

The Corporation of the Municipality of Trent Hills

By-law No. 2023-126

**A By-law to Authorize Execution of a
Memorandum of Understanding
between
Lower Trent Region Conservation Authority (LTC)
and
The Municipality of Trent Hills
and Repeal By-law Nos. 2016-49 and 2016-83**

Whereas Section 21.1.1 of the Conservation Authorities Act, as amended, provides that an authority may provide municipal programs and services that it agrees to provide on behalf of a municipality, under a memorandum of understanding, in respect of the programs and services;

And Whereas Section 21.1.2 of the Conservation Authorities Act, as amended, provides that an authority may provide any other programs and services that it determines are advisable to further the purposes of the Act;

And Whereas Section 224 of the Municipal Act, 2001, as amended, provides that it is the role of Council to ensure that administrative practices and procedures are in place to implement the decisions of Council;

And Whereas Council deems to expedient to enter into a Memorandum of Understanding with Lower Trent Conservation Authority for the provision of Category 2 Programs and Services and Category 3 Programs and Services;

Now Therefore the Council of the Municipality of Trent Hills hereby enacts as follows:

1. That the Mayor and Clerk are hereby authorized to execute the Agreement attached hereto as Schedule "A" and forming part of this By-law.
2. That By-law Nos. 2016-49 and 2016-83 are hereby repealed in their entirety.
3. This by-law shall come into force and take effect on the final passing thereof.

By-law read and passed this 12th day of September, 2023.



Robert Crate, Mayor



J. Douglas Irwin, Clerk

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING made the 9th day of Sept, 2023.

BETWEEN:

MUNICIPALITY OF TRENT HILLS
("the Municipality")

OF THE FIRST PART

- and -

LOWER TRENT REGION CONSERVATION AUTHORITY
("the LTC")

OF THE SECOND PART

Hereinafter the Municipality and the LTC shall collectively be referred to as the "**Parties**"

WHEREAS the LTC is a Conservation Authority established under the *Conservation Authorities Act* ("Act") and is governed by its members appointed by participating municipalities in accordance with the Act;

AND WHEREAS the Municipality is located wholly or in part within the area under the jurisdiction of LTC;

AND WHEREAS the Act permits LTC to provide non-mandatory programs and services under a Memorandum of Understanding or such other agreement as may be entered into with a municipality;

AND WHEREAS LTC is prepared to provide certain non-mandatory programs and services to the Municipality;

AND WHEREAS the Municipality wishes to avail itself of those programs and services described in this Memorandum of Understanding (MOU) and to pay the amount charged by LTC for those programs and services;

NOW THEREFORE, in consideration of the terms of this Memorandum of Understanding and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Entire Memorandum of Understanding

1.1. This MOU, together with:

Schedule "A" - Category 2 Programs and Services

Schedule "B" - Category 3 Programs and Services

constitutes the entire MOU between the Parties with respect to the subject matter contained in this MOU and supersedes all prior oral or written representations and agreements.

1.2 This MOU will be posted publicly on LTC's website to comply with requirements under the *Conservation Authorities Act*.

2. Definitions

2.1 In this MOU:

"Category 2" means the municipal programs and services that LTC hereby agrees to provide at the request of and on behalf of the Municipality; and

"Category 3" means the programs and services that LTC's Board wishes to provide on behalf of the watershed to further the *Conservation Authorities Act* under a cost apportioning agreement amongst

participating municipalities who agree to the implementation of the programs and services, as outlined in LTC's Programs & Services Inventory.

3. Term of Memorandum of Understanding

3.1 The initial term of this MOU shall commence on the date this MOU is signed by the Parties and shall, subject to the renewal provisions of this MOU, end on December 31, 2028 ("the Initial Term").

3.2 Unless this MOU has been terminated early in accordance with the terms or conditions of this MOU, the MOU shall be automatically renewed for a five (5) year term from December 31, 2028 ("**Renewal Term**"), on the same terms and conditions contained herein.

3.3 This MOU shall be reviewed by the Parties prior to the expiry of the Initial Term and each Renewal Term. It is LTC's responsibility to initiate the review with Municipality at least one hundred and twenty (120) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.

3.4 Subject to the provisions of Clause 9 of this MOU, the terms and conditions of this MOU may be amended at any time with the mutual written consent of both of the Parties.

4. Fees and Payment

4.1 The cost structure for the programs and services provided in Schedule A and Schedule B shall be based on the actual costs to the LTC of providing the programs and services.

4.2 An increase will be applied to the total fees for the programs and services provided in Schedule A and Schedule B effective January 1 in each calendar year and will be no less than the same percentage as the LTC's overall levy increase.

4.3 The fees apportioned to the Municipality will be calculated annually using the benefit based apportionment method for Schedule A services and the Municipal Current Value Assessment (MCVA) apportionment method for Schedule B services. The MCVA apportionment method shall be based on the ratio that the Municipality's modified current value assessment is of all participating municipalities. The amount of the fees apportioned to the Municipality shall be provided annually at least 30 days before the meeting at which the budget is approved.

4.4 In addition to the foregoing cost structure for programs and services provided in Schedule A and Schedule B, the LTC may charge a user fee in the delivery of any programs and services listed, as appropriate.

4.5 The Municipality shall pay the LTC all fees and charges as invoiced by the LTC pursuant to this MOU within sixty (60) days of the date of the invoice.

5. Notice

Any notice in respect of this MOU shall be in writing and shall be sufficiently given or made if made in writing and either delivered in person during normal business hours of the recipient on a business day to the Party for whom it is intended to the address as set out below, or sent by registered mail or by email addressed to such Party as follows:

- (1) in the case of the Municipality, to:
Municipality of Trent Hills
66 Front Street South, PO Box 1030
Campbellford, ON K0L 1L0

Attention: Lynn Phillips, CAO
Email: lynn.phillips@trenthills.ca

(2) in the case of the LTC, to:

Lower Trent Conservation
714 Murray Street
Trenton, ON K8V 0N1

Attention: Rhonda Bateman, CAO/Secretary-Treasurer

Email: rhonda.bateman@ltc.on.ca

or to such other addresses as the Parties may from time to time notify in writing, and any notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption of postal service affecting the delivery or handling thereof, on the third business day after the date of mailing.

6. Force Majeure

Neither Party shall be in default with respect to the performance or non-performance of the terms of this MOU resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Municipality), plague, epidemic, pandemic, natural disaster, strike, lock-out, inability to procure material, acts, laws or regulations of government authority or other cause beyond the reasonable control of such Party and not caused by the act or omission of such Party, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay. This provision should not relieve the Municipality of its obligation to pay fees and costs when due.

7.0 General

7.1 LTC shall not hold itself out as an agent or employee of the Municipality.

7.2 LTC may subcontract all or any portion of the programs or services in its sole discretion, provided that any such sub-contracted program(s) or service(s) conforms to the terms of this MOU. Nothing contained in this MOU will create a contractual relationship between any sub-contractor or its directors, officers, employees, agents, partners, affiliates or volunteers and the Municipality. No sub-contract will relieve LTC from any obligation under this MOU or impose any liability on the Municipality unless otherwise agreed to in writing.

7.3 LTC will maintain confidentiality of any information provided by the Municipality and identified as confidential and will limit disclosure of such information to only those individuals who require access to the information in order to complete the program or service, or as required to be disclosed by law.

7.4 Notwithstanding the foregoing, the Municipality acknowledges and agrees that all programs and services identified in Schedule "A" shall also be included in a Watershed-based Resource Management Strategy that the LTC is required to develop and implement under the *Conservation Authorities Act*.

8. Dispute Resolution

If requested in writing by either Party, the Parties shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the Parties. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration. The arbitrator shall be appointed by the agreement of the Parties.

No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either of the Parties.

The award of the arbitrator, including an award for costs if applicable, shall be final and binding upon the Parties.

The provisions of the Arbitration Act, R.S.O., 1991, Chapter 17, as amended shall apply.

9. Early Termination

This MOU shall terminate automatically upon either Party providing the other Party with prior written notice of their intention to terminate this MOU given no less than one-hundred and eighty (180) days and no more than three hundred (300) days prior to the end of such calendar year. Upon such written notice of intention to terminate this MOU being given in any calendar year during the Initial Term or Extension Term, the date that is the last date of such calendar year or such date as may be otherwise agreed to by all Parties in writing, shall be the "Termination Date". In the event this MOU is terminated, any operating expenses and costs incurred by LTC for providing services to the Municipality shall be paid by the Municipality up to and including the Termination Date.

10. Termination

Upon a termination notice being given, LTC shall be entitled to operational and capital costs reasonably incurred up to the date of the termination notice and all ongoing fixed costs incurred in reliance on the funding commitment of the Municipality. The Municipality shall pay LTC within thirty (30) days of termination.

11. Insurance

Both Parties agree to obtain and maintain in full force at all times, Certificates of Insurance for commercial general liability at a minimum level of five million dollars (\$5,000,000) and shall add the other Party as a named insured.

12. Execution

This MOU may be executed in counterparts in writing or by electronic signature and delivered by mail, facsimile or other electronic means, including in Portable Document Format (PDF), no one copy of which need be executed by all of the Parties, and all such counterparts together shall constitute one MOU and shall be a valid and binding agreement among the Parties hereto as of the date first above written.

13. Severability

If any term or provision of this MOU shall to any extent be held to be invalid or unenforceable, the remainder of this MOU shall not be affected thereby, and each term and provision of this MOU shall be separately valid and enforceable to the fullest extent permitted by law.

14. Successors

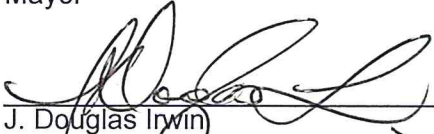
This MOU shall enure to the benefit of and be binding upon Parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the Municipality and the LTC have signed this Memorandum of Understanding.

MUNICIPALITY:



Robert Crate
Mayor



J. Douglas Irwin
Director of Legislative Services/Clerk

I / We have authority to bind the Municipality.

LOWER TRENT REGION CONSERVATION AUTHORITY



Rhonda Bateman
Chief Administrative Officer/Secretary-Treasurer



Bob Mullin
Chair

I / We have authority to bind the LTC.

Appendix A – Category 2 Programs and Services – Trent Hills

1) RISK MANAGEMENT OFFICIAL/RISK MANAGEMENT INSPECTOR SERVICES

Lower Trent Region Conservation Authority Responsibilities:

- i) Appointing Risk Management Officials and Risk Management Inspectors as necessary for the administration and enforcement of Part IV of the *Clean Water Act* (Act) under this MOU, and who are qualified in accordance with the provisions of Section 53 of the Act.
- ii) Providing Restricted Land Use mapping to the participating municipalities and establishing protocols, in consultation with municipal staff, to facilitate information sharing.
- iii) Inspecting, monitoring and ensuring compliance with prohibition policies under Section 57 of the Act and with risk management plans under Section 58 of the Act.
- iv) Reviewing all development, building permit and land use planning applications for properties within the areas designated as Restricted Land Use in the Trent Source Protection Plan and issuing notices with respect to Restricted Land Use under Section 59 of the Act prior to those applications proceeding
- v) Negotiating or, if negotiations fail, establishing risk management plans with persons (business owners, landowners, tenants, and others) engaged or proposing to engage in an activity and at a location designated under Section 58 of the Act, as identified under the Trent Source Protection Plan
- vi) Charging fees for the establishment of a Risk Management Plan, where negotiations have failed
- vii) Making resolutions under s.55 of the Act, as deemed necessary
- viii) Reviewing and accepting risk assessments that meet the requirements of Section 60 of the Act
- ix) Maintaining adequate records of all documents and materials used in performing the duties required under this Agreement, and in accordance with s. 54. (1) of the Act and making records available to the public when required to do so and to the Participating Municipalities on request
- x) Preparing documentation for and making provisions for staff to attend Ontario Land Tribunal Hearings if required
- xi) Using powers of entry on properties where required, as detailed in Section 62 of the Act, and obtaining inspection warrants from a court when required
- xii) Issuing orders and notices and exercising any other powers set out under Part IV of the Act to ensure compliance with the Trent Source Protection Plan
- xiii) Reporting annually on activities to the Participating Municipalities and Source Protection Authority as required under the Act

Participating Municipalities Responsibilities:

Circulate to the Risk Management Official the following items for review and response for properties within the areas designated as Restricted Land Use in the Trent Source Protection Plan:

- i) Building permit applications and preliminary inquiries for building permits
- ii) Municipal by-laws that potentially impact land use activities
- iii) Land use planning proposals and applications

iv) Other inquiries and applications relating to changes in land use activities

2) SOURCE PROTECTION EDUCATION AND OUTREACH

Objective 1 - General Awareness

Increase general awareness of the overall Source Protection Program

Objective 2 - Municipal Water System Customers

Increase awareness of municipal drinking water systems among all municipal water users, with a focus on where water comes from, how it is treated to ensure it is safe to drink, and the connection between land use practices and water quality.

Objective 3 - Best Management Practices

Facilitate best management practices on private properties by providing information and motivating behavioural changes in regard to drinking water threats set out in the Trent Source Protection Plan

Update and development of outreach materials for significant drinking water threats, as needs arise.
Creation and distribution of promotional material

Updates to the Lower Trent Conservation source protection website page, as required

Provide information and links to municipalities for website and newsletters

Distribution of material through mail outs and door-to-door delivery as required

Make use of municipal opportunities for distribution of information

Use of Lower Trent Conservation/Trent Conservation Coalition social media (e.g. Facebook)

Incorporation of Source Protection messaging at appropriate events (e.g., Plowing match, trade shows, municipality-hosted event upon request)

Continued support for the municipalities and public for queries about Source Protection

Continued support system for the Risk Management Official

Reporting –

- i) Complete Annual Progress Reporting requirements for education and outreach policies
- ii) Quarterly reporting to the LTC Board of Directors
- iii) Annual report to Municipalities

3) INSPECTION OF MUNICIPAL FLOOD AND EROSION INFRASTRUCTURE

Annual inspection and reporting on municipally owned flood and erosion control infrastructure.

Appendix B – Category 3 Programs and Services

1) SURFACE WATER QUALITY MONITORING PROGRAM

Surface water quality monitoring at 29 baseflow sites, 9 additional surface water quality monitoring locations, Lake Ontario nearshore water monitoring at area beaches, benthic monitoring at 26 OBBN sites across the watersheds. Costs include staff, equipment and calibration, sampling, analysis, and reporting. The information is used for watershed report cards and watershed project prioritization.

2) YOUTH EDUCATION

The portion of the education program not directed to mandated programs primarily centered on watershed and natural environment curriculum. Examples include the Tri-County Children's Water Festival, in-class education, day camps, etc.

3) COMMUNITY OUTREACH AND STEWARDSHIP

Programs that include stewardship and community outreach. Examples include the annual native plant and wildflower sales, private land stewardship including tree planting, guided conservation area field trips, webinars, 50 Million Tree program, etc.