be reinstated.
- Transferred (~\$110.5K) funding for 1.5 FTE 3 (temporary contracts) from levy to be drawn from surplus funds.
- Cut (~\$15.5K) for two conservation lands summer students. The search for alternate funding mechanisms for further Conservation Lands staffing will continue.

The Board members moved into discussion.

RES: G128/22

Moved by: Rick English

Seconded by: Mike Filip

THAT the Draft Lower Trent Conservation 2023 Business Plan and Budget, as presented, be circulated to the member municipalities as per provincial regulations.

Carried

OTHER BUSINESS

19. CAO's Report

RES: G129/22

Moved by: Rick English

Seconded by: Mary Tadman

THAT the CAO's Report be received as information.

Carried

20. Members Inquiries/Other Business

Rhonda Bateman reminded members of their obligation under the Act for continued attendance at Board of Directors meetings until the municipality appoints a new member after the election.

Director English shared that municipal candidates for Trent Hills were questioned as to whether there was duplication in roles between municipal Planning and Building and Lower Trent Conservation – the unanimous response from candidates was no.

Director Alyea commented that the number of appeals brought to the Board have been more excessive over the past few years and asked if this was a result of stricter assessments made by staff.

Rhonda Bateman responded that, in the past, there may have been less communication regarding the option for a Hearing. Staff negotiate with applicants to prevent Hearings. Director Alyea responded that more individuals came forward as delegations as opposed to holding Hearings.

Director Clark commented on the impacts of flooding recently in Florida and the insurance costs associated with these events. He commented on the importance of the role for conservation and appreciates the time and work LTC and the Board does.

21. Adjournment

There being no further business, the meeting was adjourned.

RES: G130/22

Moved by: Rick English

Seconded by: Mary Tadman

THAT the meeting be adjourned.

Carried

Time 9:12 p.m.

Eric Sandford, Chair

Rhonda Bateman, CAO/ST



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: October 28, 2022
To: Board of Directors
Re: Revised DRAFT 2023 Business Plan and Budget
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT the revised Draft Lower Trent Conservation 2023 Business Plan and Budget, as presented, be circulated to the member municipalities as per provincial regulations.

BACKGROUND:

The Draft 2023 Budget brought forward to the Board on October 13, 2022 was developed after discussion of the Board members at the September Board meeting. The direction given to staff was to bring in a budget that would keep the total levy increase below a 10% increase. The Draft 2023 Budget was presented at a total increase of 8.98%. A majority of the board members were not accepting of the increase but agreed to circulate the draft budget to our member municipalities.

DISCUSSION:

After much consideration, the CAO requested additional changes to the proposed budget to allow the total levy increase to decrease to under 5%.

The changes to allow this decrease were:

- a) Withdrawal of the local monitoring program from the levy. This program would be paid under surplus for 2023. After 2023, it is anticipated that this program will be paid through Category 2 municipal agreements.

The inclusion of the local monitoring program increases the surplus funds for this budget year to \$218,761. This will likely cause the depletion of future budget surpluses being available.

- b) Decrease of the inflation rate to goods and services from 5.26% to 4%.

The decrease of the inflation rate to 4% is not reflective of current markets however, LTC always strives to achieve value in purchasing and procurement.

In addition, please note the following summary items that were considered the development of the budget discussed at the earlier board meeting:

- 1) Cost of Living Adjustment (COLA) was decreased from 4% to 3% - please remember that staff received a 0% increase in 2022 (~\$38K)
- 2) Withdrawal of three 0.5 FTE positions from the levy to surplus (~\$110.5K)
- 3) Withdrawal of the Environmental Education Technician from levy, to be drawn from education reserve. (~\$23K). These funds will be allocated in 2024 under levy as per regulation.
- 4) Staff cuts to two Conservation Lands summer students (~\$15.5K)
- 5) Increase in revenues for planning and regulations projected as double (~+\$165K)

2023 LTC BUDGET - DRAFT FOLLOWING OCT 13/22 BOARD MEETING					
CATEGORY 1 - MANDATORY	EXPENDITURES	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
		NATURAL HAZARD MGMT			
	Staffing	\$ 454,905	\$ 494,936	\$ 40,031	+ 3% CPI + merits less reallocation of staff hrs
	Operating	\$ 123,810	\$ 139,502	\$ 15,692	+4% inflation + insurance \$10K + Fuel \$740
	Capital	\$	\$ 5,000	\$ 5,000	Flood & Erosion Control Signage - Warkworth Dam
	PROV WATER QUALITY-QUANTITY MONITORING				
	Staffing	\$ 15,243	\$ 10,112	-\$ 5,131	Staff allocation per CA inventory
	Operating	\$	\$		
	Capital	\$ 3,680	\$ 3,000	-\$ 680	Water level gauges
	LOCAL/REGIONAL DRINKING WATER SOURCE PROTECTION				
	Staffing	\$ 308,107	\$ 321,972	\$ 13,865	As per Regional SP agreement - revenue recovered
	Operating	\$ 63,970	\$ 66,310	\$ 2,340	As per Regional SP agreement - revenue recovered
	CORE WATERSHED-BASED RESOURCE MGMT STRATEGY				
	Staffing	\$ -	\$ 36,768	\$ 36,768	6 mth contract staff to do CL and Watershed Strategies
	Operating	\$ -	\$ -	\$ -	
	CA LANDS AND AREAS				
	Staffing	\$ 193,124	\$ 232,646	\$ 39,522	+3% CPI + Seasonal CL + min wage increase
	Operating	\$ 103,577	\$ 114,365	\$ 10,788	+4% inflation + insurance \$4,545 + fuel \$2.1K
	Capital	\$ 50,425	\$ 50,000	-\$ 425	Proctor Park gazebo & vehicle
	ENABLING SERVICES				
	Staffing	\$ 464,821	\$ 518,422	\$ 53,601	+3% inflation + merit + .5 TempContract IM/Records
	Operating	\$ 184,928	\$ 244,870	\$ 59,942	+4% + Insur + IT \$20K + Salary Review \$30K + Brd \$2.5K
	Capital	\$ 44,000	\$ 52,000	\$ 8,000	Server = \$25K + Computers \$12K + Admin bldg\$15K
	TOTAL EXPENDITURES CAT 1 =	\$ 2,010,590	\$ 2,289,903	\$ 279,313	
	REGIONAL DWSP	\$ 271,611	\$ 293,283	\$ 21,672	Adjusted to reflect portion of funding not included in LTC
CATEGORY 1 - MANDATORY	INCOME	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
	Provincial Funds	\$ 68,831	\$ 68,831	\$ -	0%
	Federal Funds	\$ 8,000	\$ 9,672	\$ 1,672	CSI if 2 CL students approved @\$4,836/student
	Municipal - General Levies	\$ 938,031	\$ 1,063,266	\$ 125,235	Levy allocated
	Municipal - Capital Levies	\$ 98,105	\$ 98,105	\$ -	0%
	Municipal - Rebates/Recoveries	\$ 25,275	\$ 26,286	\$ 1,011	+4% inflation
	Legal inquiries / Permit Fees	\$ 110,000	\$ 200,000	\$ 90,000	Adjusted projection - volumn and fees
	Plan Review Fees	\$ -	\$ -	\$ -	See category 2
	CL Fees and Leases Income	\$ 30,436	\$ 31,653	\$ 1,217	+4% inflation
	Administered Programs	\$ 219,203	\$ 216,104	-\$ 3,099	BQRAP/DWSP and GIS Projects (OMAFRA \$16.8K)
	DW Source Protection	\$ 372,077	\$ 388,282	\$ 16,205	As per contract
	Miscellaneous Revenue	\$ 10,000	\$ 10,000	\$ -	Depends on cash flow in account
	Surplus or Reserves	\$ 130,632	\$ 182,198	\$ 51,566	\$20K IT + \$30 SalRev + \$10K Ortho + \$110.3K Staff + 11.9K CapRes
	TOTAL INCOME CAT 1 =	\$ 2,010,590	\$ 2,294,397	\$ 283,807	
	REGIONAL DWSP	\$ 271,611	\$ 293,283	\$ 21,672	Adjusted to reflect portion of funding not included in LTC
CATEGORY 2 - NON-MANDATORY	EXPENDITURES	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
	PLANNING AND INFRASTRUCTURE				
	Staffing	\$ 130,043	\$ 165,009	\$ 34,966	+3% CPI
	Operating	\$	\$	\$	
	LOCAL WATER QUALITY MONITORING				
	Staffing	\$ 22,000	\$ 25,136	\$ 3,136	increase in minimum wage + OMERS contributions
	Operating	\$ 17,000	\$ 21,099	\$ 4,099	+metals analysis per 2018 recommendation (every 5yrs) + fuel
	LOCAL RISK MGMT PART IV & EDUCATION SP				
	Staffing	\$ 102,595	\$ 103,665	\$ 1,070	Increase offset by reduced admin/overhead
	Operating	\$ 19,525	\$ 18,455	-\$ 1,070	reduced to meet wages/benefits increase
	CA LANDS AND AREAS				
	Staffing	\$ -	\$ -	\$ -	
	Operating	\$	\$	\$	
	Capital	\$	\$	\$	
	TOTAL EXPENDITURES CAT 2 =	\$ 291,163	\$ 333,365	\$ 42,202	
CATEGORY 2 - NON-MANDATORY	INCOME	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES
	Provincial Funds	\$ -	\$ -	\$ -	\$ -
	Federal Funds	\$ 8,000	\$ 9,672	\$ 1,672	CSI if 2 Monitoring students approved @\$4,836/student
	Municipal - General Levy	\$ 86,043	\$ 15,010	-\$ 71,033	To transition to MOU/MOAs in 2024
	Municipal - SP Agreements	\$ 122,120	\$ 122,120	\$ -	Current SP agreements run to Dec 31, 2022
	Plan Review Fees	\$ 75,000	\$ 150,000	\$ 75,000	Increase in fee rates + volume
	Miscellaneous Revenue	\$ -	\$ -	\$ -	
	Surplus or Reserves	\$ -	\$ 36,563	\$ 36,563	Net surplus monitoring program - to be Mun-Agreements 2024
	TOTAL INCOME CAT 2 =	\$ 291,163	\$ 333,365	\$ 42,202	

2023 LTC BUDGET - DRAFT FOLLOWING OCT 13/22 BOARD MEETING

CATEGORY 3 - SPECIAL PROJECTS	EXPENDITURES		2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES	
	YOUTH EDUCATION						
	Staffing	\$	69,453	\$ 72,118	\$ 2,665	Staff \$59.5K + Student \$12.6K	
	Operating	\$	20,000	\$ 20,000	\$ -	Youth programs - CWF, SSFD, FrostFest, etc.	
					\$ -		
	COMMUNITY OUTREACH						
	Staffing	\$	-	\$ -	\$ -	No staff time allocated to operate programs (in-kind)	
	Operating	\$	26,500	\$ 25,000	-\$ 1,500	varies based on program grants/fees/funds	
	TOTAL EXPENDITURES CAT 3 =						
		\$	115,953	\$ 117,118	\$ 1,165		
BAY OF QUINTE RAP PROGRAM							
	\$	320,234	\$ 215,000	-\$ 105,234	Fiscal year and funding outside of LTC budget - Govern/Admin		
INCOME		2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	NOTES		
Provincial Funds	\$	-	\$ -	\$ -			
Federal Funds	\$	8,000	\$ 4,836	-\$ 3,164	CSJ if 1 student approved @ \$4,836/student		
Stewardship-Outreach Funds	\$	26,500	\$ 25,000	-\$ 1,500	varies based on program grants/fees/funds		
Youth Education Funds	\$	81,453	\$ 87,282	\$ 5,829	drawn from dedicated donations/funds		
TOTAL INCOME CAT 3 =							
	\$	115,953	\$ 117,118	\$ 1,165			
BAY OF QUINTE RAP PROGRAM							
	\$	320,234	\$ 215,000	-\$ 105,234	Fiscal year and funding outside of LTC budget - Govern/Admin		

TOTAL LTC BUDGETS	\$	2,417,706	\$ 2,740,386	\$ 322,680	13.346545%
Municipal General Levy	\$	1,024,074	\$ 1,078,276	\$ 54,202	5.292782%
Municipal Capital Levy	\$	98,105	\$ 98,105	\$ -	0%
	\$	1,122,179	\$ 1,176,381	\$ 54,202	4.830067%

**LOWER TRENT REGION CONSERVATION AUTHORITY 2023
CAPITAL BUDGET DETAILS- DRAFT TO BOARD 2022-10-13**

DESCRIPTION - CAPITAL ASSETS	2023 PLANNED CAPITAL PROJECTS	PROJECTED OPENING RESERVE BALANCE	2023 PLANNED CAPITAL COSTS	REVENUE SOURCES		2023 TOTAL REVENUE	PROJECTED CLOSING RESERVE BALANCE
				Municipal Capital Levy (10 Year Plan)	From / (To) Reserves		
Information Technology Infrastructure	Server Computers (~4qty)	\$ 25,690	\$ 25,000	\$ 12,000	\$ 25,000	\$ 37,000	\$ 690
			\$ 12,000		\$ -		
Vehicles and Heavy Equipment	Vehicle 1 Vehicle replaced	\$ 105,265	\$ 40,000	\$ 30,550	\$ 9,450	\$ 40,000	\$ 95,815
Buildings, Structures and Bridges	Administration Building Lower Level water damage & sky-light	\$ 108,407	\$ 15,000	\$ 32,000	\$ (17,000)	\$ 15,000	\$ 125,407
Special Projects	Prov Water Quality-Quantity Monitoring Flood and Erosion Control Projects	\$ 68,195	\$ 3,000	\$ 3,680	\$ 4,320	\$ 8,000	\$ 63,875
			\$ 5,000				
Land Infrastructure	Infrastructure Proctor Park - Gazebo	\$ 29,813	\$ 10,000	\$ 19,875	\$ (9,875)	\$ 10,000	\$ 39,688
		\$ 337,370	\$ 110,000	\$ 98,105	\$ 11,895	\$ 110,000	\$ 325,475

89.19%

10.81%

100%