



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

Date: November 22, 2018, 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 and Rawdon Township), Heather Lang (Tyendinaga Township), Henry Hogg (Addington Highlands Township), James Flieler (Municipality of Tweed), Janice Maynard (County of Prince Edward), Jim Dunlop (County of Prince Edward), John Hirsch (County of Prince Edward), John Wise (Stone Mills Township), Paul Carr (City of Belleville), Ray Hobson (County of Prince Edward), Tom Livingston (County of Prince Edward)
Members Absent	Allan DeWitt (City of Quinte West), Irene Martin (Tudor and Cashel Townships), Jackie Denyes (City of Belleville), Jamie Forrester (County of Prince Edward), Mike Kerby (Centre Hastings Municipality), Mitch Panciuk (City of Belleville), Norm Roberts (Township of South Frontenac), Penny Porter (Loyalist Township), Phillip Smith (Township of Central Frontenac), Roger Cole (Town of Greater Napanee), Sandy Fraser (Marmora and Lake Municipality), Steven Everhardus (Town of Deseronto),
Also Present	Brad McNevin (Chief Administrative Officer), Christine McClure (Water Resources Manager), Darcy Clow (Napanee Region Field Operations Coordinator), Kelly Maher (Water Resources Technologist), Kirsten Geisler (Communications Specialist), Mark Boone (Regulations/Hydrogeologist), Paul McCoy (Planning and Regulations Manager), Sharlene Richardson (Regulations Officer), Tammy Smith (Corporate Services Manager)

1. Call to Order

The Chair called the meeting to order at 4:00 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**

The agenda was approved with an amendment made to go into closed session to discuss a personnel issue.

MOTION QC-18-80

Moved By: Carrie Smith (Township of Madoc)

Seconded By: Jim Dunlop (County of Prince Edward)

THAT, the agenda for November 22, 2018 be approved.

CARRIED

3. **Approval of the Minutes of the Quinte Conservation Executive Board meeting of October 25, 2018.**

A board member asked that a spelling error be corrected under the Big Island agenda item, from morality to mortality.

MOTION QC-18-81

Moved By: Ray Hobson (County of Prince Edward)

Seconded By: Paul Carr (City of Belleville)

THAT, the minutes of the Quinte Conservation Executive Board meeting of October 25, 2018 be approved.

CARRIED

4. **Business Arising from the Minutes**

There was no business.

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-18-82

Moved By: Paul Carr (City of Belleville)

Seconded By: Tom Livingston (County of Prince Edward)

THAT, the Section 28 Regulations and Permits be approved.

CARRIED

8. **Plan Review Summary**

Staff asked if The Board likes the way the information is provided to them in the report and if they found the information valuable.

Board members commented that they do like having all the information so they can review what has been happening in each individual municipality.

A board member asked if it was time consuming for staff to pull the information as they thought what was shown in the report is the same way that it is recorded for files.

Staff commented that the information is the same; however, it does take some effort to organize the report because it is filed differently through OnBase. Staff also mentioned that they will continue to report the same way and that they just wanted feedback from board members.

A board member suggested that if there is an easier or less time consuming way to produce the information, then to try it.

MOTION QC-18-83

Moved By: Heather Lang (Tyendinaga Township)

Seconded By: Ray Hobson (County of Prince Edward)

THAT, Plan Review Summary be approved.

CARRIED

9. **Budget Control**

A board member asked about provincial revenue.

Staff commented that it was received in October.

MOTION QC-18-84

Moved By: John Wise (Stone Mills Township)

Seconded By: Heather Lang (Tyendinaga Township)

THAT, the Budget Control be approved.

CARRIED

10. **Media Releases and Communications Reports**

There was no discussion.

MOTION QC-18-85

Moved By: Carrie Smith (Township of Madoc)

Seconded By: Tom Livingston (County of Prince Edward)

THAT, the Media Releases and Communications reports be received.

CARRIED

11. **Memorial for Macdonald Smith**

A board member commented on how nice of a gesture it is to have a monument, but suggested that a different tree is chosen, as the tree initially decided upon, is hard to grow in this region and that animals like to eat the leaves and berries.

Staff commented that it was the Authority's Ecologist who suggested the tree, but that they would consider a different option.

MOTION QC-18-86

Moved By: James Flieler (Municipality of Tweed)

Seconded By: Henry Hogg (Addington Highlands Township)

THAT, the Memorial for Macdonald Smith at Harry Smith Conservation Area be approved.

CARRIED

12. **Low Water Update**

There was no discussion.

MOTION QC-18-87

Moved By: Paul Carr (City of Belleville)

Seconded By: Heather Lang (Tyendinaga Township),

THAT, the Low Water Update be received.

CARRIED

13. **Hydro Report**

There was no discussion.

MOTION QC-18-88

Moved By: John Hirsch (County of Prince Edward)

Seconded By: Carrie Smith (Township of Madoc)

THAT, the Hydro Report be approved.

CARRIED

14. **Capital Asset Report on Dams**

Staff presented a review of the Authority's dams with inspection information collected by a hired consulting firm. The information broke down estimated costs for dam maintenance, spread out over a 10 year period. The presentation also included information on a dam safety review, operator questionnaire, inspection report, photos showing areas of concern on the dams, cost estimates, line drawing, legal property information, capital maintenance plan report, and a list of potential funding sources.

A brief discussion on potential fundraising opportunities and the option of having a foundation to help reduce the cost to the Authority and municipalities took place.

Staff discussed the 10 year capital maintenance plan and commented on divestment opportunities, explaining that some of the dams don't serve a purpose other than for recreational reasons and because of their disrepair, the Authority should consider decommissioning them.

Some of the maintenance concerns regarding the dams included: large voids, loss of material, sink holes, large cracks, the need for resurfacing, and seepage (which can indicate a serious issue for the dam).

A board member asked if the costs reflected in the plan showed inflation.

Staff commented that they don't include inflation and added that some of the costs are reflected inaccurately, as some projects have been counted twice because of how the projects are outlined.

Staff went on to say that some projects outlined in the plan have already been completed and that money can be saved by completing the work in-house instead of hiring a consultant.

Staff commented that projects undertaken by local companies have also saved money as their prices are sometimes lower than that of a larger city.

Board members commented that some of the dams outlined in the plan are relatively high priority and they would like to see a timeline with projections and budgeting so that they can start building reserve funds. This will also help municipalities to understand expected costs and see the benefits the dam has for their municipality.

A board member asked about whether there was any feasibility for installing a generator at some of the dams to generate revenue.

Staff commented that it was a good idea but would require a lot of work for approval and is something that would have to be thoroughly thought about.

Staff commented that the largest concern is the seepage at Third Depot and there are reports from the 1990s mentioning the seepage. They continued to say that an extensive survey was performed in-house by staff during the summer and resulted in there being no change in regards to the seepage issues getting worse; however, it is still a large concern.

A board member asked how often the surveys happen.

Staff commented that they happen annually and that every ten years an external consultant should be hired to complete dam safety reviews or whenever there is a significant change.

Staff commented that the consultant has provided multiple options and the approximate cost for solutions on how to move forward with some of the dams in question.

A board member asked if the municipalities have put any money towards a dam reserve.

Staff commented that the money goes towards specific programs and that there is very little money left at the end of a project to go towards a reserve.

A board member suggested that a long term capital plan for dams be presented by the Authority to council and that it includes a list of all the dams within each of the municipalities and whether the dam plays a roll within other municipalities.

Staff commented that there is a document they can provide to municipalities that includes all the information about dams within their watershed.

MOTION QC-18-89

Moved By: John Wise (Stone Mills Township)

Seconded By: Heather Lang (Tyendinaga Township)

THAT, the Capital Asset Report on Dams be received.

CARRIED

15. **Letter to Minister Rod Phillips, Minister of the Environment, Conservation, and Parks**

A board member asked if any new information was available regarding the new ministry.

Staff commented that no update has been provided yet.

MOTION QC-18-90

Moved By: John Wise (Stone Mills Township)

Seconded By: Paul Carr (City of Belleville)

THAT, the Letter to Minister Rod Phillips, Minister of the Environment, Conservation, and Parks be received.

CARRIED

16. **Approval of the Minutes from the Strategic Planning Committee Meeting of November 13, 2018**

A board member commented that the meeting was productive and that the committee is satisfied that the strategic plan is moving along. They explained to The Board, that the plan is reaching expiry in 2020; and that an outstanding item in the plan is the foundation.

It was suggested that strategic planning meetings be held more frequently in order to track progress and stay on top of any outstanding items.

MOTION QC-18-91

Moved By: Heather Lang (Tyendinaga Township)

Seconded By: Jim Dunlop (County of Prince Edward)

THAT, the Minutes from the Strategic Planning Committee Meeting of November 13, 2018 be approved.

CARRIED

17. 2019 Draft Budget

Staff presented the preferred budget option (Option C) to the board and explained that it included cost of job rate, merit increase, cost of living, adding to the reserve, and an additional cost of \$30,000 to hire a job consultant.

Staff said, that to continue to deliver what is outlined in the strategic plan, an increase is necessary. They also mentioned that conservation areas are also seeing an increase in traffic, which is leading to deterioration at a rapid rate, and even though there is a paid parking program in place, the revenue from that alone is not enough to maintain the areas to the extent that is acceptable. Staff continued to say that years of zero increase has left a negative impact on the Authority, and that more resources are required to combat invasive species and that in doing so, has taken up staff time. Staff finished by saying that the programs provided by Quinte Conservation to municipalities and residents are important.

A board member asked about how much the merit increase would be.

Staff commented that it is typically gaged by performance and is an increase of 1-2.5%

A board member asked why MacKay Pay isn't reflected in the budget.

Staff replied by saying the revenue from MacKay isn't included in operations as the money is targeted for conservation areas and goes directly in those accounts.

A board member commented that a working reserve for climate change is needed as this is a time of uncertainty with government funding. The reserve would help with operating costs, especially if there is another year for extreme flooding or low water.

The conversation moved to budget items. It was discussed that the special levies remain the same as in 2018.

A board member commented that in comparison to other budgets being reviewed by municipalities, Quinte Conservation's budget is relatively small and that the percentages seem high; however, when converted to dollar amounts are actually quite low.

The growth assessment was brought up and it was mentioned that Prince Edward County and the City of Belleville would see a larger increase based on the results.

A board member commented that they would like to see more information on the cost of salary increases, and that considering the 10 year Capital Asset report, have some concerns as their municipality will not support a reserve account for dams.

Staff commented that historically, the dam budget has been presented separately from the operating budget.

Staff continued to say that discussion around capital projects happens internally as there are sometimes opportunities to have those projects funded.

A board member said they support Option C.

Another board member spoke up and said they couldn't agree on anything before the new council (and new board members) were well informed on the budget so that they can make an informed decision.

A board member commented that the benefit of making a recommendation was to give the financial person at each municipality an accurate indication of the amount being requested.

MOTION QC-18-92

Moved By: Ray Hobson (County of Prince Edward)

Seconded By: Heather Lang (Tyendinaga Township)

THAT, The Board recommend Budget Option C be presented to the new board.

CARRIED

18. **In Camera**

The meeting moved to in camera.

MOTION QC-18-93

Moved By: Ray Hobson (County of Prince Edward)

Seconded By: Paul Carr (City of Belleville)

THAT, the board meeting moves to In Camera

CARRIED

19. **Out of Camera**

The meeting moved out of camera

MOTION QC-18-94

Moved By: Heather Lang (Tyendinaga Township)

Seconded By: John James Flieler (Municipality of Tweed)

THAT, the board meeting moves Out of Camera

CARRIED

20. **Date and Time of Next Meeting**

January 24, 2018

21. **Adjournment**

The meeting was adjourned at 6:31 pm

MOTION QC-18-95

Moved By: Ray Hobson (County of Prince Edward)

Seconded By: Carrie Smith (Township of Madoc)

THAT, the meeting be adjourned.

CARRIED

Janice Maynard, Chair