



LOWER TRENT CONSERVATION

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

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Registered Charitable Organization No. 107646598RR0001

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. 2021-01

MINUTES

MEETING #2023-01
714 Murray Street, Trenton

February 9, 2023
6:30 p.m.

PRESENT:

ON SITE		REMOTE SITE
Eric Sandford	Jim Alyea	Lynda Reid
Mike Ainsworth	Bob Mullin	
Bobbi Wright	Gene Brahaney	
Sherry Hamilton	Rick English	

REGRETS: Jeff Wheeldon, Mark DeJong

OTHERS: STAFF: Rhonda Bateman, Gage Comeau, Janet Noyes, Kelly Vandette

GUESTS: Dan Coleman, Welch LLP

Kathy Clement, Councillor At-Large, Havelock-Belmont-Methuen Township
(attended remotely)

1. Meeting called to order by the Chair

The meeting was called to order by Chair Sandford at 6:30 p.m.

Chair Sandford welcomed new and returning Board Members. Each Member and staff introduced themselves.

2. First Nations Acknowledgement

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

3. Disclosure of pecuniary interests

There were no pecuniary interests declared.

4. Approval of the Agenda

RES: G1/23

Moved by: Rick English

Seconded by: Lynda Reid

THAT the agenda be approved as presented and with the amendment to Item #25.b - 2023 Business Plan and Budget, Levy (non-matching): weighted vote recommended resolution amount corrected from \$1,038,719.00 to \$1,107,550.00.

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:

RES: G2/23

Moved by: Gene Brahaney

Seconded by: Bob Mullin

THAT the Regular Board Meeting Minutes of November 10, 2022 be adopted.

Carried

8. Business arising from these minutes

There was no business arising from these minutes.

STANDING ITEMS

9. Correspondence

Rhonda Bateman, CAO/Secretary-Treasurer provided an overview each of the correspondence received as provided in the agenda package.

RES: G3/23

Moved by: Sherry Hamilton

Seconded by: Bobbi Wright

THAT the correspondence to the Board as provided in the agenda package 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 November 1, 2022 to January 31, 2023

Janet Noyes, Manager, Development Services and Water Resources provided further updates regarding the following permits:

- P-21-378 this permit was Board approved at a Hearing on June 9, 2022. It is the first of five permits for 1 km creek realignment floodplain filling and wetland destruction and references the school property watercourse alterations. Staff are still waiting for wetland compensation information and detailed drawings for the remaining four

permits. The Department of Fisheries and Oceans (DFO) review letter dated October 11, 2022 requires two refuge pools and includes new culvert crossing and fish removed and relocated.

- P-21-049 This permit was Board approved at Hearing on October 13, 2022 for phase 3B of the Prince Edward Estates for wetland removed with compensation in a secondary location. A third Hearing was held to move forward without compensating works being constructed. LTC's legal team is finalizing wording of agreement with the landowner to ensure works will be completed and a letter of credit issued to secure. The agreement outlines requirements that must be in place before wetland destruction can move forward.

RES: G4/23

Moved by: Bob Mullin

Seconded by: Mike Ainsworth

THAT the summary of Section 28 Permits pursuant to Ontario Regulation 163/06 approved by staff for the period from November 1, 2022 to January 31, 2023 be received as information.

Carried

11. List of Monthly Cheque Accounts Issued

Director Brahaney asked for further clarification regarding the amounts of BQRAP Stewardship funds issued. Rhonda Bateman responded that many applications are for farmland phosphorus retention strategies and commented that more requests were received during later part of the year; however, the program is hoping more requests for support are being submitted in the coming year. The funding is provided through federal and provincial funding for stewardship.

Director Mullin asked what the River Institute services related to for BQRAP. Rhonda Bateman responded that the service is contracted for analysis and reporting regarding the phosphorous management studies.

RES: G5/23

Moved by: Gene Brahaney

Seconded by: Rick English

THAT the list of payments issued in the total amount of \$648,589.66 for the months of November, December 2022 and January 2023 be received as information.

Carried

12. Summary of Education & Outreach Activities

RES: G6/23

Moved by: Sherry Hamilton

Seconded by: Mike Ainsworth

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

Carried

13. Updates

a. Bay of Quinte Remedial Action Plan Update

i. BQRAP Newsletters (November, December 2022 and January 2023)

b. Planning and Regulations Update

Gage Comeau, Regulation and Enforcement Officer spoke to the Planning and Regulations Update as provided in the agenda package. He added that there were record high numbers and elaborated that a number of the enforcement files take two or three years to resolve.

Chair Sandford asked what outcome staff anticipate from the January 23, 2023 court cases. Gage Comeau responded, staff are optimistic that the outcome will be in LTC's favour.

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

Janet Noyes spoke to the status of the Water Safety Statement that was issued on Feb 8, 2023.

RES: G7/23

Moved by: Bobbi Wright

Seconded by: Sherry Hamilton

THAT the updates for the Bay of Quinte Remedial Action Plan, planning and regulations, flood forecasting and warning, and Ontario low water response be received as information.

Carried

2022 BUSINESS

14. Conservation Lands Report - Period October 1 to December 31, 2022

RES: G8/23

Moved by: Lynda Reid

Seconded by: Bobbi Wright

THAT the Conservation Lands Report for the period October 1 to December 31, 2022 be received as information.

Carried

15. Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* Report - Period from October 1 to December 31, 2022

RES: G9/23

Moved by: Rick English

Seconded by: Jim Alyea

THAT the Risk Management Official Activity pursuant to Part IV of the *Clean Water Act* Report for the period October 1 to December 31, 2022 be received as information.

Carried

16. Appointment of Risk Management Official/Inspector

Rhonda Bateman added that the recognition of the certification of Marcus Rice will be presented at the next Source Protection Authority Board; which will be in April.

RES: G10/23

Moved by: Bob Mullin

Seconded by: Gene Brahaney

THAT pursuant to subsection 48(2) of the *Clean Water Act*, 2006, Marcus Rice be appointed as a Risk Management Official/Risk Management Inspector for the Lower Trent Source Protection Authority.

Carried

17. Local Drinking Water Source Protection Report - Period October 1 to December 31, 2022

RES: G11/23

Moved by: Lynda Reid

Seconded by: Bobbi Wright

THAT the Local Drinking Water Source Protection Report for the period October 1 – December 31, 2022 be received as information.

Carried

18. Annual Permit Reports O. Reg 163/06

RES: G12/23

Moved by: Jim Alyea

Seconded by: Sherry Hamilton

THAT the Annual Permit Reports O. Reg. 163/06 including the statistical report provided to Conservation Ontario be received as information.

Carried

19. Audit Report to the Board for Year Ending December 31, 2022

Dan Coleman, Welch LLP, spoke to the 2022 Year End Audited Financial Statements as provided in the agenda package. He highlighted some changes under PSAB that will require adjustments to reporting. He then moved into the financial statements and highlighted specific items in the statements.

RES: G13/23

Moved by: Bobbi Wright

Seconded by: Sherry Hamilton

THAT the Audit Report to the Board, including the Draft Lower Trent Conservation Financial Statements for the period ended December 31, 2022 as prepared and presented with a minor correction to the note #15 by Welch LLP, Chartered Professional Accountants be adopted and circulated.

Carried

20. Conservation Authorities Act Update – Bill 23

Rhonda Bateman spoke to the staff report as provided in the agenda package. She added that staff have held a number of meetings with our municipalities. Staff are developing new to ensure timely delivery of planning comments to municipalities.

Rhonda Bateman extended her offer to Board members to attend upcoming council meetings to discuss the Bill 23 changes.

RES: G14/23

Moved by: Bob Mullin

Seconded by: Bobbi Wright

THAT the *Conservation Authorities Act Update – Bill 23* be accepted as information.

Carried

21. Members Inquiries/Other 2022 Business

There were no further member inquiries or other 2022 Business.

22. Close 2022 Business Year – Chair’s Remarks

Chair Sandford shared his remarks in closing the 2022 Business Year.

“Thank you to our directors and previous directors for the opportunity to serve as your Chair for the last two years.

During that time, we have seen many changes in Provincial Legislation with Bill 108 brought under the guise of COVID changes, but in reality, it made major changes to conservation. More recently Bill 23 has made changes in what we do and freezing our fees, all this has been a real strain on budgeting and staffing. Both of these changes allowed very little comment time by our Conservation Authority and Conservation Ontario.

Also, during the past two years, we have had an unprecedented number of requested hearings, thank you to the staff and directors for the many hours of work to allow us to make informed and reasonable decisions.

With all this going on, I have enjoyed my time as your chair and thank staff for their support and guidance.

I look forward to working with, our soon to be elected Chair and Vice-Chair and our new and returning board members."

RES: G15/23 Moved by: Lynda Reid Seconded by: Jim Alyea
THAT the Lower Trent Conservation 2022 Business Year be closed.
Carried

2023 BUSINESS

23. 2023 Board of Directors Elections

RES: G16/23 Moved by: Sherry Hamilton Seconded by: Bobbi Wright
THAT the CAO, Rhonda Bateman, assume the role of Chair to conduct the 2023 Board of Directors Elections.
Carried

Rhonda Bateman assumed the Chair to conduct the 2023 Board of Directors Elections. She declared the positions of LTC Chair and Vice-Chair to be vacant and confirmed the number of eligible votes present at the meeting was nine (9). In the event of an election by secret ballot, members attending remotely are able to vote with the scrutineers through MS TEAMS.

a. Appointment of Scrutineers

Before opening the Board to nominations, Rhonda Bateman recommended to the Board that Dan Coleman, Welch LLP, and Janet Noyes, Manager, Development Services and Water Resources, be appointed as Scrutineers.

RES: G17/23 Moved by: Bobbi Wright Seconded by: Rick English
THAT Dan Coleman and Janet Noyes be appointed as Scrutineers in the event of an election by secret ballot; and
THAT following an election that the ballots be destroyed.

Carried

Before proceeding, Rhonda Bateman provided the rules of the election.

b. Election of the Lower Trent Conservation (LTC) Chair

Rhonda Bateman opened the floor to nominations for the position of LTC Chair for the Year 2023.

Director Alyea nominated Director Mullin for the position of LTC Chair for the Year 2023.

Rhonda Bateman asked the nominee if they will allow their name to stand.

Director Mullin accepted the nomination for LTC Chair.

There were no further nominations after being called three times.

Rhonda Bateman asked the nominee again if they will allow their name to stand and Director Mullin accepted.

RES: G18/23

Moved by: Eric Sandford

Seconded by: Rick English

THAT nominations for the position of LTC Chair for the Year 2023 be closed

Carried

Rhonda Bateman declared that Director Mullin, being the only nomination is the LTC Chair by acclamation.

Carried

c. Election of the Lower Trent Conservation (LTC) Vice-Chair

Rhonda Bateman opened the floor to call for nominations for the position of LTC Vice-Chair for the Year 2023.

Director Sandford nominated Director Brahaney for the position of LTC Vice-Chair for the Year 2023.

Rhonda Bateman asked the nominee if they will allow their name to stand.

Director Brahaney accepted the nomination for LTC Vice-Chair.

There were no further nominations after being called three times.

Rhonda Bateman asked the nominee again if they will allow their name to stand and Director Brahaney accepted.

RES: G19/23

Moved by: Sherry Hamilton

Seconded by: Mike Ainsworth

THAT nominations for the position of LTC Vice-Chair for the Year 2023 be closed.

Carried

Rhonda Bateman declared that Director Brahaney, being the only nomination, is the LTC Vice-Chair by acclamation.

Rhonda Bateman congratulated Chair Mullin and Vice-Chair Brahaney, and thanked Director Sandford for his contributions as Chair for the years 2021 and 2022. She then returned the meeting to the new Chair.

Chair Mullin addressed and thanked the Board Members. He shared his support for Lower Trent Conservation, the staff and the important work done.

24. 2022 Annual Resolutions

- a. Authority Solicitor
- b. External Auditor
- c. Financial Institute
- d. Signing Officers
- e. Conservation Ontario Representative and Alternatives
- f. Borrowing

RES: G20/23

Moved by: Bobbi Wright

Seconded by: Eric Sandford

THAT the law firm of Templeman LLP from the City of Belleville be engaged as solicitor for Lower Trent Conservation for the 2023 business year;

THAT the firm of WELCH LLP be engaged as external auditor by Lower Trent Conservation for the 2023 business year at a cost of \$11,500.00 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 2023 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 2023.

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. 2021-01 (Administrative By-law) and Section 3 (5) of The Conservation Authorities Act.

Carried

25. 2023 Business Plan and Budget

a. Levy (matching MNRF funding under S.39 of the *Conservation Authorities Act*): simple majority vote

RES: G21/23

Moved by: Rick English

Seconded by: Sherry Hamilton

THAT the matching 2023 Municipal General Levy amount of \$68,831.00 be approved.

Carried

b. Levy (non-matching): weighted vote

Note – a recorded vote is required in accordance with Provincial Regulations to establish the Non-matching Municipal Levy. The vote is weighted based on each Municipality's Assessment within the Lower Trent Conservation watershed.

RES: G22/23

Moved by: Eric Sandford

Seconded by: Jim Alyea

THAT the non-matching 2023 Municipal General Levy amount of \$1,107,550.00 be approved.

MUNICIPALITY	DIRECTOR	VOTE YES	VOTE NO	Apportionment %
Twp. Alnwick/Haldimand	Mike Ainsworth	✓		10.3978
Municipality of Brighton	Bobbi Wright	✓		7.9824
Municipality of Brighton	Jeff Wheeldon	ABSENT		0
Mun. of Centre Hastings	Eric Sandford	✓		2.2619
Twp. of Cramahe	Sherry Hamilton	✓		8.1869
City of Quinte West	Lynda Reid	✓		21.5631
City of Quinte West	Jim Alyea	✓		21.5631
Twp. of Stirling-Rawdon	Bob Mullin	✓		3.7001
Mun. of Trent Hills	Gene Brahaney	✓		8.1812
Mun. of Trent Hills	Rick English	✓		8.1812
	TOTALS	9		92.0176 %

Apportionment present at the meeting

92.0176%

Apportionment voting in favour of the motion

100%

Apportionment voting against the motion
Apportionment absent from the Meeting

0%
7.9824%

Carried

c. Business Plan and Budget: simple majority vote

RES: G23/23

Moved by: Bobbi Wright

Seconded by: Sherry Hamilton

THAT the 2023 Lower Trent Conservation Business Plan; and
THAT the 2023 Lower Trent Conservation Budget in the amount of
\$2,740,386 (Operating amount of \$2,630,386 and Capital amount of
\$110,000) plus an estimated **\$508,283** for Regional Source Protection
Program and Bay of Quinte Remedial Action Plan Partnership Programs, be
approved.

Carried

26. CAO's Report

Rhonda Bateman spoke to the CAO Report as provided in the agenda package. She further informed the Board Members that due to the changes to the CA Act under Bill 23, the recruitment of the Water Resources Engineer position has been replaced with a Water Resources-Regulations Specialist position and has been advertised.

RES: G24/23

Moved by: Bobbi Wright

Seconded by: Jim Alyea

THAT the CAO's Report be received as information.

27. Members Inquiries/Other Business

Director Ainsworth proposed to the Board Members that the Board meetings be scheduled during business daytime hours rather than evenings. The Board Members agreed to bring this item to the next meeting's agenda.

Chair Mullin would also like to add to the next agenda, the item of a policy to be developed for guiding the electronic (virtual) attendance for Board meetings.

Board members congratulated Chair Mullin in his new role.

28. Adjournment

RES: G25/23

Moved by: Bobbi Wright

Seconded by: Sherry Hamilton

THAT the meeting be adjourned.

Carried

Time 8:23 p.m.



Bob Mullin, Chair



Rhonda Bateman, CAO/ST