



LOWER TRENT CONSERVATION

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

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

Registered Charitable Organization No. 107646598RR0001

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

Board of Directors refers to the General Membership as set out in the Lower Trent Conservation Administrative By-Law No. 2021-01

Administration Office, 714 Murray Street, Trenton
Virtually [Join Meeting HERE](#)
Thursday, March 9, 2023
Time: 6:30 p.m.

AGENDA

1. Meeting called to order by the Chair
2. First Nations Acknowledgement
3. Disclosure of pecuniary interests

4. **Approval of the Agenda**

RECOMMENDED:

THAT the agenda be approved as presented.

5. **Delegations**

There are no requests for delegations received for this meeting.

6. **Public Input** (3 minutes per speaker)

7. **Adoption of the Minutes:**

- a. Board Meeting Minutes of February 9, 2023

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RECOMMENDED:

THAT the Regular Board Meeting Minutes of February 9, 2023 be adopted.

8. **Business arising from these minutes**

- a. **2022 Audited Financial Statements - Final** – Kelly Vandette, Manager, Corporate Services

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RECOMMENDED:

THAT the approved Lower Trent Conservation 2022 Audited Financial Statements be received as information.

b. Board Meeting Schedule

RECOMMENDED:

THAT Lower Trent Region Conservation Authority Board meetings be held on the second Thursday of each month beginning at 1:00pm.

c. Electronic Meetings

– under agenda Item 18. *Administrative By-Law 2021-01 Repeal, Administrative By-law 2023-01 approval*

CORRESPONDENCE

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

There was no correspondence received for this meeting.

STAFF REPORTS

10. List of Monthly Payments Issued – Kelly Vandette

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RECOMMENDED:

THAT the list of payments issued in the total amount of \$354,095.79 for the month of February 2023 be received as information.

11. Summary of Education and Outreach Activities – Rhonda Bateman

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RECOMMENDED:

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

12. Bay of Quinte Remedial Action Plan Newsletter – Rhonda Bateman

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RECOMMENDED:

THAT the Bay of Quinte Remedial Action Plan Newsletter for February 2023 be received as information.

13. Watershed Management, Planning and Regulations Update – Janet Noyes, Manager

Development Services & Water Resources / Gage Comeau, Regulation and Enforcement Officer

a. Summary of Permits for Period February 1 – 28, 2023

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b. Planning and Regulations

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

d. Flood Hazard Identification Mapping Program Projects

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RECOMMENDED:

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

THAT the Flood Hazard Identification Mapping Program Projects staff report and proposed agreements be accepted.

14. 2022 Annual Report – Rhonda Bateman

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RECOMMENDED:

THAT the Lower Trent Conservation 2022 Annual Report be received as information; and
THAT the 2022 Annual Report be circulated to LTC's member municipalities.

15. LTC Website Redevelopment Project Presentation – Corinne Ross, Communications Specialist

RECOMMENDED:

THAT the Lower Trent Conservation website redevelopment project presentation be received as information.

16. Corporate Communications Strategy – Corinne Ross

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RECOMMENDED:

THAT the Corporate Communications Strategy Goals/Objectives Overview report be received as information; and
THAT the proposed changes to the Corporate Communications Strategy for the period 2023 – 2027 be adopted effective immediately.

17. Appointment of Provincial Offences Officers (Level 1) – Rhonda Bateman

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RECOMMENDED:

THAT Scott Robertson be appointed as a Provincial Offences Officer for the purpose of enforcing regulations made pursuant to Sections 28 and 29 of the *Conservation Authorities Act* and the *Trespass to Property Act* within the area of jurisdiction for Lower Trent Conservation, effective during his employment with Lower Trent Conservation; and

THAT Chris McLeod be appointed as a Provincial Offences Officer for the purpose of enforcing regulations made pursuant to Section 29 of the *Conservation Authorities Act* and the *Trespass to Property Act* within the area of jurisdiction for Lower Trent Conservation, effective during his employment with Lower Trent Conservation.

18. Administrative By-Law 2021-01 Repeal, Administrative By-law 2023-01 approval – Rhonda Bateman / Chair Mullin

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RECOMMENDED:

THAT the Modification to the Electronic Meetings and Participation section of the Administrative By-law be adopted.

RECOMMENDED:

THAT the Administrative By-law 2021-01 is hereby repealed; and Administrative By-law 2023-01 is approved (with the inclusion of the modification of the Electronic Meetings and Participation section) and is effective the 9th day of March, 2023.

19. CAO's Report – Rhonda Bateman

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RECOMMENDED:

THAT the CAO's Report be received as information.

20. Members Inquiries/Other Business

21. Adjournment

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

Kelly Vandette 613-394-3915 ext. #215

kelly.vandette@ltc.on.ca



LOWER TRENT CONSERVATION

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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	
Bobbie 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 AgendaRES: 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: Bobbie 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: Bobbie 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: Bobbie 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, 2022RES: G11/23

Moved by: Lynda Reid

Seconded by: Bobbie 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: Bobbie 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: Bobbie 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: Bobbie 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: Bobbie 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: Bobbie 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	<i>ABSENT</i>		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: Bobbie 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: Bobbie 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: Bobbie Wright

Seconded by: Sherry Hamilton

THAT the meeting be adjourned.

Carried

Time 8:23 p.m.

Bob Mullin, Chair

Rhonda Bateman, CAO/ST

THE LOWER TRENT REGION CONSERVATION AUTHORITY

FINANCIAL STATEMENTS

December 31, 2022



LOWER TRENT CONSERVATION

714 Murray Street, P.R. 1, Trenton, Ontario K8V0N1

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

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MANAGEMENT RESPONSIBILITY STATEMENT

The financial statements of The Lower Trent Region Conservation Authority are the responsibility of management and have been approved by the Board.

The financial statements have been prepared in compliance with Canadian public sector accounting standards, as issued by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Authority's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The financial statements have been audited by Welch LLP, independent external auditors appointed by the Authority, in accordance with Canadian auditing standards. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Authority's financial statements.


Rhonda Bateman
Chief Administrative Officer


Kelly Vandette
Manager, Corporate Services

February 9, 2023

Working with Local Communities to Protect our Natural Environment



Member of Conservation Ontario

Representing Ontario's 36 Conservation Authorities

INDEPENDENT AUDITOR'S REPORT

To the Members of
THE LOWER TRENT REGION CONSERVATION AUTHORITY

Opinion

We have audited the financial statements of **THE LOWER TRENT REGION CONSERVATION AUTHORITY**, which comprise the statement of financial position as at December 31, 2022, and the statements of surplus, changes in net financial assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

INDEPENDENT AUDITOR'S REPORT (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ◆ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ◆ Obtain an understanding of internal control relevant to the audit 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 Authority's internal control.
- ◆ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ◆ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- ◆ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Trenton, Ontario
February 9, 2023

Welch LLP

CHARTERED PROFESSIONAL ACCOUNTANTS
LICENSED PUBLIC ACCOUNTANTS

THE LOWER TRENT REGION CONSERVATION AUTHORITY

(Established under the Conservation Authorities Act of Ontario)

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
FINANCIAL ASSETS		
Cash	\$ 2,092,930	\$ 2,026,174
Short term investment - <i>note 3</i>	64,803	63,858
Accounts receivable:		
Municipalities	13,715	20,180
Other	<u>139,979</u>	<u>26,474</u>
	<u>2,311,427</u>	<u>2,136,686</u>
 LIABILITIES		
Accounts payable and accrued liabilities	113,341	97,031
Unearned revenue	32,367	39,721
Due to partnership programs - <i>note 5</i>	251,597	343,493
Deferred contributions - <i>note 4</i>	<u>197,933</u>	<u>207,745</u>
	<u>595,238</u>	<u>687,990</u>
 NET FINANCIAL ASSETS	 <u>1,716,189</u>	 <u>1,448,696</u>
 NON-FINANCIAL ASSETS		
Tangible capital assets - <i>schedule 4</i>	2,980,081	2,944,036
Prepaid expenditures	<u>43,687</u>	<u>21,468</u>
	<u>3,023,768</u>	<u>2,965,504</u>
 ACCUMULATED SURPLUS	 <u>\$ 4,739,957</u>	 <u>\$ 4,414,200</u>
 Represented by:		
Operating fund - <i>note 6</i>	\$ 1,043,189	\$ 822,652
Reserve funds - <i>note 7</i>	716,687	647,512
Equity in tangible capital assets	<u>2,980,081</u>	<u>2,944,036</u>
	<u>\$ 4,739,957</u>	<u>\$ 4,414,200</u>

Approved on behalf of the Board



Director



Director

(See accompanying notes)

THE LOWER TRENT REGION CONSERVATION AUTHORITY
STATEMENT OF SURPLUS
YEAR ENDED DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
ACCUMULATED SURPLUS , beginning of year	\$ 4,414,200	\$ 4,157,393
Annual surplus	<u>325,757</u>	<u>256,807</u>
ACCUMULATED SURPLUS , end of year	<u>\$ 4,739,957</u>	<u>\$ 4,414,200</u>

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
YEAR ENDED DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
NET FINANCIAL ASSETS, beginning of year	<u>\$ 1,448,696</u>	<u>\$ 1,205,448</u>
Annual surplus	325,757	256,807
Acquisition of tangible capital assets	(88,068)	(56,315)
Proceeds on disposition of tangible capital assets	5,613	-
Loss (gain) on disposal of tangible capital assets	(5,079)	746
Amortization of tangible capital assets	51,489	46,966
Change in prepaid expenditures	<u>(22,219)</u>	<u>(4,956)</u>
	<u>267,493</u>	<u>243,248</u>
NET FINANCIAL ASSETS, end of year	<u>\$ 1,716,189</u>	<u>\$ 1,448,696</u>

(See accompanying notes)

THE LOWER TRENT REGION CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2022

	2022 Budget (Note 11)	2022 Actual	2021 Actual
REVENUE			
Government grants - provincial	\$ 68,831	\$ 68,831	\$ 68,831
Municipal levies - operating	1,024,074	1,024,074	1,003,994
Recoveries - property taxes	25,275	23,919	24,253
Legal enquiries, fill permits and plan review	185,000	393,001	337,172
Sundry - note 8	46,500	159,843	97,710
Property rental	28,936	32,459	27,386
Donations - unrestricted	2,000	2,179	3,634
Deferred contributions recognized - note 4	89,453	22,652	56,647
Source Protection RMO/RMI and E&O programs	122,120	128,999	128,999
Recovered from partnership programs - note 10	267,695	286,188	277,870
Government grants - summer students and interns	16,000	29,088	17,400
	<u>1,875,884</u>	<u>2,171,233</u>	<u>2,043,896</u>
EXPENDITURES			
Corporate Services, Schedule 1	691,225	656,260	623,682
Watershed Science and Services, Schedule 2	991,789	945,567	884,629
Conservation Lands, Schedule 3	323,502	318,279	320,067
	<u>2,006,516</u>	<u>1,920,106</u>	<u>1,828,378</u>
Annual Surplus before capital items	<u>(130,632)</u>	<u>251,127</u>	<u>215,518</u>
CAPITAL ITEMS			
Municipal levies - capital	98,105	98,105	49,053
Municipal special benefitting levy - capital	17,500	17,038	19,974
Government grant - provincial - capital project	17,500	17,038	19,974
Major repairs and maintenance	-	(11,141)	-
Amortization	-	(51,489)	(46,966)
Gain (loss) on disposal of tangible capital assets	-	5,079	(746)
	<u>133,105</u>	<u>74,630</u>	<u>41,289</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ 2,473</u>	<u>\$ 325,757</u>	<u>\$ 256,807</u>

(See accompanying notes)

THE LOWER TRENT REGION CONSERVATION AUTHORITY
SCHEDULES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

SCHEDULE OF CORPORATE SERVICES**Schedule 1**

	2022 Budget (Note 11)	2022 Actual	2021 Actual
Wages and benefits	\$ 534,932	\$ 534,414	\$ 517,420
Travel and allowances	15,000	11,000	9,720
Materials and supplies	15,193	12,410	7,138
Building occupancy costs	25,750	26,021	20,295
General	<u>100,350</u>	<u>72,415</u>	<u>69,109</u>
	<u>\$ 691,225</u>	<u>\$ 656,260</u>	<u>\$ 623,682</u>

SCHEDULE OF WATERSHED SCIENCE AND SERVICES**Schedule 2**

	2022 Budget (Note 11)	2022 Actual	2021 Actual
Wages and benefits	\$ 710,420	\$ 645,035	\$ 601,046
Travel and allowances	5,000	11,863	3,880
Materials, equipment and supplies	5,150	4,400	3,534
Office	8,240	24,484	13,473
Vehicle and equipment - operations and maintenance	6,000	5,574	3,922
Oak Ridges Moraine Coalition	2,500	-	1,250
Benthic/flow monitoring	39,000	33,850	9,946
Flood forecasting and control structures	39,359	28,342	23,946
Events and publications	7,500	155	-
Education and outreach programs	20,000	64,590	55,107
Stewardship programs	26,500	71,099	62,837
Source Protection RMO/RMI and E&O programs	<u>122,120</u>	<u>132,223</u>	<u>129,063</u>
	991,789	1,021,615	908,004
Less: internal charges for labour and overhead	<u>-</u>	<u>76,048</u>	<u>23,375</u>
	<u>\$ 991,789</u>	<u>\$ 945,567</u>	<u>\$ 884,629</u>

(See accompanying notes)

THE LOWER TRENT REGION CONSERVATION AUTHORITY
SCHEDULES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

SCHEDULE OF CONSERVATION LANDS**Schedule 3**

	2022 Budget <u>(Note 11)</u>	2022 Actual <u> </u>	2021 Actual <u> </u>
Wages and benefits	\$ 201,290	\$ 198,616	\$ 205,284
Travel and allowances	6,000	3,864	3,877
Conservation areas maintenance and projects	18,500	19,285	16,328
Property taxes	47,922	44,484	43,257
Insurance	17,490	20,863	16,669
Materials, supplies and general	10,300	2,698	8,100
Goodrich-Loomis Conservation Centre operations	7,000	8,360	6,971
Vehicle and equipment operations and maintenance	<u>15,000</u>	<u>20,109</u>	<u>19,581</u>
	<u>\$ 323,502</u>	<u>\$ 318,279</u>	<u>\$ 320,067</u>

(See accompanying notes)

**THE LOWER TRENT REGION CONSERVATION AUTHORITY
SCHEDULE OF TANGIBLE CAPITAL ASSETS
YEAR ENDED DECEMBER 31, 2022**

Schedule 4

	Land \$	Buildings, structures and bridges \$	Flood and Erosion Control Infrastructure \$	Roads, parking lots and trails \$	Furniture and fixtures \$	Equipment \$	Office equipment \$	Vehicles \$	Computer Equipment \$	2022 Total \$	2021 Total \$
Historical Costs:											
Opening Balance	2,116,658	844,397	313,836	134,797	39,578	70,924	39,021	200,667	80,824	3,840,702	3,785,133
Additions	-	-	34,075	-	-	16,459	-	31,321	6,213	88,068	56,315
Disposals	-	-	-	-	-	(8,880)	-	(43,972)	-	(52,852)	(746)
Closing Balance	2,116,658	844,397	347,911	134,797	39,578	78,503	39,021	188,016	87,037	3,875,918	3,840,702
Accumulated Amortization:											
Opening Balance	-	317,483	170,277	43,635	37,519	60,227	37,320	158,762	71,443	896,666	849,700
Amortization	-	13,172	3,843	2,280	411	4,056	510	21,951	5,266	51,489	46,966
Disposals	-	-	-	-	-	(8,853)	-	(43,465)	-	(52,318)	-
Closing Balance	-	330,655	174,120	45,915	37,930	55,430	37,830	137,248	76,709	895,837	896,666
Net book value for year ended December 31, 2022	2,116,658	513,742	173,791	88,882	1,648	23,073	1,191	50,768	10,328	2,980,081	2,944,036

(See accompanying notes)

THE LOWER TRENT REGION CONSERVATION AUTHORITY
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Annual surplus	\$ 325,757	\$ 256,807
Adjustments for:		
Amortization	51,489	46,966
Loss (gain) on disposal of tangible capital assets	<u>(5,079)</u>	<u>746</u>
	372,167	304,519
Change in non-cash operating balances:		
Accounts receivable	(107,040)	32,432
Prepaid expenditures	(22,219)	(4,956)
Accounts payable and accrued liabilities	16,309	(7,815)
Unearned revenue	(7,354)	(10,428)
Due to partnership programs	(91,896)	218,553
Deferred contributions	<u>(9,812)</u>	<u>(50,905)</u>
	<u>150,155</u>	<u>481,400</u>
CASH FLOWS FROM CAPITAL TRANSACTIONS		
Purchase of tangible capital assets	(88,068)	(56,315)
Proceeds on disposal of tangible capital assets	<u>5,613</u>	<u>-</u>
	<u>(82,455)</u>	<u>(56,315)</u>
CASH FLOWS FROM INVESTING TRANSACTIONS		
Purchase of short-term investment	<u>(944)</u>	<u>(59)</u>
INCREASE IN CASH	66,756	425,026
CASH, beginning of year	<u>2,026,174</u>	<u>1,601,148</u>
CASH, end of year	<u>\$ 2,092,930</u>	<u>\$ 2,026,174</u>

(See accompanying notes)

THE LOWER TRENT REGION CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

1. NATURE OF OPERATIONS

The Lower Trent Region Conservation Authority ("the Authority") is established under the Conservation Authorities Act of Ontario to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The watersheds include areas in the Municipalities of Centre Hastings, Trent Hills and Brighton, the Townships of Alnwick/Haldimand, Cramahe and Stirling-Rawdon, and the City of Quinte West.

The Authority is a registered charity and is exempt from income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES

The Authority follows Canadian Public Sector Accounting Standards as issued by the Public Sector Accounting Board (PSAB) in preparing its financial statements. The significant accounting policies used are as follows:

Basis of accounting

Revenue and expenditures are recorded on the accrual basis, whereby they are reflected in the accounts in the year in which they have been earned and incurred, respectively, whether or not such transactions have been settled by the receipt or payment of money.

Appropriations to reserves

Authorities may establish reserves by appropriating amounts to earmark them for specific purposes. Appropriations to or from reserves are disclosed in note 6 and note 7 as appropriations from or to the operating fund.

Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a declining balance basis commencing in the year the asset is put into service. Donated tangible capital assets are reported at fair value at the time of donation. Amortization rates are as follows:

Buildings, structures and bridges	2.5%
Flood and erosion control infrastructure	2.5%
Roads, parking lots and trails	2.5%
Furniture and fixtures	20%
Equipment	20%
Office equipment	30%
Vehicles	30%
Computer equipment	30 to 45%

THE LOWER TRENT REGION CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue recognition

The Authority recognizes revenue as follows:

Municipal levies - general are recognized in the fiscal year in which they are levied.

The Provincial government annual operating grant is recognized in the fiscal year to which the grant relates to the extent that eligible expenditures have been incurred.

User fees and sales are recognized when the service has been performed or the goods have been transferred.

Other grants and specified donations are recognized when the related net expenditures have been incurred.

Property rental income is recognized over the lease term.

General donations are recognized when received.

Any funding received for which the related services have not been performed and/or the related expenditures have not been incurred at the end of the fiscal year are recorded as unearned revenue.

Investment income, which includes interest on bank accounts and distributions from mutual funds, is recognized when earned.

Investments

Investments, which consist of mutual funds, are measured at acquisition cost.

Use of estimates

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenditures during the reporting period. Items requiring the use of significant estimates include determining the estimated useful lives of tangible capital assets. Actual results could differ from those estimates.

Pension expense and obligation

The cost of employer contributions to the multi-employer defined benefit pension plan are charged to operations in the same year as the related employee salaries and wages to which the contributions relate. No provision is made for any funding liability or surplus related to this plan.

THE LOWER TRENT REGION CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Liability for contaminated sites

A contaminated site is a site at which substances occur, in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated sites if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the Authority is directly responsible or accepts responsibility, it is expected that future economic benefits will be given up and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring. The liability is recorded net of any expected recoveries. These statements do not include any liability for contaminated sites.

3. SHORT TERM INVESTMENT

The short term investment consists of a T-Bill mutual fund and includes \$16,119 (2021 - \$15,884) which is restricted in use for the Shell Canada project described in Note 4. The market value of the investment is equivalent to its cost.

4. DEFERRED CONTRIBUTIONS

	<u>2022</u>	<u>2021</u>
Balance, beginning of year	\$ 207,745	\$ 258,650
Contributions received in year	12,605	5,727
Interest earned	235	15
Expended in year	<u>(22,652)</u>	<u>(56,647)</u>
Balance, end of year	<u>\$ 197,933</u>	<u>\$ 207,745</u>

Deferred contribution balance includes the following items:

	<u>2022</u>	<u>2021</u>
Shell Canada	\$ 16,119	\$ 15,884
Youth Education Programs and Fundraising Initiative	165,603	175,125
Land Stewardship - Education and Outreach	<u>16,211</u>	<u>16,736</u>
	<u>\$ 197,933</u>	<u>\$ 207,745</u>

THE LOWER TRENT REGION CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

4. DEFERRED CONTRIBUTIONS (continued)

The Authority received contributions in a prior year from Shell Canada that are restricted in their use towards capital improvements at the Goodrich-Loomis Conservation Centre.

The Authority received contributions during the current year and prior years from various donors that are restricted in their use towards Youth Education Programs and Fundraising Initiative. The Authority also received funding in prior years that are restricted in their use for Land Stewardship - Education and Outreach

5. DUE TO PARTNERSHIP PROGRAMS

The Authority has been engaged to manage and administer non-authority programs on behalf of partners. This includes hiring and supervising the employees of these programs as well as providing technical and administrative support. The Authority is advanced funds to cover the expenditures of these programs. Separate bank accounts are not maintained for these programs. Currently, the Authority administers the Bay of Quinte Remedial Action Plan programs ("BQRAP") and the Regional Drinking Water Source Protection Program for the Trent Conservation Coalition ("RDWSP"). At the end of the current year, the Authority had the following amounts payable to these programs and funds received and expended for these programs.

	Amount payable beginning of year	Funds received in year	Expenditures	Amount payable end of year
BQRAP Governance	\$ 122,145	\$ 217,240	\$ (269,461)	\$ 69,924
BQRAP Natural Heritage	<u>126,022</u>	<u>250,185</u>	<u>(220,440)</u>	<u>155,767</u>
BQRAP Total	248,167	467,425	(489,901)	225,691
RDWSP	<u>95,326</u>	<u>434,989</u>	<u>(504,409)</u>	<u>25,906</u>
	<u>\$ 343,493</u>	<u>\$ 902,414</u>	<u>\$ (994,310)</u>	<u>\$ 251,597</u>

The Authority is the signatory to funding contracts with the Federal and Ontario governments for the above noted programs. Under these contracts, there are periodic submissions of financial reports and reconciliation of expenditures incurred to the funding provided for the contract period. Funding received in excess of eligible expenditures may have to be returned to the funding government.

THE LOWER TRENT REGION CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

6. OPERATING FUND

The activity during the year in the operating fund is as follows:

	<u>2022</u>	<u>2021</u>
Balance, beginning of year	\$ 822,652	\$ 607,890
Increase in net financial assets	267,493	243,248
Increase (decrease) in prepaid expenditures	22,219	4,956
Appropriations to reserves	(140,342)	(49,053)
Appropriations from reserves	<u>71,167</u>	<u>15,611</u>
Balance, end of year	<u>\$ 1,043,189</u>	<u>\$ 822,652</u>

7. RESERVE FUNDS

Appropriations to or from the reserve for administration facility, reserve for equipment, reserve for special projects, reserve for workshop facility, reserve for conservation lands, reserve for legal fees and reserve for youth education are specific decisions of the Authority's Board of Directors. The Provincial land reserve consists of funds received from sales of lands that are restricted in purpose to the purchase of provincially significant conservation lands, flood operations, flood control structures or hazard land mapping and require provincial approval. The activity in the various reserve funds during the year are as follows:

	<u>Balance beginning of year</u>	<u>Appropriation from Operations</u>	<u>Appropriation to Operations</u>	<u>Balance end of year</u>
Reserve for buildings, structures, and bridges	\$ 84,146	\$ 32,000	\$ (11,141)	\$ 105,005
Reserve for vehicles and equipment	118,831	30,550	(42,166)	107,215
Reserve for special projects	64,515	3,680	-	68,195
Reserve for conservation lands	15,000	-	-	15,000
Reserve for legal fees	60,000	10,000	-	70,000
Reserve for youth education	43,113	22,237	-	65,350
Provincial land reserve	225,245	-	-	225,245
Reserve for IT infrastructure	26,724	22,000	(17,860)	30,864
Reserve for land infrastructure	<u>9,938</u>	<u>19,875</u>	<u>-</u>	<u>29,813</u>
	<u>\$ 647,512</u>	<u>\$ 140,342</u>	<u>\$ (71,167)</u>	<u>\$ 716,687</u>

THE LOWER TRENT REGION CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

7. RESERVE FUNDS (continued)

Appropriations from operations includes \$42,237 approved by board resolutions during the year plus the municipal capital levy of \$98,105 approved for the year. Appropriations to operations relate to actual spending on items approved in the capital asset management plan net of the proceeds on sale and trade-in of capital assets and additional funding for capital projects for the year as follows:

Capital assets additions	\$ 88,068
Major repairs and maintenance of capital assets	11,141
Deposits on capital assets included in prepaids	11,647
Proceeds on sale and trade-in of capital assets	(5,613)
Provincial and municipal funding for specific capital purchases	<u>(34,076)</u>
	<u>\$ 71,167</u>

8. SUNDRY

Sundry revenue consists of the following:

	2022 Budget (Note 11)	2022 Actual	2021 Actual
Stewardship programs and other projects	\$ 10,000	\$ 73,970	\$ 47,665
Tree seedling and native potted plant program	26,500	28,444	28,580
Interest	10,000	43,740	8,890
Rebates and recoveries	-	13,203	3,575
Miscellaenous	-	486	-
Shoreline Management Plan staff secondment	<u>-</u>	<u>-</u>	<u>9,000</u>
	<u>\$ 46,500</u>	<u>\$ 159,843</u>	<u>\$ 97,710</u>

9. DONATIONS

During the year, the Authority received donations totaling \$15,284 of which \$10,105 were restricted in use and have been included in deferred contributions (see note 4), \$3,000 was dedicated to the Trenton Greenbelt Conservation Area Restoration and is included in Sundry on the statement of operations and \$2,179 is included as donations - unrestricted on the statement of operations.

THE LOWER TRENT REGION CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

10. RECOVERIES FROM PARTNERSHIP PROGRAMS

Recoveries from partnership programs are amounts recovered from the programs described in note 5 and include recovery of wages and benefits of general Authority employees, office space and automotive equipment rental and overhead costs. The amounts charged to the programs are as follows:

	<u>2022</u>	<u>2021</u>
Bay of Quinte Remedial Action Plan	\$ 147,389	\$ 130,136
Regional Drinking Water Source Protection	<u>138,799</u>	<u>147,734</u>
	<u>\$ 286,188</u>	<u>\$ 277,870</u>

11. BUDGET AMOUNTS

The budget amounts presented are as approved by the Board of Directors on December 9, 2021. This includes both the operating budget and the capital budget. The operating budget included \$1,875,884 of revenue and \$2,006,516 of expenditures for a deficit of \$130,632. The capital budget included \$133,105 of revenue with projected capital expenditures of \$84,000 for the current year. The Authority does not budget for amortization.

12. FINANCIAL INSTRUMENTS

The Authority's financial instruments consist of cash, short term investment, accounts receivable, accounts payable and accrued liabilities and due to partnership programs. Unless otherwise noted, it is management's opinion that the Authority is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

The fair value of the financial instruments, excluding short term investment, approximate their carrying values because of their expected short-term maturities and treatments on normal trade terms. The fair value of the short term investment approximates its carrying value as the investment is in a T-bill fund for which the quoted price does not vary.

THE LOWER TRENT REGION CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

13. EXPENDITURES BY OBJECT

Operating expenditures comprise

	<u>2022</u>	<u>2021</u>
Salaries and benefits	\$ 1,503,592	\$ 1,476,925
Operating goods and services	<u>416,514</u>	<u>351,453</u>
	<u>\$ 1,920,106</u>	<u>\$ 1,828,378</u>

14. PENSION AGREEMENTS

The Authority makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of the members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Contributions are split equally between the employees and the Authority.

The Authority's share of contributions to OMERS for 2022 was \$132,258 (2021 - \$125,447) for current service costs, of which \$22,575 (2021 - \$16,186) related to Partnership Programs and \$109,683 (2021 - \$109,261) relates to Authority programs that are included in the statement of operations.

The OMERS plan has a reported \$3.1 billion going concern actuarial deficit at the end of 2021 (2020 - \$3.2 billion), and \$120.8 billion of going concern actuarial liabilities at the end of 2021 (2020 - \$113.1 billion). Amounts for 2022 are not yet available.

15. UNCERTAINTY DUE TO IMPACT OF CHANGES TO THE CONSERVATIONS AUTHORITIES ACT AND REGULATIONS

In November 2022, the Provincial government passed Bill 23 that included amendments to the Conservation Authorities Act ("the Act") that have altered the role of Conservation Authorities ("CAs") in reviewing municipal planning applications for natural heritage. Additional pending Bill 23 amendments may further limit the role of CAs in planning and permitting. The province has frozen CA user fees for 2023.

THE LOWER TRENT REGION CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

**15. UNCERTAINTY DUE TO IMPACT OF CHANGES TO THE CONSERVATIONS
 AUTHORITIES ACT AND REGULATIONS (continued)**

In December 2020, the Provincial government passed Bill 229, which made changes to the Act that made changes to the role of CAs and providing more control to municipalities over what programs and services of CAs that the municipalities will fund. These changes gave the Provincial government power to implement new regulations. Phase 1 of the regulations were finalized in October 2021 while phase 2 of the regulations were finalized in April 2022. These regulations required CAs to develop and inventory of programs and services and categorize them into three categories:

- Category 1 - Mandatory Programs and Services
- Category 2 - Municipal Programs and Services
- Category 3 - Other Programs and Services

Category 1 programs and services are prescribed by the regulations and do not require a municipal servicing agreement. Category 2 programs and services benefit member municipalities individually or as a group and are subject to agreements between CAs and member municipalities (either individually or as a group). Category 3 programs and services are programs and services that the CAs members find important to deliver to best meet the overall direction of the Act and are subject to cost apportioning agreements if municipal funding is proposed to be used. Municipal agreements for Category 2 and 3 programs and services must in place by January 1, 2024. The regulations also set out the annual budget process with a requirement to allocate costs by project to the participating municipalities in determining the annual levy to each municipality for budgets for fiscal 2024 and beyond. The regulations also deal with how CAs may charge user fees to the general public (either for use of assets such as Conservation Areas or fee for service).

The Authority has developed its inventory of programs and services and categorized them accordingly in conjunction with its member municipalities. The Authority already has some agreements in place for some services with municipalities and will be implementing other agreements, as necessary. The Authority will work on its 2024 budget in 2023 in partnership with its member municipalities.

The impact of the above changes on the future assets, liabilities, revenues and expenditures of the Authority are not completely known at this time. In the short-term, the Authority has sufficient operating surplus and reserves to continue to operate as a going concern.

16. COMPARATIVE FIGURES

Certain comparative figures have been reclassified from those previously presented to conform to the presentation of the 2022 financial statements.

Lower Trent Conservation
 PAYMENTS LOG - FEBRUARY 2023

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
64564849	Staff Payroll	Feb/23 Payroll Period Jan 21 - Feb 17	125,868.64
64564883	Workplace Safety Insurance Board	Feb/23 WSIB Premium	4,121.53
64591373	Jani-King of Eastern	Feb/23 Cleaning - Admin and Workshop	1,268.99
64591373	CIBC VISA	Feb/23 STMT HST = \$576.41, FFW = \$1,641.06, Admin = \$1,637.78, CL= \$192.32, WSS = \$81.40, YE = \$40.70, E&O = \$1,159.81, BQRAP = \$476.12	5,805.60
64564892	OMERS	Feb/23 Pension Contributions	23,506.40
64564937	Sun Life Assurance	Mar/23 Group Benefits Premium	7,565.87
15801	Brighton Springs	Water Supply - Admin Bldg	24.00
15802	City of Quinte West	Monthly Water/Wastewater - Workshop	65.36
15803	Crowe Valley Conservation	DWSP - TCC 2nd Installment Invoice	35,181.18
15804	Ganaraska Region Conservation Authority	DWSP - TCC 2nd Installment Invoice	53,658.80
15805	Kawartha Region Conservation Authority	DWSP - TCC 2nd Installment Invoice	37,921.76
15806	Municipality of Brighton	2023 Interim Property Taxes	3,499.11
15807	OT Group - DCB Business Systems Group	Monthly Photocopier Usage Services	211.42
15808	Otonabee Region Conservation Authority	DWSP - TCC 2nd Installment Invoice	41,875.44
15809	Purolator Inc.	Courier Services	27.45
15810	Reilly's Awards & Embroidery	LTC Clothing	903.77
15811	Somerville Nurseries Inc.	FO 50 Million Trees - Planting Project	3,300.00
15812	Staples Commercial	Office Supplies	83.28
15813	Trenton Home Hardware Building Centre	Building/Janitorial supplies	330.24
15814	Ultramar - Parkland Corporation	Heating Oil - Goodrich-Loomis Centre	1,147.65
15815	Corinne Ross	Supplies reimbursement	59.43
15816	Victoria Taylor Landscape Architect	Restoring the Trenton Greenbelt Project	1,130.00
15817	B&T Sales	Janitorial Supplies	67.69
15818	Bell Mobility Inc.	Monthly Cellular Phones	218.84
15819	Best Safety Training & Consulting	JHSC Level 1 Certification - Staff C. McLeod	508.50
15820	Brighton Springs	Water Supply - Admin Bldg	24.00
15821	Cogeco Connexion Inc.	Monthly Internet Services - Workshop	90.34
15822	Cormier Autopro - Obsentia	Vehicle Maintenance	87.80
15823	Enbridge - Uniongas	Monthly Utilities - Admin Bldg	660.28
15824	Free Flow Petroleum	Monthly Vehicle and Equipment Fuel	451.24
15825	Hydro One Networks Inc.	Monthly Utilities - Admin & Workshop Bldgs	1,094.81
15826	Lange & Fetter Motors	Vehicle Maintenance	104.41
15827	McKeown Motor Sales	Vehicle Maintenance	198.63
15828	Purolator Inc.	Courier Services	10.90
15829	Staples Commercial	Office Supplies	88.32
15830	Telizon Inc	Monthly Telephone Lines	455.22
15831	The Napanee Beaver	BQRAP Stewardship	576.30
15832	Township of Cramahe	2023 Interim Property Taxes	190.16
15833	Janet Noyes	Service Recognition - 10 years	100.00
15834	Rhonda Bateman	Travel reimbursement	55.12
15835	Bell Canada	Monthly FFW Web Hosting	25.65
15836	Minister of Finance	2022 Annual Reconciliation EHT	176.79
15837	D.M. Wills Associates Limited	Balance - OMMS Dam WECI Project	1,354.87
Total of Payments February 2023			\$ 354,095.79



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: February 28, 2023
To: Board of Directors
Re: Summary of Education and Outreach Events February 2023
Prepared by: Anne Anderson, Manager of Community Outreach and Special Projects; and Corinne Ross, Communications Specialist

RECENT EDUCATION & OUTREACH EVENTS

Date	Event	Approximate Attendance
February 1	Guest Speaker: University of Guelph School of Environmental Sciences career program - Ewa Bednarczuk, Ecology and Stewardship Specialist	15

SOCIAL MEDIA

Date	Post	People Reached
February 1	DWSP – Salt Management	170
February 2	DWSP – Salt Management	183
February 2	Flood Outlook Statement	106
February 3	Job Opportunities	3976
February 8	DWSP – Salt Management	296
February 8	Water Safety Statement	796
February 14	Job Opportunities	2780
February 24	Farewell to Frost	4090
February 27	Job Opportunities	2093

UPCOMING EVENTS

March 2023	Public Consultation Trenton Greenbelt Restoration Project
March 6	BQRAP Marsh Monitoring webinar
March 17	Farewell Frost Fest – Goodrich-Loomis Conservation Area
March 22	BQRAP Cover Crop Lunch and Learn webinar

Agenda Item #12.

Waterlogs - February 2023

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

WATER LEVELS

What a crazy winter, we have had so far. At this point in time, it's anyone's guess what weather conditions are going to be a month or so down the road. It could be plus 30 or minus 30, either way water levels will be on people's minds. Here are some links to help shoreline residents understand water levels, who is responsible for what, and how to protect your property.

Water Level Information

It's important to understand that water levels on the Bay of Quinte are influenced by Lake Ontario. Lake Ontario/Bay of Quinte water levels are primarily determined by rain, snow, wind, and other natural factors. The Moses- Saunders Dam at Cornwall, does provide some limited control over water levels and flows.

Lake Ontario water levels and flows are managed under Plan 2014. The International Joint Commission (IJC), after 14 years of scientific study and public engagement, advanced Plan 2014 as the preferred option for regulating Lake Ontario.

Plan 2014 is designed to provide for more natural variations in water levels, which are needed to restore ecosystem health. The Plan moderates extreme high and low levels, to better maintain system-wide levels. Regulating levels and flows has provided benefits to various uses and interests by allowing for hydropower production; improving conditions for commercial navigation, recreational boating and water intakes; and reducing the flooding and erosion of shoreline communities. You can find additional information on the IJC and Plan 2014 at these links.

www.ijc.org

https://www.ijc.org/sites/default/files/Plan2014FactSheet_EN.pdf

Current and forecast Lake Ontario water information

For a more in-depth understanding of the system's hydrologic conditions, water levels and outflows, including graphics and photos, visit the International Lake Ontario – St. Lawrence River Board's web site and Facebook page.

<https://www.facebook.com/InternationalLakeOntarioStLawrenceRiverBoard>

<https://www.ijc.org/en/loslr>.

Your local Conservation Authorities do not control Lake Ontario/Bay of Quinte water levels.

Protecting your property from water damage

High water levels can cause flooded basements, erosion issues, and contaminated wells. For flooded basements ensure your sump pump is working and elevate items off the floor. If your well has been impacted by flood waters – do not drink well water in flooded areas - have it tested before using it.

<https://hpepublichealth.ca/well-water/>

If you have erosion issues contact your local Conservation Authority.

All work along shorelines requires a permit from your local Conservation Authority and may require a permit from the Ministry of Northern Development, Mines, Natural Resources and Forestry.

Your local Conservation Authority can provide you with options to protect your shoreline, and help with the permitting process.

Lower Trent Conservation - www.ltc.on.ca

Quinte Conservation - www.quinteconservation.ca

Catarauqui Conservation - www.crca.ca

www.bqrap.ca

In partnership locally with Lower Trent Conservation and Quinte Conservation



Great Blue Heron (Ardea herodias)

Photo courtesy of Terry Sprague

Bay of Quinte Remedial Action Plan

Citizen scientists help protect wetlands and wildlife around the Bay of Quinte.

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 wetlands by observing for birds and frogs.

This is a free online presentation.

Monday, March 6, 2023 - 7:00 p.m.

Register on Eventbrite to receive the link.

<https://mmpbqrap2023.eventbrite.ca>



For information on this evening
smidlanejones@bqrap.ca
 613-392-3915 ext 214
www.bqrap.ca



Every year, the Bay of Quinte Remedial Action Plan (BQRAP) needs volunteer citizen scientists to monitor local wetlands. Naturalist and columnist, Terry Sprague hosts an information session explaining how you can help protect local wetlands and wildlife by collecting information on birds and frogs. This year, the presentation will be a virtual event on Monday, March 6, 2023 at 7:00 pm.

Terry will discuss two programs, the FrogWatch Ontario program, which is a family-friendly activity; and the Marsh Monitoring Program, which 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, under the bay's remedial action plan. Now, citizen scientists are vitally important as "boots on the ground" focusing on ensuring wetlands and wildlife don't revert to the conditions that required a remedial action plan in the first place. The information gathered ensures the long-term protection of this area's wetlands and wildlife.

In the past couple of years, the programs have experienced the retirement of a key number of volunteers. There are several important wetland 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.

Register on Eventbrite at <https://mmpbqrap2023.eventbrite.ca> to receive the presentation link.

Registration closes on Monday, March 6th at 1:00 pm.

GRAB YOUR LUNCH AND LEARN ABOUT COVER CROPPING FROM LOCAL FARMERS.

Why they decided to plant cover crops.

What worked for their soil conditions and terrain and what didn't.

Wednesday, March 22, 2023 - 12:30pm - 2:00pm

This free webinar will be a facilitated panel discussion. The plan is that each panelist will have 10-15 minutes or thereabouts to provide a brief overview of their farming operation and how they are using/managing cover crops in their operation (what works, what you are "still learning" about", ideas for the future, etc). Some of the panelists have been using cover crops for a number of years and other are new to the practice. There are a variety of operational types, soil conditions, and terrains that will be discussed. Plus, there will be a question & answer session with the panelists too.

Register at: <https://bqrapcovercroplunchandlearn.eventbrite.ca>

When you register your name will be enter in a draw for the chance to win a \$50.00 cash prize.

Cover Crop Lunch and Learn

Grab your lunch and learn about cover cropping from local farmers.

Why they decided to plant cover crops.

What worked for their soil conditions and terrain and what didn't.

March 22, 2023 – 12:30pm - 1:45pm
 Register on Eventbrite to receive the link and the chance to win a \$50.00 cash prize

Register at:
<https://bqrapcovercroplunchandlearn.eventbrite.ca>

Panel discussion with

Kevin Cole - Hunco Farms, Cobourg
Norm Lamothe - Woodleigh Farms, Cavan
Matt Glen - Glen Isle Ag., Keene
Scott Honey - Warkworth

Facilitated by Jim McComb
 Q&A after panel discussion

Cover Crops provide -

- Reduced Soil Erosion • Added Organic Matter • Reduced Nutrient Losses
- Improved Soil Fertility • Reduced Pest Populations • Reduced Compaction
- Improved Soil Structure • Water Management • Emergency Forages

Bay of Quinte
 Remedial Action Plan
Healthy Bay • Healthy Community

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

In partnership locally with Lower Trent Conservation and Quinte Conservation

photo courtesy of kingsagriseed.com

START PLANNING FOR SPRING

Bay of Quinte Remedial Action Plan
Rural Stewardship

LIVESTOCK FENCING
 • Install fencing to restrict livestock access to a waterway or wetland.
 Grant rate - 75% - maximum up to \$7,500

ALTERNATE WATERING SYSTEMS
 • To be eligible for funding, livestock must be fenced out of a waterway or wetland
 Grant rate - 75% - maximum up to \$7,500

SHORELINE/WATERWAY PLANTING PROJECTS
 • Native plants and materials to help with plant survival (mulch, plant guards, hemp mats) for an area along a shoreline/waterway or wetland
 Grant rate - 75% - maximum up to \$1,000

Erosion/Water Quality Improvement Projects
 • stream bank stabilization • barnyard runoff control
 • manure storage improvements • constructed wetlands
 • erosion control structures • storm water management
 Grant rate - 75% - maximum up to \$7,500

Free Soil Testing
 Knowing what's going on with your soil is the first step in creating high yielding sustainable agriculture.
 Book your site visit, Today.

Jason Jobin
 Bay of Quinte Remedial Action Plan
 Lower Trent Conservation
 P: 613-394-3915 ext 225
 E: jason.jobin@ltc.on.ca

Cover Crops
 We offer a cover crop seed grant of \$30.00 per acre - grant maximum up to \$2,500.

Robert Ormston
 Bay of Quinte Remedial Action Plan
 Quinte Conservation
 P: 613-968-3434 ext 167
 E: ROrmston@quinteconservation.ca

www.bqrap.ca

Rain Gardens provide habitat for wildlife and pollinators

Why a Rain Garden? Because it has a job to do.

- Providing habitat for wildlife and pollinators, such as birds, butterflies, and bees
- Helping protect streams, rivers, and lakes from pollutants carried by stormwater runoff
- Increasing the amount of water entering the ground, which re-charges aquifers
- Beautifying your yards and neighbourhood

You could be eligible for a grant of **up to \$750** towards native plants, soil, compost, gravel, mulch, a contractor or rental equipment to establish a functioning rain garden. If you live in Belleville, Trenton, Napanee, Deseronto or Picton.

Details at: www.bqrap.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/>

Jason Jobin
 BQRAP Environmental Technician
 Lower Trent Conservation
 P: 613-394-3915 ext. 225
 E: Jason.Jobin@ltc.on.ca

Robert Ormston,
 BQRAP Environmental Technician,
 Quinte Conservation,
 P: 613-968-3434 ext. 167
 E: rormston@quinteconservation.ca

Agenda Item #13.a.

Summary of Permits Approved by Staff

ONTARIO REGULATION 163/06 - Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

Prepared by: Janet Noyes, Manager Development Services & Water Resources

For Period: February 1 to February 28, 2023



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-22-251	Quinte West	Sidney	Sidney	8	10	65 Cooke Armstrong Road	Trent River Floodplain	Construct a 45 m2 single -store attached garage addition, covered porch, waterproofing around structure and roof extension over existing deck
P-22-378	Alnwick/ Haldimand	Haldimand	Haldimand	B	26	122 Keewatin Drive	Lake Ontario Flood, Erosion and Dynamic Beach Hazards	Shoreline modifications and rehabilitation
P-22-387 (Compliance; Minor)	Trent Hills	Percy	Percy	4	14	Autumn Road	Unevaluated Wetland (allowance)	Upgrade and place material on existing driveway
P-22-396	Trent Hills	Seymour	Seymour	14	14	402 Lake Road	Nappan Island Complex PSW (allowance); Trent River Floodplain (allowance); Unevaluated Wetlands (allowance)	Construct two sheds measuring 15 m2 in total
P-22-397	Quinte West	Sidney	Sidney	7	10	Howes Road	Trent River Final Bend PSW (allowance)	Construct single family dwelling with septic system
P-23-004	Trent Hills	Seymour	Murray	Gore	6	66 Tompkins Road	Trent River Floodplain; Wilson Island East PSW (allowance)	Demolish and reconstruct a portion of the dwelling
P-23-007	Trent Hills	Seymour	Seymour	1	15	509 Catchmore Road	Trent River Floodplain	Construct a 54 m2 addition and internal renovations
P-23-009	Alnwick/ Haldimand	Haldimand	Haldimand	3	29		Lake Ontario Tributary Stream; Unevaluated Wetlands	Vegetation management along the Enbridge Right of Way (RoW) for pipeline maintenance
P-23-010	Alnwick/ Haldimand	Haldimand	Haldimand	3	19-21		Shelter Valley PSW; Shelter Valley Creek; Unevaluated Wetlands	Vegetation management along the Enbridge Right of Way (RoW) for pipeline maintenance
P-23-011	Alnwick/ Haldimand	Haldimand	Haldimand	3	14-17		Shelter Valley Creek Tributary; Unevaluated Wetlands	Vegetation management along the Enbridge Right of Way (RoW) for pipeline maintenance
P-23-012	Alnwick/ Haldimand	Haldimand	Haldimand	3	8-12		Shelter Valley Creek Tributary; Unevaluated Wetlands	Vegetation management along the Enbridge Right of Way (RoW) for pipeline maintenance
P-23-014	Cramahe	Cramahe Township	Cramahe	5-6	18-27		Cold Creek Complex PSW; Cold Creek; Unevaluated Wetlands	Vegetation management along the Enbridge Right of Way (RoW) for pipeline maintenance
P-23-015	Brighton	Brighton Township	Murray	4 & 6	25-30, 35 & 36		Breakaway Creek; Unevaluated Wetland	Vegetation management along the Enbridge Right of Way (RoW) for pipeline maintenance
P-23-017 (Minor)	Brighton	Brighton Township	Murray	C	26	40 Willow Point Road	Lake Ontario Flood Hazard; Presqu'ile Bay Marsh PSW (allowance)	Construct a 12 m2 3-season sunroom addition
P-23-020 (Minor)	Trent Hills	Percy	Percy	3	17	15 Centre Street	Burnley Creek Floodplain	Construct a 10 m2 (105 ft2) shed

Summary of Permits Approved by Staff

ONTARIO REGULATION 163/06 - Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

Prepared by: Janet Noyes, Manager Development Services & Water Resources

For Period: February 1 to February 28, 2023



Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-23-021	Quinte West	Trenton	Murray	1	1	15 Bay Street	Bay of Quinte Flood Hazard (allowance)	Construct a 4-unit residential development with parking
P-23-027	Quinte West	Sidney	Sidney	3	1	824 Trenton-Frankford Road	Trent River Floodplain (allowance)	Construct a garage
P-23-040 (Minor)	Stirling-Rawdon	Stirling Village	Sidney	9	23	Wright Street	Rawdon Creek Floodplain	Install proposed gas line service
AMENDMENTS								
P-22-380	Quinte West	Sidney	Sidney	BF	24	1616 Old Highway 2	Bay of Quinte Erosion Hazard and Allowance	Original permit for demolition and reconstruction of single-family dwelling; Amended to include installation of septic system



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: February 28, 2023
To: LTC Board of Directors
Re: Planning and Regulations UPDATE
Prepared by: Janet Noyes, Manager, Development Services and Water Resources

PROPOSED RESOLUTION:

THAT the Planning and Regulations Update be accepted as information.

BY THE NUMBERS:

Here are the numbers for new files in 2023 and compared to similar numbers for previous years. Highlighted boxes indicate that 2023 has MORE files to date than previous year.

File Type	# Files for 2023 (as of Feb 28, 2023)	Dates for Similar Number for Previous Years (Total for Year)			
		2022	2021	2020	2019
Permits	46	Mar 2 (398)	Mar 15 (383)	Mar 20 (351)	Apr 29 (338)
New Inquiries	56	Feb 3 (635)	Feb 4 (794)	Feb 4 (585)	Feb 12 (591)
Planning	30	Mar 1 (310)	Feb 11 (259)	Feb 10 (169)	Jan 31 (248)
Complaints	11	Apr 6 (66)	Mar 11 (65)	Apr 15 (56)	May 15 (54)
Enforcement	9	Mar 3 (63)	Mar 31 (45)	Jun 2 (32)	Aug 2 (33)
Online Inquiries	68	Feb 1 (738)	Jan 19 (1132)	Feb 19 (645)	Mar 6 (446)
Site Visits	19	Mar 21 (363)	Mar 29 (282)	Jun 18 (166)	May 2 (213)

Legal Cases:

- ENF-19-010 – Original Trial Date: January 23, 2023 – there was a Charter Challenge related to Timely Trial Date – JP unable to make decision so court date to hear Charter Challenge set for March 22, 2023 – Trial Date (Day 1) April 5, 2023.
- ENF-19-024 – Initial Case Resolution Date in Court in November 2022 – defendant did not appear, bench summons issued for next court date January 23, 2023. Defendant did not appear again – POA Court not willing to set trial date – next appearance date is to be scheduled by the court and we will be advised
- ENF-20-028 – Trial Date: January 9, 2023 – awaiting verdict and potential sentencing – Court Date: March 10, 2023

Permitting:

- LTC Wetland Compensation Policy is being finalized and expected to bring to Board for review and acceptance in Spring 2023.
- LTC staff & legal counsel have prepared legal agreement for conditions of Hearing for RP-21-049 (Prince Edward Estates Phase 3B Wetland Removal and Compensation). Circulation to applicant legal team in process.
- LTC staff have been in discussions with applicant team for Permits B, D, E and F for the Hillside Meadows North Subdivision or York Creek Development Area in the City of Quinte West (RP-21-379; RP-22-047; RP-22-048 and RP-22-049). Hearing was held on June 9, 2022 where all applications were approved by LTC Board. LTC staff waiting for confirmation of wetland delineation, wetland compensation plan and detailed drawings of

watercourse alterations and crossings. Noted by applicant team that changes to plan can be expected. Meetings arranged with LTC in March.

Planning:

- LTC Staff reviewed and commented on 6 Subdivision and Condominium Files in 2023 (new and ongoing).
- LTC Staff have reviewed and commented on 3 Site Plan Control and Amendments in 2023.
- LTC Staff met with our Municipal Partners to go over impacts of Bill 23. We are developing flow charts for partners to clarify our process and involvement. LTC staff are strongly encouraging that we be included in all pre-application consultations. Challenging situations for ongoing files are being addressed as the issues arise.
- LTC staff are providing free screening services for planning applications to ensure that applicants do not have to pay LTC planning application fees when we would have no comments. Municipal planning departments have been encouraged to circulate ALL planning applications for LTC screening. Note that the Planning Act requires municipalities to circulate all applications to the Conservation Authority.
- LTC is providing flexibility to municipal partners on methods for LTC planning services fee collection.
- LTC has made the decision to NOT comment on any stormwater management (SWM) submissions but notes some neighbouring CAs are continuing to review select applications for water quantity control only. Remainder of SWM reviews are the responsibility of the municipality.
- LTC staff are updating Planning Review Services Memorandum of Understanding (MOU) to reflect changes as a result of Bill 23 and identify timelines to ensure LTC is in support of our municipal partners' planning timelines obligations as well. MOU is due for review/renewal in 2023 so incorporating these changes is timely.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: February 27, 2023
To: LTC Board of Directors
Re: FHIMP Projects
Prepared by: Janet Noyes, Manager, Development Services and Water Resources

PROPOSED RESOLUTION:

THAT the Flood Hazard Identification Mapping Program Projects staff report and proposed agreements be accepted.

FHIMP BACKGROUND:

In January 2022 Natural Resources Canada (NRCan) launched the Flood Hazard Identification and Mapping Program (FHIMP), which provided 50% federal funding to provinces and territories for eligible flood mapping projects. LTC staff participated in a webinar on May 31, 2022, to learn more about the program and provided a fact sheet to the Board at the June 9, 2022, meeting outlining the program. As requested by the Board, LTC staff advised our municipal partners of the program and provided information to each municipality of the status of floodplain mapping within their area and made recommendations on prioritization of potential floodplain mapping updates. Each municipality was advised that 50% of the funding for the projects would come from the federal government (administered through the provincial government) with the remaining 50% of the funding expected through the individual municipalities. Upon discussions with each municipality, LTC provided input to a survey in mid-June 2022 of what projects would be of interest in our jurisdiction.

APPLICATIONS AND AGREEMENTS:

On August 12, 2022, LTC was notified that based on our previous interest in the program, we were advised that Ontario was opening up applications to the FHIMP program. Proposals were due on September 16, 2022, and there was a great deal of work undertaken to consult with our municipal partners and fill in the application forms on time. In the end, LTC submitted five applications to the FHIMP program for 6 projects, based on support and interest from our municipal partners. Three of these projects involved extending existing floodplain mapping. On November 3, 2022, LTC was advised that all five projects applications were successful – subject to compliance with confidentiality obligations: *“The Lower Trent Region Conservation Authority must keep this letter and its contents confidential at all times until a binding agreement has been executed.”* During consultations with the Ministry of Natural Resources and Forestry (MNRF), LTC was advised that the above statement was not meant to halt activity on the projects and we could move forward with issuing Requests for Proposals (RFPs). On Friday, February 3, 2023, the Transfer Payment Agreement (TPA) between the MNRF and LTC was finalized.

REQUESTS FOR PROPOSALS:

On Friday, January 6, 2023, LTC issued five Requests for Proposals (RFPs). Proposals for four of the projects were due on January 27, 2023, and one was due on February 10, 2023. Overall, we received 21 proposals which were reviewed and scored by LTC staff based on the scoring matrix identified in the RFPs. Each municipal partner was also circulated on the proposals and their input was sought as part of the scoring program. The results of the proposal selections are shown in the table below. Each consulting firm has been notified of the project award as well as the peer reviewer selected for each project.

FHIMP Number	Floodplain Mapping Project	Partner Municipality	Consultant for Project	Consultant for Peer Review
ON22-003	Rawdon Creek (plus extension)	Stirling-Rawdon	Jewell Engineering	DM Wills
ON22-004	Butler Creek 2-Zone (plus Arena Creek)	Brighton	Jewell Engineering	DM Wills
ON22-008	2-Zones Cold Creek and Mayhew Creek (plus extension)	Quinte West	Jewell Engineering	DM Wills
ON22-016	Colborne Creek	Cramahe	DM Wills	Engage Engineering
ON22-026	Trent River	Trent Hills and Quinte West	KGS	DM Wills

FHIMP Number	Approved Budget Amount (50% Federal / 50% Municipal)	Total Budget Proposed	Awarded Consultant Fee	Peer Review Fee
ON22-003	\$100,000	\$87,191	\$77,840	\$9,351
ON22-004	\$100,000	\$92,841	\$83,490	\$9,351,
ON22-008	\$150,000	\$136,335	\$124,272	\$12,063
ON22-016	\$100,000	\$89,908	\$81,998	\$7,910
ON22-026	\$200,000	\$196,522	\$174,594	\$21,928

Note: HST included in all costs shown, in-kind LTC staff report will be required

NEXT STEPS:

LTC is working on contracts/agreements with each of the selected firms to finalize the selection process and begin the projects. Start-up meetings will begin shortly for each of the five projects. LTC has already approached Parks Canada – Ontario Waterways (PC-OW) to enter into a data sharing agreement to obtain data, drawings and reports that will be used for background and information for the Trent River Floodplain mapping update project. A first meeting with the FHIMP representatives, including technical representatives from both the federal and provincial levels, is scheduled for March 2, 2023.



LOWER TRENT
CONSERVATION

ANNUAL REPORT 2022



Member of



**Conservation
ONTARIO**
Natural Champions

Message from the CAO and Chair



Rhonda Bateman, CAO



Eric Sandford, Chair

Early 2022 ushered in reduced restrictions for public gatherings and movement. This return to pre-COVID normality was greeted with both delight and caution.

The re-instatement of our Tri-County Children's Water Festival in-person was a highlight for both staff and the thousand children, teachers and volunteer attendees.

The Lower Trent Conservation office was re-opened by appointment, to those seeking in-person consultation with our staff members. Our staff work both from the office and remotely.

Additional positive change included the Lower Trent Conservation Board of Directors membership expansion in April 2022 with the addition of an agricultural representative appointed by the Minister of the Environment, Conservation and Parks (MECP).

Another potential increase in Board membership is moving forward as a request from Havelock-Belmont-Methuen Township was presented to the Board to expand Lower Trent Conservation's watershed boundary to include a section of the Township not currently encompassed by conservation authority planning and development regulations.

In late August, the Ministry of Natural Resources and Forestry (MNRF) was designated as the Ministry responsible for administering the Conservation Authorities Act with the responsibility being transferred from MECP. The designation is a return to the historic relationship between MNRF and Conservation Authorities.

Continued changes to the *Conservation Authorities Act* were introduced through several new regulations in 2021 and again in early 2022. The year ended with the introduction and subsequent passing of Bill 23, *More Homes Built Faster Act, 2022*. These new legislative and regulatory changes are being met with caution.

The past year was both challenging and rewarding. We would like to thank our municipal partners and volunteers for the continued support for programs and services that benefit all residents of our watershed.

Board of Directors 2022

Municipalities located within the Lower Trent Conservation watershed region appoint representatives to the Board of Directors.

The 11-member Board representing the seven municipalities and one appointed agricultural representative, located either entirely or partially within the watershed region, oversees the activities of the Conservation Authority and reports back to their respective municipal councils.

Township of Alnwick/ Haldimand

Mike Filip

Municipality of Brighton

Mary Tadman

Mark Bateman (Vice-Chair)

Municipality of Centre Hastings

Eric Sandford (Chair)

Township of Cramahe

Don Clark

City of Quinte West

Jim Alyea

Lynda Reid

Township of Stirling- Rawdon

Bob Mullin

Municipality of Trent Hills

Rick English

Gene Brahaney

Agricultural Rep

Mark DeJong

About Us

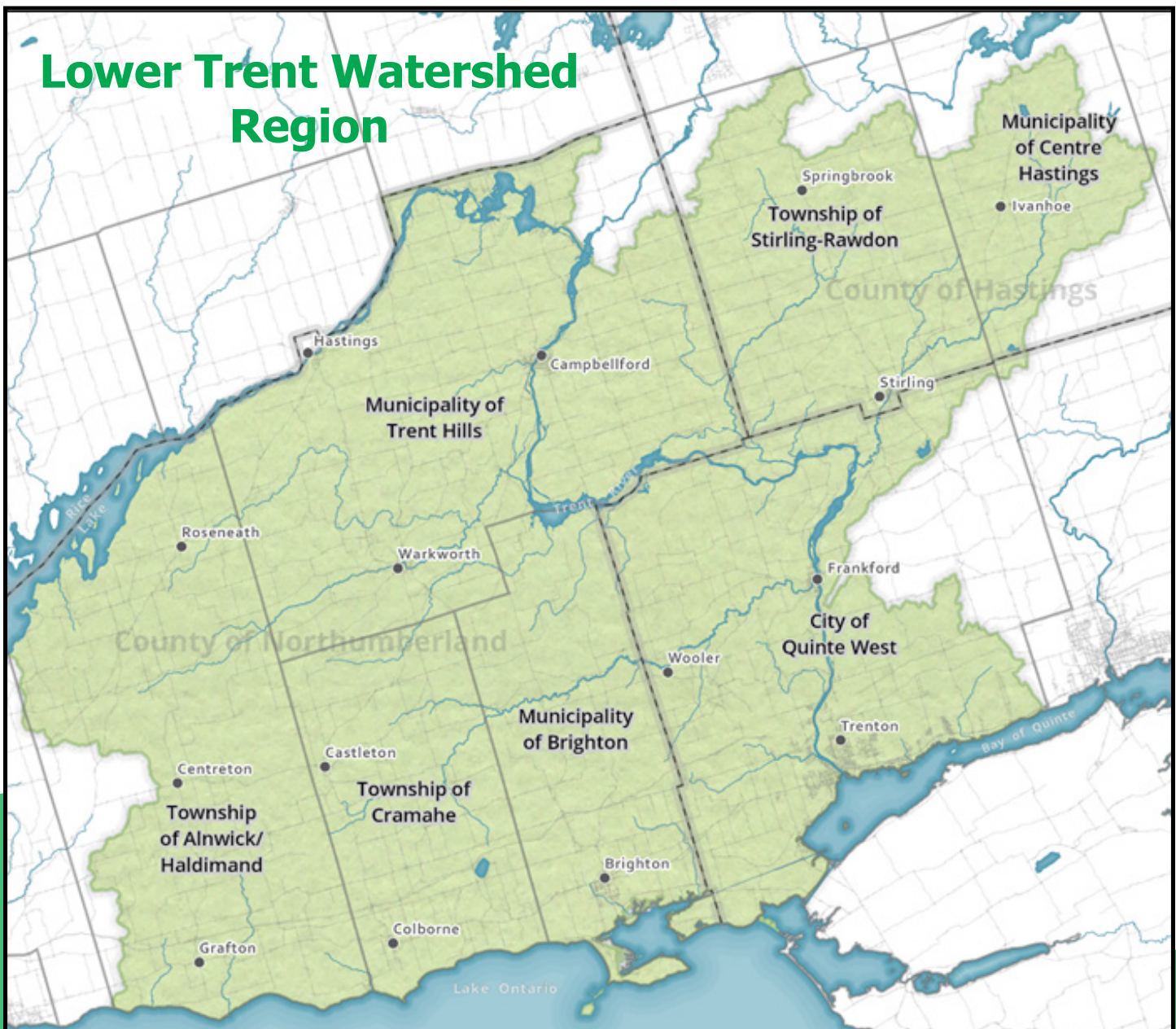
Lower Trent Conservation is a community-based, non-profit environmental protection organization dedicated to protecting, restoring, and managing natural resources across the Lower Trent watershed region.

Established by the provincial government and our municipal partners in 1968, under the *Conservation Authorities Act*, Lower Trent Conservation is one of 36 Conservation Authorities in Ontario, and a member of Conservation Ontario.

Lower Trent Conservation works in partnership with municipal, provincial and federal governments, businesses, community organizations and the general public to deliver locally-based environmental programs.



Lower Trent Conservation's watershed jurisdiction covers 2,070 square kilometres including the Trent River and the watersheds of eight main tributaries, as well as areas that flow directly into Lake Ontario and the Bay of Quinte between Grafton and Quinte West.



Watershed Science & Services

Environmental Planning and Regulations

Development activities in environmentally sensitive areas such as wetlands, shorelines, streams, and rivers can damage the environment or pose a threat to public safety. Lower Trent Conservation offers advice to municipalities, developers, and landowners to help them meet provincial policy requirements and to ensure compliance with government legislation. These services also ensure environmental integrity and protect people and property from flooding and erosion hazards.

Regulation of construction activities in environmentally sensitive areas such as wetlands, shorelines, and waterways ensures that activities in these areas will not result in a risk to public safety or property damage. This preventative approach also ensures the protection of important natural features.

2022 Highlights

- Provided comments to local municipalities on 310 *Planning Act* applications (severances, minor variances, official plans, zoning by-laws, etc.).
 - Provided ongoing review and input to 24 subdivision proposals, 3 condominium proposals and 32 site plan approval applications.
 - Participated in 3 legal court cases regarding Section 28 regulations.
 - Received applications for 398 permits for development activities under Section 28 of the *Conservation Authorities Act* (Ontario Regulation 163/06 Development, Interference with Wetlands & Alterations to Shorelines and Watercourses) and approved 383 permits.
 - Identified 63 new violations; Conducted enforcement investigations related to 93 violations (new and ongoing); Resolved 47 violations.
 - Responded to 66 complaints.
 - Responded to 738 online property inquiries and provided comments regarding property specific development constraints and environmental conditions for 635 new general development inquiries and 36 legal requests.
 - Conducted 363 site inspections to assist with the environmental review of municipal planning and permit applications.
 - Delivered outreach and education on source water protection, regulations and planning with municipal partners.
- Delivered risk management services as part of the implementation of the Trent Source Protection Plan: completed 2 risk management plans addressing 5 different significant drinking water threats, conducted 1 risk management plan compliance inspection, and issued 24 restricted land use notices.



Site inspection

Watershed Science & Services

Flood Forecasting and Protection Works

Lower Trent Conservation, in cooperation with local municipalities and the provincial government, plays a key role in reducing the risk of property damage and loss of life from natural hazards such as flooding.

Weather forecasts and conditions along the region's waterways are monitored daily, as part of a flood forecasting and warning system, in order to provide the earliest possible notification to municipalities and the public of the potential for flooding.

In addition, 10 flood control structures, including a dam, flood walls, berms, weirs, and overflow channels, have been constructed to help protect existing development in flood susceptible areas from potential damages resulting from a flood. The structures were constructed with the aid of the Province of Ontario and local municipalities on a cost-sharing basis.

2022 Highlights

- Issued 6 bulletins regarding high water levels on local water systems: 4 water safety statements, 2 flood outlook statements or flood watches were issued.
- Conducted daily risk assessments for flood forecasting including monitoring weather forecasts, water levels/flows at 13 stations, and precipitation at 10 stations; carried out 13 snow surveys at 4 snow sampling sites.



- Conducted annual inspections of 10 flood control structures.
- Installation of the new logs at Warkworth Dam was completed in fall 2022.

Environmental Monitoring and Reporting

Watershed monitoring activities focus on collecting data to evaluate and report on existing conditions within the watershed. LTC works in partnership with our municipalities on water monitoring programs to support local initiatives as well as provincial monitoring networks.

- Monthly provincial surface water quality monitoring was completed (9 sites) as well as monthly LTC surface water quality sampling (9 sites). 144 surface water quality samples were collected in total from March until October.
- Annual groundwater quality monitoring was undertaken at 5 wells. Ongoing water level monitoring is being logged at 11 wells.



Watershed Science & Services

Education, Outreach and Stewardship

Education and outreach are critically important for engaging residents in environmentally sustainable behaviours and drawing attention to conservation issues. Special events, workshops, and landowner stewardship activities provide opportunities for people to learn about and get involved in the protection of natural resources within the watershed region. Lower Trent Conservation also recognizes that the students of today are the environmental champions of tomorrow. Through a variety of educational activities, young people learn about the importance of our natural environment and are inspired to care for our precious environment. Lower Trent Conservation's youth environmental education initiatives are made possible through grants and donations from local industry, business, service clubs, and private individual supporters.

2022 Highlights

- Return to in-person Tri-County Children's Water Festival – over 1,000 students, teachers, parents and volunteers attended.
- Piloted a restructured program to engage students from grades 7-12 called 'Love Your Watershed'. Three classes from two schools implemented environmental projects at their schools.
- Reached over 1,000 students through virtual and school yard programs.
- Engaged over 5,000 residents through social media specifically on Drinking Water Source Protection.
- Revived the Discover your Watershed Program with two events in April at Proctor Park and Goodrich-Loomis Conservation Areas.
- Attended 12 community events and staff were guest speakers at 6 events.
- Delivered educational workshops to two high school classes at the Trenton Greenbelt Conservation Area.
- The Annual Native Plant Sale had 221 orders for 12,900 tree and shrub seedlings; 180 potted tree saplings; 160 wildflower kits and 5 Little Forest kits.
- Distributed 12,000 free tree seedlings to Northumberland County residents through the Emerald Ash Borer Replacement Tree Program.
- Provided support for cover cropping for 24 landowners covering 1,600 acres of agricultural land. Sampled the soil of 900 acres of agricultural land, 76 fields, 11 landowners.
- Conducted 8 Healthy Lands – Clean Water site visits, and 6 Forests Ontario Program Delivery Agent site visits.
- Received funding from the Nature Smart Climate Solutions Fund in partnership with Conservation Ontario, the provincial Great Lakes Local Action Fund, and the Trenton Rotary Club for the Restoring the Trenton Greenbelt Project. Site preparations for transforming the lawn into a meadow included elimination of turf and invasive plants, soil aeration, compost spreading, cover crop seeding, and seeding of native wildflowers and grasses.



Tri-County Children's Water Festival



Hastings County Plowing Match

Conservation Lands

Lower Trent Conservation owns 1,540 hectares of natural open space. These forests, valleys, meadows, and wetlands form part of a regional system of protected landscapes that depict the natural diversity of the region. They are special places in the watershed that are protected from development, where the natural world comes first.

There are 17 properties that range in size from small parkettes to over 650 hectares. Ten properties are classified as Conservation Areas and provide venues for healthy, active lifestyles such as hiking, mountain biking, fishing, canoeing, and other outdoor recreational activities. These properties feature over 27 kilometres of trails, and other facilities such as parking lots, privies, boat launches, picnic shelters, and the Goodrich-Loomis Conservation Centre. In addition, seven Natural Habitat Areas, while open to the public, are left in a natural state with no maintained trails or recreational facilities.

2022 Highlights

- Hazardous trees from Emerald Ash Borer infestations and major windstorm events were removed along several trail systems: 37 by LTC staff and 1 by contractor.
- 'Special Events' at conservation areas were revived. Some of these events included: field training for Cadets, running race, wedding photo session, celebration of life, memorial race fundraiser, OPP fundraising race event, and fall camp for Beavers and Girl Guides.
- Assisted Watershed Science and Services staff with removal and replacement of logs at Warkworth Dam.
- CA Lands properties added to potential filming locations database.
- Installation of Wood Duck habitat structures at King's Mill CA.
- Continued monitoring and protection of turtle nesting areas along the Trenton Greenbelt.
- Lands staff aided in the preparation stages of the Trenton Greenbelt Restoration Project.
- Invasive species management surrounding sensitive habitat at Sager Conservation Area.
- Application of herbicide for Dog Strangling Vine management at Sager Conservation Area to aid in the protection of prairie grasslands.
- Coordinated with the Trenton Rotary Club for a garbage cleanup along the Trenton Greenbelt Conservation Area.
- Dealt with higher than normal vandalism issues throughout our conservation areas.



Restoring the Greenbelt Site Preparations



Installation of Wood Duck Boxes



Garbage cleanup at Trenton Greenbelt CA

Corporate Services

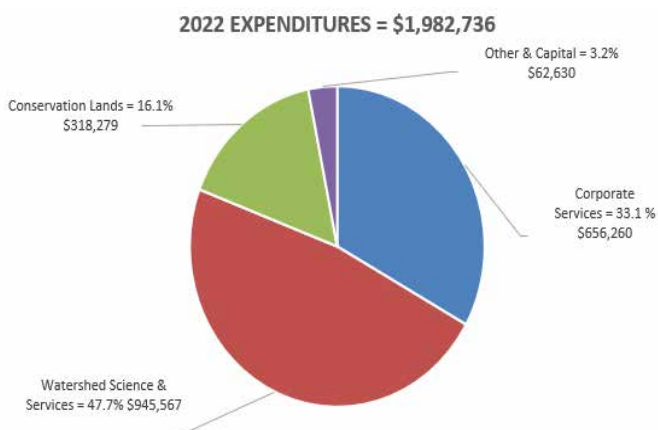
Corporate Services is an important part of day-to-day operations, providing support to all Lower Trent Conservation programs. These include: financial and human resource management; administrative and IT support; program planning and development; customer relations; partnership building; information management; GIS (mapping); and marketing and communications.

2022 Highlights

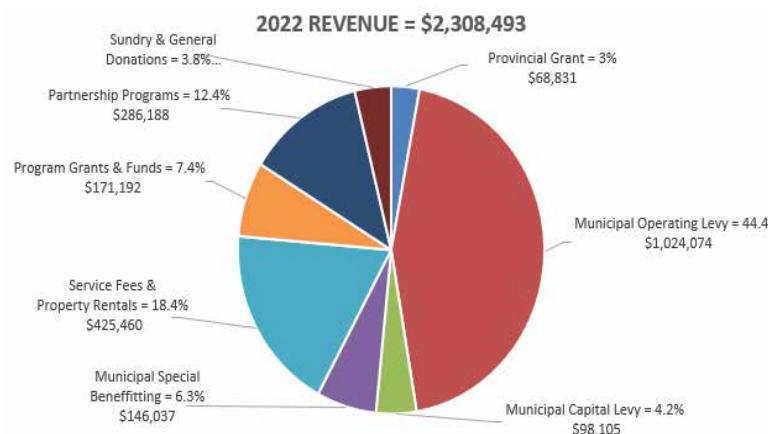
- As a support service across the whole of the organization, Corporate Services consistently requires ongoing adjustments to job activities and follow-ups for reasons of changes that have an impact on HR, Finance, Insurance, Governance, Contracts, IT, for internal work processes.
- Fulfilled targets set in the Transition Plan as required under provincial Regulations which includes identification of mandated programs and development of agreements with municipal partners for non-mandated service delivery.
- Prepared for changes to OMERS administration regarding eligibility and enrollment resulting from updates to the *Pension Act*.
- Budget process - introduced Board sub-committee for the development of the 2023 Budget.
- Program priorities - changes in schedules, processes, transfer of knowledge, etc.
- Contracts/Agreements - new, review and update of renewals.
- Group Benefits - online administration directly with Sun Life.
- Website redevelopment - changes in project schedules and deliverables.
- Financial electronic processes - improved customer experiences and for the programs.

2022 Financial Summary

Expenditures - \$1,982,736



Revenues - \$2,308,493



Financial summary does not include partnership programs (Bay of Quinte Remedial Action Plan & Drinking Water Source Protection) administered by Lower Trent Conservation.

Partnership Programs

Bay of Quinte Remedial Action Plan

Lower Trent Conservation coordinates the local administration of the Bay of Quinte Remedial Action Plan, co-chairs the Bay of Quinte Restoration Council, and provides communications and technical support aimed at rehabilitating the Bay.

In 2022, further progress was made with addressing the environmental health issues identified for the Bay of Quinte. The final assessment report for degradation of aesthetics was submitted to the federal and provincial governments and received formal concurrence of a status change to unimpaired. Three environmental health issues remain to be addressed: restrictions on fish and wildlife consumption, eutrophication or undesirable algae and degradation of phytoplankton and zooplankton populations.

A Phosphorus Management Plan is being developed to maintain the Bay in a healthy and sustainable condition for the long-term by reducing the risk of harmful algae blooms, while maintaining a sustainable fishery. The plan addresses the needed reduction of phosphorus levels from sewage treatment plants, urban storm water, and agriculture. A long-term monitoring plan for the phosphorus management plan is under development.

Stewardship programs were delivered to assist landowners with implementation of the recommendations in the phosphorus management plan.



Drinking Water Source Protection

As the lead Source Protection Authority for the Trent Conservation Coalition Source Protection Region, Lower Trent Conservation provides technical and administrative support to the Source Protection Committee and Crowe Valley, Ganaraska Region, Kawartha-Haliburton, Lower Trent, and Otonabee-Peterborough Source Protection Authorities. Source Protection Plan policies are in effect across this vast region to protect sources of drinking water for 52 municipal drinking water systems (34 groundwater wells and 18 surface water intakes).

- Amendments to the Assessment Report were approved for new wells at Colborne and Blackstock.
- An amendment package for changes to the Source Protection Plan and Assessment Report was submitted to the Ministry of the Environment, Conservation and Parks for Early Engagement (the initial consultation step). This package contains many amendments to policies and the text of the documents, that the 28-member Source Protection Committee approved, to address new technical rules and to improve the effectiveness of the policies.
- A new initiative launched this year to extend the Best Practices learned from the Source Protection Program and regional Source Protection Plans, to owners of private systems such as dug wells, to increase local knowledge about the threats to water sources, and what steps they can all take to protect them. Staff have been working with a variety of organizations and associations to help spread awareness of these Best Practices.
- Staff has been involved in several provincial groups, working with Conservation Ontario to enhance resources to enhance the Source Protection Program and provide increased awareness through the production of guidance documents and resources that can be used across the province.

Our 2022 Staff

Rhonda Bateman, CAO/Secretary-Treasurer

Corporate Services

Kelly Vandette, Manager, Corporate Services
Corinne Ross, Communications Specialist
Anna Morgan, Finance & Information Technician
Jeffrey Meyer, GIS and Information Technology Specialist

Watershed Science & Services

Anne Anderson, Manager, Community Outreach & Special Projects
Janet Noyes, Manager, Development Services & Water Resources
Ashley Anastasio, Environmental Planner
Gage Comeau, Regulation and Enforcement Officer
Kim Stephens, Assistant Planning Technician
Ewa Bednarczuk, Ecology & Stewardship Specialist
Chris McLeod, Source Protection Risk Management Official/Inspector (Jan-May)
Marcus Rice, Source Protection Risk Management Official/Inspector (Sept)
Jenn McCallum, Environmental Education Technician (Jan-Apr)
Massimo Narini, Assistant Development Technician * (Jan -Aug)
Scott Robertson, Watershed Services Technician (Sept)
David Stassen, Education and Outreach Assistant +
Brooke Wright, Invasive Species Outreach Specialist +
Amanda Whitehead, Assistant Watershed Monitoring Technician +
Nathan Obach, Assistant Watershed Monitoring Technician +
Renee Richardson, Student Placement

Conservation Lands

David Beamer, Manager, Conservation Lands (Jan-May)
Chris McLeod, Conservation Lands Supervisor (May)
Luke Oomen, Conservation Lands Technician (Jan - July)
John Mahoney, Conservation Lands Technician (Sept)
Marcus Rice, Conservation Lands Maintenance Assistant *
Jett Brown, Conservation Lands Field Assistant +

Bay of Quinte Remedial Action Plan

Sarah Midlane-Jones, Community Outreach Specialist
Shan Mugalingam, Technical Specialist
Jason Jobin, Environmental Stewardship Technician *

Drinking Water Source Protection

Keith Taylor, Program Coordinator *
Trent Bos, Program Assistant*

* Contract/Seasonal Position / + Summer Student Position



LOWER TRENT
CONSERVATION

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STAFF REPORT

Date: February 27, 2023
To: Board of Directors
Re: Corporate Communications Strategy
Goals/Objective Overview
Prepared by: Corinne Ross, Communications Specialist and
Kelly Vandette, Manager, Corporate Services

RECOMMENDED RESOLUTION:

THAT the Corporate Communications Strategy Goals/Objective Overview be received as information; and
THAT the proposed changes to the Corporate Communications Strategy for the period 2023 - 2027 be adopted effective immediately.

BACKGROUND:

In keeping with our commitment to review policy and guidance documents on a regular basis, the following is a report of the objectives and results achieved from the 2018 – 2022 Corporate Communications Strategy, and the proposed changes to update the Corporate Communications Strategy for 2023 – 2027.

The communications goals outlined in the Corporate Communications Strategy are to:

- Promote and enhance the profile of Lower Trent Conservation
- Encourage support of Lower Trent Conservation, its programs, and services
- Enhance communications and collaboration among key stakeholders
- Improve the quality of internal communications

DISCUSSION:

The strategy outlines a number of key objectives, actions and tactics that are to be used to achieve the goals. The following attachments are:

- Attachment 1 - Table 1 identifies the results achieved between 2018 and 2022.
- Attachment 2 - Table 2 identifies the proposed changes to update the Corporate Communications Strategy.
- Attachment 3 – 2018 – 2022 Corporate Communications Strategy

ATTACHMENT 1

TABLE 1 - RESULTS ACHIEVED BETWEEN 2018 - 2022:

Objective #1

Communicate regularly with municipal councils, municipal staff, and board members by providing communications that emphasize the value of LTC's services and the expertise we provide, and promoting two-way communications

Actions & Tactics	Results
Communication methods to municipal councils, municipal staff, and board members	LTC continued to provide various communication methods for municipal councils, municipal staff and board members through a multifaceted approach. We achieved this through: distribution of board meeting minutes, staff reports, staff presentations, progress reports, annual reports, website updates and digital media.
Host an annual workshop for municipal staff focusing on a topic that is relevant to both LTC and staff from member municipalities	<ul style="list-style-type: none"> • 2019 – Overview LTC's Programs and Services • 2021 – Planning and Regulations • 2022 – LTC's Program and Service Inventory and agreements
Educate and inform the Board of Directors about LTC's programs and services	An orientation session was provided in 2019 for board members to attend providing an overview of LTC's programs and services. Another orientation session was held January 2023.

Objective #2

Increase exposure of LTC programs and services in the media

Actions & Tactics	Results
Use a variety of communications methods to increase media coverage	Communication methods used were: media advisories, media releases, presentations, social media, and website updates. Exposure through participating in events were also picked up in the media.
Regularly distribute media releases - Media coverage gets LTC's message across to a wider audience and creates awareness in regards to our programs and services. Examples of media releases are: significant decisions made by the Board of Directors, notifying the community about special conservation events, raising awareness about environmental issues, encouraging conservation action, highlighting enhancements to LTC programs and services and promoting conservation opportunities.	In addition to regular media releases; such as Flood Forecasting and Warning, there were key media releases that highlighted the changes and updates to the Conservation Authorities Act under Bills 108, 229 and 23 since 2019. Increased awareness/concern of the local environment with large public reaction to changes in the CA Act.

Objective #3*Increase LTC staff visibility/presence in watershed*

Actions & Tactics	Results
Host and attend community events	LTC staff have attended: Home Shows, family festival, day camps, workshops, parades and agricultural events. LTC staff have hosted: In-class education programs, family festivals, children events, workshops, and guided hikes.
Make use of Conservation Areas to provide a positive experience	LTC staff have utilized conservation areas for positive experiences though: family festivals/events, day camps, workshops, guided hikes and experiential workshops.
Ensure LTC vehicles and staff are visible	Understanding the importance of recognition, LTC has provided all staff with branded clothing and nametags for working in the field and
	attending meetings. LTC branded vehicles are consistently used for carrying out work business.
LTC Promotional Items	The following items have been purchased as promotional items: magnets, pens, pencils, notepads, coffee cups, touques, and Christmas decorations. The items feature the LTC logo to raise awareness about LTC.

Objective #4*Build the corporate identity brand*

Actions & Tactics	Results
Establish Visual Identity Guidelines	Have not completed a written guideline/policy for visual identity.
Set guidelines for use of abbreviated name	Although a written guideline/policy for use of abbreviated names has not been completed, a draft list of acronyms has been developed.
Encourage the public to develop a connection with the Lower Trent watershed region	This is an ongoing process that is encouraged through all programs and the communication strategy.
Maintain a current Corporate Publication	Updated on a yearly basis, the Corporate Brochure highlights LTC's role, programs and services. It is distributed through municipalities, at events, through staff at meetings and site visits, and available online.

Maintain an accurate and up to date website - With the overall goal of: more intuitive, userfriendly (easier to navigate), mobile responsive, updated visual appeal, and improved security of the site.	This process was started in the spring of 2022 and will be completed March 2023.
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Objective #5*Ensure recognition of LTC in Partnership Programs*

Actions & Tactics	Results
Co-brand LTC and its partnership programs - Review communications strategies and products of partnership programs (e.g., Drinking Water Source Protection, Bay of Quinte Remedial Action Plan, Invasive Species, Caring for Our Watersheds™ programs) to ensure that LTC and its role is adequately recognized in the program partnership.	On-going reviews are held with LTC partnership programs. Significant partnerships include: <ul style="list-style-type: none"> • Forests Ontario 50 million trees program as a program delivery agent (PDA) • Northumberland County EAB Replacement Tree Program • Source Protection road sign campaign and song/video /Trust the Tap Campaign • Bayside Outside class • Restoring the Trenton Greenbelt Project

Objective #6*Increase staff knowledge of all LTC programs and services*

Actions & Tactics	Results
Promote information sharing - To ensure all staff is aware of current status of programs and projects it is encourage to: attend management/departmental/staff meetings, ensure digital information is discoverable and accessible, promote proactive use of SharePoint software as an internal communication tool and encourage face-to-face discussions to promote clear and efficient communication.	During COVID, communications were enhanced through use of MS Office and TEAMS for opportunities for staff meetings and sharing of information. SharePoint allowed staff to access information to ensure business continuity.
Promote ongoing training	LTC continued to encourage and promote ongoing training. Staff are welcome to participate in other programs (monitoring, restoration projects, events) for cross training opportunities.

Objective #7

Increase communication skills and enhance the communications capacity of the organization

Actions & Tactics	Results
Provide training opportunities and resources for employees to improve their communication skills.	In 2020, staff participated in the 'DISC' assessment as a way to understand people's behavior and the way they interact with one another in terms of four broad styles: Drive, Influence, Support, and Clarity of which communication skills are identified and better understood.
Conduct communications needs assessment for each program area in conjunction with program staff	Managers are responsible for assessing communications needs and priorities for their area. Regular discussions with staff identify the need for addressing communications improvements.
Establish Online Communications Guidelines LTC staff are responsible for contributing content and advising of upcoming events and recent successes for their program	This has been implemented and outlined in both the 2022 Personal Policy and the Communication Strategy.
Develop background information and key messages for large projects. The Communications Specialist is responsible for assisting all staff with public relations, communications support, and public awareness campaigns to promote the Conservation Authority's objectives, programs, and policies. All communications initiatives and materials must be reviewed by the Communications Specialist	External public communications initiatives and materials are reviewed by the Communications Specialist and/or CAO before being released.
and Program Managers, and the CAO, to ensure consistency appropriate core messaging is incorporated.	

Objective #8

Align LTC communications with Conservation Ontario's strategic directions

Actions & Tactics	Results
Regularly review Conservation Ontario's strategic directions and incorporate appropriate messages into LTC communications	LTC consistently reviews Conservation Ontario's strategic direction and ensure that they are used within LTC communications.
Co-brand communications products with Conservation Ontario where appropriate	LTC ensures the all joint communications products are co-branded appropriately.

ATTACHMENT 2

TABLE 2 - PROPOSED CHANGES TO THE CORPORATE COMMUNICATIONS STRATEGY:

Corporate Communication Strategy 2018-2022 Location:	Proposed Changes	Reason
Page 5 Objectives and Tactics 1.1	Take out progress report as a communication method	Board of Directors voted to eliminate the interim progress report.
Page 6 Objectives and Tactics 1.1	Change Mainstream News title to Conservation News	This will align with the new website being launched in 2023 and will be more all encompassing of ongoing news and events happening.
Page 7 Objectives and Tactics 3.4	Take out items for sale	Currently we do not have the capacity to sell items branded as LTC swag.
Page 7 Objectives and Tactics 4.4	Generalize the statement to incorporate all corporate publications	We have a variety of publications that are considered corporate publications, this will broaden the scope of what is provided from a corporate perspective.
Page 8 Objectives and Tactics 4.5	Add the following statements: <ul style="list-style-type: none"> • Continue to build a more intuitive, user-friendly (easier to navigate) website with potential for future additions (i.e. booking systems, e-commerce) • To make the site mobile responsive 	This aligns with the new website being launched in 2023 These goals also allow a more focus approach moving forward with maintaining and updating the website to the standard we have created.
	<ul style="list-style-type: none"> • Following LTC branding guide, ensure the continuity of the visual appeal of the site • To ensure the information available on the website is current, accurate, viable and desirable • To improve and ensure security. 	



LOWER TRENT
CONSERVATION

Corporate Communications Strategy

November 2018



Approved by: Lower Trent Conservation Board of Directors

Approved: December 12, 2013

Effective: December 12, 2013

Updated: November 8, 2018 RES: G147/18

LOWER TRENT CONSERVATION CORPORATE COMMUNICATIONS STRATEGY

INTRODUCTION

This Corporate Communications Strategy outlines Lower Trent Conservation's (LTC) corporate communications goals and objectives, and the tactics that will be used to achieve them. Implementation of this Strategy will help increase awareness of the Conservation Authority and its programs.

COMMUNICATION GOALS

Our corporate communications goals are to:

- Promote and enhance the profile of Lower Trent Conservation
- Encourage support of Lower Trent Conservation, its programs and services
- Enhance communications and collaboration among key stakeholders
- Improve the quality of internal communications

COMMUNICATION MESSAGES

LTC will make use of our vision and mission statements, as set out in our Strategic Plan, to express our reason for being.

OUR VISION

Our vision for the future is: *Healthy Watersheds for Healthy Communities.*

Our vision exemplifies the link between a healthy environment and the economic and social health of our communities, as well as the physical and mental health of the people who live here.

OUR MISSION

Our Mission is: *To protect land, water and living things by working with and inspiring others.*

Our mission describes our role - to protect the local environment - and recognizes that we can't do it alone. We need to encourage others to take environmental action and work with other partners to achieve our goals.

CORE MESSAGES

It is important that messaging is consistent. The following core messages are to be used in communications products, as appropriate, to ensure consistent messages are being sent. Some are program specific.

- Working with local communities to protect our natural environment.

- Lower Trent Conservation strives to advance watershed knowledge, protect land and water resources, support sustainable healthy communities and inspire others to take action.
- Lower Trent Conservation – the local leader in conservation.
- Working with others towards healthy watersheds for now and future generations.
- Safeguarding nature for future generations.
- Lower Trent Conservation is a not-for-profit, community-based environmental protection organization dedicated to protecting, enhancing, and restoring local natural resources within the Lower Trent watershed region.
- Lower Trent Conservation works in partnership with municipal, provincial and federal governments, businesses, and community organizations to deliver locally based environmental programs and services.
- We work with local communities to create a healthy, environmentally diverse watershed that improves the quality of life for residents, makes our area more appealing to visitors and new business, and helps to ensure a more vibrant regional economy.
- In response to requests from local communities, Lower Trent Conservation was formed in 1968 under the *Conservation Authorities Act* to protect, restore and manage water and other natural resources within the Lower Trent watershed region.
- Lower Trent Conservation has worked with the local community since 1968 to protect and enhance the watershed region.
- Our watershed management program is based on several watersheds encompassing 2,070 square kilometres. It includes the lower portion of the Trent River watershed and a number of smaller watersheds draining into Lake Ontario and the Bay of Quinte.
- We are accountable to the residents of the watershed through our Board of Directors appointed by the elected councils of the seven municipalities located either entirely, or partially, within the watershed region. This accountability, combined with local decision making, is a key strength that Lower Trent Conservation draws on as we work with our partners to address the region's environmental challenges.
- Lower Trent Conservation is a member of Conservation Ontario, the umbrella organization that represents Ontario's 36 Conservation Authorities.

SITUATION

LTC is currently involved in a wide array of communication efforts that promote the Conservation Authority including special events, newsletters, signage, brochures, and presentations for the benefit of partners/stakeholders. We also conduct a significant volume of one-on-one communications with our clients. LTC has a broad range of audiences, which translates into the need for a comprehensive set of messages and implementation of an array of communications tools and vehicles.

Due to its broad range of stakeholders, LTC experiences challenges in ensuring that its target audience(s) is aware of the role of the Conservation Authority and the services it provides. The following challenges have been identified:

- Some target audiences/decision makers are not aware of who LTC is or what we do. Conservation authorities face identity challenges in today's crowded institutional environment.
- Budget constraints limit the ability for widespread communications efforts. LTC does not have the budget to launch an intensive marketing campaign.
- Communications staffing is limited, with individual program areas responsible for contributing to the effort.
- Historically, energy has been focused on delivering services and not on communicating results.
- Rapidly changing conservation mandates require continued communications efforts. It is critical that audiences understand the mandates so they can support the end result.
- LTC is involved in a number of large partnership programs and is not always recognized for its role.
- LTC's name is not easily identified with a particular well known geography or feature. Confusion with the Trent-Severn Waterway occurs and, while most of LTC's watershed drains into the Bay of Quinte, LTC's role in protecting the bay is not well recognized. Additionally, LTC's watershed is difficult to describe since, in addition to the lower portion of the Trent River watershed, it includes smaller watersheds that drain into the Bay of Quinte and Lake Ontario.
- LTC is located between the Greater Toronto Area, Eastern Ontario, and the Kawarthas which makes collaborative initiatives challenging.

- LTC is situated on the fringe of three media centres: Port Hope/Cobourg, Peterborough, and Belleville, all of which have a conservation authority other than LTC based in their community. This results in increased costs for advertising as the market is saturated with numerous area-specific print publications, radio stations and online media that cover portions of the watershed. Pick up of LTC news stories is often not watershed wide.
- Available communication tools are numerous and evolving. It is no longer sufficient to rely on traditional media, as contemporary communications (e.g., digital) are considered more sustainable and preferred by a growing percentage of the population.

TARGET AUDIENCES

Internal audiences are defined as key decision makers or those who directly influence the level and type of services offered by LTC. External audiences, through interaction with LTC programs and communications, have an indirect ability to influence LTC services.

Both internal and external audiences have the potential to be champions of our programs and of local watershed health.

Internal

LTC staff

- experts for communicating program benefits, activities and results
- prepare recommendations on program directions for the Board of Directors and carry out program direction as directed by the Board

LTC Board of Directors

- our governing body that drives our policies, budget, and type and level of services
- liaison between LTC and member municipalities

Member Municipalities (councillors and staff)

- our key partner for service delivery and critical component of the budget approval process
- a primary benefactor of LTC services
- liaison between LTC and local residents
- disseminate messages through municipal networks and associations

External

Media

- a medium used to communicate LTC messages to all of our audiences

General Public

- clients (e.g., developers, real estate agents, conservation area users, landowners, youth, business community, etc.)
- primary benefactors of LTC services

- potential to influence local decision makers for greater support of LTC programs and initiatives
- seek assistance from LTC
- help LTC achieve its objectives
- able to provide feedback to LTC on the effectiveness of its programs
- raise awareness among others in the community

Federal and Provincial Government Agencies (Ministry of Natural Resources and Forestry; Ministry of Environment, Conservation and Parks; Ontario Ministry of Agriculture, Food and Rural Affairs; Fisheries and Oceans Canada; Parks Canada – Trent-Severn Waterway; Environment Canada; etc.)

- providers of direct and indirect program funding and Conservation Authority mandate

Other Organizations and Special Interest Groups (land trusts, stewardship associations, field naturalists, school boards, health units, community service groups, etc.)

- support, enhance, and assist with LTC program delivery through a mutually beneficial partnership with LTC

Potential Partners

- potential to increase exposure and improve quality of LTC services

OBJECTIVES AND TACTICS

LTC has set the following communications objectives. Each objective includes the tactics that will be used to achieve it. Some of the tactics are already in use, and others are new, to be acted on as time and budget allows. The tactics may support more than one objective.

Objective #1:

Communicate regularly with municipal councils, municipal staff, and board members by providing communications that emphasize the value of LTC's services and the expertise we provide, and promoting two-way communications

Tactics:

- 1.1 Use the following communications methods:
 - Board of Directors agendas and minutes
 - Staff reports and presentations on various projects at Board of Directors meetings
 - Annual budget presentation as requested by municipal councils
 - Progress Reports
 - Annual Report
 - Media Releases (including interviews and photographs)
 - Presentations to municipal councils on timely topics
 - Ongoing website updates

- Digital media including e-mail, social media (Facebook, Twitter, Instagram, YouTube, WordPress, etc.), podcasts, and Mainstream E-News
- 1.2 Host an annual workshop for municipal staff
- The annual workshop should focus on a topic that is relevant to both LTC and staff from member municipalities.
- 1.3 Educate and inform the Board of Directors about LTC programs and services
- Organize watershed tours of conservation projects
 - Conduct an orientation workshop/information meeting for new members
 - Encourage staff to provide presentations at Board meetings and offer other learning opportunities (e.g., site visits at Conservation Areas, development site, etc.)

Objective #2:

Increase exposure of LTC programs and services in the media

Tactics:

- 2.1 Use the following communications methods to increase media coverage:
- Board of Directors agendas, staff reports, and minutes
 - Annual Report
 - Media Advisories (including interviews and photo opportunities)
 - Media Releases (including interviews and photographs)
 - Presentations to municipal councils on timely topics (where media is often present)
 - Social media including, but not limited to, Facebook, Twitter, and blogs
 - Ongoing website updates
- 2.2 Regularly distribute media releases
- Relating to significant decisions made by the Board of Directors
 - Notifying the community about special conservation events
 - Raising awareness about environmental issues
 - Encouraging conservation action
 - Highlighting enhancements to LTC programs and services
 - Promoting conservation opportunities (tree seedlings sales, outdoor activities, etc.)
- 2.3 Contribute monthly or bi-weekly feature articles to local media
- Encourage and enable program staff to contribute stories and messages (e.g., Nature Notes)
- 2.4 Establish an advertising budget annually to allow for design and publishing of ads that promote the Conservation Authority and its programs on a regular basis
- Identify key topics annually
 - Make use of local newspapers, tourism guides, radio, and other media

Objective #3:*Increase LTC staff visibility/presence in watershed*

Tactics:

- 3.1 Host and attend community events
 - Examples of events include trade shows, children’s events, workshops, agricultural events, guided hikes, parades.
- 3.2 Make use of Conservation Areas to provide a positive experience
 - Host events and lead outdoor activities in Conservation Areas to introduce the general public to LTC through recreational and educational opportunities.
- 3.3 Ensure LTC vehicles and staff are visible
 - Provide staff with LTC branded clothing and nametags for working in the field and attending meetings
 - Apply branding on LTC vehicles
- 3.4 LTC Promotional Items
 - Purchase promotional items, dependent upon budget availability, for distribution to stakeholders. Some items could be for sale. The items will feature the LTC logo and raise awareness of LTC.

Objective #4*Build the corporate identity brand*

Tactics

- 4.1 Establish Visual Identity Guidelines
 - Prepare design guidelines to facilitate planning, design, and preparation of all LTC communications products (e.g., publications, visual presentations, correspondence, reports, etc.)
- 4.2 Set guidelines for use of abbreviated name
 - Establish and follow guidelines for use of the abbreviated “Lower Trent Conservation” versus the legal name “Lower Trent Region Conservation Authority.”
- 4.3 Encourage the public to develop a connection with the Lower Trent watershed region
 - e.g., L♥VE the Lower Trent Watershed
- 4.4 Maintain a current Corporate Publication
 - Regularly update the Corporate Brochure to highlight LTC’s role, programs and services
 - Distribute widely (through municipalities, at events, through staff at meetings and site visits) and make available online.

- 4.5 Maintain an accurate and up to date website
- Regularly review the website to ensure accuracy and currency
 - Update the website to a mobile responsive platform
 - Work with program staff to add new information and establish priorities
 - Seek opportunities for two-way communications (interactive mapping, surveys, polls, etc.)
 - Provide staff profiles on the website and their roles – put faces to the names

Objective #5:

Ensure recognition of LTC in Partnership Programs

Tactics

- 5.1 Co-brand LTC and its partnership programs
- Review communications strategies and products of partnership programs (e.g., Drinking Water Source Protection, Bay of Quinte Remedial Action Plan, Invasive Species, Caring for Our Watersheds™ programs) to ensure that LTC and its role is adequately recognized in the program partnership.

Objective #6:

Increase staff knowledge of all LTC programs and services

Tactics:

- 6.1 Promote information sharing
- full staff meetings including regular presentations
 - departmental staff meetings
 - management meetings
 - share success stories and accomplishments with all staff
 - ensure digital information is discoverable and accessible
 - promote proactive use of SharePoint software as an internal communication tool
 - encourage face-to-face discussions to promote clear and efficient communication
- 6.2 Promote ongoing training
- update corporate presentation for staff orientation regularly to maintain currency
 - facilitate staff attendance at training sessions and participation in webinars
 - encourage staff to participate in other programs (monitoring, restoration projects, events) for cross training opportunities

Objective #7:

Increase communication skills and enhance the communications capacity of the organization

Tactics:

- 7.1 Provide training opportunities and resources for employees to improve their communication skills

- 7.2 Conduct annual communications needs assessment for each program area in conjunction with program staff
- 7.3 Establish Online Communications Guidelines
 - Equip staff with tools and guidelines for using social media.
- 7.4 Develop background information and key messages for large projects

Objective #8:

Align LTC communications with Conservation Ontario's strategic directions

Tactics:

- 8.1 Regularly review Conservation Ontario's strategic directions and incorporate appropriate messages into LTC communications
- 8.2 Co-brand communications products with Conservation Ontario where appropriate

IMPLEMENTATION

This Strategy will be reviewed in conjunction with development of the annual Business Plan and Budget. An annual work plan will be developed to set priorities for the upcoming year, with the tactics set out in this Strategy being initiated as time and budget allows.

The Strategy should be updated at least every four years to ensure that it continues to meet our goals and objectives.

RESPONSIBILITIES FOR ACHIEVING GOALS & OBJECTIVES

The entire staff has a role in implementing this Strategy.

- All communications initiatives and materials must be reviewed by the Communications Specialist and Program Managers, and the CAO, as appropriate, to ensure consistency and professionalism and to make sure that appropriate core messaging is incorporated.
- Each Program Manager is responsible for assessing communications needs for their program areas and incorporating priorities into staff work plans.
- All employees are responsible for contributing content and advising of upcoming events and recent successes for their program area to assist the Communications Specialist with media releases and preparation of communications products.
- The Communications Specialist is responsible for assisting all staff with public relations, communications support, and public awareness campaigns to promote the Conservation Authority's objectives, programs, and policies.

COMMUNICATIONS WITH THE MEDIA

Communications with the media must be coordinated and controlled to ensure consistent and effective communications.

- Generally, high-level communications with the media will be through the Communications Specialist or Chief Administrative Officer/Secretary-Treasurer and, where appropriate, the Chair.
- Program area communications with the media are a shared responsibility between the program manager and applicable communications staff.

Any contact with the media by staff should be recorded and reported to the Communications Specialist.

MEASURING SUCCESS

It is important to measure the effectiveness of corporate communications to determine if the appropriate communications methods are being utilized.

Tools for measuring the success of communications activities include:

- number of media stories (print, online, radio, TV)
- website and social media statistics
- number of events hosted/attended and event attendance
- event evaluations and general feedback
- surveys and polls



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: February 28, 2023
To: Board of Directors
Re: Provincial Offences Officer Appointments
Prepared by: Gage Comeau, Regulation and Enforcement Officer

PROPOSED RESOLUTION:

THAT Scott ROBERTSON be appointed as a Provincial Offences Officer for the purpose of enforcing regulations made pursuant to Sections 28 and 29 of the *Conservation Authorities Act* and the *Trespass to Property Act* within the area of jurisdiction for Lower Trent Conservation, effective during his employment with Lower Trent Conservation; and

THAT Chris McLEOD be appointed as a Provincial Offences Officer for the purpose of enforcing regulations made pursuant to Section 29 of the *Conservation Authorities Act* and the *Trespass to Property Act* within the area of jurisdiction for Lower Trent Conservation, effective during his employment with Lower Trent Conservation.

BACKGROUND:

Section 30.1 of the *Conservation Authorities Act* provides for the appointment of officers for ensuring compliance with the *Act* and the regulations. In this regard, Conservation Ontario, in consultation with the Ministry of Natural Resources and Forestry, has established a protocol to establish documentation requirements for designating staff as Provincial Offences Officers. The protocol outlines training requirements that must be met prior to the Authority designating staff as Provincial Offences Officers. Training requirements include staff taking a Provincial Regulatory Compliance Training Course or equivalent training. Staff should also be trained in the requirements of Sections 28 and 29, as applicable, of the *Conservation Authorities Act* and must pass a criminal background check.

Lower Trent Conservation currently has the following staff designated as Provincial Offences Officers: Gage Comeau and Janet Noyes. Janet Noyes currently supervises the Section 28 Regulations program and Gage Comeau currently handles all of the Section 28 enforcement files at Lower Trent Conservation. Furthermore, there is no dedicated Provincial Offences Officer for Section 29 at this time. With Janet's retirement on the horizon, the supervision of the Section 28 Regulation program is to be transitioned to Gage Comeau and the proposal is to have Scott Robertson take on more responsibilities in this area. The addition of Chris McLeod as a Provincial Offences Officer would also ensure that Section 29 matters can be pursued, where necessary.

Scott Robertson

Scott Robertson was hired by Lower Trent Conservation (LTC) in 2019 as the Assistant Water Resources Technician, which was a summer student position. Prior to returning to LTC as the Watershed Services Technician, Scott gained relevant regulation and planning experience at various Environmental Consulting firms. He has an Honours Bachelor of Arts and completed a 3-year Diploma program at Fleming College in the field of Ecosystem Management Technology. In 2023, he successfully completed the Conservation Authority Compliance Training Course (Level 1). This week-long course covered both Section 28 (wetlands/hazard lands)

and Section 29 (Conservation Area) regulations and included a variety of topics including but not limited to investigations, professionalism, communications, evidence, procedures, statements, crown briefs, court processes, *Trespass to Property Act*, and safety. Scott met the requirements for the criminal background check as part of the hiring process.

Chris McLeod

Chris McLeod was hired by LTC in 2017 as the Risk Management Official/Risk Management Inspector. He was promoted and moved into a management role as the Supervisor of Conservation Lands in 2022. He has held various roles in the Environmental sector over the years and his wisdom and experience is a great asset. Chris successfully completed the Conservation Authority Compliance Training Course (Level 1) in January, 2023. This week-long course covered Section 29 (Conservation Area) regulations (as well as Section 28 regulations), and included a variety of topics including but not limited to investigations, professionalism, communications, evidence, procedures, statements, crown briefs, court processes, *Trespass to Property Act*, and safety. Chris met the requirements for the criminal background check as part of the hiring process. Chris' regulatory role will focus on Section 29 regulations only (enforcement of our Conservation Areas regulations).

Scott and Chris will be asked to take an oath as part of the appointment process, declaring that they will serve Lower Trent Conservation as an Enforcement Officer and will administer the regulations in a fair and equitable manner.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: March 9, 2023
To: Board of Directors
RE: Modifications to Electronic Meeting and Participation Section of the Administrative By-law
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT modifications to the Electronic Meetings and Participation section of the Administrative By-law be adopted and amended to Administrative By-law 2023-01.

BACKGROUND:

Several Board members have raised the issue of returning to full in-person Board meetings with less reliance on electronic meetings. It is acknowledged that COVID remains a constant in the general population and it is recognised that distance and masking is no longer mandated. However, it is noted that these measures remain important mechanisms to decrease the transmission of COVID and other airborne viruses.

DISCUSSION:

The internet connectivity at the administrative office is not always reliable and there may be times of disconnection or loss. The CAO will no longer be administering the electronic portion of the meeting however a staff member will be assigned to the task.

The following sentence extracted and edited from the Hastings County Procedural By-law is brought forward for consideration as an addition to the Administrative By-law under C. Meeting Procedures 10. Electronic Meetings and Participation:

“Electronic participation will not be allowed at the Annual General Meeting of the Board or at any meeting where the yearly budget is being considered unless a member municipality or part thereof is under a Declared Emergency.”



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: March 9, 2023
To: Board of Directors
RE: Administrative By-law 2023-01
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT the Administrative By-law 2021-01 is hereby repealed; and Administrative By-law 2023-01 is approved (with the inclusion of the modification of the Electronic Meetings and Participation section) and is effective the 9th day of March, 2023.

BACKGROUND:

The Administrative By-law is the Governance document for the Board of Directors and occasionally requires updating to meet changes in legislative and regulatory requirements.

DISCUSSION:

The Administrative By-law 2021-01 was effective in March 2021. Further updates are required to consider the following points:

- Clarification of wording and intent
- Corrections due to legislated changes
- Consideration under the *Ontario Not-For-Profit Corporations Act*
- Withdrawal of electronic meeting conditions under a provincial Declared State of Emergency

The Administrative By-law 2021-01 with proposed revisions via track changes is attached for your reference.

**ADMINISTRATIVE BY-LAW
LIST OF REVISIONS SUGGESTED**

ORIGINAL PAGE	REVISIONS REQUIRED
Title page (page 1)	- Update By-law # - Update date of approval and resolution #
Page 5	Introduction Cut out the double reference to the purpose of the CA Act Add - the statement for the agricultural representative member.
Page 6	Under 21(1)(c) Add the (4) to the subsections (as per the CA Act) Under 21(1) Delete 21(1)(m1) "to charge fees for services approved by the Minister; <i>Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See:</i>

ORIGINAL PAGE	REVISIONS REQUIRED
	<i>2017, c. 23, Sched. 4, s. 19 (3))”</i>
Page 7	Definitions – changes to membership and members to reference the <i>Ontario Not-For-Profit Corporations Act</i>
Page 8	Under B. Governance - 1a) Appointments Add “Participating municipalities must ensure that at least 70 percent of its appointees are selected from among the members of the municipal council or apply to the Minister for permission to appoint less than this percent. Additional appointees may include citizens as well as an additional member who may be appointed by the Minister as a representative of the agricultural sector.” Correction to final sentence.
Page 9	Under B. Governance – 1b) Term of Member Appointments Add: The Minister will define the term for the Member they appoint as a representative of the agricultural sector.
Page 10	Under B. Governance 1d) Member Accountability Add for clarification “the Chief Administrative Officer and/or Secretary-Treasurer and other staff of the Authority are” Add “Every member and officer in exercising his or her powers and discharging his or her duties to the Authority shall act honestly and in good faith with a view to the best interests of the Authority and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.” Add “Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet’s Agencies and Appointments Directive.”
Page 11	Under B. Governance 1e) Applicable Legislation Add “ <i>Not-for-Profit Corporations Act, 2010</i> ” and “ <i>The same applies to conflicts between these By-laws and the Not-for-Profit Corporations Act except where dictated by the Conservation Authorities Act in which case prevails.</i> ” 1f) Relationship Between Members and Staff Delete “General Membership relies on the”...”to” and replace with shall
Page 15	Under B. Governance 15. Remuneration of Members Add “Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense and discretion of the Province.”
Page 16	Under B. Governance 17. Records Available to the Public Add “as required pursuant to the <i>Municipal Freedom of Information and Protection of Personal Privacy Act</i> (MFIPPA) and further to O. Regulation 400/22 Information Requirements” Delete subject to requirements of the <i>Municipal Freedom of Information and Protection of Personal Privacy Act</i> (MFIPPA). 20. Enforcement of By-laws and Policies

ORIGINAL PAGE	REVISIONS REQUIRED
	Add "... or the appointing Minister..."
Page 18	Under C. Meeting Procedures 1. Rules of Procedure Delete 1(1) Declared State of Emergency Paragraphs
Page 19	Under C. Meeting Procedures 2. Notice of Meeting (i) Delete "and one meeting after July 1 st and July" 3. Meetings Open to Public Add "Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically" and "...or arises during a meeting requiring that it be closed to the public at the time that the matter is raised at a meeting,"
Page 20	Under C. Meeting Procedures 5. Quorum Add "NOTE: the Member appointed by the Minister to represent agricultural interests is not part of quorum."
Page 22	Under C. Meeting Procedures 10. Electronic Meetings and Participation First paragraph edited to reflect the withdrawal of the state of emergency paragraphs
Page 24	Under C. Meeting Procedures 13. Meetings with Closed "In Camera" Sessions Add "and the designated head of the authority for the purposes of MFIPPA is present."
Page 25	Under C. Meeting Procedures 14. Voting Move up "The Minister appointed agricultural representative shall not have a vote on a resolution to enlarge an authority's area of jurisdiction; or a resolution to amalgamate an authority with another authority; or a resolution to dissolve the authority; or a resolution relating to any budgetary matter."
Page 30	Under D Approval of By-law and Revocation of Previous By-law(s) Policies and Procedures Edit dates and resolution #, new Chair
Page 31	Appendix 1 – Code of Conduct 1. Background Add "Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive." 2. General Add "or whether appointed by the Minister as a representative of the agricultural sector,"
Page 32	Appendix 1 – Code of Conduct 3. Gifts and Benefits Delete ", except compensation authorized by law"
Page 35	Appendix 2 - Conflict of Interest 1. Municipal Conflict of Interest Act Add "Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set

ORIGINAL PAGE	REVISIONS REQUIRED
	<p>out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive."</p> <p>2. Disclosure of Pecuniary Interest Add "shall file a written statement of the Conflict of Interest and its general nature with the CAO/Secretary-Treasurer"</p>
Page 36	<p>Appendix 2 - Conflict of Interest Disclosure Recorded in Minutes Add "6B. Registry Maintained for Public Inspection The Authority shall maintain a registry in which shall be kept: a) A copy of each statement filed under Section 2d) of this policy; and, b) A copy of each declaration recorded in the Minutes. The registry shall be available for public inspection.</p>
Page 37	<p>Appendix 3 - Procedure for Election of Officers 5. Election Procedures – indication of Member being appointed by a participating municipality to the Authority</p>

Agenda Item 18. - Attachment



**LOWER TRENT REGION
CONSERVATION AUTHORITY**

Administrative By-law

No. **2023-01**

Authority Approval: **March 9, 2023**

Due for Review/Update: 2025

Preface

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, provides direction for conservation authorities to make such by-laws as are required for its proper administration. Section 19.1 of the Act, sets out the requirements for by-laws. This Administrative By-law Model and Best Management Practices for Code of Conduct and Conflict of Interest are designed to ensure compliance with the requirements of Section 19.1.

Where municipal legislation conflicts with any part of this by-law (e.g. *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts), the provision of that Act or regulation prevails.

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Introduction

Lower Trent Region Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act* (*the Act*), with the objects to provide, in the area over which it has jurisdiction, programs and services designed for the purpose of ~~to~~ furthering the conservation, restoration, development and management of natural resources in watershed(s) other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. ~~The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its~~ Members of the authority are, appointed as representatives by the Participating Municipalities and are effectively directors also of the Authority.

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

An additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.

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The Vision for the Lower Trent Region Conservation Authority, as set out in our Strategic Plan (2018), is:

Healthy Watersheds for Healthy Communities

Our Mission is:

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

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1):

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

- (a) to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;
 - (b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;
 - (c) to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsections (2) and (4), to sell, lease or otherwise dispose of land so acquired;
 - (d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;
 - (e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;
 - (f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;
 - (g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;
 - (h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;
 - (i) to erect works and structures and create reservoirs by the construction of dams or otherwise;
 - (j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;
 - (k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;
 - (l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;
 - (m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;
- ~~(m.1) to charge fees for services approved by the Minister;~~
Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))
- (n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;
 - (o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;
 - (p) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

A. Definitions

“**Authority**” means the Lower Trent Region Conservation Authority, also referred to as Lower Trent Conservation.

“**Act**” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27.

“**Chair**” means the Chairperson as referenced in the Act and elected by the Members of the Authority.

“**Chief Administrative Officer/Secretary-Treasurer**” means the senior most staff position of the Authority who is responsible for roles specified in the Act for the Secretary-Treasurer.

“**Fiscal Year**” means the period from January 1 through December 31.

“**General Membership**” means all of the Members, collectively and effectively acting as directors as specified in the *Ontario Not-For-Profit Corporations Act (ONCA)*. Also referred to as the Board of Directors.

“**Levy**” means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“**Majority**” means half of the votes plus one.

“**Members**” mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction and act as directors as specified in the *Ontario Not-For-Profit Corporations Act (ONCA)*.

“**Minister**” means the Minister responsible for administration of the Act.

“**Non-matching Levy**” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“**Officer**” means an officer of the Authority as empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair, and the Chief Administrative Officer/Secretary-Treasurer.

“**Participating Municipality**” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“**Pecuniary Interest**” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“**Staff**” means employees of the Authority as provided for under Section 18(1) of the Act.

“**Vice-Chair**” means the Vice-Chairperson as elected by the Members of the Authority.

“**Weighted Majority**” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

B. Governance

1. Members

a) Appointments

Participating Municipalities within the jurisdiction of the Lower Trent Region Conservation Authority may appoint Members in accordance with Section 14 of the Act.

~~Appointed~~ Members must reside in a Participating Municipality within the Authority’s area of jurisdiction. Participating municipalities must ensure that at least 70 percent of its appointees are selected from among the members of the municipal council or apply to the Minister for permission to appoint less than this percent. Additional appointees may include citizens as well as an additional member who may be appointed by the Minister as a representative of the agricultural sector, and may include elected members of municipal councils and non-elected citizens.

Based on Section 2(2) of the *Conservation Authorities Act*, the Participating Municipalities (listed below) currently appoint the following number of members:

Township of Alnwick/Haldimand	1 member
Municipality of Brighton	2 members
Municipality of Centre Hastings	1 member
Township of Cramahe	1 member
City of Quinte West	2 members
Township of Stirling-Rawdon	1 member
Municipality of Trent Hills	2 members

An additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.

The total number of members of the Authority, and the number of members that each participating municipality may appoint, shall be adjusted as required to ensure compliance with the *Conservation Authorities Act*, Section 2(2) if the municipalities that are participating municipalities change or the population of a participating municipality changes to the degree that it would affect membership allotment.

Collectively, the appointed Members ~~comprise the Authority, and~~ for the purposes of this by-law are also referred to as the General Membership.

b) Term of Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The Chief Administrative Officer/Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term by advising the Chief Administrative Officer/Secretary-Treasurer in writing prior to permitting voting privileges for any newly appointed member. The Minister will define the term for the Member they appoint as a representative of the agricultural sector.

There are no provisions for alternates to participate as voting members on the Authority or any other committee of the Authority.

c) Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under S.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer/Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer/Secretary-Treasurer;
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - The termination of the services of the Chief Administrative Officer/Secretary-Treasurer,
 - The power to raise money, and
 - The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;

- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act, including the delegation of this responsibility to staff consistent with Ontario Regulation 163/06;
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister through the Mining and Lands Tribunal;

d) Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives.

Members have the responsibilities of Directors of the corporation that is the Authority. While the Chief Administrative Officer and/or Secretary-Treasurer and other staff of the Authority are the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, ensuring appropriate policies are in place, and for financial soundness of the Authority.

Every member and officer in exercising his or her powers and discharging his or her duties to the Authority shall act honestly and in good faith with a view to the best interests of the Authority and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function, and responsibilities of the Authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. Setting strategic direction for the Authority, in conjunction with the administration;
- v. Supporting the goals and objectives of the Authority's programs and policies;
- vi. Keeping his/her respective municipality informed of Authority programs, projects, and activities;
- vii. Being prepared to discuss issues at Authority meetings.

e) Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act: and,*
- *Not-for-Profit Corporations Act, 2010*

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If any part of the by-law conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts, the provision of that Act or regulation prevails. The same applies to conflicts between these By-laws and the *Not-for-Profit Corporations Act* except where dictated by the *Conservation Authorities Act* in which case the Act prevails.

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f) Relationship Between Members and Staff

The ~~General Membership relies on the~~ Chief Administrative Officer/Secretary-Treasurer ~~to shall~~ manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer/Secretary-Treasurer is responsible for directing, coordinating, and evaluating the development and execution of the annual business plan and budget, programs, policies, and decisions consistent with the direction set out in the Strategic Plan and as directed by the Authority. The Chief Administrative Officer/Secretary-Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the ~~Authority Members.~~

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer/Secretary-Treasurer. The review will be conducted at least annually, and will be documented in writing.

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Provides direction to Chief Administrative Officer/Secretary-Treasurer with respect to setting agendas for Board meetings, as required;
- Provides direction and support, as may be required, to the Chief Administrative Officer/Secretary-Treasurer to ensure policies, programs, and projects adopted by the Authority and/or prescribed by legislation are implemented;
- Performs other duties when directed to do so by resolution of the Authority.

Vice-Chair

- Is a Member of the Authority;
- Attends all meetings of the Authority (and Executive Committee if applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a signing officer for the Authority.

Chief Administrative Officer/Secretary-Treasurer

Responsibilities of the Chief Administrative Officer/Secretary-Treasurer as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups, and associations;
- Serves as a signing officer for the Authority.

3. Absence of Chair and Vice-Chair

In the event of the absence of the Chair and Vice-Chair from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting, has all the powers and shall perform all the duties of the Chair.

4. Representatives to Conservation Ontario Council

The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternate(s) shall be registered with Conservation Ontario annually. The appointments will be made at the Annual Meeting of the Authority.

5. Election of Chair and Vice-Chair

The election of the Chair and Vice-Chair shall be held at the Annual Meeting of the Authority in accordance with the Authority's Procedures for Election of Officers (Appendix 3). Successors to

the position of Chair and Vice-Chair shall be a Member from a different municipality from the incumbent.

5.1 Maximum Term for Chair and Vice-Chair

The term of office for the Authority Chair and Vice-Chair is a maximum of two (2) consecutive years.

6. Appointment of Auditor

The General Membership, at its Annual Meeting, shall appoint an auditor for the coming year in accordance with Section 38 of the Act.

7. Appointment of Financial Institution

The General Membership, at its Annual Meeting, shall appoint a financial institution to act as the Authority's banker by Resolution.

8. Appointment of Solicitor

The General Membership, at its Annual Meeting, shall appoint a solicitor to act as the Authority's legal counsel by Resolution.

9. Financial Statements and Report of the Auditor

The General Membership, at its Annual Meeting, shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous fiscal year, which is based on the calendar year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public.

10. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution and such resolution shall be in force until it is superseded by another borrowing resolution.

11. Levy Notice

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

12. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority.

The signing officers of the Lower Trent Region Conservation Authority shall be the Chair, Vice-Chair, Chief Administrative Officer/Secretary-Treasurer, and Manager, Corporate Services.

Payments incidental to all works, services, or goods purchased by the Authority to a maximum as set out in the Purchasing Policy will be signed or authorized by any two of the four Signing Officers, while payments which exceed the maximum set out in the Purchasing Policy will be

signed by at least one of the Chair or Vice-Chair and one of the Chief Administrative Officer/Secretary-Treasurer or Manager, Corporate Services.

The Chief Administrative Officer/Secretary-Treasurer or the Manager, Corporate Services are empowered to authorize transfer of funds between the Authority bank accounts.

The Chief Administrative Officer/Secretary-Treasurer may sign documents on behalf of the Authority which create obligations within approved spending authorizations as set out in the Purchasing Policy and, as necessary, may sign agreements and documents for the ongoing operations of the Authority and its programs such as the Drinking Water Source Protection Program and the Bay of Quinte Remedial Action Plan.

All deeds, land transfers, assignments, contracts, and obligations entered into by the Authority, not specified above, will be signed by one of the Chair or Vice-Chair and one of the Chief Administrative Officer/Secretary-Treasurer or Manager, Corporate Services.

The borrowing of funds necessary for the approved projects and programs of the Authority may be arranged, pursuant to the borrowing resolution, by one of the Chair or Vice-Chair and one of the Chief Administrative Officer/Secretary-Treasurer or Manager, Corporate Services.

Signing authority may be delegated to staff by the Chief Administrative Officer/Secretary-Treasurer for purchases within approved budgets and/or as set out in the Purchasing Policy of the Authority.

Signing authority that was authorized by any previous Administration Regulation, By-law or Policy is superseded by this by-law.

13. Executive Committee

The Authority may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act.

14. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings, and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

15. Remuneration of Members

The Authority shall establish a per diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Chief Administrative Officer/Secretary-Treasurer.

A single per diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time to time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense and discretion of the Province.

If no quorum is present at a General Meeting, or any other meeting of the Authority, the per diem and travel expenses shall be paid to those in attendance.

The per diem rate and travel allowances will be reviewed at least every four years, or at the request of the Authority.

16. Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts, and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails;
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction;
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;

- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

17. Records Available to Public

Records of the Authority shall be ~~made~~ available to the public as required pursuant to the *Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA)* and further to O.Regulation 400/22 Information Requirements, ~~subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA)*.~~

The Authority has delegated its responsibilities as head of the Authority for the purposes of MFIPPA to the Chief Administrative Officer/Secretary-Treasurer.

18. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority every four years, or earlier if required, to ensure the by-laws are in compliance with the Act and any other relevant law, as per Section 19.1 of the Act. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed.

19. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

20. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*. Should an investigation be conducted regarding the alleged breach:

- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting;
- the appointing municipality or the appointing Minister shall be notified of the outcome of the investigation.

21. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs,

charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if:

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable. When the Authority is sitting as a Hearing Board, hearings will meet the requirements of the Statutory Powers and Procedures Act SPPA, the details of which are specified in the LTC's Hearing Procedures.

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the procedures set out in the current edition of Robert's Rules of Order ~~shall will~~ be ~~followed~~binding.

~~1 (1) Declared State of Emergency~~

~~During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:~~

- ~~a. register a vote;~~
- ~~b. be counted towards determining quorum; and~~
- ~~c. participate in meetings closed to the public.~~

~~During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.~~

~~During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.~~

~~During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.01 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.~~

2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The Chief Administrative Officer/Secretary-Treasurer or designate shall send Notice of regular meetings to

all Members at least seven calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

- i. The Authority shall generally meet nine times per year including one meeting prior to March 1st, ~~and one meeting after July 1st~~. Meetings will not generally be held in January, ~~July,~~ or August.
- ii. Authority meetings shall normally be held at the Lower Trent Region Conservation Authority's Administration Office.
- iii. Authority meetings will generally be scheduled on the second Thursday of the month, at a consistent time agreed upon by the Authority.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Chief Administrative Officer/Secretary-Treasurer 14 calendar days in advance of the meeting where it is to be dealt with.

The Chair may, at his/her pleasure, call a special meeting of the Authority as necessary on three calendar days notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the Chief Administrative Officer/Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 24 hours before the hour appointed for the meeting, postpone or cancel any meeting of the General Membership, Executive Committee (if applicable), Advisory Board, or other committee until the next scheduled date for the specific Advisory Board or committee affected.

The Chair or the Chief Administrative Officer/Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached or, if warranted, hold the meeting electronically provided quorum and public attendance can be met. Postponement shall not be for any longer than the next regularly scheduled meeting date.

3. Meetings Open to Public

All meetings of the General Membership and Executive Committee (if applicable) shall be open to the public. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda or arises during a meeting requiring that it be closed to the public at the time that the matter is raised at a meeting, and the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. Agenda for Meetings

Authority staff, under the supervision of the Chief Administrative Officer/Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to:

- Disclosure of Pecuniary Interests
- Approval of the Agenda
- Delegations
- Adoption of the Minutes
- Business arising from the Minutes
- Correspondence
- Staff Reports
- Other Business
- In-camera Session (as required)

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least seven calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities. At any Executive Committee (if applicable), advisory board or committee meeting, a quorum consists of one-half of the Members of the Executive Committee (if applicable), advisory board or committee. NOTE: the Member appointed by the Minister to represent agricultural interests is not part of quorum.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If, during an Authority or Advisory Board or Committee meeting, a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned until the date of the next

regular meeting or other meeting called in accordance with the provisions of this by-law. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

7. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than 5 minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time.

8. Matters of Precedence

The following matters shall have precedence over the usual order of business:

- a) a point of order;
- b) a matter of privilege;

- c) a matter of clarification;
- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

9. Members' Attendance

The Authority shall provide a listing of each Member's attendance at scheduled meetings of the Authority to the respective Municipality at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

Should a Member be absent from three (3) consecutive meetings or five (5) meetings in a year, the Chief Administrative Officer/Secretary-Treasurer, under direction of the Authority, will consult with the Member and respective municipality regarding the absence.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Chief Administrative Officer/Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Chief Administrative Officer/Secretary-Treasurer without comment or explanations.

10. Electronic Meetings and Participation

Electronic meetings are permitted and ~~must follow/accommodate Section C, the Meeting Procedures identified in this by-law apply, or in the case of Hearings, the Lower Trent Conservation Hearing Guidelines.~~

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. ~~Electronic~~ meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to attend the meeting electronically and be able to observe all the Members can hear and see at the meeting.

Discussions held by electronic means, outside of an electronic meeting (e.g., E-mail polls) may be used to provide direction to the Chief Administrative Officer/Secretary-Treasurer, in special cases to address time-sensitive matters, when an in-person meeting is not feasible.

When the Authority has provided direction via electronic means, the Chief Administrative Officer/Secretary-Treasurer, or designate, will confirm the direction provided in writing.

When the Authority has provided direction via electronic means, the matter will be discussed at the next Authority meeting, and a resolution passed to ratify the decision.

11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Chief Administrative Officer/Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received at least fourteen (14) calendar days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may be heard during the Public Input portion of the agenda.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

Members of the public are to submit a written request to the Chief Administrative Officer/Secretary-Treasurer at least four (4) business days prior to the scheduled Authority meeting, should they wish to address or ask questions about items on the agenda, and must indicate the business to be discussed, number of delegates, and other pertinent information.

Generally, no more than three (3) delegations will be heard at a meeting; in the event of an extraordinary number of delegations, the Chair may call a Special Meeting.

Members of the public in attendance at a meeting will be provided an opportunity to speak on any matter of their choosing. The speaker will be limited to one topic and presentations are not to exceed three minutes in length.

Any actions arising from a delegation or other public input will be communicated in writing to the contact person by the Chief Administrative Officer/Secretary-Treasurer or his/her delegate.

12. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the annual meeting. It will be scheduled before the 1st day of March and will generally be the first meeting of the Authority in the calendar year. The Annual Meeting shall include the following items on the agenda, in addition to the normal course of business:

- a) the introduction of new members;
- b) the election of a Chair and Vice-Chair;
- c) the Financial Statements and Auditor's Report for the Prior Year;
- d) appointment of a Solicitor, External Auditor, Financial Institution, Signing Officers, and representation on Conservation Ontario; and

- e) Borrowing Resolution.

13. Meetings with Closed “In Camera” Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act;
- h) Information explicitly supplied in confidence to the Authority by Canada, a province or territory, or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*, and the designated head of the authority for the purposes of MFIPPA is present.

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Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees, or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Chief Administrative Officer/Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, executive committee, advisory board, or other committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Authority, the executive committee, advisory board, or other committee.

Proceedings of the closed session will be recorded and brought forward for approval at the next meeting of the Authority.

14. Voting

In accordance with Section 16 of the Act:

- a) each Member, including the Chair, is entitled to one vote, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

The Minister appointed agricultural representative shall not have a vote on a resolution to enlarge an authority's area of jurisdiction; or a resolution to amalgamate an authority with another authority; or a resolution to dissolve the authority; or a resolution relating to any budgetary matter.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in the current edition of Robert's Rules of Order.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a Member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present taken alphabetically by surname with the Chair voting last, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the Chief Administrative Officer/Secretary-Treasurer or designate shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the Chief Administrative Officer/Secretary-Treasurer or designate shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 6 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

There are no provisions for proxy voting for any meetings of the Authority.

~~The agricultural representative shall not have a vote on a resolution to enlarge an authority's area of jurisdiction; or a resolution to amalgamate an authority with another authority; or a resolution to dissolve the authority; or a resolution relating to any budgetary matter.~~

15. Notice of Motion

Written notice of motion to be made at an Authority, executive committee, advisory board, or committee meeting may be given to the Chief Administrative Officer/Secretary-Treasurer by any Member of the Authority not less than fourteen (14) calendar days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Chief Administrative Officer/Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or committee (or Executive Committee as applicable) would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the Members of the Authority present.

16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

A motion to reconsider will not be required for reconsideration of a matter if more than four Authority meetings have passed since the motion was originally voted on, as it will be considered new business. Decisions which contractually bind the Authority shall not be reconsidered.

17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which the Chair presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

18. Conduct of Members

Members shall maintain a high standard for conduct and, at all times, comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions of order or practices or upon the interpretation of the By-laws.

19. Expulsion from Meeting

The Chair shall have the power to expel from a meeting any Member of the Authority or other person who is guilty of improper conduct at such meeting and, in the case of the exclusion of a Member of the Authority, the reasons for such exclusion shall be entered in the minutes.

In the case of an apology being made by the offender, the Member may, by vote of the Authority, be permitted to retake their seat.

20. Minutes of Meetings

The Chief Administrative Officer/Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee (if applicable), and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and, in particular, shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Chief Administrative Officer/Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present, and shall state all motions presented together with the mover and seconder and voting results.

The Chief Administrative Officer/Secretary-Treasurer or designate shall include draft minutes of the previous meeting, available to each Member of the Authority, at the same time as agendas for the next meeting are distributed. Should a meeting not be scheduled for the next month, the draft minutes will be circulated to each Member of the Authority no later than 30 calendar days after the meeting.

Minutes will be reviewed and approved, with or without amendments, at the next meeting.

Minutes of authority Board Meetings or executive committee are to be posted to the LTC website within 30 days of a meeting. Minutes that have not been approved will be titled "Draft" until the approved minutes have been approved by the Board of Directors.

After the minutes have been approved by resolution, original copies shall be signed by the Chair and Chief Administrative Officer/Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties. A copy of approved Authority Board meeting minutes will be distributed to all Clerks of each member municipality.

All matters arising out of Authority meetings, and supporting technical reports, shall form part of the public record and shall be available for public review immediately upon request. Exceptions to the foregoing include matters discussed in closed sessions.

21. Hearing Board Meetings

- a) Subject to the *Conservation Authorities Act*, the Hearing Board is empowered and instructed to conduct Hearings for regulations passed pursuant to Section 28(1) of the *Conservation Authorities Act*.
- b) The Hearing Board shall consist of all Members of the Authority, and meetings of the Hearing Board shall be scheduled, as required, at the call of the Chair.
- c) Unless provided for under the Lower Trent Region Conservation Authority's Hearing Guidelines, the regulations, policies, and procedures governing the Authority shall be observed in Hearing Board meetings, as far as they are applicable, and the words Hearing Board shall be substituted for the word Authority, where such is applicable.

D. Approval of By-law and Revocation of Previous By-law(s), Policies & Procedures

Administrative By-law 202~~10~~-0~~12~~, approved by the Lower Trent Region Conservation Authority on ~~March 11, 2021~~~~October 8, 2020~~, Resolution No. G~~34113~~/~~210~~, is hereby repealed;

By-law number 202~~31~~-01 shall come into force on the ~~XX11th~~ day of ~~March~~~~XXXX~~, 202~~31~~.

INTRODUCED ON: March 11, 2021
Date

APPROVED ON: March 11, 2021
(Resolution No. G~~XX34~~/~~231~~) Date

Signed:

Bob Mullin ~~Eric Sandford~~, Chair

Date

Rhonda Bateman, Chief Administrative Officer/Secretary-Treasurer

Date

E. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. Background

The Lower Trent Region Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice, and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures. Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, or whether appointed by the Minister as a representative of the agricultural sector, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision, and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee (if applicable), Advisory Boards, and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and

- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality, or personal benefits that are connected directly or indirectly with the performance of duties, ~~except compensation authorized by law.~~

4. Confidentiality

The ~~M~~members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a Member vacates their position on the General Membership, they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No Member shall use, for personal purposes, any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No Member shall use Authority resources for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee (if applicable) or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff, or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist, or offensive signs or images; practical jokes that result in

awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Chief Administrative Officer/Secretary-Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Chief Administrative Officer/Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the Chief Administrative Officer/Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

13. Complaints

If a Member has questions or issues surrounding reports, projects, operational concerns or complaints, such questions should be directed through the Chief Administrative Officer/Secretary-Treasurer.

If a Member is approached by the public with inquiries/complaints regarding operational matters, the Member is encouraged to contact the Chief Administrative Officer/Secretary-Treasurer who, in turn, can contact the individual for review/resolution.

Appendix 2 - Conflict of Interest

1. Municipal Conflict of Interest Act

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority ~~and the Members are~~ bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

2. Disclosure of Pecuniary Interest

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee (if applicable), advisory board, or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on, any question in respect of the matter;
- ~~and,~~
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question; ~~and,~~
- d) shall file a written statement of the Conflict of Interest and its general nature with the CAO/Secretary-Treasurer .

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3. Chair's Conflict of Interest or Pecuniary Interest

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. Closed Meetings

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. Member Absent

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee (if applicable), advisory board, or committee, as the case may be, attended by them after the particular meeting.

6. Disclosure Recorded in Minutes

The recording secretary shall record, in reasonable detail, the particulars of any disclosure of conflict of interest or pecuniary interest made by Members, and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, advisory board or committee, as the case may be.

6B. Registry Maintained for Public Inspection

The Authority shall maintain a registry in which shall be kept:

- a) A copy of each statement filed under Section 2d) of this policy; and,
- b) A copy of each declaration recorded in the Minutes.

The registry shall be available for public inspection.

7. Breach of Conflict of Interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Chief Administrative Officer/Secretary-Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Chief Administrative Officer/Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated to the Vice-Chair, with a copy to the Chief Administrative Officer/Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 - Procedure for Election of Officers

1. Timing of Elections

The election of the positions of Chair and Vice-Chair shall be held yearly at the Annual Meeting.

2. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

3. Acting Chair

The General Membership shall appoint the Chief Administrative Officer/Secretary-Treasurer, or another person who is not a voting Member, as Acting for the purpose of Election of Officers.

4. Scrutineer(s)

The appointment of two scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of the scrutineers, who may be any person other than a Member.

5. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member appointed by a participating Municipality to ~~of~~ the Authority
 - ii. Election of the Vice-Chair, who shall be a Member appointed by a participating Municipality to ~~of~~ the Authority
- b) The Acting Chair shall ask for nominations to each position; ~~No member shall be elected to hold more than one office;~~
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Chief Administrative Officer/Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee, the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot, a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair.

The Acting Chair for the election shall hand over control of the meeting to the newly elected Chair following election of the Vice-Chair.



LOWER TRENT
CONSERVATION

CAO REPORT

Date: March 9, 2023
To: Board of Directors
Prepared by: Rhonda Bateman, Chief Administrative Officer

CONSERVATION ONTARIO

The CO Annual General Meeting will be held in-person on April 3, 2023 in Richmond Hill.

CO held a General Managers session on the Mandatory Deliverables under O. Reg. 686/21 for conservation lands inventory and strategy and the watershed based resource management strategy.

Another CO meeting is being held on March 6th to discuss approaches to apportioning agreements which can apply to some Category 2 and Category 3 agreements being developed under O. Reg. 687/21.

MUNICIPAL COUNCIL MEETINGS

Delegations to municipal councils in regard to planning changes under Bill 23 and upcoming agreements for Category 2 and 3 programs and services have been scheduled for the following dates:

Centre Hastings	March 1
Trent Hills	March 14
Stirling-Rawdon	March 14
Brighton	March 20
Alnwick/Haldimand	March 28
Quinte West	April 5
Cramahe	pending

HEALTH AND SAFETY

The Health and Safety Committee met and reviewed the COVID protocols in place and have agreed that tracking and masking of staff and visitors is no longer mandatory. The middle door will remain locked and appointments with staff are recommended. Appointments are recommended to ensure the appropriate staff member is available to respond. Staff are frequently out in the field or working from home.

NEIGHBOURING CAs

Quinte Conservation, LTC and Crowe Valley held a County-wide planning meeting for Hastings County and municipal planning staff. It was a coordinated view of planning changes. Because of the varied staff capacity at each CA, there is a difference in delivery of the new planning requirements. Previous to this meeting, Lower Trent had met several times with both Northumberland and Hastings County and our municipal partners to outline our altered roles and have introduced new delivery methods and new processes.