



**Minutes of the meeting of the
Quinte Conservation Executive Board Meeting**

Date: December 14, 2017, 3:30 pm
Location: Quinte Conservation - Joe Eberwein Board Room
2061 Old Highway 2
Belleville ON

Members Present Carrie Smith (Township of Madoc), Dale Grant (Stirling-Rawdon Township), Heather Lang (Tyendinaga Township), Henry Hogg (Addington Highlands Township), Irene Martin (Tudor and Cashel Townships), Jackie Denyes (City of Belleville), Janice Maynard (County of Prince Edward), Jim Dunlop (County of Prince Edward), John Hirsch (County of Prince Edward), John Wise (Stone Mills Township), Mitch Panciuk (City of Belleville), Norm Roberts (Township of South Frontenac) Ray Hobson (County of Prince Edward), Roger Cole (Town of Greater Napanee), Steven Everhardus (Town of Deseronto), Tom Livingston (County of Prince Edward), Paul Carr (City of Belleville), James Flieler (Municipality of Tweed), Mike Kerby (Centre Hastings Municipality), Sandy Fraser (Marmora and Lake Municipality)

Members Absent: Allan DeWitt (City of Quinte West), Penny Porter (Loyalist Township), Jamie Forrester (County of Prince Edward), Phillip Smith (Township of Central Frontenac)

Also Present: Terry Murphy (General Manager), Christine McClure (Water Resources Manager), Brad McNevin (Watershed Science and Monitoring Manager), Christine Jennings (Regulations Technician), Paul McCoy (Planning and Regulations Manager), Kirsten Geisler (Communications Coordinator), Tammy Smith (Corporate Services Manager), Brittany Thompson (Corporate Services Assistant), Amy Dickens (SWP Project Coordinator), Sharlene Richardson (Regulation Officer), Mark Boone (Stormwater Project Coordinator)

1. Call to Order

The Chair called the meeting to order at 3:31 pm.

a. Notice Regarding Cell Phones and Pagers

Cell phones and pagers are not permitted to be turned on during the meeting, except in an event of an emergency. If the device is to be left on, it must be announced at the beginning of the meeting.

b. **Collection of Personal Information for Board Minutes**

This is addressed to anyone that is not a board member and/or staff person of Quinte Conservation: Your name will be used in the board meeting minutes and the minutes will become public information after review and approval of the board. If you are present for a delegation or hearing, the context of your presentation will be recorded in the minutes of the board meeting.

2. **Approval of the Agenda**

There was no discussion surrounding the minutes, staff introduced the new regulation officer, Sharlene Richardson to the board members.

MOTION QC-17-71

Moved By: Ray Hobson (County of Prince Edward)

Seconded By: Dale Grant (Stirling-Rawdon Township)

THAT, the agenda for December 14, 2017 be approved.

CARRIED

3. **Approval of the Minutes of the Quinte Conservation Executive Board meeting of October 19, 2017.**

There was no discussion.

MOTION QC-17-72

Moved By: Steven Everhardus (Town of Deseronto)

Seconded By: Tom Livingston (County of Prince Edward)

THAT, the minutes of the Quinte Conservation Executive Board meeting of October 19, 2017 be approved.

CARRIED

4. **Business Arising from the Minutes**

There was no business arising from the minutes.

5. **Disclosures of Pecuniary Interests**

There were no disclosures of pecuniary interest.

6. **Delegations**

There were no delegations.

7. Review and Approval of the Section 28 Regulations and Permits

There was no discussion.

MOTION QC-17-73

Moved By: Irene Martin (Tudor and Cashel Township)

Seconded By: Sandy Fraser (Marmora and Lake Municipality)

THAT, the Section 28 Regulations and Permits be approved.

CARRIED

8. Plan Review Summary

There was no discussion.

MOTION QC-17-74

Moved By: Ray Hobson (County of Prince Edward)

Seconded By: Norm Roberts (Township of South Frontenac)

THAT, the Plan Review Summary be approved.

CARRIED

9. Budget Control

A board member asked for an explanation of why equipment acquisition was at 115%, property taxes at 111% and program cost at 150% of its budget.

Staff explained that program costs were at 150% due to the flooding and erosion, which has created an increase in staff's workload and travel time due to a substantial increase of site visits and permit applications. The equipment acquisition was at 115% due to the outright purchase of our photocopier, which will result in savings in the long run as we are no longer leasing a photocopier. Staff also noted that the taxes are at 111% due to increase in assessments.

A board member asked if WISKI is included in the capital cost.

Staff noted that WISKI is included in the capital cost, and that only 6% of the WISKI funds have been spent, as it is on a different fiscal year, as its year end is March 31, thus we have until March to spend the funding, which it will be spent.

Staff noted that many of our programs receive funding with its fiscal year running from April 1-March 31, but our budget ends December 31st, thus it can be a bit complicated.

A board member asked if we would be getting any additional funding for WISKI.

Staff reported that WISKI is split into two sections, 1) drought management and 2) management of the WISKI software. Staff provided a background on this history of WISKI and that Quinte Conservation operates the program for ourselves and 9 other Conservation Authorities, thus the 9 Conservation Authorities pay us to maintain it, and we share the program with them, instead of each of them creating a unique program and reinventing the wheel.

MOTION QC-17-75

Moved By: John Wise (Stone Mills Township)

Seconded By: Heather Lang (Tyendinaga Township)

THAT, the Budget Control be approved.

CARRIED

10. Hydro Report

Staff reports that it has been an excellent year for Hydro production. Normally this month's flows are low, but flows are up twice as high as normal, and if flows were slightly lower, it would be producing even more hydro.

MOTION QC-17-76

Moved By: Henry Hogg (Addington Highlands Township)

Seconded By: Steven Everhardus (Town of Deseronto)

THAT, the Hydro Report be approved.

CARRIED

11. Media Releases and Communications Reports

There was no discussion.

MOTION QC-17-77

Moved By: Mitch Panciuk (City of Belleville)

Seconded By: Tom Livingston (County of Prince Edward)

THAT, the Media Releases and Communications Reports be approved.

CARRIED

12. Photo Contest Presentation

Staff presented the photo contest which was in celebration of Quinte Conservation's 70th Anniversary. Quinte Conservation received close to 300 entries and also received donations from various organizations in order to put together 6 prize packs for the top 6 photos. Quinte Conservation then put together 12 note cards with the top 6 photos and the 6 runner up photos. The note cards will be sold as a fundraising initiative for the proposed Centre for Healthy Watershed.

Staff noted that the winning photo with the drift wood and dog was taken at Little Bluff. Due to Flooding and High water that we had experienced this spring, there was a significant amount of drift wood that had collected on the beach, and the public had started creating unique sculptures out of the driftwood.

A board member asked if the photo contest would be produced again next year, as it was so successful.

Staff noted that it is something that may be brought back in the future as it was received so positively by the public.

MOTION QC-17-78

Moved By: Tom Livingston (County of Prince Edward)

Seconded By: Ray Hobson (County of Prince Edward)

THAT, the photo contest presentation be received.

CARRIED

13. Education & Stewardship Programs

A board member noted that the education report had commented on many of the excellent education components that Quinte Conservation implements, and noted that the shoreline naturalization completed in Yarker has had much positive feedback in the community and has been a great learning experience for the community.

MOTION QC-17-79

Moved By: John Wise (Township of Stone Mills)

Seconded By: Irene Martin (Tudor & Cashel Township)

THAT, the education & stewardship programs be received.

CARRIED

14. Bill 148

Staff noted that we are able to accommodate all of the requirements for Bill 148 and for many cases just need to adjust current policies with approval. Thus, no additional cost will be required for Quinte Conservation to meet the requirements of Bill 148. Staff also noted that other Conservation Areas are not meeting many of the standards and have to make a variety of changes in order to meet it.

MOTION QC-17-80

Moved By: Ray Hobson (County of Prince Edward)

Seconded By: Henry Hogg (Addington Highlands Township)

THAT, the Bill 148 be approved.

15. Source Water Update

Staff provided an update on Source Water Protection, and the 4 areas where they have been busy: 1) Communications, 2) Part 4, 3) Next Steps and 4) Plan to comply with Requirements of Reg.288/07.

1) Communications

- Provincial Septic System brochure
- January is Source Protection Month
- 'Info graphic' for 2018
- Updating the website in order to ensure AODA compliance
- Provincial working group to create generic resources to be available across the province as ways to monitor the effectiveness of Education and Outreach policy.

2) Part IV

Our office has circulated planning files from municipalities directly, and we receive a number of legal inquiry searches from lawyers and permit application from the public.

This past year we have received 15 Legal inquiries from our watershed in the Source Water Protection zone, and when broken down:

- Bayside (1), Deseronto (2), Madoc (1), Marmora (3), Picton (7), Tweed (1)

Section 59 applications:

- Bayside (1), Belleville (4), Deseronto (6), Centre Hastings (3), Madoc Township (5: was the first 'flag' that lead to the requirement of a risk management plan), Marmora (1), Napanee (6), Peats Point (7), Picton (17), Tweed (1).

Risk Management Plans

- Ameliasburgh (1)- Agriculture
- Madoc (2)- 1 Agriculture and 1 large fuel
- Peats Point (1)- 1 Agriculture
- Picton (4)- Application of Road Salt
- Tweed (1)- 1 Agriculture (3 in the works)
- Marmora (1)- 1 in the works for Road Salt

3) Next Steps

Staff reported that all remaining municipalities applied and have received an extension for Source Protection Municipal Implementation Fund. All municipalities are very close to spending all the funds that were granted, as the deadline is December 4th, and all the spending has to be reported by March 4, 2018. Madoc Township has been encouraged to apply, as their management and implementation plans are still to be completed.

Staff reported that they will continue to work with municipalities on implementation plans.

Staff noted that in 2018 the first annual report is due to the Minister, which is a collection of all reports. In 2018, the Section 36 Work Plan is also due, and thus staff will be very busy working on reports in the upcoming year. With the work plan, staff will consult with municipalities, other Source Protection Authorities in the region, the Source Protection Committee and the Ministry of Environment and Climate Change. The consultation will surround results of monitoring, growth infrastructure changes, council resolutions, policy effectiveness, implementation changes, Technical Rule Changes (above ground fuel tanks), impacts of prohibition and other local considerations.

4) Plan to comply with Requirements of Reg.288/07.

Staff provided a background of the Ontario Regulation 288/07 sets out for the Source Protection Committee requirements, which was amended in October 2015 and impacted the member term expirations and the size of the committees. Member's term can expire anytime from September 12, 2014 and must expire before January 1, 2020. Members whose appointments have expired can apply to be reappointed for an additional term. Staff noted that there is no term limit that is specified in the regulation. Currently in the Quinte Source Protection Area, no membership expirations have been undertaken to date. Staff noted that it does not make sense to reduce or bring in new members as we have invested in the committee members and they are very knowledgeable on Source Water Protection.

A board member asked that as the plan does work so well, should the zone be extended to include Picton Terminals?

Staff noted that we cannot extend a Source Protection Zone. However, staff reported

that recently CN had requested to place fuel tanks in the CNR Belleville Yard. This does not fall in the Source Protection zone or Quinte Conservations regulation, but it is a concern for Quinte Conservation as if the fuel tanks did break, it could get into zones and have an impact on drinking water.

A board member noted that this application was withdrawn due to the pressure from various organizations.

MOTION QC-17-81

Moved By: Jim Dunlop (County of Prince Edward)

Seconded By: Tom Livingston (County of Prince Edward)

THAT, the Source water update be received.

CARRIED

16. Report on Tyendinaga Mohawk Territory Meeting

Staff reported that they attended a meeting on the Tyendinaga Mohawk Territory regarding Picton Terminals with various agencies which included: Ministry of Health, Ministry of Transportation, Ministry of Environment and Climate Change, Ministry of Natural Resources and Forestry, and Environment Canada. The purpose of the meeting was to update Tyendinaga Mohawk Territory on the situation of Picton Terminals, and specifically concerning the Walleye. The meeting was very beneficial, and the Tyendinaga Mohawk Territory was very pleased with the role of Quinte Conservation and was pleased that Quinte Conservation has kept them updated.

MOTION QC-17-82

Moved By: Jackie Denyes (City of Belleville)

Seconded By: Heather Lang (Tyendinaga Township)

THAT, the update Tyendinaga Mohawk Territory Meeting be received.

CARRIED

17. Automated Fee Collection

Staff updated the board in regards to fee collection for daily planning files, which includes consents, minor variance, lots additions and zoning by-law amendments. Quinte Conservation has been trying to streamline the billing process for the residents in our watershed to have the municipality collect the fee up front when they receive the

planning application in order for the resident to be aware of all fees. In the past, Quinte Conservation has had difficulties collecting fees for our planning review. However, Quinte Conservation now has a majority of the municipalities on board to automate the fee collection, and will continue to work with the remaining municipalities to get them on board for the benefit of the residents.

MOTION QC-17-83

Moved By: John Hirsch (County of Prince Edward)

Seconded By: Mike Kerby (Centre Hastings)

THAT, the Automated Fee Collection be received.

CARRIED

18. Forest Tax Changes

Staff updated the board regarding our current Forest Management Plans, and noted that Quinte Conservation currently owns over 30,000 acres of forest. Staff reported that Quinte Conservation gets an 85% reduction in taxes, when a Forest Management plan has been developed. Staff has been examining many of our properties, and many of this forest could be renamed as 'natural', which would reduce the need for plan and save thousands of dollars in taxes. Staff noted that this is needed, as assessments continue to rise and Quinte Conservation will not be able to afford the taxes if we do not examine and rename some of the properties as 'natural.' Staff is currently examining our Managed Forest Plans and determining what forest can be renamed. Once staff have a list together, a report will be brought to the board detailing the cost benefit.

MOTION QC-17-84

Moved By: Carrie Smith (Township of Madoc),

Seconded By: Dale Grant (Stirling-Rawdon Township)

THAT, the Forest Tax Changes be approved.

CARRIED

19. Office & Storage Facility Update

Staff reported that Quinte Conservation has received a \$150,000.00 dollar donation towards our Centre for Healthy Watershed in order to start the building and to help secure additional funding. Loyalist College has also approached Quinte Conservation in

order to conduct a fundraiser in March to support the Healthy Watershed Centre. They are offering to support the expansion of the lab as we have a partnership with Loyalist College and many of their students have summer employment at Quinte Conservation and would utilize the lab.

Staff also reported that all the funding from Adopt an Acre will be put towards the building, and we have sold almost 200 thus far which is \$5000.00. Thus staff noted that every dollar counts and they are getting closer to their needs to build the Centre. Staff reminded the board that the project will be completed in three phases.

Phase 1: Construct new building with solar panels

Phase 2: Remove Barn

Phase 3: Addition to main office.

MOTION QC-17-85

Moved By: Ray Hobson (County of Prince Edward)

Seconded By: Irene Martin (Tudor & Cashel Township)

THAT, the Office & Storage Facility Update be received.

CARRIED

Impact of High Water & Drought Update on QC Budget

Staff reported that the high water and drought experienced in the last year had impacted Quinte Conservation's budget. The McFarland Conservation Area dock and boat launched was damaged and had to be repaired. Staffs workload and traveling has increased due to the demand of calls and site visit that were required, as site visits were up by 170%. This all impacted the budget, as it cost Quinte Conservation \$73,000 over and above our budget to accommodate the flooding.

MOTION QC-17-86

Moved By: Norm Roberts (Township of South Frontenac)

Seconded By: Steven Everhardus (Town of Deseronto)

THAT, the Impact of high water & drought update on QC Budget be received.

CARRIED

20. Foster Avenue Consultant Selection

Quinte Conservation currently has 3 storm water projects. Currently, Quinte Conservation is working on the Foster Avenue Consultant selection. Quinte Conservation will be conducting the Environmental Assessment in house in order to save money, thus we will need an Engineer to conduct the Engineering Reports that are necessary. Quinte Conservation put out an RFP and received 5 quotes, some of the quotes were in the budget and others were not. Staff then rated each quote. The quote with the lowest price and highest rating based on Quinte Conservation's rating system was G.D. Jewell Engineering. G.D. Jewell Engineering was selected as they are providing more services, unlimited access, and have experience dealing with similar projects.

MOTION QC-17-87

Moved By: Mitch Panciuk (City of Belleville)

Seconded By: Paul Carr (City of Belleville)

THAT, the recommendation for G.D. Jewell Engineering be selected as the consultant for the Foster Avenue Stormwater project.

CARRIED

21. Other Business

1. App to collect parking fees
 - Other Conservation Areas have started introducing a fee App, Mackay Pay, that works as a parking meter and charges a parking fee to use Conservation Areas. Quinte Conservation would like to implement Mackay Pay at our most popular Conservation Areas to see how implementation goes on a small scale before expanding it to the rest of the Conservation Areas.
 - There is no start-up fee, Mackay Pay looks after all the signage and post for \$4.00 per post/parking spot.
 - Staff noted that this is an opportunity to receive revenue that we have never received before, and could help us have better understanding of usage, as we are currently unaware of the usage of trails.
 - Staff noted that this allows the opportunity to expand it to our boat launches, and could reduce the need for two attendants at the Deerock Boat Launch.
 - A board member requested a report detailing the implementation of the program this spring to provide the board with context and background.

- Staff noted that they will repair a report on introducing the Mackay Pay in the Spring.
2. Buffy Lake
 - Staff have been in constant contact regarding the situation on Buffy Lake
 - An extra culvert has been installed and lake levels have returned and the residents and the municipality are happy
 3. Conservation Authority Act
 - The updated Conservation Authority Act has been passed this year. There are not many updates that will affect our day-to-day operation, but the new act provides regulation officers with more authority. Fines previously could be as large as \$10,000 but have been increased to \$50,000. Similar to the building code, we can now order removal if it is a violation. Regulation officers no longer need permission or a warrant to inspect a violation, even though staff will continue to get permission.

MOTION QC-17-88

Moved By: John Wise (Township of Stone Mills)

Seconded By: John Hirsch (County of Prince Edward)

THAT, a letter be sent to Kim Gavin and staff at Conservation Ontario thanking them for getting the act passed in a timely manner and for all their hard work and dedication toward the act.

CARRIED

22. Date and Time of Next Meeting

The date and the time of the next meeting is January 25, 2018, or earlier at the call of the chair.

23. Adjournment

The meeting was adjourned at 4:47pm

MOTION QC-17-88

Moved By: Ray Hobson (County Prince Edward)

Seconded By: John Hirsch (County of Prince Edward)

THAT, the meeting be adjourned.

CARRIED

Janice Maynard, Chair