



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

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

SPECIAL AD-HOC BOARD MEETING MINUTES

MEETING # 2022-09

DATE: October 28, 2022
TIME: 10:00 AM
LOCATION: Administration Office, 714 Murray Street, Trenton / Virtually
PRESENT:

ON SITE	REMOTE SITE (R)
Jim Alyea	Eric Sandford (Chair)
Rick English	Mike Filip
Gene Brahaney	Don Clark
	Bob Mullin
	Lynda Reid

REGRETS: Mary Tadman, Mark DeJong

ABSENT: Mark Bateman

STAFF: Rhonda Bateman, Kelly Vandette

1. Meeting called to order by the Chair

The meeting was called to order by Chair Sandford at 10:00 a.m.

Chair Sandford congratulated the Board Members who were re-elected in their respective municipalities and reminded members who are not returning to their councils are to remain as LTC Board members until their municipalities appoint replacements.

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 disclosed at this meeting.

4. Approval of the Agenda

RES: G131/22

Moved by: Lynda Reid

Seconded by: Gene Brahaney

THAT the agenda be approved as presented and with the addition of Item #8. a) 2023 Fee Policy and Schedule.

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:

Director Alyea commented on Item #20. Members Inquiries/Other Business, and clarified that in the last paragraph his response to Director Clark's comments regarding flooding and wetlands in Florida were in reference to the earlier Hearing.

RES: G132/22

Moved by: Jim Alyea

Seconded by: Don Clark

THAT the Regular Board Meeting Minutes of October 13, 2022 be adopted with a minor amendment regarding Item #20. Members Inquiries/Other Business, last paragraph.

Carried

8. Business arising from these minutes - Revised DRAFT 2023 Business Plan and Budget

Rhonda Bateman, CAO/Secretary-Treasurer spoke to the staff report as provided in the agenda package.

It was noted that although the Board approved distributing the 2023 Draft Budget to the municipalities, the majority of Board Members were not comfortable with the 8.93% levy increase; therefore, staff is presenting a revised draft 2023 Budget of a 4.83% levy increase.

The Board members moved into discussion.

Director Mullin commented that the provincial announcement from the Ministry of Municipal Affairs and Housing (MMAH) will likely result in changes to the budget.

Director Alyea commented regarding Bill 23, *More Homes Built Faster Act, 2022* specific changes to the Planning Act and the fee structures will most likely impact the revenue budgeted and result in the final approved budget.

Director Brahaney commented there is a sense that the current government being a majority and with given past responses, will not listen to Conservation Authorities.

RES: G133/22

Moved by: Rick English

Seconded by: Mike Filip

THAT the Board Resolution G128/22 from the October 13, 2022 Board Meeting regarding the Draft 2023 Budget be rescinded.

Carried

RES: G134/22

Moved by: Rick English

Seconded by: Mike Filip

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

Carried

a) 2023 Fee Policy and Schedule

Rhonda Bateman spoke to the request to implement the updated Fee Policy and Schedule. There were no comments received on the Fee Policy or schedule within the consultation period.

The Board members moved into discussion.

Director Reid asked staff for clarifications regarding the term site visit “project specific” versus “standard” and the PSW Update \$1,000 fee. Rhonda Bateman responded to Director Reid’s satisfaction.

RES: G135/22

Moved by: Bob Mullin

Seconded by: Don Clark

THAT the Board approve the 2023 Lower Trent Conservation Fee Policy and Schedule and become effective December 1, 2022.

Carried

b) Other Business – Board Discussion

Director Alyea raised the possibility for the Board to consider conducting an organizational review to look at services and staffing that could result in savings and managing staff work loads. The proposed organizational review was supported by Director English and he shared how Municipality of Trent Hills conducted a review and that savings were made. Director Mullin commented that until known what the impact of changes from Bill 23 will have on the LTC services and budget, an organizational review could occur afterwards.

Rhonda Bateman responded that staff will look include existing organization chart outlining roles and responsibilities as part of Board orientation/training. The potential for organizational review will align with changes that may have to be made as result of Bill 23 and will be brought forward to the new Board.

9. Adjournment

There being no further business, the meeting was adjourned.

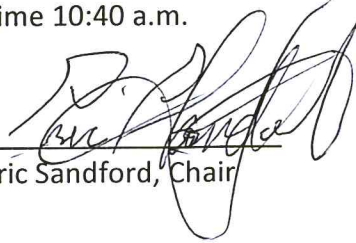
RES: G136/22

Moved by: Bob Mullin
THAT the meeting be adjourned.

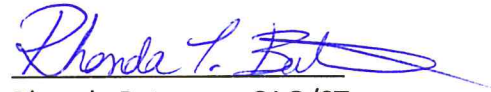
Seconded by: Lynda Reid

Carried

Time 10:40 a.m.



Eric Sandford, Chair



Rhonda Bateman, CAO/ST

2023 LTC BUDGET - DRAFT BOARD APPROVED OCT 28, 2022

		EXPENDITURES	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	
CATEGORY 1 - MANDATORY	NATURAL HAZARD MGMT					
	Staffing	\$	454,905	\$ 494,936	\$ 40,031	
	Operating	\$	123,810	\$ 139,502	\$ 15,692	
	Capital	\$		\$ 5,000	\$ 5,000	
	PROV WATER QUALITY-QUANTITY MONITORING					
	Staffing	\$	15,243	\$ 10,112	-\$ 5,131	
	Operating					
	Capital	\$	3,680	\$ 3,000	-\$ 680	
	LOCAL/REGIONAL DRINKING WATER SOURCE PROTECTION					
	Staffing	\$	308,107	\$ 321,972	\$ 13,865	
	Operating	\$	63,970	\$ 66,310	\$ 2,340	
	CORE WATERSHED-BASED RESOURCE MGMT STRATEGY					
	Staffing	\$	-	\$ 36,768	\$ 36,768	
	Operating	\$	-			
	CA LANDS AND AREAS					
	Staffing	\$	193,124	\$ 232,646	\$ 39,522	
	Operating	\$	103,577	\$ 114,365	\$ 10,788	
	Capital	\$	50,425	\$ 50,000	-\$ 425	
	ENABLING SERVICES					
	Staffing	\$	464,821	\$ 518,422	\$ 53,601	
	Operating	\$	184,928	\$ 244,870	\$ 59,942	
	Capital	\$	44,000	\$ 52,000	\$ 8,000	
	TOTAL EXPENDITURES CAT 1 =		\$	2,010,590	\$ 2,289,903	\$ 279,313
	REGIONAL DWSP		\$	271,611	\$ 293,283	\$ 21,672
		INCOME	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	
	Provincial Funds	\$	68,831	\$ 68,831	\$ -	
	Federal Funds	\$	8,000	\$ 9,672	\$ 1,672	
	Municipal - General Levies	\$	938,031	\$ 1,063,266	\$ 125,235	
	Municipal - Capital Levies	\$	98,105	\$ 98,105	\$ -	
	Municipal - Rebates/Recoveries	\$	25,275	\$ 26,286	\$ 1,011	
	Legal inquiries / Permit Fees	\$	110,000	\$ 200,000	\$ 90,000	
	Plan Review Fees	\$	-	\$ -	\$ -	
	CL Fees and Leases Income	\$	30,436	\$ 31,653	\$ 1,217	
	Administered Programs	\$	219,203	\$ 216,104	-\$ 3,099	
	DW Source Protection	\$	372,077	\$ 388,282	\$ 16,205	
	Miscellaneous Revenue	\$	10,000	\$ 10,000	\$ -	
	Surplus or Reserves	\$	130,632	\$ 177,704	\$ 47,072	
TOTAL INCOME CAT 1 =		\$	2,010,590	\$ 2,289,903	\$ 279,313	
REGIONAL DWSP		\$	271,611	\$ 293,283	\$ 21,672	

2023 LTC BUDGET - DRAFT BOARD APPROVED OCT 28, 2022

		EXPENDITURES	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE
CATEGORY 2 - NON-MANDATORY	PLANNING AND INFRASTRUCTURE				
		Staffing	\$ 130,043	\$ 165,009	\$ 34,966
		Operating			
	LOCAL WATER QUALITY MONITORING				
		Staffing	\$ 22,000	\$ 25,136	\$ 3,136
		Operating	\$ 17,000	\$ 21,099	\$ 4,099
	LOCAL RISK MGMT PART IV & EDUCATION SP				
		Staffing	\$ 102,595	\$ 103,665	\$ 1,070
		Operating	\$ 19,525	\$ 18,455	-\$ 1,070
	CA LANDS AND AREAS				
		Staffing	\$ -	\$ -	\$ -
		Operating			
		Capital			
	TOTAL EXPENDITURES CAT 2 =		\$ 291,163	\$ 333,365	\$ 42,202
		INCOME	2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE
		Provincial Funds	\$ -	\$ -	\$ -
		Federal Funds	\$ 8,000	\$ 9,672	\$ 1,672
		Municipal - General Levy	\$ 86,043	\$ 15,010	-\$ 71,033
		Municipal - SP Agreements	\$ 122,120	\$ 122,120	\$ -
		Plan Review Fees	\$ 75,000	\$ 150,000	\$ 75,000
		Miscellaneous Revenue	\$ -	\$ -	\$ -
		Surplus or Reserves	\$ -	\$ 36,563	\$ 36,563
TOTAL INCOME CAT 2 =		\$ 291,163	\$ 333,365	\$ 42,202	

2023 LTC BUDGET - DRAFT BOARD APPROVED OCT 28, 2022

CATEGORY 3 - SPECIAL PROJECTS	EXPENDITURES		2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE	
	YOUTH EDUCATION					
	Staffing	\$	69,453	\$ 72,118	\$	2,665
	Operating	\$	20,000	\$ 20,000	\$	-
					\$	-
	COMMUNITY OUTREACH					
	Staffing	\$	-		\$	-
	Operating	\$	26,500	\$ 25,000	-\$	1,500
	TOTAL EXPENDITURES CAT 3 =					
		\$	115,953	\$ 117,118	\$	1,165
BAY OF QUINTE RAP PROGRAM						
	\$	320,234	\$ 215,000	-\$	105,234	
INCOME		2022 BUDGET	2023 BUDGET	2022 - 2023 VARIANCE		
Provincial Funds	\$	-	\$ -	\$	-	
Federal Funds	\$	8,000	\$ 4,836	-\$	3,164	
Stewardship-Outreach Funds	\$	26,500	\$ 25,000	-\$	1,500	
Youth Education Funds	\$	81,453	\$ 87,282	\$	5,829	
TOTAL INCOME CAT 3 =						
	\$	115,953	\$ 117,118	\$	1,165	
BAY OF QUINTE RAP PROGRAM						
	\$	320,234	\$ 215,000	-\$	105,234	

TOTAL LTC BUDGETS	\$	2,417,706	\$	2,740,386	\$	322,680	13.35%
<i>Municipal General Levy</i>	\$	1,024,074	\$	1,078,276	\$	54,202	5.29%
<i>Municipal Capital Levy</i>	\$	98,105	\$	98,105	\$	-	0.00%
	\$	1,122,179	\$	1,176,381	\$	54,202	4.83%

LOWER TRENT REGION CONSERVATION AUTHORITY 2023

CAPITAL DRAFT BUDGET DETAILS - BOARD APPROVED 2022-10-28

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%