



**AGENDA FOR THE  
QUINTE CONSERVATION  
EXECUTIVE BOARD MEETING**

**Date: October 17, 2024**

**Time: 3:30 pm**

**Location: Joe Eberwein Boardroom (Quinte Conservation)**

<b>AGENDA</b>	<b>Pages</b>
1. Call to Order	
• Collection of Personal Information for Board Minutes	
2. Approval of the Agenda	1
3. Approval of the Minutes of the Quinte Conservation Executive Board meeting of September 19, 2024	2 - 11
4. Business Arising from the Minutes	
5. Disclosure of Pecuniary Interests	
6. Delegations	
7. Budget Control	12 - 13
8. Monthly Permits Summary	14 - 16
9. Monthly Planning Summary	17 - 20
10. Monthly Source Water Program Verbal Report	
11. Foundation Update	
12. Bellrock Dam Scoring Matrix Report	21 - 23
13. 2025 Fee Policy and Schedules	24 - 41
14. 2025 Proposed Budget	42 - 49
15. Other Business	
16. Date and Time of Next Meeting	
November 21, 2024, or earlier at the call of the chair.	
17. Adjournment	



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

**Date:** September 19, 2024, 3:30pm  
**Location:** Joe Eberwein Boardroom (Quinte Conservation)

**Members Present:** **Bob Norrie** (Town of Greater Napanee), **Brent Taylor** (Twp of Tudor and Cashel), **Carrie West** (Township of Madoc), **Chris Malette** (City of Belleville), **Dave Ogden** (Tyendinaga Township), **Don Stewart** (Stirling and Rawdon Township), **James Flieler** (Municipality of Tweed), **Jamie Zieman** (Town of Deseronto), **Janice Maynard** (County of Prince Edward), **John Hirsch** (County of Prince Edward), **Kathryn Brown** (City of Belleville), **Lynn Klages** (Township of Central Frontenac), **Mike Kerby** (Centre Hastings Municipality), **Mike Stevens** (Marmora and Lake Municipality), **Norm Roberts** (Township of South Frontenac ), **Paul Carr** (City of Belleville)

**Members Absent:** **Don Kuntze** (City of Quinte West), **Kirby Thompson** (Addington Highlands Township), **Krysta-Lee Woodcock** (Stone Mills Township), **Nathan Townend** (Loyalist Township),

**Staff Present:** Brad McNevin (CAO), Amy Dickens (Source Water Protection Coordinator), Christine Phillibert (Water Resources Manager), Kristina Hamilton (Corporate Services Assistant), Mike Smith (Control Structures Technologist), Natasha Mathieu (Source Protection Outreach Lead), Paul McCoy (Planning and Regulations Manager), Tammy Smith (Corporate Services Manager), Taylor Hermiston (Communications Coordinator), Tim Trustham (Lands Operations Coordinator)

**1.** Chair called the meeting to order at 3:41 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-24-071**

**Moved By:** Janice Maynard

**Seconded By:** Lynn Klages

THAT, the Agenda for September 19, 2024, Executive Board Meeting be approved.

**CARRIED**

**3. Approval of the Minutes of the Quinte Conservation Executive Board meeting of June 20, 2024.**

**MOTION QC-24-072**

**Moved By:** Lynn Klages

**Seconded By:** Mike Kerby

THAT, the Minutes from the June 20, 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. Budget Control (Motion to Approve)**

**MOTION QC-24-073**

**Moved By:** James Flieler

**Seconded By:** Paul Carr

THAT, the Budget Control, be approved

**CARRIED**

**8. McLeod Dam Budget Control (Motion to Approve)**

**MOTION QC-24-074**

**Moved By:** Kathryn Brown

**Seconded By:** Lynn Klages

THAT, the McLeod Budget Control, be approved.

**CARRIED**

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

**MOTION QC-24-075**

**Moved By:** Dave Ogden

**Seconded By:** Brent Taylor

THAT, the monthly permits summary for the month of June, July, August 2024 be approved.

**CARRIED**

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

**MOTION QC-24-076**

**Moved By:** Lynn Klages

**Seconded By:** Bob Norrie

THAT, the monthly permit summary for the month of June, July and August 2024 be received.

**CARRIED**

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

**MOTION QC-24-077**

**Moved By:** Mike Kerby

**Seconded By:** Janice Maynard

THAT, the Source Water monthly report be received.

**CARRIED**

**12. Greater Napanee Request for QC to Assume Ownership of Lime Lake Dam (Motion to Approve)**

**MOTION QC-24-078**

**Moved By:** Kathryn Brown

**Seconded By:** Janice Maynard

THAT, staff notify the Town of Greater Napanee that Quinte Conservation will not assume ownership of the Lime Lake Dam.

**CARRIED**

**13. July 31st Rain Event Analysis (Motion to Receive)**

**MOTION QC-24-079**

**Moved By:** Paul Carr

**Seconded By:** Dave Ogden

THAT, the July 31, 2024 - Belleville Rainfall Event report be received.

**CARRIED**

Staff-Not a typical Board report because we do not report on rainfall events normally, but this event was of interest due to localized urban flooding and we had a lot of comments feedback, as to why residents did not receive notice that there was potential flooding. Staff explained that we do not offer flood forecasting for infrastructure. None of our watercourses were impacted and everything stayed below bankfull. The short rainfall duration did not have enough time to impact local waterways but impacted infrastructure in Belleville.

**14. Beaver Management and Beaver Dam Breaches (Motion to Receive)**

**MOTION QC-24-080**

**Moved By:** Lynn Klages

**Seconded By:** James Flieler

THAT, THE Beaver Management and Beaver Dam Breaches report be received.

**CARRIED**

Staff- Again we do not typically report on beavers' activity but a significant breach in the Kennebec area rendered questions regarding why we did not forecast or have staff on site when the road washed out. The wetland is very large, draining into Kennebec Lake before crossing a roadway. Road washed out and stranded some people. Staff explained that there are too many variables in nature to get involved with forecasting beaver dam breaks.

Board- over years, trappers have managed the population, now no trappers and does not take long for beavers to build dams and raise water levels all over the place. There is a definite problem.

Staff offered that we do get involved when infrastructure is at risk and the beaver dam is located on our property.

Board-Asked about liability and whether we were at risk because of this event. Staff explained that QC is not at risk because the beaver dam was not on our property.

Board-Are landowners allowed to manage beavers and dams. Staff explained that they are allowed and there are guidelines and BMPs that landowners can follow. Board member asked if trapping only legal way to deal with beavers. Board member commented that there are other means of management. Further discussion on Beaver management.

Board- Thank you to Christine and will share report with neighbours regarding Beaver Management.

#### **15. WECI Update (Motion to Receive)**

##### **MOTION QC-24-081**

**Moved By:** Mike Kerby

**Seconded By:** Paul Carr

THAT, the 2024-25 Water Infrastructure Capital Asset Management Plan Projects Update be received.

**CARRIED**

Board- are the financial commitments being billed to municipalities? Staff commented that the funding is included in 10 Year Water Infrastructure Capital Asset Management plan that municipalities have been paying into since it was approved in 2021.

Staff confirmed it comes from 10-year asset management plan.

#### **16. Foundation Update – (Verbal)**

Staff mentioned that this will be a recurring event. Offered info regarding process to invite members, we have good candidates. Have been provided guidance regarding structure. Next meeting Scheduled in November, making good progress.

**17. Forest Operations Update (Motion to Receive)**

**MOTION QC-24-082**

**Moved By: Brent**

**Seconded By: Bob Norrie**

THAT, the Forest Harvest Operations Update be received.

**CARRIED**

Board - Are harvest operations part of the Carbon funds?

Staff - Revenue generated by the harvest, supports properties and other programs and services that Quinte Conservation offers.

**18. Potential Land Acquisition (Motion to approve)**

**MOTION QC-24-083**

**Moved By: Kathryn Brown**

**Seconded By: Janice Maynard**

THAT, the staff be directed to apply for funding for potential vacant land acquisition through the partnership program established between the Federal Department of Environment and Climate Change and Conservation Ontario 'Nature Smart Climate Solution Fund'.

**CARRIED**

Staff- Conservation Ontario administers funds through this program, land acquisition is one stream that the funding supports. We are excited to become part of this funding and leverage money from the climate solution fund. This will allow for opportunities to reach out to other foundations and grant programs.

Board - Do we have properties of interest? Staff explained that there are approx. 10 landowners interested in selling to us. We have a land acquisition strategy that helps direct and outline our acquisition interests. Properties in question do not add too much financial burden to acquire and own once they are purchased. Really exciting properties potentially.

Board – How are owners recognised for donations? Good question and perhaps an item/ topic of discussion to put forward for a future meeting.

Board - Is road allowance on HWY 62 closed? This item is part of our discussion for the next agenda item, but staff offered that the ATV trail is an open road allowance to the small parcel off HWY 62, only accessed through the road allowance.

**19. Property Donation – Sawquin Marsh (Motion to approve)**

**MOTION QC-24-084**

**Moved By: Norm Roberts**

**Seconded By: Dave Ogden**

THAT, the staff be directed to send a letter confirming that the Authority is interested in receiving the donated vacant property-provided that the road allowance access on the northern edge of the property remains vested in the County of Prince Edward.

**CARRIED**

**20. Watershed Based Resource Management Strategy Update (Motion to Receive)**

**MOTION QC-24-085**

**Moved By: Mike Kerby**

**Seconded By: James Flieler**

THAT, the Watershed-Based Resource Management Strategy update be received.

**CARRIED**

Staff-Commented that this is part of the changes to the Conservation Authorities Act and is a mandatory requirement that is due Dec 31<sup>st</sup>, 2024. QC has a great team that put this together, very well done that included Sharlene, Amy, Natasha, Taylor, and Christine Phillibert. Part of requirement is to put out for public consultation and will go to board members and our municipalities for feedback/comment.

Board - When is this anticipated to go to the public? Final version launch will October 1st for public consultation. Launch will be advertised through social media, no open house.

**21. Other Business**

- **Bellrock Dam Anchor Installation**

**MOTION QC-24-086**

**Moved By: Dave Ogden**

**Seconded By: Norm Roberts**

THAT, the Bellrock Dam Anchor Installation report be received and further that Quinte Conservation staff proceed with issuing a contract to Equinox Construction Services.

**DENIED**

Staff- Apologies for late nature of submission, this was a project that was approved as part of our Capital Water Control Infrastructure program; however, the bids came in at more than 100K over original forecasted budget. Staff felt it was important to bring to board to discuss and get approval.

Bids for the project doubled compared to when we originally sent this same project out for tender. At the time when originally tendered we could not move forward with the project, so we had to retender it. Staff have concerns regarding methodology of lowest bidder because of the potential impact on the watercourse and some potential unknown costs. Next lowest bidder would have the same quality of workmanship, final product will be comparable, but methodology is different regarding the work around water. Lowest bidder plans to perform work In water, but next closest bidder is proposing a barge. Two very different approaches. We have an easement to access the structure but need to be sure to minimise destruction of property surrounding area.

Board- Are we showing 53K short? Yes, some projects came under budget, some granted, deficit for 2024 is correct but not in the overall Capital Asset Management Plan. There is a time variance of cash flow. The Capital Asset Management Plan for Water Control Structures is not in a deficit.

Board-Any room for movement on the lowest quote? Staff answered, probably not, will build in contingencies but not a lot of wiggle room from what we can determine.

Staff commented that they are recommending lowest bid to be fiscally responsible but would prefer the second lowest bidder because it is a more environmentally friendly process, but cost is a factor.

Board member stated that risks are greater with the lowest bidder and asked if the risk is worth it to save money. What risks to expect?

Staff – Based our current recommendation on cost alone and not on methodology.

Board- If cost weren't a factor, Which methodology would be chosen? The second lowest bidder because they had a methodology with less potential impact on the watercourse.

Board- Has Quinte Conservation worked with company before? They are unknown to QC, but reputable in the area, have good standing.

Board member asked if there is a scoring or ranking matrix for bids as it is not clear in the report? Staff responded with a verbal ranking and agreed to bring the scoring matrix to the board at the next meeting. Staff confirmed that the recommendation in this staff report was based solely on cost.

Board- Cost vs risk. Are we taking too much risk in place of cost? Asked for a verbal ranking based on scoring matrix.

Board member stated that we should not make a decision without all the details and would like to hear from staff based on a scoring matrix, who they would score first based.

Staff – Stated that the second lowest bid from company called ODS would be preferred because their proposal has a lot less risk based on methodology (opinion). Lowest bidder has potential to creep up in price because of unknowns and staff would prefer methodology and risk outlined with the second lowest bidder.

Board- Timing of funding disbursement, may have to be put off to next year.

Chair- Offered Clarity on the motion at hand.

Board identified that there are potentially more costs moving forward based on methodologies from lowest bidder and could be some destruction of surrounding property.

Board - Does the Capital Asset Management Plan get adjusted? When the plan was created, we incorporated full cost of all projects based on current estimates, after 10 yrs we will assess the plan and determine any deficit but identified the process is quite complex.

Board- Prior to the 10-yr mark, the asset management plan should be looked at.

Board - There is a need to make sure we do not leave the next board in a deficit. Halfway through this 10-year plan, we should have a full review to see where we are at regarding costs.

Board – recommended denying the motion based on the potential impact to the watercourse. Board member wants staff to show a scoring matrix to make a fair comparison for each company. Asked for a new motion to be brought forward.

**MOTION QC-24-087**

**Moved By:** Paul Carr

**Seconded By:** Kathryn Brown

THAT, the Bellrock Dam Anchor Installation report be received and further that Quinte Conservation staff proceed with issuing a contract to ODS;

AND FURTHER THAT, staff bring a scoring matrix for the evaluation of the projects to the October meeting of the QC Board.

**CARRIED**

**Greater Napanee**

Staff- Municipality is looking for a letter of support for a funding application to complete some shoreline work along the Napanee River, anyone opposed to a letter of support?

Board – staff contact the Town off Greater Napanee with letter of support.

**-Bloomfield Mill Pond Property**

Staff- Municipality has asked for MOU to construct a trail across QC property.

Board - commented on easement for trail, no reason to not consider, perhaps conditional on PEC purchasing the property? Prince Edward County does the maintenance on the property, we have little involvement on the property besides dam inspections.

## **-2<sup>nd</sup> Depot Lake Campground**

Board- Went up and saw the vision board, also saw the plan online, asked about funding and where budget comes from for the proposed updates.

Staff -clarified the changes to make destination site. No municipal levee dollars go toward Conservation Areas upgrades, funding for these areas comes from grants, parking fees, etc. as mandated by the government. No plan to make any changes right away. Also great to note that visitation has gone up from last year without making any modifications, showing that interest in day use space is there from the public, moving forward.

Board – Do all destination Conservation Area funding comes from fees? Staff responded that there are a variety of sources, self generated, fees, grants.

Board – Are there more plans for gates, specifically at Sheffield? Staff answered that the Sheffield location is considered a second-tier site and not a destination site, so a gate will not be installed. Sheffield gets a lot of visitors, but it would be hard to implement a gate system.

### **22. Date and Time of Next Meeting**

The date and time of next meeting is October 17, 2024, or earlier at the call of the chair.

### **23. Adjournment (Motion to approve)**

The meeting was adjourned at 4:41 pm.

**MOTION QC-24-088**

**Moved By: Dave Ogden**

**Seconded By: Norm Roberts**

THAT, the meeting be adjourned.

**CARRIED**

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Chris Malette, Chair

**Quinte Conservation  
Budget Control**  
For The 9 Periods Ending September 30, 2024

	Current Budget	Current YTD	% Of Total Budget Spent
<b>Expenditures Category 1</b>			
<b>Natural Hazard Management</b>			
<i>Section 28 Permit Administration, Enforcement and Compliance, watershed planning and operation, dam operations, flood forecasting, flood control, infrastructure operation and maintenance, low water response team, WECl Major Maintenance</i>			
<i>Staffing: full time, students, contracts</i>	1,634,166.43	1,318,886.95	81%
<i>Operating: FFW costs, S39, insurance, health and safety, security checks</i>	316,088.25	233,954.12	74%
<i>Capital: Specific to the approved Water Control Infrastructure Capital Asset Management Plan</i>	677,139.42	254,017.13	38%
<i>Other Projects: Soda Hub, Ackerman, FHIMP</i>	263,450.45	230,377.38	87%
<b>Provincial Water Quality -Quantity Monitoring; Integrated Water and Climate Monitoring</b>			
<i>Provincial Water Quality Monitoring Network (PWQMN), Provincial Groundwater Monitoring Network (PGMN), Climate monitoring at 5 locations</i>			
<i>Staffing: full time, students, contracts</i>	245,104.00	141,733.71	58%
<i>Operating</i>	8,000.00	0.00	0%
<b>Drinking Water Source Protection</b>			
<i>Source Protection Area/Region, technical support, Source Protections Committee support, Source Protection Authority reports and meetings, activities required by the Clean Water Act and regulations</i>			
<i>Staffing: full time, students, contracts</i>	337,091.33	259,397.26	77%
<i>Operating: SWP committee, mileage, overhead, meetings</i>	148,891.49	33,914.33	23%
<b>Conservation Authority Lands and Areas</b>			
<i>Section 29 Enforcement and Compliance, Conservation Area and Forest Management, maintenance and capital improvements, inventorying CA-owned lands, land acquisitions and dispositions, lands policy</i>			
<i>Staffing: full time, students, contracts</i>	100,345.00	73,518.65	73%
<i>Operating</i>	665,785.55	424,891.08	64%
<b>Enabling Services</b>			
<i>Corporate Services, Financial Services, Legal Expenses, Governance, Corp Communications, Outreach, Administration Building Maintenance, IT-GIS Corporate</i>			
<i>Staffing: full time, students, contracts</i>	283,361.54	211,595.63	75%
<i>Operating</i>	452,180.84	301,705.26	67%
<i>Capital: Capital Asset Management Plan for IT, IMS, facilities, CA's, vehicles, equipment, infrastructure, FF&amp;W, FP Mapping</i>	651,447.49	465,414.62	71%
<i>Reserve Build</i>	25,000.00	0.00	0%
<b>Total Expenditure Category 1</b>	<b>5,808,051.79</b>	<b>3,949,406.12</b>	<b>68%</b>
<b>Income Category 1</b>			
<i>Provincial Funds: FFW funds S.39 from Government of Ontario</i>	-166,117.00	-166,117.00	100%
<i>Federal Funds: student grants</i>	-40,000.00	-27,017.00	68%
<i>Municipal General Levies: benefits all municipalities (use MCVA method)</i>	-2,047,315.00	-2,047,315.00	100%
<i>Municipal Capital Levies: benefits all municipalities (use MCVA method: 10 year plan 2022 - revised every 5 = 2032) WECl matching funds</i>	-453,889.40	-453,889.40	100%
<i>Provincial Capital Funds: WECl funds</i>	-223,250.00	-55,812.50	25%
<i>Other Projects: Soda Hub, Ackerman, FHIMP</i>	-263,450.45	-245,192.20	93%
<i>Municipal Capital Levies: capital asset plan (use of MCVA)</i>	-651,447.49	-298,673.49	46%
<i>Legal inquiries and Permit Fees: related to Regulations and Enforcement (forecasted revenue)</i>	-170,000.00	-173,742.39	102%
<i>Plan Review Fees: covered under Natural Hazards (forecasted revenue)</i>	-180,000.00	-199,090.00	111%
<i>Conservation Land Fees and Leases Income: rentals, hunting program, parking fees, carbon (forecasted revenue)</i>	-612,721.55	-642,674.36	105%
<i>Source Water Protection (MECP): DWSP for wages, benefits and overhead</i>	-485,982.82	-269,534.13	55%
<i>General: donations, miscellaneous income, admin fees, operation of vehicles, tech fees</i>	-455,166.12	-324,330.42	71%
<i>Miscellaneous &amp; Enabling Services Project Revenue (interest on investments/accounts earned, Data Management Projects)</i>	-58,711.96	-67,008.03	114%
<b>Total Income Category 1</b>	<b>-5,808,051.79</b>	<b>-4,970,395.92</b>	<b>86%</b>

	Current Budget	Current YTD	% Of Total Budget Spent
<b>Expenditures Category 2</b>			
<b>Infrastructure</b>			
<i>Non-QC Owned Flood and Erosion Control Infrastructure Operation and Management: Skootamatta, Belleville Ice Control, Stoco; Downey Weirs</i>	95,979.80	63,668.00	66%
<i>Staffing: full time; part time; students; contracts</i>			
<i>Operating: preventative maintenance</i>	7,500.00	606.49	8%
<b>Drinking Water Source Protection</b>			
<i>Source Protection Risk Management Official, Source Protection Education and Outreach</i>			
<i>Staffing: full time, students, contracts</i>	25,942.00	17,132.83	66%
<b>Total Expenditure Category 2</b>	129,421.80	81,407.32	63%
<b>Income Category 2</b>			
<i>Provincial Funds: includes other funded revenue within Category 2 from provincial agreements (Skootamatta)</i>	-15,000.00	-16,132.00	108%
<i>Municipal Benefiting Levies: benefits specific municipalities, preventative dam maintenance for City of Belleville, Tweed and Madoc</i>	-88,479.80	-88,480.00	100%
<i>Municipalities SWP Agreements: SWP RMO/RMI and E&amp;O Services for local Drinking Water Source Protection Services</i>	-25,942.00	-25,942.00	100%
<b>Total Income Category 2</b>	-129,421.80	-130,554.00	101%
<b>Expenditures Category 3</b>			
<b>Conservation Education and Outdoor Programs</b>			
<i>Education not directed to mandated programs (centered on watershed and natural environment)</i>			
<i>Staffing: full time, students, contracts</i>			
<i>Operating: supplies, fuel, equip, ect.</i>	137,355.41	10,555.34	8%
<b>Local Water Quality Monitoring</b>			
<i>Surface Water Quality Monitoring Program</i>			
<i>Staffing: full time, students, contracts</i>			
<i>Operating: equip rental, supplies, laboratory costs</i>	532,452.58	320,370.27	60%
<b>Stewardship, Reforestation, Community Engagement</b>			
<i>Stewardship and Outreach that is not part of QC-owned properties or mandate</i>			
<i>Staffing: full time, students, contracts</i>			
<i>Operating: supplies, fuel, equip, ect.</i>	158,066.07	98,382.14	62%
<b>Depot Lakes Campground</b>			
<i>Campground Operations</i>			
<i>Operating: superintendent, students, maintenance, supplies, fuel, equip, etc.</i>	95,600.00	85,804.89	90%
<b>Total Expenditure Category 3</b>	923,474.06	515,112.64	56%
<b>Income Category 3</b>			
<i>Special Agreement Funding: Local Water Quality Monitoring Program</i>	-532,452.58	-314,529.93	59%
<i>Conservation Education and Outdoor Programs: user fees, grants and donations specific to Category 3)</i>			
<i>Stewardship, Reforestation, Community Engagement (tree/shrub sales, shoreline kits, etc.): user fees, grants and donations specific to Category 3</i>	-206,021.48	-84,689.39	41%
<i>Depot Lakes Campground: seasonal and interior campsite rentals (forecasted revenue)</i>	-185,000.00	-113,297.26	61%
<b>Total Income Category 3</b>	-923,474.06	-512,516.58	55%

# MONTHLY PERMIT SUMMARY

SEPTEMBER 2024

DEPARTMENT: Planning & Regulations

MANAGER/TEAM LEAD: Paul McCoy

PREPARED BY: Sam Carney, Planning Technician

## RECOMMENDED MOTION

THAT, the monthly permit summary for the month of SEPTEMBER 2024 be received.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY,  
THE QUINTE CONSERVATION 2021 - 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan: **Advancing Environmental Science**

QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	WORK DESCRIPTION
REG0083-2024	1849 CTY RD 9	FREDERICKSBURGH	NAPANEE	BAY OF QUINTE, PSW & WETLANDS	REMOVE ACCESSORY BLDG, CONSTRUCT NEW DWELLING & SEWAGE SYSTEM
REG0169-2024	FIFTH LAKE RD	HINCHINBROOKE	C. FRONTENAC	WATERCOURSE	CULVERT REPLACEMENT
REG0211-2024	2643 CTY RD 13	S. MARYSBURGH	PEC	LAKE ONTARIO	INSTALL FLAT SLABS OF ROCK ALONG 100' OF SHORELINE FOR EROSION PROTECTION
REG0213-2024	227 AIRPORT RD	SIDNEY	QUINTE WEST	WATERCOURSE	REBUILD BARN DESTROYED BY FIRE
REG0226-2024	340 PARTRIDGE HOLLOW RD	HILLIER	PEC	WETLAND, WATERCOURSE & PSW	DWELLING, DETACHED GARAGE, SEWAGE SYSTEM & DRIVEWAY
REG0229-2024	1579 N BIG ISLAND RD	SOPHIASBURGH	PEC	BAY OF QUINTE	RECONSTRUCT 2 COTTAGES
REG0231-2024	N OF 107 WESTWIND CRES	HILLIER	PEC	LANE CREEK	INSTALLATION OF SANITARY & WATER TRUNKS ALONG MILLENIUM TRAIL & UNDER LANE CREEK AS PART OF THE WELLINGTON WATER & WASTEWATER IMPROVEMENTS PROJECT
REG0235-2024	325 PRINYERS COVE CRES	N. MARYSBURGH	PEC	LAKE ONTARIO	DWELLING & SEWAGE SYSTEM

QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	WORK DESCRIPTION
REG0236-2024	1152B CTY RD 3	AMELIASBURGH	PEC	BAY OF QUINTE	BOATHOUSE
REG0239-2024	30 SHENENDOAH RD	SOPHIASBURGH	PEC	BAY OF QUINTE	REPLACE WOOD DECK/DOCK, REBUILD STAIRS & LANDING
REG0241-2024	2138 CTY RD 11	RICHMOND	NAPANEE	WATERCOURSE	BOTTOM CLEAN-OUT OF FARM DITCH
REG0242-2024	78 MAIN ST	AMELIASBURGH	PEC	CONSECON CREEK	REPLACE DWELLING & SEWAGE SYSTEM DESTROYED BY FIRE
REG0243-2024	325 PINRYERS COVE CRES	N. MARYSBURGH	PEC	LAKE ONTARIO	DECKS, COVERED PORCH & REPLACE SEWAGE SYSTEM
REG0244-2024	1820 WALLBRIDGE LOYALIST RD	SIDNEY	QUINTE WEST	WETLAND & WATERCOURSE	ACCESSORY BLDG & RAISE GRADE
REG0253-2024	124 OLD HAMBURG RD	FREDERICKSBURGH	NAPANEE	WATERCOURSE	CONSTRUCT SWM FACILITY, PEDESTRIAN PATHWAY, INSTALLATION OF SERVICES & GRADING FOR PHASE 1 OF SUBDIVISION DEVELOPMENT
REG0257-2024	B/W 9932 & 10072 CTY RD 41	KALADAR	ADDINGTON HIGHLANDS	WETLANDS & WATERBODIES	REPLACE 3 CULVERTS
REG0262-2024	87 OUTLET RD	HALLOWELL	PEC	OUTLET RIVER, EAST LAKE	DECK REPLACEMENT
REG0264-2024	4293 MILLER RD	PORTLAND	S. FRONTENAC	WATERCOURSE	INSTALL CULVERT CROSSING FOR NEW DRIVEWAY
REG0269-2024	55 OLD MADOC RD	THURLOW	BELLEVILLE	KARST	REPLACE FAILED SEWAGE SYSTEM
REG0270-2024	CTY RD 16	CAMDEN EAST	STONE MILLS	NAPANEE RIVER	REPAIRS TO NATURAL GAS PIPELINE
REG0273-2024	HWY 37 & OLD TROY RD	HUNGERFORD	TWEED	TRIB OF MOIRA & STOCO LAKE	INSTALL NEW NATURAL GAS PIPELINE THAT WILL ENTAIL 2 WATER CROSSINGS
REG0274-2024	16 S FRONT ST	THURLOW	BELLEVILLE	BAY OF QUINTE	REMOVE WOODEN STAIRS & BUILD NEW WOODEN WHEELCHAIR RAMP
REG0275-2024	336 FRANKS RD	HUNTINGDON	C. HASTINGS	MOIRA LAKE	REPLACE 2 SEWAGE SYSTEMS

QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	WORK DESCRIPTION
<b>REG0276-2024</b>	2402 MEREDITH LN	LOUGHBOROUGH	S. FRONTENAC	FOURTEEN ISLAND LAKE	DWELLING & SEWAGE SYSTEM
<b>REG0277-2024</b>	176 MADAWASKA ST	MADOC	C. HASTINGS	MADOC CREEK	REPLACE DECK
<b>REG0280-2024</b>	77 MARSHALL RD	SIDNEY	BELLEVILLE	FP OF POTTERS CREEK	DECK
<b>REG0281-2024</b>	3524 CTY RD 3	AMELIASBURGH	PEC	BAY OF QUINTE	REPLACE FAILED SEWAGE SYSTEM

# MONTHLY PLANNING SUMMARY

SEPTEMBER 2024

DEPARTMENT: Planning & Regulations

MANAGER/TEAM LEAD: Paul McCoy

PREPARED BY: Sam Carney, Planning Technician

## RECOMMENDED MOTION

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

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY,  
THE QUINTE CONSERVATION 2021 - 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan: **Advancing Environmental Science**

APPL'N TYPE & QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	APPL'N DESCRIPTION
CONSENT, PL0148-2024	2452 CTY RD 4	CAMDEN EAST	STONE MILLS	KARST	SEVER 1 RURAL PARCEL
CONSENT, PL0195-2023	1052 MOSCOW RD	CAMDEN EAST	STONE MILLS	KARST, WATERCOURSE & WETLANDS	SEVER 1 RURAL PARCEL
CONSENT, PL0215-2024	ACREMAN RD	HUNTINGDON	HASTINGS CTY (CENTRE HASTINGS)	WETLANDS	SEVER 2 RURAL PARCELS
CONSENT, PL0223-2024	190 CLARA ST	CAMDEN EAST	STONE MILLS	MUD CREEK PSW, WATERCOURSE & KARST	CREATE ROW
CONSENT, PL0224-2024	5743 HINCHINBROOKE RD	PORTLAND	S. FRONTENAC	LITTLE MUD LAKE & WETLANDS	SEVER 1 RURAL PARCEL
CONSENT, PL0225-2024	WEST OF 400 BELL BLVD	SIDNEY	BELLEVILLE	TRIB OF POTTERS CREEK	SEVER 1 COMMERCIAL PARCEL
CONSENT, PL0227-2024	1424 BULL LAKE RD	KENNEBEC	C. FRONTENAC	WATERCOURSE & WETLANDS	SEVER 2 RURAL PARCELS
CONSENT, PL0233-2024	PHILLIPS RD	TYENDINAGA	HASTINGS CTY (TYENDINAGA)	LOST WETLAND PSW, WETLANDS & KARST	LOT ADDITION
CONSENT, PL0235-2024	7455 OLD HWY 2	TYENDINAGA	HASTINGS CTY (TYENDINAGA)	MARYSVILLE CREEK, WETLANDS & KARST	LOT ADDITION
CONSENT, PL0238-2024	55 FRENCH SETTLEMENT RD	HUNGERFORD	HASTINGS CTY (TWEED)	WETLANDS	LOT ADDITION & CREATION OF ROW
CONSENT, PL0241-2024	253 BRIDGE ST W	RICHMOND	NAPANEE	KARST	SEVER 1 LOT

APPL'N TYPE & QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	APPL'N DESCRIPTION
<b>CONSENT</b> , PL0290-2023	103 GALBRAITH GROVE RD	CAMDEN EAST	STONE MILLS	VARTY LAKE, VARTY LAKE PSW, WETLANDS & KARST	SEVER 2 RURAL PARCELS
<b>CONSENT</b> , PL0298-2023	1314 LAZIER RD	TYENDINAGA	HASTINGS CTY (TYENDINAGA)	WETLANDS, WATERCOURSE, KARST	CLEARING CONDITION OF SEVERANCE - BLDG ENV. DEMONSTRATED
<b>CONSENT &amp; ZBA</b> , PL0245-2024	89 WILLOW CREEK RD	HILLIER	PEC	HUYCK'S BAY PSW & WILLOW CREEK	SEVER 1 RURAL PARCEL & REZONE TO PROHIBIT RES. DEV. ON RETAINED
<b>MINOR VARIANCE</b> , PL0232-2024	93 DUNCAN ST	MADOC	CENTRE HASTINGS	NONE	RELIEF FROM SIDE YARD, REAR YARD & LOT COVERAGE
<b>MINOR VARIANCE</b> , PL0234-2024	1011 KENS LN	PORTLAND	S. FRONTENAC	HOWES LAKE	ALLOW ENLARGEMENT OF LEGAL NON-CONFORMING ACCESS. STRUCTURE WITHIN 30M OF HWM
<b>MINOR VARIANCE</b> , PL0237-2024	233 BRIDGE ST W	RICHMOND	NAPANEE	KARST	VARIANCE TO ALLOW INGROUND SWIMMING POOL CLOSER TO FRONT LOT LINE THAN THE DWELLING
<b>MINOR VARIANCE</b> , PL0239-2024	CTY RD 12	RICHMOND	NAPANEE	WETLANDS, WATERCOURSES & KARST	REDUCE WETLAND SETBACK FROM 30M TO 15M
<b>ZBA</b> , PL0229-2024	745 OTTER CREEK RD	HUNGERFORD	TWEED	WATERCOURSE, WETLANDS & OTTER CREEK SWMP PSW	REZONE SEVERED LOTS & LOT ADDITION PARCEL FROM RU TO RR
<b>ZBA</b> , PL0230-2024	383 CTY RD 7	N. MARYSBURGH	PEC	PICTON BAY	REZONE FROM I TO TC-XX TO FACILITATE A TOURIST-INN & PRIVATE CULINARY SCHOOL
<b>ZBA</b> , PL0231-2024	1866 CTY RD 12	HALLOWELL	PEC	WEST LAKE	REZONE FROM RU1 TO TC & SPECIAL TC-XX-H TO FACILITATE TOURIST COMMERCIAL ESTABLISHMENT W/ AREA OF ARCHAEOLOGICAL SIGNIFICANCE

APPL'N TYPE & QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	APPL'N DESCRIPTION
ZBA, PL0236-2024	687 ELZEVIR RD	ELZEVIR	TWEED	WATERCOURSES & WETLANDS	REZONE FROM RU TO SPECIAL RR TO RECOGNIZE EXISTING ACCESSORY BLDG
ZBA, PL0242-2024	990 FRENCH SETTLEMENT RD	HUNGERFORD	TWEED	WATERCOURSES, WETLANDS & KARST	REZONE SEVERED FROM RU TO RR. RETAINED TO REMAIN ZONED RU & EP
ZBA, PL0243-2024	1622 VANDERWATER RD	HUNGERFORD	TWEED	WETLANDS & WATERCOURSE	REZONE FROM RU TO RR-50 TO RECOGNIZE REDUCED FRONT YD SETBACK
ZBA, PL0246-2024	1314 LAZIER RD	TYENDINAGA	TYENDINAGA	WATERCOURSES, WETLANDS & KARST	REZONE LOT A FROM MA TO RR-XX & EP & LOT BE FROM MA TO RR & EP
ZBA, PL0240-2024	1530-1544 BLESSINGTON RD	THURLOW	BELLEVILLE	WETLANDS & WATERCOURSE	REZONE SEVERED PARCELS FROM RU TO RR. RETAINED TO REMAIN ZONED RU & EP
OPA & ZBA, PL0228-2024	17 COUNTRYMAN RD	HUNGERFORD	TWEED	NONE	AMEND OP DESINGATION FROM EXTRACTIVE (LG SITE) TO RURAL/WATERFRONT LAND USE & REZONE LANDS FROM SPECIAL RURAL RESIDENTIAL 9 (RR-9) TO SPECIAL RURAL INDUSTRIAL (RI-X) ZONE TO FACILITATE COMMERCIAL SELF-STORAGE FACILITY & WAREHOUSING
SITE PLAN, PLP0020-2024	2332 CTY RD 41	RICHMOND	NAPANEE	MUD CREEK WETLAND (PSW)	REVIEW OF DWGS AECOM REV.3 DATED AUG.14, 2024
SITE PLAN, PLP0040-2024	4309 HWY 62	AMELIASBURGH	PEC	NONE	REVIEW OF APPL'N, SWM REPORT (THREE HILLS ENG., FEB.2, 2024), EIS (AINLEY GROUP, APRIL 2024) & DWGS C100 TO C102 REV.1 (THREE HILLS, FEB.2,2024)

APPL'N TYPE & QC FILE NO.	SITE ADDRESS	WARD	TOWNSHIP	NATURAL FEATURE	APPL'N DESCRIPTION
<b>SITE PLAN,</b> PLP0044-2024	531 COLLEGE ST E	THURLOW	BELLEVILLE	WATERCOURSE	REVIEW OF APPL'N & SWM BRIEF (BY APLIN MARTIN, AUG.8, 2024)
<b>SITE PLAN,</b> PLP0045-2024	112 VANLUVEN RD	RICHMOND	NAPANEE	KARST	REVIEW OF APPL'N, SWM BRIEF (MONUMENT GRP, DATED JULY 19, 2024) INCL. DWGS C001 REV.2 DATED JULY 22, 2024 & DWGS C002 TO C004 REV.1 DATED JULY 22, 2024
<b>SITE PLAN &amp; ZBA,</b> PLP0039-2024	20-24 WHARF ST	HILLIER	PEC	LAKE ONTARIO	REVIEW OF APPL'NS, SWM BRIEF (JEWELL ENG., DATED APR. 24/24 (REVISED)), FLOOD & EROSION HAZARD REPORT (JEWELL, DEC.21, 2023 REVISED) & DWG STSO DATED AUG.20, 2024 (JEWELL), SITE GRADING PLAN (SG1) DWG REV.5 DATED SEPT.4, 2024 (JEWELL ENG) & DWG A010 (SITE PLAN) REV.5 DATED SEPT.5, 2024 BY SUPERKUL
<b>SUBDIVISION,</b> PLP0011-2022	COLEBROOK RD	CAMDEN EAST	STONE MILLS	KARST & NAPANEE RIVER	REVIEW OF SERVICING & SWM REPORT (AINLEY GROUP, REV.FEB.2024)

# BELLROCK DAM SCORING MATRIX REPORT

DATE: OCTOBER 17, 2024

DEPARTMENT: WATER RESOURCES, MANAGER/TEAMLEAD: CHRISTINE PHILLIBERT

PREPARED BY: MIKE SMITH, CAPITAL PROJECTS COORDINATOR

## RECOMMENDED MOTION

THAT, the Bellrock Dam Scoring Matrix Report be received.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY,  
THE QUINTE CONSERVATION 2021 – 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan:

<i>Accelerating Advocacy</i>	<i>Advancing Environmental Science</i>	<i>Boosting Well-Being</i>	<i>Strengthening Brand Recognition</i>
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## BACKGROUND INFORMATION

First identified in a 2004 DSR and subsequently in the Capital Asset Maintenance Plan (2018), the Bellrock Dam requires rock anchors to ensure the continued stability and safety. In 2022, WECI funded a Bellrock Rehabilitation project (R.22.043). While several aspects of R.22.043 was successful including the rock anchor design, during the tender period for the rock anchor installation, the contractors expressed concern about the stability of the existing concrete. They were not willing to drill unless an exploratory drilling program was undertaken. The tender was subsequently cancelled. Utilizing the unused funds in 2022, a concrete condition assessment was undertaken. The consultant witnessed the drilling, inspected the concrete samples and provided a report stating that drilling can proceed. This year the anchoring can be completed per the modified 2022 design.

Quinte Conservation applied for and successfully received 50% funding for a project cost of \$187,000 to install the rock anchors. This budget was based on discussions and a quote from a subcontractor in the 2022 tender.

In 2023 and 2024 the number of applications to the WECI program has increased and is back at the pre-COVID numbers thus making for a more competitive environment in receiving WECI funds. The dam score for Bellrock is generally close to the cut-off line and while it did receive funding in 2024/25 it may not always receive WECI funding because it is a low scoring structure.

Motion QC-24-087 was passed at the September board meeting which directed Quinte Conservation to award a contract to ODS based on the quoted prices and the risks associated with both the Equinox and the ODS proposal. Below is a summary of the discussed risks and the weighted scoring for each of the proposals.

Contractor	Component	Notes from Proposal	Assessment
Equinox Construction Services	Price	Lowest Price thus 40%	\$288 + loading costs + additional QC time to restore area could equal \$313,0000
	Experience	-11 years experience for PM with some anchor experience	Low Score Due to: - Did not mention any specific previous jobs - No mention of previous client names - No company history
	Schedule	- Proposal shows being completed by Dec 31, 2024.  - Includes 20 days for permit	-Need for a permit presents a large risk. -Worst case scenario is that MNR and DFO reject the permit as they deem it to be too environmentally destructive. -There is also a risk that the permit approval time is prolonged and either puts the Mar 1, 2025, date at risk or puts the construction work into the winter which becomes more onerous or not possible.
	Project Methodology	-4-6" Boulders upstream of the dam to create a work pad.  -Work pad to be removed and area restored after installation.  -Head pond level to be lowered below spillway. -2 Large trees will have to be removed.  -Drilling rig is large and tracked.  -A downstream and upstream turbidity curtain was accounted for.	-Contractor did not account for loading of upstream work pad on dam. At minimum, QC and a consultant would have to review the design to ensure dam could withstand the loading. There is a risk that the calculations would not support this loading or that the loading leads to damage. The design review would add \$10-15K  - Several trees will need to be removed. There will be consistent traffic through the site as dump trucks and excavator will have to build and remove the upstream pond. This will have to be explained to the homeowners. The area will have to be restored to the content of the homeowner and could cause stress between the homeowners and Quinte Conservation. This could cost additional QC time and additional clean-up measures in the \$5-10K range.  - There is a low risk that grout/slurry leaks through any cracks or seepage. The risk is lessened due to silt curtains.

ODS	Price	Second Price	ODS price is 10% higher than the modified Equinox price. Thus the 10% reduction in score.
	Experience	- Does not mention any past dam anchors, only safety boom anchors. - Marathon is drilling subcontractor.	Low Score Due to: - Did not mention any specific previous jobs of this type - No mention of previous client names
	Schedule	-32 working days depending on start date. -No permit required.	Schedule did not address the season this schedule is based on. Given minimal risk to contract start, a fall start would be reasonable.
	Project Methodology	-Aluminum barge with spud anchors will act as a working platform. Barge can be placed in river just south of farmers bridge with minimal impact to land and trees.  -Drilling unit is smaller and portable. Dam can operate as normal with water below spillway.  - Dam Railing sections to be cut out and replaced after work.  - Proposal states ODS has a procedure to minimize loss of grout/slurry. It is primarily controlled from the top of the dam and with thicker grout consistency. If there is any loss due to cracks and seepage ODS will use fabric to slow the spread.	- Relatively minimal risk to the homeowner's property.  - Log lifter will have to be removed. If dam requires operation due to large rain event the logs will have to be lifted manually.  - There is a medium risk that grout/slurry leaks through any cracks or seepage. ODS will have to act if that occurs.

Contractor	Price (40%)	Experience (10%)	Schedule (25%)	Project Methodology (25%)	Totals
Equinox Construction Services	40%	5%	10%	10%	65%
ODS	30%	5%	20%	20%	75%

# 2025 FEE POLICY AND SCHEDULES

DATE: OCTOBER 17, 2024

**SUBMITTED BY: BRAD MCNEVIN, CAO**

**DEPARTMENT: ADMINISTRATION**

## RECOMMENDED MOTION

THAT, staff proceed with the required 30-day public and municipal consultation on the proposed updates to the 2025 Fee Policy and Schedules be approved.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY,  
THE QUINTE CONSERVATION 2021 – 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan: ***Supports all four pillars.***

<i>Accelerating Advocacy</i>	<i>Advancing Environmental Science</i>	<i>Boosting Well-Being</i>	<i>Strengthening Brand Recognition</i>
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## BACKGROUND INFORMATION

Quinte Conservation charges fees to assist with covering the program costs for services and products that are not supported through provincial Section 39 grant funding. In 2022 our fee policy and schedules were approved. The fees consider estimated staff time, travel, and material costs to provide the program and/or service. As a result of provincial cutbacks to the operating budget, it is imperative that Quinte Conservation charges a fee reflective of full costs associated with the service provided.

On January 1, 2023, the Conservation Authorities Act was amended by repealing 21 (1) (m.1) which is related to the power of CAs to charge fees for services approved by the Minister of Natural Resources and Forestry and enacting section 21.2 (1)-(12) "Fees for Programs and Services". Subsection (1) enables the Minister of Environment, Conservation and Parks to determine the classes of programs and services in respect of which an authority may charge a fee and (2) requires the minister to publish a List in a policy document. The Minister published the list through the [Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee](#) ("Minister's List") on April 11, 2022. Conservation authorities may only charge a fee for a program or service that it provides if it is included in this List.

Section 21.2 of the Conservation Authorities Act sets out that every Conservation Authority shall prepare and adopt both a written fee policy and fee schedules with respect to the fees that it charges for the programs and services it provides. All Conservation Authorities are now required to have a fee policy, and schedules approved by their Board. Quinte Conservation's fee policy and schedules are reviewed annually, distributed

for comment, and posted on our website. The fee policy enforces that the fees are intended to recover the costs of the services.

The 2025 QC Fee Policy and Schedules are attached. The schedules have been updated to reflect cost of living and other increase to ensure cost recovery.

The Minister froze Conservation Authority planning and development fees in 2023. There is no indication as to whether the freeze will continue in 2025. However, the Fee Policy and Schedules are required to be reviewed and updated annually, and any changes are to be brought forward to the Board of Directors for consideration. This report is bringing forward the proposed changes for 2025 under the assumption that the Ministers order will expire at the end of the year. The 2025 planning and development fees have been adjusted to compensate for the two years without COLA increases.

## PROJECT DESCRIPTION

Update the QC Fee Policy and Schedules for 2025.

In addition to this review, on September 27<sup>th</sup>, 2024, I received a letter (attached to this report) from Ducks Unlimited Canada (DUC) asking for the QC Board to consider a fee exemption or reduction. In discussions with staff, we estimate about 6-10 permits per year are issued for DUC related projects. They are quite variable in terms of size and time commitment. Some projects are simple such as dam/berm repairs where our normal site visit is not necessary. In other circumstances, the projects are new or complex and demand a site visit and in some cases a review from our engineering department. Although the letter states that our fees are higher than most other CA's, I do not think this is accurate, but we did not have time to research/review this statement. QC has always been a supporter of the great work that DUC does throughout the region. Having said this, we must operate on a cost recovery basis, and we cannot have our regulations and engineering staff working for free. We don't issue free permits for our municipal partners, and I would recommend that we do not issue free permits and reviews for DUC. Therefore, I have not included a separate category or exemption for DUC files.

## RATIONALE

Staff have completed a review of the 2024 Fee Policy and Schedules. There were no proposed changes to the policy document. Staff recommend that changes to the schedules be accepted for implementation in 2025.

The fee policy enforces that the fees are intended to recover the cost of the services that we provide to watershed residents. Quinte Conservation provides these services based primarily on a user pay model.

Fee Policy and Schedules are reviewed and updated annually by Quinte Conservation staff to monitor effectiveness and ability to recover costs. All this information is brought forward to the Board of Directors for consideration. Consultation is required annually as noted under Process and Public Notification prior to Board approval.

Consultation for the 2025 Fee Policy and Schedules will be premised with the understanding that the planning and regulations fees will not be implemented until the removal of the current freeze on fees that is set to expire on December 31<sup>st</sup>, 2024.

## FINANCIAL DETAILS

All proposed 2025 Fee rates were increased by a minimum of 3%.

## PARTNER GROUPS/CONSULTANTS

All municipal partners will be circulated the proposed 2025 Fee Policy and Schedules. There will be a 30-day consultation period. Comments will be considered and provided as part of the board report to approve the final 2025 Fee Policy and Schedules at our next meeting.

# Fee Policy and Schedules

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This policy outlines Quinte Conservation's guidelines for setting and charging fees

Approved by the Quinte Conservation Board of Directors

Date Approved: October 17, 2024

Last Revision - October 3, 2024

EFFECTIVE: January 1, 2025

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## Contents

POLICY .....	3
Purpose .....	3
Legislative Framework .....	3
Category 1 Mandatory Programs and Services .....	3
Category 2 Municipal Programs and Services .....	4
Category 3 Advisable Programs and Services .....	4
Policy Principles.....	5
Process and Public Notification.....	5
Implementation .....	5
Refunds .....	5
Appeal .....	6
Date of Effect .....	6
Transition .....	6
Review Process.....	6
FEE SCHEDULES .....	7
SCHEDULE 1 Planning and Regulations Fees.....	8
SCHEDULE 2 General Service Fees .....	10
SCHEDULE 3 Monitoring, Stewardship and Education Service Fees.....	12

## **POLICY**

### **Purpose**

The purpose of the Fee Policy and Schedules is to inform the public and our municipal partners of the fees charged for programs and services delivered by Quinte Conservation.

### **Legislative Framework**

The Conservation Authorities Act (CAA) Section 21.2 allows for conservation authorities to charge fees for services.

The CAA Section 21.1 Mandatory programs and services and Ontario Regulation (O. Reg.) 686/21 Mandatory Programs and Services outline mandatory (Category 1) programs that may be funded by municipal apportionment, provincial grants, or self-generated revenue with the user pay principal as appropriate.

Section 21.1.1 of the CAA outlines Category 2 Municipal programs and services, “An authority may provide, within its area of jurisdiction, municipal programs and services that it agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction under a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the programs and services.”

Section 21.1.2 of the CAA defines Category 3 Other programs and services, “In addition to programs and services described in sections 21.1 and 21.1.1, an authority may provide, within its area of jurisdiction, any other programs and services that it determines are advisable to further the purposes of this Act.”

### **Category 1 Mandatory Programs and Services**

These programs and services include:

- Administration of Conservation Authorities Act (CAA) Section 28 and 28.1 including technical advice and studies;
- Enforcement and compliance;
- Response to legal, real estate and public inquiries regarding a CAA Section 28 and 28.1 and natural hazard inquiries under the Planning Act;
- Review and commenting on applications under other legislation noted under the Mandatory Programs and Services Regulation (O. Reg. 686/21) and associated inquiries;
- Access to authority owned or controlled land for recreational activities not requiring direct authority or other staff involvement.
- Flood forecasting and warning;
- Flood and Erosion Control Infrastructure Operation, Management, and Maintenance;

- Low water response;
- Provincial Water Quality Monitoring Network (PWQMN);
- Provincial Groundwater Quality Monitoring (PGMN);
- Drinking Water Source Protection
- Conservation Land Management and activities requiring a permit made pursuant to section 29 of the CAA;
- Enabling Services for the Organization including administration, finance, fleet management, communications, IT.

### **Category 2 Municipal Programs and Services**

Municipal programs and services are offered throughout the watershed to all our partnering municipalities. These programs and services are provided by Quinte Conservation on behalf of our municipal partners.

These programs and services include (but are not limited to):

- Commenting on Planning Act applications for technical and policy matters related to stormwater management or other matters requested by a municipality, county, corporation or individual. This commenting/peer review service provides for a consistent approach across the watershed.
- Drinking Water Source Protection Risk Management Official Services including Education and Outreach.

### **Category 3 Advisable Programs and Services**

Quinte Conservation offers programs and services to our watershed residents that provide an overall benefit to the environmental health of the region.

These programs and services include (but are not limited to):

- Extension Services (e.g. technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- Recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body, or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events.
- Community relations to help establish, maintain, or improve relationships between the authority and community members.
- Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.

## **Policy Principles**

This Fee Policy and associated Schedules have been prepared in conformity with the Conservation Authorities Act. The Fee Schedules are based on the user-pay principle. The fees and revenues for planning and permitting services are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. These fees do not exceed the cost of the service.

## **Process and Public Notification**

The Fee Policy and Schedules have been established by the Quinte Conservation (QC) Board of Directors following consultation with local stakeholders and the public.

Consultation includes direct e-mail to key stakeholders (e.g., municipalities) and posting the notice for comment/review and/or revisions to the Fee Policy and Schedules on the QC website for a minimum of 30 days. Comments received will be presented to the Board of Directors prior to any approval.

## **Implementation**

It is the objective of QC to provide an effective and efficient delivery of services. To achieve this objective:

- Land use proposals will be reviewed in a timely fashion.
- Comments on applications under the Planning Act will be provided in time for the legislated public meeting or hearing.
- Permit applications under the CAA generally will be processed within timelines outlined in Conservation Ontario's "Annual Reporting on Timelines Template for permissions under Section 28 of the Conservation Authorities Act". These timelines were developed by the Timely Review and Approvals Taskforce and received endorsement by the CO Council in December 2019.
- Fees will not exceed the costs to deliver the service.

Exemptions to the application of these fees include:

- Non-profit conservation and/or environmental groups contributing to the protection and restoration of the natural environment, provided the work is occurring on their private lands. Exemptions would be considered for fees associated with permit applications, Planning Act applications, legal inquiries, and site assessments.

## **Refunds**

Quinte Conservation does not issue refunds for services or products once the application process has started or order is submitted, and the payment has been processed. Under exceptional circumstances, refund requests will be considered and may be approved by the Chief Administrative Officer (CAO). If a refund is approved, a 20% refund fee will apply.

## **Appeal**

The fee appeal process will be based on the principles of fairness, opportunity, and notification. The only fees that would be considered for an appeal are those found under planning and permitting.

Consideration of appeals will be directed to the CAO. The appellant must submit in writing to the CAO the reasons for the appeal request. The CAO will review the request, consult with staff and the proponent. The appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee could be waived or varied from the original amount. The applicant will be notified of the CAO's decision.

If the applicant is dissatisfied with the decision from the CAO an appeal to the QC Board of Directors can be requested.

The appellant must submit in writing to the CAO the reasons for the appeal request to the Board of Directors. The written request must identify a request to present the appeal before the Board of Directors. Once heard, the appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee could be waived or varied from the original amount. Any appeal decision requires a resolution passed by the Board of Directors. The appellant will be notified of the Board's decision.

## **Date of Effect**

The Fee Policy and Schedules becomes effective as of the date set by the QC Board of Directors.

## **Transition**

The establishment of this Fee Policy and Schedules supersedes and replaces all previous fee policies and/or schedules. The Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision which predated any fee schedule.

## **Review Process**

This Fee Policy and Schedules will be reviewed annually by QC staff to monitor effectiveness, and any changes will be brought forward to the Board of Directors for consideration. Consultation is required if changes are applied to the Policy or Schedules (as noted under Process and Public Notification) prior to Board approval. Approval of the updated Fee Policy and Schedule will require passage of a resolution by the Board of Directors.

## **FEE SCHEDULES**

*Schedule 1: Quinte Conservation Planning and Regulations Fees*

*Schedule 2: Quinte Conservation General Fees*

*Schedule 3: Quinte Conservation Monitoring, Stewardship and Education Services Fees*

### SCHEDULE 1 Planning and Regulations Fees

Fee Type	Current	Proposed*	Notes
<b>Pre-Consultation</b>			
Site Visit – Project Specific	\$450	\$475	Increase for COLA and cost recovery
Site Visit – Standard (1 lot)	\$450	\$475	Increase for COLA and cost recovery
Site Visit – Complex (2 or more lots severed)	\$900	\$955	Increase for COLA and cost recovery
Legal Inquiry	\$200	\$215	Increase for COLA and cost recovery
<b>Planning Service Fees</b>			
Technical Study Review (cost per study)	\$500	\$530	Increase for COLA and cost recovery
Consent to sever – Standard (1 lot)	\$450	\$475	Increase for COLA and cost recovery
Consent to sever – Complex (2 or more lots)	\$900	\$955	Increase for COLA and cost recovery
Minor Variance/Zoning By-law amendment	\$450	\$475	Increase for COLA and cost recovery
Official Plan amendment	\$705	\$750	Increase for COLA and cost recovery
Standard Site Plan review	\$3580	\$3800	Increase for COLA and cost recovery
Minor Site Plan review	\$865	\$920	Increase for COLA and cost recovery
Subdivision review	\$7990	\$8475	Increase for COLA and cost recovery
Subdivision phase review - minor	\$1390	\$1475	Increase for COLA and cost recovery
Subdivision phase review - complex	\$3580	\$3800	Increase for COLA and cost recovery
<b>Permit Applications Fees</b>			
Minor work	\$250	\$265	Increase for COLA and cost recovery
Standard work	\$450	\$475	Increase for COLA and cost recovery
Major work	\$835/\$1335	\$885/\$1420	Increase for COLA and cost recovery
Permit amendment/Permit re-issue	\$100	\$106	Increase for COLA and cost recovery
Request for a Hearing	\$1840	\$1950	Increase for COLA and cost recovery
Violations	Double the normal application fee		

<b>Risk Management Official Services</b>			
Enforcement of Part IV of the Clean Water Act	\$25942	\$26720	Split between those municipalities that require Part IV duties (Belleville, Centre Hastings, Deseronto, Marmora and Lake, Town of Greater Napanee, Prince Edward County, and Tweed)

\*Proposed fees are based on the understanding that the Minister’s freeze on fees for planning and development charges will expire on December 31, 2024, and not be renewed for a third consecutive year.

## SCHEDULE 2 General Service Fees

Fee Type	Current	Proposed	Notes
<b>Staff Charge out Rates (per hour)</b>			
Management/Project Management	\$93	\$96	Increase reflective of COLA and cost recovery
Engineering/Technical Resource Staff	\$77	\$80	Increase reflective of COLA and cost recovery
Specialists – IT, GIS, Biologist/Ecologist	\$67	\$70	Increase reflective of COLA and cost recovery
Administration/Technicians	\$52	\$54	Increase reflective of COLA and cost recovery
<b>Conservation Lands</b>			
Group rates for property usage (<50 ppl)	\$258	\$266	These rates do not include closure of property
Group rates for property usage (>50 ppl)	\$464	\$475	These rates do not include closure of property
Special Event rates Requiring Closure of Gathering Area within Property (Weekend)	\$2060	\$2122	These rates will not include any special accommodations (delivery of picnic tables, garbage service, etc.) or additional staffing
Special Event rates Requiring Closure of Gathering Area within Property (Weekday)	\$1545	\$1591	These rates will not include any special accommodations (delivery of picnic tables, garbage service, etc.) or additional staffing
Frink Center	\$154/day	\$159/day	OR \$75 /half day or evening; subject to CAO approval based on number of visitors
Depot Lakes Office Building	\$154/day	\$159/day	OR \$75 /half day or evening; subject to CAO approval based on number of visitors
Main Office Boardroom	\$154/day	\$159/day	OR \$75 /half day or evening; subject to CAO approval based on number of visitors
Annual Access Pass	\$62	\$64	Increase reflective of COLA and Market/Demand
Daily Access Pass – Little Bluff	\$15	\$16	Annual Passes will be accepted
Daily Access – All CA’s (except Little Bluff) – regular passenger vehicle	\$6	\$7	

Daily Access – All CA's (except Little Bluff) – Other types of vehicles	\$12	\$13	Buses, vehicles with trailers (i.e., horse trailers, boat trailers, canoe racks, etc.)
<b>DEPOT LAKES CAMPGROUND</b>			
Seasonal Sites (annual rate)			
Waterfront Site	\$2060	\$2150	Increase for COLA and cost recovery
Non-waterfront Site	\$1545	\$1600	Increase for COLA and cost recovery
Interior Sites	\$50	\$52	Increase for COLA and cost recovery
<b>Hunting Leases</b>			
Cost per Acre	\$3.60	\$3.75	COLA, cost recovery; applies to new leases
<b>Administrative Services</b>			
Shipping and Handling	\$15.45	\$16	Increase for COLA and cost recovery
NFS Cheques	\$50.52	\$55	Increase for COLA and cost recovery
Printing – all printing and sizes	CR	CR	Increase for COLA and cost recovery
Mileage (per km)	.66 cents	.70 cents	Government rate set in January
Freedom of Information Requests	\$5.00	\$5.00	Increase for COLA and cost recovery
Project Fees	18%	20%	Increase for COLA and cost recovery

### SCHEDULE 3 Monitoring, Stewardship and Education Service Fees

Fee Type	Current	Proposed	Notes
<b>Tree Seedlings and Shrubs</b>			
Conifer Stock	1.13	1.16	Sold in bundles of 10 or 25 (minimum order of 100 total trees); COLA
Deciduous Stock	1.54-2.06	1.60-2.12	Sold in bundles of 10 or 25 (minimum order of 100 total trees); COLA
<b>Shoreline Planting Kits</b> (QC provides a stewardship site visit and customized planting plan)			
	Minimum fee of \$438	Minimum fee of \$451	A kit is a minimum of 50 plants and is subsidized by grants. Kit price may exceed minimum cost pending grants received.
<b>Shoreline Planting Services</b>			
	\$7.21/plant + 0.67/km	\$7.42/plant + 0.70/km	Landowners can hire QC to have their shoreline kit planted; COLA
<b>Large Scale Tree Planting Program</b> (heavily subsidized for 2023 through grants)			
	\$0.31 to \$0.51 per tree for landowner	\$0.33 to \$0.53 per tree for landowner	Large scale tree planting program is subsidized by Forest Ontario grants as well as other grants and sponsors. Landowner fee will vary depending on subsidies acquired
<b>Education/Outreach</b>			
In-school Watershed Workshop	No Cost	No Cost	40-minute curriculum-connected watershed workshops K-8
Outdoor Education Programs K-12	\$8.24-\$14.42 per student	\$8.48-\$14.85 per student	We charge for outdoor programs either per student for half or full day programs
Stream of Dreams - School Water Education Program	\$3/student	\$5 /student	Minimum fee of \$300

<b>Aquatic Science Equipment Rental (Daily Rates)</b>			
AbraScan	\$6.18	\$6.36	Increase for COLA and cost recovery
Backpack Electrofishing Unit	\$167	\$172	Increase for COLA and cost recovery
Benthic Gear	\$22.06	\$23	Increase for COLA and cost recovery
Electrofishing Boat	\$335	\$345	Increase for COLA and cost recovery
Boat Stanley	\$227	\$234	Increase for COLA and cost recovery
Canoe	\$8.24	\$8.48	Increase for COLA and cost recovery
Flow Tracker	\$22.66	\$23	Increase for COLA and cost recovery
GPS Unit	\$22.66	\$23	Increase for COLA and cost recovery
John Boat	\$22.66	\$23	Increase for COLA and cost recovery
Kayak	\$8.24	\$8.50	Increase for COLA and cost recovery
Larval Net	\$56	\$58	Increase for COLA and cost recovery
Passive Netting Gear	\$111	\$114	Increase for COLA and cost recovery
Pygmy Meter	\$22.66	\$23	Increase for COLA and cost recovery
YSI Multimeter	\$22.66	\$23	Increase for COLA and cost recovery
PGMN Workbook	\$11.33	\$11.66	Increase for COLA and cost recovery
PGMN Generator	\$22.66	\$23	Increase for COLA and cost recovery
<b>Water Quality Monitoring</b>			
Provincial Water Quality Monitoring Network in the Moira Region (per event - monthly)	\$1432	\$1475	QC performs this monitoring once per month at 13 stations; Increase reflective of COLA and cost recovery
Provincial Water Quality Monitoring Network in the Napanee Region (per event - monthly)	\$746	\$768	QC performs this monitoring once per month at 3 stations; Increase reflective of COLA and cost recovery
Provincial Water Quality Monitoring Network in Prince Edward County (per event - monthly)	\$1133	\$1170	QC performs this monitoring once per month at 12 stations; Increase reflective of COLA and cost recovery

Provincial Groundwater Monitoring Network (average cost per well per visit)	\$1022	\$1053	QC has 23 wells as part of the provincial program, increase reflective of COLA and cost recovery
Ontario Benthos Bio-monitoring Network (average cost per station per visit)	\$350	\$360	QC samples 47 stations to ensure water quality changes can be tracked; Increase reflective of COLA and cost recovery
Baseflow (average cost per day)	\$667	\$687	QC samples at multiple locations throughout a given sub-watershed that are completed in a single day; Increase reflective of COLA and cost recovery



September 27, 2024

Quinte Conservation  
RR#2, 2061 Old Hwy #2  
Belleville, ON  
K8N 4Z2

**Subject:** Conservation permit category for fee exemption or reduction.

DUC is requesting Board consideration of a permit category for conservation projects including a permit fee exemption or a reduction.

Our small wetland program works with private landowners to implement projects on their property, DUC assists with the design, permits and funding but the landowner must pay for a portion of the project. With increased contractor prices we are looking for ways to make these projects more affordable for the landowner since DUC will only pay 75% up to \$7,500 (based on our priority habitat funding model) and the cost for a half-acre project can exceed \$15,000.

Quinte Conservation permit fees are higher than other Conservation Authorities in southeastern Ontario which is why we are bringing this forward with the goal to reduce the cost for our small wetland program and put more wetlands in the Quinte watershed.

DUC and Quinte Conservation have worked together to put many wetland projects in your watershed over the years and we look forward to continuing this important relationship.

Thank you in advance for considering our request.

Sincerely,



Craig Berga

Head of Conservation Programs, Ontario  
Ducks Unlimited Canada

# 2025 PROPOSED BUDGET

DATE: OCTOBER 17, 2024

**SUBMITTED BY: BRAD MCNEVIN, CAO**

## RECOMMENDED MOTION

THAT, the proposed 2025 budget presented with this staff report, be received.

AND FURTHER THAT, staff be directed to circulate the proposed 2025 budget to our 18 member municipalities for the required 30-day review period.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY,  
THE QUINTE CONSERVATION 2021 – 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan: **Supports all pillars.**

<i>Accelerating Advocacy</i>	<i>Advancing Environmental Science</i>	<i>Boosting Well-Being</i>	<i>Strengthening Brand Recognition</i>
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## RATIONALE

The 2025 budget includes a 2.1% COLA applied to all staff compensation packages as well as the movement of 8 staff through our salary grid for merit increases to ensure we maintain our approved Pay Equity structure. Quinte Conservation (QC) staff are our most important asset. As many of you know, retaining good, hard-working staff is very challenging in today’s employment market. We must ensure that our compensation rates stay competitive and keep up with rising inflation. QC uses the August CPI to adjust fees, compensation, and other related items. The QC Asset Management Plan including Water Control Infrastructure, is providing our staff and board members the assurance that our important capital works can be achieved and provides us with the ability to apply for grants and funding opportunities to help make these dollars go further.

## FINANCIAL DETAILS

The 2025 preliminary budget has an increase to the municipal operating levy of \$96,223. We continue to maintain the recommendation for the \$25,000 reserve build (itemized in the enabling services section of the budget – Line 1.e.4). Our current operating reserve is \$450,733 and based on prior communication with the QC Board, the goal is to have an \$800,000 operating reserve maintained.

We are entering the fourth year of our 10 Year Water Control Infrastructure Asset Management plan approved in 2021. This plan has allowed QC to make many improvements to our water control (dam) assets to ensure safety, reduce liability and invest in our aging infrastructure. Having this plan in place allows QC to capitalize on the Water and Erosion Control Infrastructure (WECI) 50% matching grants occurring annually.

The distribution using the CVA is provided with the budget along with an itemized list for each municipality showing the applicable items.

The following statements have been considered during the development of the 2025 Preliminary Budget:

- This budget includes the values from the approved QC Asset Management Plan that will be circulated to our 18-member municipalities as part of the review period.
- This budget enables us to continue to do business as normal without implementing any new programs and services.
- Like the past budget (2024), this proposed budget does not include the reestablishment of an Enforcement Officer or increased legal budget for enforcement related matters (approximate need - \$150,000). Violations for infractions of Section 28 regulations are on the rise but not only in the QC region. This budget does not have any room to absorb legal fees. As an example, one of our files that ended in court requiring legal representation in 2024 was approximately \$18,000. If we continue to have files going to court, this proposed budget will not support any court cases, and we will need to special levy our municipalities.
- This budget assumes that the Ministerial Order on “Freezing Fees” will be lifted starting January 1, 2025, and our proposed Fee Policy and Schedules will be implemented.
- Revenue forecasts are very difficult to make because of the changing economic situation. We have made predictions using the previous year’s self-generated revenue, donations, technical fee revenue, etc. as well as the state of our actual revenue from the current year.
- Revenue from our carbon-offsetting agreement has been incorporated into the budget. We have done this for the past two years and are anticipated to receive it prior to 20-June-2024 as per the agreement (minimum target of \$600,000).
- The following breakdown highlights the key changes and rationale behind each adjustment in the 2025 budget compared to 2024. The primary focus is the increase in staffing costs, capital expenditure reductions, strategic revenue adjustments, and the integration of the Foundation Distribution Board into the budget structure.
  - Quinte Conservation staff costs:
    - Maintaining qualified staff is essential to be able to provide the required programs and services to our watershed residents.
    - **Cost of living adjustment** of 2.1 % for all staff resulting in an increase to gross wages of \$50,453
    - **Merit adjustments** for 8 staff (movement within the approved salary grid to maintain pay equity) resulting in an additional increase of \$25,228
    - **Employer-Paid Benefits** - While there are minimal changes in employer-paid benefits, the increase in wages has resulted in additional benefit costs of \$22,704.
    - **Total Increase in staffing costs is \$98,385**
  - Other Areas that have changed compared to the 2024 budget include the following:
    - Capital Expenditures Reduction
      - Frink Centre Hi-Lo Boardwalk: The costs for this project were budgeted in 2024, but no distribution has taken place yet. As a result, the 2025 Lands Operating Budget will reflect a reduction in expenses related to this project.

- Storage Building: Similarly, with the completion of the storage building project, its costs are no longer reflected in the 2025 budget.
- Capital Revenue Adjustment: With the decrease in capital expenditures, there is a corresponding reduction in capital revenue that had been allocated to cover these projects (i.e., the Storage Building and Hi-Lo Boardwalk).
- Operational Costs – Category 1 (Enabling Services)
  - Third Party IT Services: There is a small increase in operational costs due to the additional daily fees associated with a Third-Party Managed Service Provider for IT requirements.
  - Project Revenue Adjustments:
    - We have reduced Other Projects Revenue to more realistic levels, and this is mirrored on the expenditure side.
    - Legal Inquiries, Permit Fees, and Plan Review Fees have been adjusted upwards to reflect realistic, achievable revenues based on historical trends and anticipated economic conditions.
    - General and Miscellaneous Revenues have been scaled back slightly to match the 2024 outcomes and reflect realistic projections for 2025.
- Admin and Technical Service Fees
  - Reduction in Estimated Fees: Fees related to Admin and Technical Services (linked to capital and other projects) have been reduced for 2025 to align with the anticipated decrease in staff time allocated to managing these projects. This adjustment is reflected both in the revenue and expenditure lines.
- Category 2 – Direct Revenue/Expenditure Alignment
  - This category remains straightforward, with revenue directly aligned to expenses, meaning it is a "money in, money out" system for specific project funding.
- Category 3 – Special Programs
  - Self-Sufficient Programs - All programs in this category are self-funded, with revenues directly supporting program operations.
  - Addition of Foundation Distribution Board:
    - New 2025 Staffing & Operations Costs - The budget now includes the staffing and operational costs for the newly formed Foundation Distribution Board.
    - Reserve Build of \$200,000 - this reserve will be created using 2023 revenues expected to arrive post-November. This reserve will support both the operations of the Foundation and the Land Management staffing costs for 2026.
    - Cash Flow Strategy - We plan to transfer gross receipts into Quinte Conservation's operating account, allowing for funds to be earmarked in advance without spending unachieved revenue. Each year, we aim to keep a reserve that allows us to stay one year ahead financially.

- Net Profit Transfer - Once net profits are realized, they will be transferred to the Foundation Distribution Board for investment, allowing the board to grow its resources and eventually distribute funds for Category 3 Special Projects.

#### PARTNER GROUPS/CONSULTANTS

This proposed 2025 budget will be shared with our 18 municipal partners and posted on our website for the 30-day review period. All comments will be included in the staff report when the budget is brought back to the Quinte Conservation Board of Directors for the weighted vote scheduled for the next meeting.

## 2025 QUINTE CONSERVATION Preliminary BUDGET

EXPENDITURES		DESCRIPTION	2024 BUDGET	2025 BUDGET	
CATEGORY 1 - MANDATORY + ENABLING SERVICES	<b>NATURAL HAZARD MANAGEMENT</b>		-Section 28 Permit Administration; Enforcement and Compliance; watershed planning and operations; dam operations; flood forecasting; flood control infrastructure operation and maintenance; low water response team; WECI Major Maintenance;		
	1.a				
		1.a.1	Staffing -full time, students and contracts	\$1,634,166.43	\$1,697,572.12
		1.a.2	Operating -includes FFW costs/S39/insurance/health and safety/security checks	\$316,088.25	\$316,088.25
		1.a.3	Capital -Specific to the approved Water Control Infrastructure Capital Asset Management Plan	\$677,139.42	\$608,457.87
		1.a.4	Other Projects Soda Hub, Ackerman, FHIMP	\$263,450.45	\$56,695.53
	1.b	<b>PROVINCIAL WATER QUALITY-QUANTITY MONITORING; INTEGRATED WATER AND CLIMATE MONITORING</b>		-Provincial Water Quality Monitoring Network (PWQMN); Provincial Groundwater Monitoring Network (PGMN); Climate monitoring at 5 locations	
		1.b.1	Staffing -full time, students and contracts	\$245,104.00	\$251,020.94
		1.b.2	Operating	\$8,000.00	\$8,240.00
	1.c	<b>DRINKING WATER SOURCE PROTECTION</b>		-Source Protection Area/Region, technical support, Source Protections Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations.	
		1.c.1	Staffing -full time, students and contracts	\$337,091.33	\$300,103.17
		1.c.2	Operating -SWP committee, mileage, overhead, meetings	\$148,891.49	\$114,729.45
	1.d	<b>CONSERVATION AUTHORITY LANDS AND AREAS</b>		-Section 29 Enforcement and Compliance; Conservation Area and Forest Management; Maintenance and capital improvements; Inventoring CA owned lands; land acquisitions and dispositions, lands policy, etc.	
		1.d.1	Staffing -full time, students and contracts	\$100,345.00	\$100,942.74
		1.d.2	Operating	\$665,785.55	\$448,179.00
	1.e	<b>ENABLING SERVICES</b>		-Corporate Services / Financial Services / Legal Expenses / Governance / Corp Communications and Outreach / Administration Building Maintenance / IT-GIS Corporate	
		1.e.1	Staffing -full time, students and contracts	\$283,361.54	\$306,696.53
		1.e.2	Operating	\$452,180.84	\$473,468.88
		1.e.3	Capital -capital asset plan for IT, IMS, facilities, CA's, vehicles, equipment, infrastructure, FF&W, FP Mapping	\$651,447.49	\$352,774.00
		1.e.4	-Reserve Build	\$25,000.00	\$25,000.00
<b>TOTAL EXPENDITURES CATEGORY 1 =</b>			<b>\$5,808,051.79</b>	<b>\$5,059,968.47</b>	
INCOME		DESCRIPTION	2024 BUDGET	2025 BUDGET	
1.f	<b>Provincial Funds</b> -includes FFW funds S.39 from Government of Ontario		\$166,117.00	\$166,117.00	
1.g	<b>Federal Funds</b> -student grants		\$40,000.00	\$40,000.00	
1.h	<b>Municipalities - General Levies</b> -benefits all municipalities - use MCVA method		\$2,047,314.00	\$2,143,537.00	
1.i	<b>Municipalities - Capital Levies</b> -benefits all municipalities - use MCVA method (10 year plan 2022 - revised every 5 = 2032)		\$453,889.40	\$608,457.87	
1.j	<b>Provincial Capital Funds</b> -WECI Funds		\$223,250.00	\$0.00	
	<b>Other Projects</b> Soda Hub, Ackerman, FHIMP		\$263,450.45	\$56,695.53	
1.k	<b>Municipalities - Capital Levies</b> -capital asset plan -use of MCVA		\$651,447.49	\$352,774.00	
1.l	<b>Legal inquiries and Permit Fees</b> -related to Regulations and Enforcement (forecasted revenue)		\$170,000.00	\$183,215.03	
1.m	<b>Plan Review Fees</b> -covered under Natural Hazards (forecasted revenue)		\$180,000.00	\$193,515.00	
1.n	<b>Conservation Land Fees and Leases Income</b> -Rentals, hunting program, parking fees		\$612,721.55	\$382,100.00	
1.o	<b>Source Water Protection (MECP)</b> -DWSP for wages, benefits and overhead		\$485,982.82	\$414,832.60	
1.q	<b>General</b> -Donations, miscellaneous income, admin fees, operation of vehicles, tech fees		\$455,166.12	\$458,724.44	
1.r	<b>Miscellaneous Revenue</b> -Interest on investments/accounts earned		\$58,711.96	\$60,000.00	
1.t	<b>Draw from Surplus or Reserves</b> -as required		\$0.00	\$0.00	
<b>TOTAL INCOME CATEGORY 1 =</b>			<b>\$5,808,050.79</b>	<b>\$5,059,968.47</b>	

		EXPENDITURES	DESCRIPTION	2024 BUDGET	2025 BUDGET
CATEGORY 2 - NON-MANDATORY	2.a	<b>INFRASTRUCTURE</b>	-Non-QC Owned Flood and Erosion Control Infrastructure Operation and Management (Skootamatta, Belleville Ice Control, Stoco & Downey Weirs)		
	2.a.1		Staffing -full time, students and contracts	\$95,979.80	\$97,995.38
	2.a.2		Operating -preventative maintenance	\$7,500.00	\$8,138.81
	2.b	<b>DRINKING WATER SOURCE PROTECTION</b>	-Source Protection Risk Management Official; Source Protection Education and Outreach		
	2.b.1		Staffing -full time, students and contracts	\$25,942.00	\$26,720.26
	2.b.2		Operating	\$0.00	\$0.00
	2.c	<b>CA LANDS AND AREAS</b>	-Land acquisition - of environmental significant properties		
	2.c.1		Staffing -full time, students and contracts	\$0.00	\$0.00
	2.c.2		Operating	\$0.00	\$0.00
	2.c.3		Capital	\$0.00	\$0.00
<b>TOTAL EXPENDITURES CATEGORY 2 =</b>				<b>\$129,421.80</b>	<b>\$132,854.45</b>
		INCOME	DESCRIPTION	2024 BUDGET	2025 BUDGET
2.d		<b>Provincial Funds</b>	-includes other funded revenue within category 2 from provincial agreements (Skootamatta)	\$15,000.00	\$15,000.00
2.e		<b>Federal Funds</b>		\$0.00	\$0.00
2.f		<b>Municipalities - Benefiting Levies</b>	-benefits specific municipalities - preventative Dam Maintenance for City of Belleville, Tweed and Madoc	\$88,479.80	\$91,134.19
2.g		<b>Rebates and Recoveries</b>	-Inputs from revenue of other programs TO BALANCE EXPENSES	\$0.00	\$0.00
2.h		<b>Municipalities - Special Levies</b>	-Direct apportionment to municipality that QC provides program/service on their behalf	\$0.00	\$0.00
2.i		<b>Municipalities - SWP Agreements</b>	-SWP RMO/RMI and E&O Services for Local Drinking Water Source Protection Services	\$25,942.00	\$26,720.26
2.j		<b>Other Revenue</b>		\$0.00	\$0.00
<b>TOTAL INCOME CATEGORY 2 =</b>				<b>\$129,421.80</b>	<b>\$132,854.45</b>
		EXPENDITURES	DESCRIPTION	2024 BUDGET	2025 BUDGET
CATEGORY 3 - SPECIAL PROJECTS	3.a	<b>CONSERVATION EDUCATION AND OUTDOOR PROGRAMS</b>	-Education not directed to madated programs - centered on watershed and natural environment		
	3.a.1		Staffing & Operation -full time, students and contracts, supplies, fuel, equip, etc.	\$137,355.41	\$112,434.05
	3.b	<b>LOCAL WATER QUALITY MONITORING</b>	-Surface Water Quality Monitoring Program		
	3.b.1		Staffing & Operation -full time, students and contracts, supplies, fuel, equip, etc.	\$536,398.86	\$515,852.36
	3.c	<b>STEWARDSHIP, REFORESTATION, COMMUNITY ENGAGEMENT</b>	-Stewardship and Outreach that is not part of QC owned properties or mandate		
	3.c.1		Staffing & Operation -full time, students and contracts, supplies, fuel, equip, etc.	\$158,066.07	\$156,299.02
	3.d	<b>Foundation Distribution Board</b>	-Establishing a foundation to enhance our organization's long-term sustainability, with the board of directors overseeing fundraising efforts, fostering partnerships, and ensuring that our conservation and community support initiatives align with our mission and values.		
	3.d.1		Staff & Operation -full time, board of directors, etc.	\$0.00	\$92,911.00
	3.d.2		Reserve Build -funds for 2026 staff & operation	\$0.00	\$200,000.00
	3.d	<b>DEPOT LAKES CAMPGROUND</b>	-Campground Operations		
3.d.1		Operating -Superintendent, Students, Maintenance, Supplies, Fuel, Equip, etc.	\$95,600.00	\$95,600.00	
<b>TOTAL CATEGORY 3 =</b>				<b>\$927,420.34</b>	<b>\$1,173,096.43</b>
		INCOME	DESCRIPTION	2024 BUDGET	2025 BUDGET
3.e		<b>Special Agreement Funding</b>	Local Water Quality Monitoring Program	\$536,398.86	\$536,398.86
3.f		<b>Conservation Education and Outdoor Programs Stewardship, Reforestation, Community Engagement</b>	-User fees, grants or donations specific to category 3 - tree/shrub sales, shoreline kits, carbon offsets etc.	\$206,021.48	\$516,697.57
3.g		<b>Depot Lakes campground</b>	campsite rentals (seasonal and interior) (forecasted revenue)	\$185,000.00	\$120,000.00
<b>TOTAL INCOME CATEGORY 3 =</b>				<b>\$927,420.34</b>	<b>\$1,173,096.43</b>
<b>TOTAL QC OPERATING AND CAPITAL BUDGET =</b>				<b>\$6,864,893.93</b>	<b>\$6,365,919.35</b>
		<b>General Levies</b>	-Modified current value assessment (MCVA) method using MPAC data	\$2,698,761.49	\$2,496,311.00
		<b>Benefit-based Levies</b>	-specific municipality benefits, except under Clean Water Act	\$453,889.40	\$608,457.87
		<b>Agreement Levies</b>	-Special agreements, where one or some participating municipalities benefit	\$114,421.80	\$117,854.45

**Quinte Conservation  
General Levy to Support Operations**

	% in CA	Municipal Population	Municipal Population in CA Jurisdiction	2023 CVA (Modified) in Watershed	2024 Current Value Assessment (CVA)	2024 CVA (Modified) in Watershed	Difference in CVA in Watershed 2023 over 2024	% Difference in CVA in Watershed 2023 over 2024	CVA Based Apportionment Percentage	2024 Actual Levy	Preliminary Levy 2025	Preliminary Levy \$ increase
City of Belleville	100	37,486	37,486	7,957,058,045	8,054,213,695	8,054,213,695	97,155,650	1.22%	38.69	\$ 793,452	\$ 829,384	\$ 35,933
Centre Hastings	56	3,512	1,967	317,126,118	574,904,899	321,946,743	4,820,626	1.52%	1.55	\$ 31,624	\$ 33,153	\$ 1,529
Twp. Of Madoc	100	1,796	1,796	246,719,685	251,613,015	251,613,015	4,893,330	1.98%	1.21	\$ 24,602	\$ 25,910	\$ 1,308
Marmora & Lake	22	3,146	692	148,244,687	680,350,038	149,677,008	1,432,321	0.97%	0.72	\$ 14,740	\$ 15,413	\$ 673
City of Quinte West	23	32,903	7,568	1,406,358,019	6,184,652,505	1,422,470,076	16,112,058	1.15%	6.83	\$ 140,236	\$ 146,479	\$ 6,243
Stirling/Rawdon	17	3,901	663	92,385,881	553,327,400	94,065,658	1,679,777	1.82%	0.45	\$ 9,213	\$ 9,686	\$ 474
Tudor & Cashel	48	554	266	86,113,154	185,067,880	88,832,582	2,719,428	3.16%	0.43	\$ 8,598	\$ 9,148	\$ 549
Municipality of Tweed	100	4,617	4,617	683,796,338	690,021,002	690,021,002	6,224,664	0.91%	3.31	\$ 68,173	\$ 71,055	\$ 2,882
Twp. of Tyendinaga	100	3,466	3,466	485,958,735	496,439,930	496,439,930	10,481,195	2.16%	2.38	\$ 48,520	\$ 51,121	\$ 2,601
Addington Highlands	44	1,697	747	242,759,911	556,527,095	244,871,922	2,112,011	0.87%	1.18	\$ 24,157	\$ 25,216	\$ 1,058
Town of Greater Napanee	53	11,539	6,116	1,281,292,734	2,460,900,953	1,304,277,505	22,984,771	1.79%	6.27	\$ 127,953	\$ 134,308	\$ 6,356
Twp. of Stone Mills	100	6,340	6,340	985,552,054	1,003,347,138	1,003,347,138	17,795,084	1.81%	4.82	\$ 98,268	\$ 103,320	\$ 5,052
Twp. of North Frontenac	1	1,620	16	9,588,211	964,893,566	9,648,936	60,724	0.63%	0.05	\$ 1,024	\$ 994	\$ (30)
Twp. of South Frontenac	21	15,326	3,218	749,073,491	3,608,033,060	757,686,943	8,613,452	1.15%	3.64	\$ 74,724	\$ 78,023	\$ 3,299
Twp. of Central Frontenac	46	3,696	1,700	461,962,681	1,019,231,068	468,846,291	6,883,610	1.49%	2.25	\$ 46,063	\$ 48,280	\$ 2,217
Town of Deseronto	100	1,238	1,238	129,523,340	131,393,690	131,393,690	1,870,350	1.44%	0.63	\$ 12,898	\$ 13,530	\$ 633
Corp. of Loyalist Twp.	3	13,386	402	74,177,167	2,572,394,840	77,171,845	2,994,678	4.04%	0.37	\$ 7,370	\$ 7,947	\$ 577
Prince Edward County	100	19,430	19,430	5,172,878,912	5,249,527,012	5,249,527,012	76,648,100	1.48%	25.22	\$ 515,700	\$ 540,571	\$ 24,871
<b>TOTAL QC LEVIES</b>		<b>165,653</b>	<b>97,727</b>	<b>20,530,569,164</b>		<b>20,816,050,992</b>	<b>285,481,828</b>	<b>1.39%</b>	<b>100.00</b>	<b>\$ 2,047,314</b>	<b>\$ 2,143,537</b>	<b>\$ 96,223</b>
												<b>4.70%</b>

**Quinte Conservation  
Summary of Levy Distribution**

	<b>Levy General</b>	<b>Capital Asset Management</b>	<b>Water Control Infrastructure Capital Asset Management</b>	<b>Preventative Maintenance Water Control Structures &amp; Weir Install</b>	<b>Risk Management Official</b>	<b>Total Levy</b>
City of Belleville	\$ 829,384	\$ 136,484	\$ 188,369	\$ 79,452	\$ 3,433	\$ 1,237,123
Centre Hastings	\$ 33,153	\$ 5,456	\$ 449	\$ 5,841	\$ 7,594	\$ 52,493
Twp. Of Madoc	\$ 25,910	\$ 4,264	\$ 2,839	\$ -	\$ -	\$ 33,013
Marmora & Lake	\$ 15,413	\$ 2,537	\$ 46,584	\$ -	\$ 1,682	\$ 66,216
City of Quinte West	\$ 146,479	\$ 24,107	\$ -	\$ -	\$ -	\$ 170,586
Stirling/Rawdon	\$ 9,686	\$ 1,594	\$ -	\$ -	\$ -	\$ 11,281
Tudor & Cashel	\$ 9,148	\$ 1,505	\$ -	\$ -	\$ -	\$ 10,653
Municipality of Tweed	\$ 71,055	\$ 11,694	\$ 3,652	\$ 5,841	\$ 1,910	\$ 94,152
Twp. of Tyendinaga	\$ 51,121	\$ 8,413	\$ 33,781	\$ -	\$ -	\$ 93,315
Addington Highlands	\$ 25,216	\$ 4,150	\$ 11,843	\$ -	\$ -	\$ 41,209
Town of Greater Napanee	\$ 134,308	\$ 22,104	\$ 93,489	\$ -	\$ 1,888	\$ 251,789
Twp. of Stone Mills	\$ 103,320	\$ 17,004	\$ 59,908	\$ -	\$ -	\$ 180,232
Twp. of North Frontenac	\$ 994	\$ 164	\$ -	\$ -	\$ -	\$ 1,157
Twp. of South Frontenac	\$ 78,023	\$ 12,841	\$ 45,694	\$ -	\$ -	\$ 136,558
Twp. of Central Frontenac	\$ 48,280	\$ 7,946	\$ 40,739	\$ -	\$ -	\$ 96,964
Town of Deseronto	\$ 13,530	\$ 2,227	\$ -	\$ -	\$ 1,376	\$ 17,133
Corp. of Loyalist Twp.	\$ 7,947	\$ 1,308	\$ -	\$ -	\$ -	\$ 9,255
Prince Edward County	\$ 540,571	\$ 88,965	\$ 81,112	\$ -	\$ 8,837	\$ 719,485
<b>TOTAL QC LEVIES</b>	<b>\$ 2,143,537</b>	<b>\$ 352,774</b>	<b>\$ 608,458</b>	<b>\$ 91,134</b>	<b>\$ 26,720</b>	<b>\$ 3,222,611</b>