



LOWER TRENT CONSERVATION

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

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Registered Charitable Organization No. 107646598RR0001

BOARD OF DIRECTORS

Board of Directors refers to the General Membership as set out in the Lower Trent Conservation Administrative By-Law No. 2023-01

REGULAR BOARD MEETING MINUTES

MEETING # 2023-07

DATE: September 14, 2023

TIME: 1:38 PM

LOCATION: Administration Office, 714 Murray Street, Trenton / Virtually

PRESENT:

REMOTE SITE (R)	ON SITE	
Lynda Reid	Bob Mullin (Chair)	Eric Sandford
	Gene Brahaney (Vice-Chair)	Sherry Hamilton
	Mike Ainsworth	Jim Alyea
	Bobbi Wright	Rick English

ABSENT/REGRETS: Jeff Wheeldon, Rick English, Mark DeJong

STAFF: Rhonda Bateman, Gage Comeau, Kelly Vandette

1. Meeting called to order by the Chair

The meeting was called to order by Chair Mullin at 1:38 p.m.

2. First Nations Acknowledgement

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

3. Disclosure of pecuniary interests

There were no pecuniary interests disclosed at this meeting.

4. Approval of the Agenda

RES: G104/23

Moved by: Mike Ainsworth Seconded by: Sherry Hamilton
THAT the agenda be approved as presented.

Carried

5. Delegations

Mr. Geoff Barnard could not attend this meeting and requested that his correspondence received as provided in the agenda package with addition of September 11, 2023 email (Attachment 1) regarding permit RP-23-016 granted to the Municipality of Brighton for construction of a trail be used for his delegation.

RES: G105/23

Moved by: Jim Alyea Seconded by: Sherry Hamilton
THAT the delegation correspondence by Mr. Geoff Barnard be received as information.

6. Public Input (3 minutes per speaker)

There was no Public Input or participation at this meeting.

7. Adoption of the Minutes:

- a. **Hearing Board Meeting Minutes of July 13, 2023**
- b. **Board Meeting Minutes of July 13, 2023**

Director Sandford asked what the Agricultural Representative status is for the LTC Board membership.

Rhonda Bateman, CAO/Secretary-Treasurer has not received further update from the Province; however, she will send another follow-up communication for a response.

RES: G106/23

Moved by: Eric Sandford Seconded by: Jim Alyea
THAT the Hearing Board and Regular Board Meeting Minutes of July 13, 2023 be adopted.

Carried

8. Business arising from these minutes

Rhonda Bateman spoke to the following business arising from the July 13, 2023 minutes:

- a. Source Protection staff will have a presentation on LTC's role and responsibilities under the *Clean Water Act* at the Source Protection Authority meeting in October.
- b. Revision of the LTC Ontario Regulation 163/06 Policy document to address minor watercourse alterations. Addressed in staff report below.

CORRESPONDENCE

9. Correspondence

- a. 2023-09-06 Ministry Notification Letter to Municipalities

RES: G107/23

Moved by: Mike Ainsworth Seconded by: Gene Brahaney
THAT the correspondence received and responded to be received as
information.

Carried

STAFF REPORTS

10. Monthly Payments Issued

RES: G108/23

Moved by: Jim Alyea Seconded by: Bobbi Wright
THAT the list of payments issued in the total amount of \$720,679.31 for
the months of July (\$325,123.86) and August (\$395,555.45) 2023 be
received as information.

Carried

11. Watershed Management, Planning and Regulations Report

- a. Summary of Permits for Period June 26 – August 30, 2023
- b. Planning and Regulations
- c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR)

RES: G109/23

Moved by: Sherry Hamilton Seconded by: Lynda Reid
THAT the Watershed Management, Planning and Regulations Reports
be received as information.

Carried

12. Bay of Quinte Remedial Action Plan Program

- a. July 2023 Newsletter
- b. August 2023 Newsletter:

RES: G110/23

Moved by: Sherry Hamilton Seconded by: Jim Alyea
THAT the July and August 2023 Bay of Quinte Remedial Action Plan
Newsletters be received as information.

Carried

13. Revision to LTC O. Reg. 163/06 Policy Document

RES: G111/23

Moved by: Eric Sandford Seconded by: Mike Ainsworth

THAT the Ontario Regulation 163/06 Policy Document revision for Section 7 "Interference of a Watercourse" be approved and adopted.

Carried

14. Ratify August 17, 2023 Email Poll – Programs and Services Inventory and MOUs

Director Sandford asked what the status was on the MOUs presented to each municipality. Rhonda Bateman provided an update regarding the upcoming scheduling of municipal Council meetings and noted that the Municipality of Trent Hills has signed the MOU.

RES: G112/23

Moved by: Mike Ainsworth

Seconded by: Sherry Hamilton

THAT the Board of Directors August 17, 2023 eMail poll to approve the Programs and Services Inventory dated August 17, 2023 and the Memorandum of Understanding for municipal programs and services be ratified.

Carried

15. 2024 Fee Policy and Schedule

Rhonda Bateman spoke to the 2024 Fee Policy and Schedule as provided in the agenda package.

RES: G113/23

Moved by: Jim Alyea

Seconded by: Mike Ainsworth

THAT staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2024 Fee Policy and Schedule be approved.

Carried

16. 2024 Budget Sub-committee - Preliminary Draft Budget

Chair Mullin thanked the Sub-committee for the time and work done for the 2024 Budget planning process.

Rhonda Bateman and Kelly Vandette, Manager, Corporate Services presented the 2024 Preliminary Draft Proposed Budget as provided in the agenda package and the attached presentation (Attachment 2).

The Board moved into discussion.

Director Hamilton commented and thanked staff for the logical approach and information given for the budget development.

RES: G114/23

Moved by: Eric Sandford

Seconded by: Bobbi Wright

THAT the Lower Trent Conservation 2024 Budget Sub-Committee Preliminary Draft Budget report be accepted as information; and

THAT the 2024 preliminary draft budget become the 2024 Draft Budget to be sent to municipalities for 30 days consultation and bring the 2024

Draft Budget to the November 9, 2023 meeting for Board review and approval.

Carried

17. CAO's Report

Rhonda Bateman spoke to the CAO report as provided in the agenda package.

RES: G115/23

Moved by: Eric Sandford

Seconded by: Gene Brahaney

THAT the CAO's Report be received as information.

Carried

OTHER BUSINESS

18. Members Inquiries/Other Business

Director Brahaney said that on behalf of Director English and himself, they asked that the Warkworth Dam logs be left in until after Thanksgiving weekend.

Rhonda Bateman confirmed that the logs would remain until after Thanksgiving.

19. Adjournment

There being no further business, the meeting was adjourned.

RES: G116/23

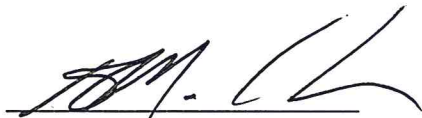
Moved by: Bobbi Wright

Seconded by: Eric Sandford


THAT the meeting be adjourned.

Carried

Time 2:45 p.m.



Bob Mullin, Chair



Rhonda Bateman, CAO/ST

Minutes 2023-09-14 - Attachment 1 re: Item 5 - Delegation

September 11, 2023

Lower Trent Conservation Authority
714 Murray Street, RR1
Trenton, Ontario
K8V 0N1

Attention: LTC Board of Directors
From: Geoff Barnard

RE: Castle Ridge Trail Plan
Permit P23016 / File # RP23016

By way of explanation, and for the sake of brevity, my issues with LTC stem from issues with the Municipality of Brighton, specifically the Municipality's Castle Ridge Trail Plan. Permit P23016 File #RP23016.

Some of my concerns with LTC and the Municipality are in my April 29, 2023 correspondence to the Municipality. Please note that, as I informed LTC staff on April 19, 2023 in a telephone conversation, all correspondence with the Municipality of Brighton would be sent concurrently to LTC. This I have done.

LTC permitting states unequivocally all work must conform exactly to the specifications in the TREADscape plan. Departures from this plan are so compound and extensive I will not enumerate them. LTC can do their own homework.

LTC permitting allows the applicant to self-assess compliance requirements. This is truly remarkable. When I broached this subject with LTC staff, I was told conformity is dependent on the "due diligence of the applicant".

The trail plan is a large, complex plan in an extremely sensitive block of land. Permit application was received January 13, 2023, completed Feb 22, 2023, and granted March 1, 2023. How can assessments/evaluation be done in sub-zero weather with snow cover? How could the numerous springs and intermittent water courses be recognized and assessed?

Please note that, to my knowledge, the Ministry of Environment is assessing and reviewing the stormwater management pond. Extensive, radical modifications have been made to this pond without approval. The stormwater is in fact effluent with lawn and garden herbicides, pesticides, fungicides, and chemical fertilizers, along with automotive cleaning products, motor oil and gasoline, vehicle exhaust condensate, etc., from a 50 lot subdivision.

LTC refused my request for a site meeting.

Following a simple inquiry to staff regarding the existence of a permit in Mount Hope Cemetery I was advised to make a Freedom of Information request. Subsequent correspondence from LTC advised that no follow up is made with a complainant but with the applicant only.

LTC appears to have completed sections of the municipal application. To my knowledge a previous application to LTC has been filed on this property. My understanding is that DFO approval is required. As the permitting authority, how can LTC not be aware of this, and recognize the due diligence failure of the Municipality? The same goes for MNR forestry approval.

LTC policy apparently fosters no transparency or accountability with a culture of secrecy. The composition of the LTC Board of Directors includes 2 members of the Municipality of Brighton council. How could these members not be in conflict regarding these matters? What is LTC conflict of interest policy?

LTC appears to be enablers, rationalizers, facilitators and apologists for the Municipality's numerous unapproved unpermitted activities. How does LTC approval differ from a rubber stamp in these matters?

LTC actions and policy appear so partisan, political and interwoven with the Municipality as to engender a reasonable apprehension of bias.

I request a written consensus response from LTC Board concerning these matters.

Thank you for your attention to these matters.

Sincerely,

Geoff Barnard



From [REDACTED] <[REDACTED]>
Sent: [REDACTED]
To: mawdon.com>; rhonda.bateman@ltc.on.ca <rhonda.bateman@ltc.on.ca>
Cc: ge [REDACTED] trenthills.ca>; dejong.mark@gmail.com <dejong.mark@gmail.com>;
mains [REDACTED] Jeff Wheeldon <jwheeldon@brighton.ca>; Bobbi Wright
<bwri [REDACTED] ngs.com <ericsandford@centrehastings.com>; shamilton@cramahe.ca
<sham [REDACTED] ca <jim.alyea@quintewest.ca>; lynda.reid@quintewest.ca
<lynd [REDACTED] ls.ca <rick.english@trenthills.ca>
Subje [REDACTED] le Ridge Trail Plan

Dear L

Please find attached correspondence regarding the Castle Ridge Trail Plan.

Thank you,
Geoff Barnard



LOWER TRENT
CONSERVATION

2024 BUDGET PRELIMINARY PROPOSED DRAFT

Presented to: Board of Directors

Presented by: Rhonda Bateman, CAO/Secretary-Treasurer
Kelly Vandette, Manager, Corporate Services

Date: September 14, 2023

OUTLINE

- The Sub-committee
- 2024 Budget – Facts
- 2024 Budget – Preliminary Proposed Draft Highlights
- Municipal Levy
- Discussion and Direction from the Board

2024 Budget – The Sub-committee

- Board of Directors' Members:
 - Director Bobbi Wright, Municipality of Brighton
 - Director Sherry Hamilton, Township of Cramahe
 - Director Eric Sandford, Township of Centre Hastings

- Staff Members:
 - Rhonda Bateman, CAO/Secretary-Treasurer
 - Kelly Vandette, Manager, Corporate Services

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2024 Budget – The Sub-committee

- Three half-day meetings held:
 - July 14, 2023
 - *Terms of Reference, Changes/Updates in regulations, Budget cycle and process, and 2024 outlook – current facts and other information for consideration in developing the budget*
 - August 4, 2023
 - *Updates to financial information, Initial budget proposal details – expenditures and revenues, Impact to programs, and requested changes to bring back*
 - August 29, 2023
 - *More updates to financial information, Review of changes made, levy apportionments, and accepted 2024 preliminary proposed draft to be brought to the Board*

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LTC BUDGET - FACTS

- Conservation Authority is a service delivery organization
- Spectrum of services requires a varied range of skills, knowledge, and experience to be successful
- Staffing = ~70% of budget
- General operations and capital = ~30% of budget

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LTC BUDGET - FACTS

• OUT OF OUR CONTROL

- Consumer Price Index (CPI) @ 5.03% average year (Aug 2022 to Jul 2023)
- Cost of Living in Ontario is 1.2 times more expensive than the average in Canada and ranked 1st most expensive.*
- Minimum wage increase 6.8% from \$15.50 to \$16.55
- New 2024 CPP Enhancement = 5.95% plus additional 4% for (\$69K to \$78K per staff)
- OMERS enrollment to non-continuous full-time staff must be offered – contributions at $9\% \leq \$69K \leq 14.6\%$

*<https://livingcost.org/cost/canada/on#:~:text=The%20cost%20of%20living%20in,living%20expenses%20for%201.6%20months.>

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2024 Budget Proposed – Operating & Capital

COLA = 3.5% CPI = 4.9%	2023 BUDGET APPROVED	2024 PROPOSED BUDGET	INCREASE / - DECREASE	PERCENTAGE CHANGE
Staffing	\$ 1,980,785	\$ 2,027,517	\$ 46,732	2.4%
Operations	\$ 649,601	\$ 726,074	\$ 76,473	11.8%
SUB-TOTAL	\$ 2,630,386	\$ 2,753,591	\$ 123,205	4.7%
Capital	\$ 110,000	\$ 219,400	\$ 109,400	99.5%
TOTAL	\$ 2,740,386	\$ 2,972,991	\$ 232,605	8.5%

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HIGHLIGHTS - BUDGET COSTS

- Staffing = \$46,732 (+2.4%)
 - 2.25 positions funded by prior years surplus converted to base budget = \$177K
 - Reduced by savings due to mix of vacant positions hired at lower steps of salary scales and realigned staffing inventory allocation
- Program Operations = \$76,473 (+11.8%)
 - 4.9% CPI plus specific needs for IT services, CL materials, PPE, and training
- Capital = \$109,400 (+100%)
 - Additional capital assets required for Vehicles/Heavy Equipment and Information Technology

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2024 Budget Proposed – Revenue Sources

REVENUE SOURCE	2023 BUDGET APPROVED	2024 BUDGET PROPOSED	INCREASE / - DECREASE	PERCENTAGE CHANGE
Provincial – MNRF	\$ 68,831	\$ 68,831	\$ 0	0%
Federal – CSJ	\$ 24,180	\$ 27,804	\$ 3,624	15%
Municipal – Levies	\$ 1,176,381	\$ 1,398,088	\$ 221,707	18.8%
Municipal – Agrmts	\$ 122,120	\$ 265,592	\$ 143,472	117.5%
Fees/Charges	\$ 918,503	\$ 835,381	\$ -83,122	-9.1%
Administered	\$ 216,104	\$ 256,000	\$ 39,896	18.5%
*Surplus/Reserves	\$ 214,267	\$ 121,295	\$ -92,972	-43.4%
TOTAL	\$ 2,740,386	\$ 2,972,991	\$ 232,605	8.5%

**In 2023 not 2024*

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HIGHLIGHTS – BUDGET REVENUES

- No change in provincial funding (\$68.8K)
- Less in planning and permit fees (-\$40K)
- Reduce reliance on surplus funds (-\$177K)
- Less and fixed terms for property leases (-\$4K)
- Increase in admin chargeback and interest (+\$64K)
- Drawn from capital reserve funds (\$121.3K)
- Requirement of municipal agreements to support category 2 and 3 programs (+\$143.5K)

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Total Municipal Levy Funding

	2023 BUDGET APPROVED	2024 BUDGET PROPOSED 3.5% COLA + 4.9% CPI	CHANGE IN FUNDING
General Levy	\$ 1,078,276	\$ 1,299,983	\$ 221,707
Capital Levy	\$ 98,105	\$ 98,105	\$ 0
TOTAL	\$ 1,176,381	\$ 1,398,088	\$ 221,707

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FINANCIAL BREAKDOWN – Municipal Levy

Increase = \$221,707

- \$177K Staffing (2.25 FTE) converted permanent full-time from surplus funds to base budget
 - 1 Administrative and Client Services Technician
 - 1 Conservation Lands Maintenance Assistant
 - .25 Student – Corporate Services Support

- \$44.7K Operations – 4.9% CPI and IT Services

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LTC CAA Levy Apportionment Data for 2024

MUNICIPALITY	% IN CA	2023 CVA (Modified) in Watershed \$	CVA Based Apportionment Percentage	2022-2023 % Change in CVA Apportionment
ALNWICK-HALDIMAND	88	1,143,215,048	10.4117	0.1341
BRIGHTON	100	1,758,665,556	16.0169	0.3261
CENTRE HASTINGS	44	249,170,521	2.2693	0.3277
CRAMAHE	100	909,523,045	8.2834	1.1791
QUINTE WEST	77	4,708,242,062	42.8799	-0.5711
STIRLING-RAWDON	76	413,019,234	3.7615	1.6602
TRENT HILLS	94	1,798,221,453	16.3772	0.0911
TOTALS		10,980,056,919		

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Municipal Levies per 2024 Apportionment

MUNICIPALITY	2023 BUDGET \$	CVA Based Apportionment Percentage for 2024	2024 BUDGET PROPOSED 3.5% COLA + 4.9% CPI
ALNWICK-HALDIMAND	122,317	10.4117	145,565
BRIGHTON	187,807	16.0169	223,930
CENTRE HASTINGS	26,608	2.2693	31,727
CRAMAHE	96,309	8.2834	115,809
QUINTE WEST	507,328	42.8799	599,500
STIRLING-RAWDON	43,527	3.7615	52,590
TRENT HILLS	192,484	16.3772	228,967
TOTALS	1,176,381	100%	1,398,088

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NEXT STEPS – 2024 BUDGET DRAFT

- Discuss presentation/report
- Receive Board direction:
 - Approve 2024 Preliminary Draft Budget and becomes Draft Budget, or
 - Make changes and bring back to October 12, 2023 Board meeting