



**Quinte**  
**CONSERVATION**

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

**Date:** May 16, 2024, 3:30pm  
**Location:** Joe Eberwein Boardroom (Quinte Conservation)

**Members Present:** **Bob Norrie** (Town of Greater Napanee), **Carrie West** (Township of Madoc), **Dave Ogden** (Tyendinaga Township), **Don Kuntze** (City of Quinte West), **Don Stewart** (Stirling and Rawdon Township), **James Flieler** (Municipality of Tweed), **Jamie Ziemann** (Town of Deseronto), **John Hirsch** (County of Prince Edward), **Kathryn Brown** (City of Belleville), **Krysta-Lee Woodcock** (Stone Mills Township), **Lynn Klages** (Township of Central Frontenac), **Mike Kirby** (Centre Hastings Municipality), **Mike Stevens** (Marmora and Lake Municipality), **Norm Roberts** (Township of South Frontenac ), **Paul Carr** (City of Belleville)

**Members Absent:** **Brent Taylor** (Twp of Tudor and Cashel), **Chris Malette** (City of Belleville), **Janice Maynard** (County of Prince Edward), **Kirby Thompson** (Addington Highlands Township), **Nathan Townend** (Loyalist Township)

**Staff Present:** **Brad McNevin** (CAO), **Curtis Vance** (GIS/IT Systems Supervisor), **Paul McCoy** (Planning and Regulations Manager), **Rhena Veerman** (Accounting Clerk) **Tammy Smith** (Corporate Services Manager), **Taylor Hermiston** (Communications Coordinator)

**Also Present:** **Natasha Hartling**

**1.** Chair called the meeting to order at 3:30 pm.

**a. Notice Regarding Cell Phones**

Cell phones 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**

**MOTION QC-24-050**

**Moved By:** James Flieler

**Seconded By:** Dave Ogden

THAT, the Agenda for May 16, 2024, Executive Board Meeting be approved.

**CARRIED**

**3. Approval of the Minutes of the Quinte Conservation Executive Board meeting of April 18, 2024.**

**MOTION QC-24-051**

**Moved By:** Norm Roberts

**Seconded By:** C. Lynn Klages

THAT, the Minutes from the April 18, 2024, Quinte Conservation Executive Board Meeting be approved.

**CARRIED**

**4. Business Arising from the Minutes**

N/A

**5. Disclosure of Pecuniary Interests**

N/A

**6. Delegations**

N/A

**7. Monthly Permits Summary (Motion to Approve)**

**MOTION QC-24-052**

**Moved By:** Mike Kerby

**Seconded By:** James Flieler

THAT, the monthly permits summary for the month of April 2024 be approved.

**CARRIED**

**8. Monthly Planning Summary (Motion to Receive)**

**MOTION QC-24-053**

**Moved By:** Kathryn Brown

**Seconded By:** Mike Stevens

THAT, the monthly planning summary for the month of April 2024 be received.

**CARRIED**

**9. Monthly Source Water Program Update (Motion to Receive)**

**MOTION QC-24-054**

**Moved By:** Jamie Ziemann

**Seconded By:** Paul Carr

THAT, the Source Water monthly report be received.

**CARRIED**

Staff gave a verbal report. Discussion regarding the number of members to sit on the Sourcewater Protection Committee (SPC) and membership in general. Staff reported that we are still waiting for an appointment of the chair of SPC and that we have no updates regarding when this will happen. Staff provided an update regarding funding and that we are still waiting for the agreement and funding. MECF staff to meet with QC about the changes. Board member asked about budget. Staff explained that the proposed budget is for a 3-year term. Chair asked for confirmation on how many SPP members there are, staff clarified that there are 6 from each sector. Quinte Conservation will be formally asking for a reduction in membership on the SPC.

**CARRIED**

**10. McLeod Dam Hydro Report (Motion to Receive)**

**MOTION QC-24-055**

**Moved By:** John Hirsch

**Seconded By:** C. Lynn Klages

THAT, the McLeod Dam Hydro report be received.

**CARRIED**

Staff gave update on the expense. Explained that increase cost to maintenance expenses was due to vibration issues and having an independent engineer in to investigate. Staff updated members that a complete failure on generator 2 has resulted in the unit being removed and sent for repair. Also stated that it is a good thing we contribute to a reserve account through Corporate finance annually for major maintenance expenses. Staff explained that access to the major maintenance account will be discussed with Corp. Finance.

**11. 2024-25 Water Management Infrastructure Capital Projects Update (Motion to Receive)**

**MOTION QC-24-056**

**Moved By:** Kathryn Brown

**Seconded By:** Jamie Zieman

THAT, the 2024-25 Water Management Infrastructure Capital Projects Update report be received and;

FURTHER THAT, staff proceed with establishing contracts for each project when the budgets are within the approved capital budget.

**CARRIED**

Board Member asked why QC is doing another study on 3rd Depot Lake Dam. Staff offered that a complete environmental impact study is being proposed that will look at all feasible options including decommissioning. Board member asked about an acceptable water level that the dam can be set at so that QC does not have the expense of decommissioning and removing the dam. Staff explained that the study is to determine all potential options. Board member asked if we can just lower the water levels then get rid of the dam and not do the study. Staff explained that the estimate cost was far more than the 300K, if we do nothing and the dam fails then there is significant liability, further explained impacts. Staff explained that QC needs to see all possible options prior to making any decisions and this will be done through the proposed study. Board Member asked if we you asking for approval of the budget, or have we already approved this and it's an update? Staff explained that this is part of our WECl application, and we are not certain if the project will be funded but would call for matching funds. Board Member asked if we could fix the dam if the cost is this much?

Staff answered that they could not recall the exact dollar figure for repairs and stated that QC will continue to look at all options to maintain the dam and any further potential options to keep costs

down. Board Member asked if we can we put it off to the June meeting? Staff confirmed that this is not a commitment to do this work but rather an update so that we can finalize the WECI application. Board member asked about WECI funds then 3<sup>rd</sup> depot lake, asked to find out about the funds. Staff explained the options. Board asked that a motion be made to revisit the 3<sup>rd</sup> Depot Lakes Dam at the next meeting. Board member offered hesitation to revisit a decision that has been made already. Staff offered that they do not think that decommissioning 3<sup>rd</sup> lake dam was part of the original approvals at the time of Capital Asset Management Plan. Staff stated that we are now looking at all possible options. Board member asked if the WECI committee approves the project, and we decide not to go through with it do we need to return the funds? Staff offered that Quinte Conservation wouldn't submit for approval unless it was needed. Board member commented that if we have this funding, we may as well use it. Board Member asked for clarification on other dams coming in at 135k but not 3<sup>rd</sup> depot lake dam. Staff explained that these are estimates based on past work and this has not gone to tender. Board member asked if we would hope to get a least 3 tenders. Staff offered that our policy states a minimum of three. Staff also stated that the WECI committee wants to see support from the board and our municipal partners as part of the application process.

**12. Quinte Conservation Well Contractor Licence Reinstatement (Motion to Approve)**

**MOTION QC-24-057**

**Moved By:** Mike Kerby

**Seconded By:** Dave Ogden

THAT, the Executive Board appoint Mary Gunning as the license holder for Quinte Conservation's Well Contractor Licence in accordance with the Ministry of Environment Conservation and Parks procedural guidelines.

**CARRIED**

**13. HR Core Protective Documents, Employment Agreement and Health and Safety Policy and Process Manual (Motion to Approve)**

**MOTION QC-24-058**

**Moved By:** John Hirsch

**Seconded By:** C. Lynn Klages

THAT, the changes to the Quinte Conservation Personnel Policy, now titled "Quinte Conservation HR Core Protective Documents" dated May 2024, be approved;

AND THAT, the changes to the Quinte Conservation Health and Safety Policy and Process Manual, dated May 2024, be approved;

AND FURTHER THAT, the CAO be directed to circulate the new employment agreement, HR Core Protective Documents and Health and Safety Policy and Process Manual to staff and implement the changes.

**CARRIED**

Board Member asked why we are changing the name from Personnel Policy to HR Core Protective Document. Staff clarified that HR Covered is the company that we have hired, and they recommended the title. Board member asked if Quinte Conservation had one before and if this is just an update? Staff said yes, we have a personnel policy and when HR Covered reviewed our old policy, they informed us that we need to change it to be up to date with legislation. Staff explained that QC has never had formal employment agreements but simply had an annual employment letter that stated salary. Staff explained that HR Covered recommended that each staff member have an employment agreement whether a new employee or an existing employee. Board member asked if employees must read the whole document. Board member offered yes, if they sign it, they need to read it. Staff agreed. Board member asked about the implementation of the changes, if passed and delivered to the staff. Board member asked if there is an issue or problem, will the board hear it? Staff suggested, we can discuss that in the closed session.

**14. IN-CAMERA discussion (Motion to Approve)**

**MOTION QC-24-059**

**Moved By:** C. Lynn Klages

**Seconded By:** Jamie Zieman

THAT, the Quinte Conservation Executive Board move into closed session to consider:  
-labour relations or employee negotiations as per section 13 of the Administrative By-law

**CARRIED**

**15. Motion QC-24-060**

**MOTION QC-24-060**

**Moved By:** Norm Roberts

**Seconded By:** James Flieler

THAT, the Quinte Conservation Executive Board return to open session.

**CARRIED**

**16. MOTION QC-24-061**

**Moved By:** Jamie Zieman

**Seconded By:** John Hirsh

THAT, the Executive Board approves the compensation package outlined in the staff report titled "In-Camera" dated May 16, 2024;

FURTHER THAT, the Executive Board approves using our working reserve funds to cover the cost of the compensation package.

**CARRIED**

Discussion occurred in camera regarding the proposed compensation package.

**17. Other Business**

N/A

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

The date and time of next meeting is June 20, 2024, or earlier at the call of the chair.

**19. Adjournment (Motion to approve)**

The meeting was adjourned at 4: 32 pm.

**MOTION QC-24-061**

**Moved By: Mike Kirby**

**Seconded By: Mike Stevens**

THAT, the meeting be adjourned.

**CARRIED**

  
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Don Kuntze, Vice Chair

  
Chair

