



LOWER TRENT CONSERVATION

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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 # 2025-01

DATE: February 13, 2025

TIME: 1:00 PM

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

DIRECTORS PRESENT:

REMOTE SITE (R)	ON SITE	
Lynda Reid	Bob Mullin (Chair)	Eugene (Gene) Brahaney (Vice Chair)
Eric Sandford	Jim Alyea	
Sherry Hamilton		
Bobbi Wright		
Jeff Wheeldon		

ABSENT/REGRETS: Mike Ainsworth, Rick English

STAFF: Rhonda Bateman, Gage Comeau, Chitra Gowda (on site), Anne Anderson, Chris McLeod (remote site)

GUESTS: None

1. Meeting called to order by the Chair

The meeting was called to order by Chair Mullin at 1:02 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 declared.

4. Approval of the Agenda as amended

RES: G1/25

Moved by: Gene Brahaney

Seconded by: Jeff Wheeldon

THAT the agenda be approved as presented.

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:

a. Board Meeting Minutes of December 12, 2024

RES: G2/25

Moved by: Jim Alyea

Seconded by: Eric Sandford

THAT the Regular Board Meeting Minutes of December 12, 2024 be adopted.

Carried

8. Business arising from these minutes

None.

CORRESPONDENCE

9. Correspondence

The Directors discussed concerns about the permits and planning fee freeze extended through 2025. Rhonda Bateman noted that she has volunteered to be a member of a Conservation Ontario sub-committee on the matter of fees. Director Jim Alyea asked about the impacts to other member municipalities due to the potential for a decrease in Category 2 levy from Trent Hills related to risk management official (RMO) work. Rhonda Bateman responded that interim measures would include increasing staff time on a Category 1 program and the reduction in overhead charges would apply to all participating municipalities. She added that these measures were not sustainable in the long term. Director Jim Alyea noted the need for equitable treatment amongst member municipalities. Director Eric Sandford asked if there is a true understanding by others of the Category 2 RMO work that LTC had been carrying out in Trent Hills.

RES: G3/25

Moved by: Gene Brahaney

Seconded by: Jim Alyea

THAT the correspondence to the Board as provided in the agenda package be received as information.

Carried

STAFF REPORTS

10. List of Monthly Payments Issued

Director Eric Sandford asked if the truck purchased was through a 'request for proposal' process or tendered. Rhonda Bateman responded that it was tendered. Chris McLeod said that three quotes were received and reviewed.

RES: G4/25

Moved by: Jeff Wheeldon

Seconded by: Eric Sandford

THAT the list of payments of issued in the total amount of \$559,337.39 for the months of December 2024 and January 2025 be received as information.

Carried

11. Watershed Management, Planning and Regulations Update Reports

RES: G5/25

Moved by: Sherry Hamilton

Seconded by: Lynda Reid

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

Carried

12. Watershed Management, Planning and Regulations End of Year Report

Director Jeff Wheeldon expressed appreciation for the in-depth details provided in the staff report. He recognized the increase in inquiries as a means for staff to engage with residents. Gage Comeau described the status and plans of the Kingfisher Cove subdivision. Gage also noted that meetings with municipalities are being planned to realize further efficiencies and explain mandated responsibilities.

RES: G6/25

Moved by: Lynda Reid

Seconded by: Jeff Wheeldon

THAT the Planning and Regulations End of Year Report be accepted as information.

Carried

13. Annual Permit Report

Director Eric Sandford asked if there is a penalty for not meeting timelines. Gage Comeau replied that while there is no penalty, staff report on deviances from timelines. He added that LTC has one of the best records of meeting mandated timelines.

RES: G7/25

Moved by: Eric Sandford

Seconded by: Jim Alyea

THAT the Annual Permit Report as required under O. Reg. 686/21 and O. Reg 41/24 be received as information and further that the report be posted to the LTC Governance website page for compliance.

Carried

14. Conservation Lands Report – Period October 1 to December 31, 2024

RES: G8/25

Moved by: Lynda Reid

Seconded by: Sherry Hamilton

THAT the Conservation Lands Report for the period October 1 to December 31, 2024 be received as information.

Carried

15. Summary of Education and Outreach Activities – October 1 to December 31, 2024

RES: G9/25

Moved by: Gene Brahaney

Seconded by: Sherry Hamilton

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

Carried

16. Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* Report - Period October 1 to December 31, 2024

RES: G10/25

Moved by: Lynda Reid

Seconded by: Jeff Wheeldon

THAT the Risk Management Official Activity pursuant to Part IV of the Clean Water Act Report for the period October 1 to December 31, 2024 be received as information.

Carried

17. Bay of Quinte Remedial Action Plan Program

RES: G11/25

Moved by: Jim Alyea

Seconded by: Bobbi Wright

THAT the BQRAP December 2024 and January 2025 Newsletters be received as information.

Carried

18. Close 2024 Business Year – Chair’s Remarks

Chair Bob Mullin provided remarks at the end of his tenure as the LTC Board Chair, saying that he enjoyed being the Chair of Lower Trent Conservation for the past two years. He noted the need to remind the provincial government of our hope and need as a conservation authority in Ontario. Chair Mullin expressed gratitude for the work of the board members representing municipalities in the watershed.

RES: G12/25

Moved by: Jeff Wheeldon

Seconded by: Sherry Hamilton

THAT the Lower Trent Conservation 2024 Business Year be closed.

Carried

2025 BUSINESS

19. 2025 Board of Directors Elections

RES: G13/25

Moved by: Jeff Wheeldon

Seconded by: Jim Alyea

THAT the CAO/Secretary Treasurer Rhonda Bateman assumes the role of Chair to conduct the 2025 Board of Directors Elections.

Carried

Rhonda Bateman assumed the Chair position to conduct the 2025 Board of Directors’ Elections. She declared the positions of LTC Chair and Vice-Chair to be vacant and confirmed the number of eligible voters present at the meeting was eight (8). Rhonda Bateman added that in the event of an election by secret ballot, members attending remotely would be able to vote through the scrutineers.

Appointment of Scrutineers

Before opening the floor to nominations, Rhonda Bateman recommended that Gage Comeau, Chris McLeod and Anne Anderson be appointed as scrutineers.

RES: G14/25

Moved by: Eric Sandford

Seconded by: Lynda Reid

THAT Gage Comeau, Chris McLeod and Anne Anderson be appointed as scrutineers.

Carried

Before proceeding, Rhonda Bateman provided the rules of the election process:

“The Conservation Authorities Act, Section 17(1.2) indicates that Chairs and Vice-Chairs be appointed on a rotating basis between municipalities such that the new Chair and new Vice-Chair are not from the same municipality as the outgoing Chair and Vice-Chair. However, it is allowed to have a Chair or Vice-Chair be elected for two consecutive years.”

Based on the municipal representation of Chairs since the change to the Act and to follow the intent of Section 17(1.2) of the CA Act, which is a rotation of municipal representation, the following municipalities have been Chair – Quinte West, Centre Hastings and Stirling-Rawdon. An exemption from the province is required to have the most recent member stand again. These exemptions have not been granted to those CAs with multiple municipalities. Cramahe, Trent Hills, Brighton and Alnwick/Haldimand are eligible.

Nominations will be called three times. A nomination will not require a seconder. After each nomination, we will ask for confirmation that the nominee will allow their name to stand. Before the motion to close the nominations we will ask for confirmation that the nominees will allow their names to stand. A motion to close nominations will require a mover and a seconder. Each candidate will be allowed up to three minutes to speak.

If an election is required, it will be conducted by secret ballot. If there are more than two nominees, a majority will be required. In the event of no majority, the one with the fewest votes will be dropped from the ballot and secret ballots will be held until a nominee has a majority. In the event of a tie, another ballot will be carried out. Should there still be a tie after a 3rd vote, a name will be drawn by the Acting Chair.

After the election, if one is required, we will need a motion that the scrutineers destroy the ballots”.

Election of the Lower Trent Conservation (LTC) Chair

Rhonda Bateman opened the floor to call for nominations for the position of Chair for the Year 2025.

Director Eric Sandford nominated Director Gene Brahaney to stand for the position of Chair. Rhonda Bateman asked the nominee, Director Gene Brahaney if they will allow their name to stand. Director Gene Brahaney accepted the nomination for Chair.

Rhonda Bateman called for nominations for the position of Chair for the second time. Director Bobbi Wright nominated Director Jeff Wheeldon to stand for the position of Chair. Rhonda Bateman asked the nominee, Director Jeff Wheeldon if they will allow their name to stand. Director Jeff Wheeldon accepted the nomination for Chair.

Rhonda Bateman called for nominations for the position of Chair for the third and last time. There were no further nominations after being called three times. Rhonda Bateman asked the nominees again if they would allow their names to stand. Director Jeff Wheeldon and Director Gene Brahaney confirmed acceptance of their respective nominations for Chair. Rhonda Bateman called for a motion to close the nominations for Chair.

RES: G15/25

Moved by: Jim Alyea

Seconded by: Bob Mullin

THAT nominations for the position of Chair for the Year 2025 be closed.

Carried

Rhonda Bateman invited the nominees to speak for up to three minutes each. Director Jeff Wheeldon expressed appreciation of Director Bob Mullin in his role as Chair for two years. Director Jeff Wheeldon noted that he had learnt much over the past two years including getting to know the staff, facing various challenges, and more. He noted the issues of funding and would like to provide more services as the Chair of LTC.

Director Gene Brahaney said that he enjoyed the learning curve when he became a Director of the LTC Board and hoped that his experiences would help the LTC be successful through challenging times.

Scrutineers distributed ballots, collected the votes and announced the results. Rhonda Bateman declared Director Gene Brahaney as Chair of the Lower Trent Region Conservation Authority and congratulated him.

RES: G16/25 Moved by: Sherry Hamilton Seconded by: Lynda Reid
THAT the scrutineers destroy the voting ballots.

Carried

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

Rhonda Bateman opened the floor to call for nominations for the position of Vice-Chair for the Year 2025.

Director Jim Alyea nominated Director Sherry Hamilton to stand for the position of Vice-Chair. Rhonda Bateman asked the nominee, Director Sherry Hamilton if they will allow their name to stand. Director Sherry Hamilton accepted the nomination for Vice-Chair.

Rhonda Bateman called for nominations for the position of Vice-Chair for the second time. Director Eric Sandford nominated Director Jeff Wheeldon to stand for the position of Vice-Chair. Rhonda Bateman asked the nominee, Director Jeff Wheeldon if they will allow their name to stand. Director Jeff Wheeldon declined the nomination for Vice-Chair.

Rhonda Bateman called for nominations for the position of Vice-Chair for the third and last time. There were no further nominations after being called three times. Rhonda Bateman asked the nominee again if they would allow their name to stand. Director Sherry Hamilton confirmed acceptance of the nomination for Vice-Chair. Rhonda Bateman called for a motion to close the nominations for Vice-Chair.

RES: G17/25 Moved by: Jim Alyea Seconded by: Bob Mullin
THAT nominations for the position of Vice-Chair for the Year 2025 be closed.

Carried

Rhonda Bateman declared Director Sherry Hamilton as the Vice-Chair of the Lower Trent Region Conservation Authority and congratulated her. Rhonda Bateman passed the remainder of the Annual General meeting over to Chair Gene Brahaney.

20. 2025 Annual Resolutins

RES: G18/25

Moved by: Sherry Hamilton 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 2025 business year;

THAT the firm of WELCH LLP be engaged as external auditor by Lower Trent Conservation for the 2025 business year at a cost of \$12,500.00 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 2025 business year;

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 2025

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. 2023-01 (Administrative By-law) and Section 3 (5) of the *Conservation Authorities Act*.

Carried

21. CAO's Report

The members discussed additional dates to accommodate upcoming hearings. Gage Comeau provided a summary of the nature and level of complexity of the two planned hearings. Rhonda Bateman said that a poll would be sent to members to assess availability. Lynda Reid asked that municipal Council meeting dates be avoided.

RES: G19/25

Moved by: Lynda Reid Seconded by: Sherry Hamilton

THAT the CAO's Report be received as information.

Carried

OTHER BUSINESS

22. Members Inquiries/Other Business

None.

23. Adjournment

Chair Gene Brahaney thanked previous Chair Bob Mullin for guiding the LTC Board of Directors for the past two years and looks forward to working with the board. There being no further business,

the meeting was adjourned.

RES: G20/25

Moved by: Bob Mullin

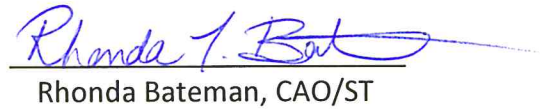
Seconded by: Jeff Wheeldon

THAT the meeting be adjourned.

Carried

Time: 1:57 p.m.


Gene Brahaney, Chair


Rhonda Bateman, CAO/ST