



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

NOTICE OF REGULAR MEETING OF THE LOWER TRENT CONSERVATION BOARD OF DIRECTORS

Board of Directors refers to the General Membership as set out in the Lower Trent Conservation Administrative By-Law No. 2023-01

Administration Office, 714 Murray Street, Trenton
Virtually [Join Meeting HERE](#)

Thursday October 9, 2025

Time: 1:00 p.m.

AGENDA

1. Meeting called to order by the Chair

2. First Nations Acknowledgement

3. Disclosure of pecuniary interests

4. Approval of the Agenda

RECOMMENDED:

THAT the agenda be approved as presented.

5. Delegations

There are no requests for delegations received for this meeting.

6. Public Input (3 minutes per speaker)

7. Adoption of the Minutes:

RECOMMENDED:

THAT the Regular Board Meeting Minutes of September 11, 2025 be adopted.

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8. Business arising from these minutes

CORRESPONDENCE

9. Correspondence – Rhonda Bateman, CAO/Secretary-Treasurer

None received

STAFF REPORTS

- 10. Monthly Payments Issued** – Chitra Gowda, Manager, Corporate Services [Page # 9](#)
 RECOMMENDED:
 THAT the list of payments issued in the total amount of \$339,448.83 for the month of September 2025 be received as information.
- 11. Watershed Management, Planning and Regulations Reports** – Gage Comeau, Manager, Watershed Management, Planning and Regulations [Page # 10](#)
 a. Summary of Permits for Period August 28 – September 26, 2025
 b. Planning and Regulations
 c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR)
 RECOMMENDED:
 THAT the Watershed Management, Planning and Regulations Reports be received as information.
- 12. Bay of Quinte Remedial Action Plan Program** – Anne Anderson, Manager, Community Outreach and Special Projects [Page # 17](#)
 September 2025 Newsletter
 RECOMMENDED:
 THAT the Bay of Quinte Remedial Action Plan Newsletter for September 2025 be received as information.
- 13. 2026 Fee Policy and Schedule** – Rhonda Bateman [Page # 20](#)
 RECOMMENDED:
 THAT staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2026 Fee Policy and Schedule be approved.
- 14. Conservation Lands Report** – Chris McLeod, Conservation Lands Supervisor [Page # 32](#)
 RECOMMENDED:
 THAT the Conservation Lands Report for the period July 1 – September 30, 2025 be received as information.
- 15. Summary of Education and Outreach Activities Report** – Anne Anderson, Manager Community Outreach and Special Projects [Page # 34](#)
 RECOMMENDED:
 THAT the Summary of Education and Outreach Activities for the period of July 1 to September 30, 2025 be received as information.
- 16. Risk Management Official Activity Report** – Marcus Rice, Risk Management Official/Inspector [Page # 38](#)
 RECOMMENDED:
 THAT the Risk Management Official Activity Report pursuant to Part IV of the *Clean Water Act* for the period of July 1 - September 30, 2025 be received as information.

17. 2026 Draft Budget – Rhonda Bateman, Chitra Gowda

[Page # 41](#)

RECOMMENDED:

THAT the Lower Trent Conservation 2026 draft budget report be accepted; and
THAT the draft budget be circulated to the member municipalities for the required 30-day consultation period.

18. CAO's Report – Rhonda Bateman

[Page # 51](#)

RECOMMENDED:

THAT the CAO's Report be received as information.

19. Members Inquiries/Other Business

20. Adjournment

PLEASE CONTACT THE OFFICE IF YOU ARE UNABLE TO ATTEND THIS MEETING

Chitra Gowda 613-394-3915 ext. #215

chitra.gowda@ltc.on.ca



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BOARD OF DIRECTORS

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REGULAR BOARD MEETING MINUTES

MEETING # 2025-07

DATE: September 11, 2025

TIME: 1:00 PM

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

DIRECTORS PRESENT:

ON SITE		REMOTE SITE
Eugene (Gene) Brahaney (Chair)	Jim Alyea	Lynda Reid
Sherry Hamilton (Vice-Chair)	Jeff Wheeldon	Bobbi Wright
Mike Ainsworth		Eric Sandford

REGRETS: Bob Mullin, Rick English

STAFF: Rhonda Bateman, Chitra Gowda, Gage Comeau, Keith Taylor, Anne Anderson

GUESTS: None

1. Meeting called to order by the Chair

The meeting was called to order by Chair Brahaney at 1:00 p.m. The Chair respectfully remembered the 9/11 tragedy that occurred at the World Trade Centre and other locations in the United States on September 11, 2001.

2. First Nations Acknowledgement

"This land is located on the traditional territories of the Anishnabek, Huron-Wendat, and Haudenosaunee (Iroquois) peoples. We acknowledge our shared responsibilities and obligations to preserve and protect the land, air and water. We are grateful to have the privilege to meet, explore, and connect here on these shared lands. In the spirit of friendship, peace and respect, we extend our thanks to all the generations that came before us and cared for these lands - for time immemorial."

3. Disclosure of pecuniary interests

There were no pecuniary interests declared.

4. Approval of the AgendaRES: G86/25

Moved by: Jeff Wheeldon

Seconded by: Sherry Hamilton

THAT the agenda be approved as presented.

Carried**5. Delegations**

There were no delegations received for this meeting.

6. Public Input (3 minutes per speaker)

There was no public input at this meeting.

7. Adoption of the MinutesRES: G87/25

Moved by: Jim Alyea

Seconded by: Mike Ainsworth

THAT the Regular Board Meeting Minutes of July 10, 2025 be adopted.

Carried**8. Business arising from these minutes**

None.

CORRESPONDENCE**9. Correspondence**

None received.

STAFF REPORTS**10. Monthly Payments Issued**RES: G88/25

Moved by: Lynda Reid

Seconded by: Sherry Hamilton

THAT the list of payments issued in the total amount of \$578,370.27 for the two months of July and August 2025 be received as information.

Carried**11. Watershed Management, Planning and Regulations Reports**

Director Ainsworth asked if any of the permit applications are from municipalities. Rhonda Bateman, CAO, responded that it depends on the nature of the permit. Gage Comeau, Manager, Watershed Management, Planning and Regulations, added that the relevant municipality's building department is copied on the permit. If the permit is not associated with the building department, then the permit is circulated to the municipality's planning department and other relevant agencies.

- a. Summary of Permits for Period June 27 – August 28, 2025
- b. Planning and Regulations
- c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR)

RES: G89/25

Moved by: Bobbi Wright

Seconded by: Sherry Hamilton

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

Carried

12. Bay of Quinte Remedial Action Plan Program

July and August 2025 Newsletter

RES: G90/25

Moved by: Jim Alyea

Seconded by: Eric Sandford

THAT the Bay of Quinte Remedial Action Plan Newsletter for July and August 2025 be received as information.

Carried

13. Pollution from Road Salt Application

Director Alyea provided insights into liability considerations for municipalities, noting that road salt alternates are expensive and may not have the same effect as regularly used road salt. He added that the municipality of Quinte West has several best practices in place including a salt management plan and their trucks have GPS technology. Director Wheeldon noted that the staff report and recommendation do not indicate that road salt application should be stopped; but rather that a provincial standard should be established to apply road salt responsibly. He added that some jurisdictions do not have salt management plans. Director Hamilton added that the Township of Cramahe has GPS technology in their vehicles and monitors the application of road salt.

Keith Taylor, Source Protection Coordinator, clarified that the staff report and its recommendations are geared to private landowners. Rhonda Bateman, CAO added that the focus is on private parking lots; and that the Lake Simcoe Region Conservation Authority is leading these efforts.

RES: G91/25

Moved by: Jeff Wheeldon

Seconded by: Sherry Hamilton

THAT the Lower Trent Conservation Board draft a letter addressed to Premier Doug Ford, Todd McCarthy, Minister of the Environment, Conservation and Parks, and Attorney General Doug Downey asking the province to take action on road salt pollution; and

THAT the communication include recommended actions to establish provincial standards for winter road salt use and establish a “limited liability” approach to help curb winter road salt impacts; and

THAT the Lower Trent Conservation Board members request their respective municipalities to support this approach if they have not already done so.

Carried

14. Mid Year Financials

Director Ainsworth asked for an explanation of the overage of capital expenses under Conservation Lands department. Chitra Gowda, Manager, Corporate Services, explained that the capital expenses are high because of the purchases of a new heavy-duty truck, commercial lawnmower, and a galvanized dump trailer. She added that the capital reserve was approved for use per Board Resolution G30/25, in the amounts of \$10,000 for the new truck and \$16,000 for the new dump trailer. As well, a loan was received from the bank for \$82,000 towards the new truck. LTC is responsibly paying down the bank loan at \$1,534.70 per month starting June

2025 for 60 months. Chitra Gowda noted that the audited statement will reflect these amounts along with capital expenses incurred.

RES: G92/25

Moved by: Jeff Wheeldon

Seconded by: Lynda Reid

THAT the Mid Year Financial Report be received as information.

Carried

15. 2026 Budget Subcommittee - Preliminary Draft Budget

Chitra Gowda presented two versions of the preliminary draft budget on behalf of the Budget Subcommittee of the Board. Director Alyea indicated that he would like to see the difference in current value assessment amounts between 2025 and 2026 and what this difference is adding to the budget. He added that the province cut funding to conservation authorities and downloaded responsibilities. Municipal budgets are stressed as well, for example recruitment of physicians.

Director Wheeldon recognized the importance of contextualizing the draft budget income and expenses; and emphasized that the main question is: what budget does LTC need to carry out its functions? He noted that the difference between the two versions is the inclusion of the position of conservation lands maintenance assistant in Version 1 but not in Version 2; and the use of surplus, if available, in Version 2. Director Alyea noted that Quinte West has several levies to consider, and that there needs to be a review of which position is justifiable.

Director Wheeldon asked Rhonda Bateman, CAO to relay the importance of the two positions of planning technician and conservation lands maintenance assistant. Rhonda Bateman explained that LTC currently has one planning related position; however with the larger subdivision files received the workload is much larger. Rhonda Bateman and Gage Conmeau indicated that without a planning technician position, we may not be able to meet our targets on planning comments to our municipal partners, which may possibly result in decisions being taken to the lands tribunal.

Rhonda Bateman noted that the conservation lands maintenance assistant helps complete trails maintenance, hazard tree removal, and works with summer staff which immensely helps with workload issues. She added that LTC has received virtually no complaints in the past few years regarding conservation lands maintenance compared to when staffing levels were lower.

Director Ainsworth indicated that Version 2 is better than Version 1, but the budget needs to be reduced further as municipal budgets are tight. He added that the reserves are looking good.

Director Wheeldon said that an increase of 12% to the LTC budget does not equate to a 12% increase to the municipal budgets. He noted that he did not want to see the effectiveness of LTC reduced because a program is not properly funded. Director Sandford added that some expense increases are out of the control of LTC such as cost of living increases.

Director Wright indicated that certain expenses have been pushed back and surplus was being used instead. However, LTC cannot push back expenses any further and must recognize that costs are increasing all round. She added that it is the Board's commitment to staff to support

the work being completed in a timely manner; and that there is a duty to achieve the needs of the organization.

Director Hamilton said that there are stressors to municipalities including physician recruitment, and the residential tax base is being taxed further. For the LTC budget, the consideration is how we are meeting the needs of LTC. Underfunding the CA means possibly spending time and resources at Ontario Land Tribunal.

RES: G93/25 Moved by: Jeff Wheeldon Seconded by: Sherry Hamilton
 THAT the preliminary draft budget be accepted and be circulated to the municipalities for consultation

Defeated

RES: G94/25 Moved by: Jim Alyea Seconded by: Mike Ainsworth
 THAT the preliminary draft budget be returned to the budget subcommittee for further modifications.

Carried

16. **CAO's Report**

RES: G95/25 Moved by: Jeff Wheeldon Seconded by: Lynda Reid
 THAT the CAO's Report be received as information.

Carried

17. **Members Inquiries/Other Business**

Director Hamilton said that Cramahe Township has hired a planner.

18. **Adjournment**

There being no further business, the meeting was adjourned.

RES: G96/25 Moved by: Lynda Reid Seconded by: Jim Alyea
 THAT the meeting be adjourned.

Carried

Time: 2:25 p.m.

Gene Brahaney, Chair


Rhonda Bateman, CAO/ST

Agenda Item #10.

Lower Trent Conservation
Payments LOG - SEPTEMBER 2025

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Sep/25 Payroll Period #18 and #19	137,666.26
EFT 79380735	Nesda Technologies Ltd	Monthly IT services, project and tickets fees	9,560.80
EFT 79380456	OMERS	Sep/25 Pension Contributions	25,340.62
EFT 79380507	Workplace Safety Insurance Board (WSIB)	Sep/25 WSIB Premium	4,301.02
EFT 79380565	Sun Life Assurance Company of Canada	Oct/25 Group Benefits Premium	10,485.84
EFT 79380418	CIBC VISA	Sep/25 Payment	7,478.98
EFT 79381668	Staff	Staff Expenses - Reimbursed	70.90
EFT 79380522	J.J. Stewart Motors Limited	Vehicle Repair	1,658.84
EFT 79381039	Staff	Staff Expenses - Reimbursed	98.69
17309	A&L Canada Laboratories Inc.	BQRAP - stewardship - soil tests	88.91
17310	OT Group - DCB Business Systems Group Inc	Monthly photocopier usage service fees	264.41
17311	Pesce & Associates	Organizational and Salary review	10,848.00
17312	Bill's Johns 2551379 Ontario Limited	Portable toilet rental - conservation areas	875.75
17313	Trenton Home Hardware Building Centre	Lands maintenance, supplies	1,229.72
17314	Alarm Systems	Alarm/security monitoring - admin building	393.24
17315	WM. J. Thompson Farm Supply Ltd.	Equipment maintenance supplies	52.71
17316	Quinte Woodlot Association	Exhibitor fee - Quinte Woodland Conference	110.00
17317	AIG Insurance Company of Canada	Accidental death and dismemberment 2025-2026 p	732.11
17318	City of Quinte West	Utilities - water/sewer - workshop	75.96
17319	Battlefield Equipment Rentals	Small equipment supplies	26.51
17320	B&T Sales	Janitorial supplies - admin building	123.43
17321	Brighton Springs	Drinking water - admin building	58.50
17322	Caduceon Enterprises Inc.	Water analysis lab costs	1,802.02
17323	Cogeco Connexion Inc.	Internet service - workshop	135.54
17324	Emerald Cleaners	Admin building cleaning	1,378.60
17325	Legacy Collision & Refinish Centre	Vehicle damage repair	343.52
17326	Waste Management of Canada Corporation	Waste services - conservation lands	83.31
17327	Hydro One Networks Inc.	Utilities - electricity - admin building	702.14
17328	Staples Commercial	Stationery supplies	156.15
17329	Telizon Inc	Telephone lines	570.66
17330	Practica	Dog waste bags	439.01
17331	Crowe Valley Conservation	SPA invoice 5 of 10 DWSP 2024-2027	24,018.37
17332	Kawartha Region Conservation Authority	SPA invoice 5 of 10 DWSP 2024-2027	25,836.15
17333	Ganaraska Region Conservation Authority	SPA invoice 5 of 10 DWSP 2024-2027	35,838.24
17334	Otonabee Region Conservation Authority	SPA invoice 5 of 10 DWSP 2024-2027	28,386.89
17335	B&T Sales	Janitorial supplies - admin building, workshop	157.32
17336	Brighton Springs	Drinking water for admin building	68.25
17337	Quinte Broadcasting Company Ltd.	BQRAP advertising	2,034.00
17338	County of Northumberland	Tipping fees - CA lands	44.20
17339	PitneyWorks	Postage refill	250.50
17340	Ricart	Toques - staff and volunteer supply	697.21
17341	Staples Commercial	PPE and property maintenance supplies	586.13
17342	Free Flow Petroleum	Monthly vehicle and equipment fuel	1,380.67
17343	Scott Robertson	Staff expense - PPE - reimbursed	60.34
17344	Obsentia	Vehicle maintenance	97.53
17345	Bill Honey	BQRAP - urban stewardship program	1,710.00
17346	Wesley Honey	BQRAP - urban stewardship program	900.00
17347	Vern Bastable	Staff expense - training travel - reimbursed	230.88
Total of Payments			339,448.83

Agenda Item #11a.

<p style="text-align: center;">Summary of Permits Approved by Staff <i>Part VI of the Conservation Authorities Act and Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits</i> Prepared by: Gage Comeau, Manager, Watershed Management, Planning and Regulations For Period: August 28, 2025 to September 26, 2025</p>								
								
Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
P-23-060 (compliance)	Quinte West	Sidney	Sidney	BF	20	37 Frost Road	Unevaluated wetland (allowance)	Demolish and reconstruct an existing 71m ² garage
P-25-102	Trent Hills	Hastings Village	Percy	12	13	223 Homewood Avenue	Trent River floodplain (allowance)	Undergo the demolition of the existing single-family dwelling
P-25-115	Quinte West	Murray	Murray	6	7	1281 County Road 5	Unevaluated wetland (allowance)	Remove an existing (failed) septic system and replace it with a new system (5000-5600L tank, 37m ² filter bed, 350m ² loading area)
P-25-142	Quinte West	Trenton	Sidney	BF	A, 1, 2, 3	Bay Street & Dundas Street	Bay of Quinte tributary streams; Bay of Quinte flood and erosion hazards; Field Verified Wetlands	Undergo the installation and construction of a waterfront trail from Centennial Park to Bain park
P-25-144	Trent Hills	Hastings Village	Percy	12	13	223 Homewood Avenue	Trent River floodplain (allowance)	Reconstruct a new single-family dwelling
P-25-145 (minor)	Trent Hills	Seymour	Seymour	13	14	130 Lake Road	Trent River floodplain	Install a dug shore well
P-25-152	Trent Hills	Percy	Percy	10	13	Concession Road 11 West	Kiloran Creek; Kiloran Lake PSW	Replace a failing culvert with a like-for-like replacement
P-25-156 (compliance)	Brighton	Brighton Township	Murray	C	30	Stoney Point Road South	Lake Ontario Tributary Stream; Boat Harbour PSW (allowance); Presqu'île Bay Marsh PSW (allowance)	Undergo the required compliance activities including minor revegetation of areas affected by the driveway maintenance, driveway repairs and the replacement of an existing culvert
P-25-157 (minor; compliance)	Quinte West	Trenton	Murray	1	2	271 Front Street	Trent River floodplain (allowance)	To renovate a porch within its existing footprint
P-25-159	Trent Hills	Seymour	Seymour	13	14	82 Lake Road	Trent River floodplain	Demolish and reconstruct an existing 34' x 24' dwelling
P-25-161 (minor)	Trent Hills	Seymour	Seymour	12	13	116 Lakeview Drive	Trent River floodplain	Undergo minor landscaping and construct a limestone patio area
P-25-162	Trent Hills	Seymour	Seymour	5	11	63 Applewood Drive	Unevaluated wetland (allowance)	Construct an approximately 28' x 30' detached garage
P-25-163 (compliance)	Brighton	Brighton Township	Cramahe	5	1-2	1759 County Road 30	Breakaway Creek; Field Verified Wetlands (allowance)	Undergo the required compliance activities including the removal of the floating deck structures and bridge platform
P-25-164	Alnwick/Haldimand	Haldimand	Haldimand	1	21	201 Clitheroe Road	Unevaluated wetland (allowance)	Replace a failed septic system
P-25-165	Trent Hills	Seymour	Seymour	15	3	271 County Road 42	Unevaluated wetland (allowance)	Construct a 36' x 20' detached garage
P-25-168 (minor; compliance)	Quinte West	Sidney	Sidney	BF	12	63 Whites Road - Unit 130	Unevaluated wetland (allowance)	Demolish and reconstruct an existing deck
P-25-169 (minor)	Cramahe	Cramahe Township	Cramahe	3	16	44 Reddick Road	Little Lake Flood hazard (allowance)	Replace a failed septic system
P-25-172	Cramahe	Cramahe Township	Cramahe	1	12	14582 County Road 2	Field verified wetlands (allowance); field verified watercourse (allowance)	Construct a 36' x 28' detached garage on a concrete slab and add approximately 750' of woodchip trails
P-25-173 (minor)	Quinte West	Sidney	Sidney	BF	15	19 Dorothy Drive	Bay of Quinte erosion hazard (allowance)	Construct a 12' x 16' storage shed with concrete slab foundation
P-25-178 (minor)	Quinte West	Sidney	Sidney	7	8	137 Trentside Lane	Trent River floodplain; unevaluated wetlands (allowance)	Construct a second story addition to an existing dwelling-to-garage connection corridor
AMENDMENTS								
P-22-343	Quinte West	Murray	Murray	8	4	172 Marsh Point Lane		

Agenda Item #11b.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: Sept 26, 2025
To: LTC Board of Directors
Re: Watershed Management, Planning and Regulations
 UPDATE
Prepared by: Gage Comeau, Manager, Watershed Management,
 Planning and Regulations

PROPOSED RESOLUTION:

THAT the Watershed Management, Planning and Regulations update be accepted as information.

BY THE NUMBERS:

Here are the numbers for new files and deliverables in 2025 and compared to similar numbers for previous years. Highlighted boxes indicate where 2025 file types have an equivalent number or more files to date than previous years.

Table 1. File review – New files and deliverables in 2025 versus previous years

	# Files for 2025 (as of Sept 25, 2025)	Dates for Similar Number for Previous Years (Total for Year)			
		2024	2023	2022	2021
Permits	186	Aug 13 (283)	Jul 27 (320)	Jun 14 (398)	Jun 18 (383)
Planning	160	Sep 20 (204)	Oct 12 (213)	Jun 28 (310)	Aug 3 (259)
Complaints	79	Sep 25 (96)	n/a (74)	n/a (66)	n/a (65)
Enforcement	30	Sep 3 (39)	Oct 26 (39)	Jun 20 (63)	Aug 11 (45)
Online Inquiries	959	Aug 2 (1435)	Nov 29 (1003)	n/a (738)	Sep 30 (1132)
Legal Requests	21	Mar 5 (49)	Sep 13 (58)	June 17 (36)	Jul 7 (48)
Clearance Letters	54	Aug 3 (102)	n/a (52)	n/a (25)	n/a
Site Visits	220	Sep 17 (304)	Nov 15 (246)	Aug 9 (363)	Sep 28 (282)

Watershed Management

- Staff will be continuing to schedule visits and assessments over the next couple of months. Staff have completed approximately 75% of the assessments that were requested.
- LTC Planning and Regulations staff in consultation with the Source Water Protection staff will be providing a presentation and education event to the Central Lake Association of Realtors on October 15, 2025.
- LTC staff attended a meeting with Emergency Management Ontario (Ministry of Emergency Response and Preparedness) to discuss changes in the Provincial framework associated with emergency management in Ontario.
- LTC staff attended the Communal Septic System Discussion Meeting and Workshop hosted by the Intermunicipal Task Force on House and Homelessness, Northumberland County and the Township of Cramahe.

Agenda Item #11b.

- Massimo Narini – Watershed Services Specialist, attended the Community Science, Biodiversity and Wild Foods event at the Aron Theatre in Campbellford to present the LTC Beneath the Surface Project, which would use stationary underwater cameras and an underwater drone to collect fish habitat data.

Online Inquiries

Since the last reporting period, staff received and actioned **101** inquiry submissions and inquiries are continuing to be received at a steady pace as there appears to be a shift in the real estate market and interest in building projects. The number of complex inquiry files that staff are receiving is increasing and these files require a greater amount of staff time to properly educate landowners and proponents due to the highly complex site conditions.

Permitting & Regulations:

- Planning and Regulations staff are continuing to meet with Parks Canada, Fisheries and Oceans Canada and Transport Canada regarding the future construction of the Trent River bridge in Campbellford. There are no major updates at this time as we are waiting on updated engineering to be reviewed by Parks Canada.
- Staff are making progress on the Board Approved permits that involved large wetland restoration projects (Hillside Meadows North, Permit no. P-22-047 to P-22-049, and Prince Edward Estates Phase, Permit no. P-21-049). Both wetland restoration activities should be commenced this year and completed by Spring of 2026. Once completed, staff will work with the permit applicants to continue with the Board Approved permit conditions.
- The final draft Regulatory Policy document has been completed; staff are presenting the draft under a separate cover and Board report.
- Staff issued **20** permits since the previous reporting period with **1** permit amendments issued.
- Staff are currently reviewing and commenting on **27 open** 2025 permit files and **27** files from previous years (includes requested permit amendments and Hearing files that require conditions to be met).
- The number of Section 28 investigations (enforcement files) has seen a sharp increase in the latter half of this year (i.e., 15 new files since the beginning of July). Currently, staff are managing **73** open enforcement matters and are continuing to work with landowners to pursue voluntary compliance.

Planning:

- LTC Staff reviewed and commented on **36** Subdivision and Condominium Files in 2025 (new and ongoing). Since the last reporting period, LTC Staff reviewed and/or commented on **13** Subdivision and Condominium files. Many of these files are ongoing and staff expect to work on these continuously throughout the year.
- Since the last reporting period, LTC Staff reviewed and commented on **17** Planning Act Applications (Severances, Zoning By-law amendments, Official Plan amendments, Site Plan Control applications and/or Minor Variances). Additionally, we are reviewing several technical reports for pre-consultation files including but not limited to; **2** site plan and **5** Environmental Impact Studies. There are currently **3** technical reports in our queue for review.

Agenda Item #11b.

Lastly, kind reminder to let your Municipal staff know that LTC is here to assist our Municipal partners where possible. LTC Staff can walk landowners through our permitting process, the planning process and other procedures/processes that may be applicable to their proposal or inquiries. LTC Staff are incredibly knowledgeable and we are here to help the residents of our Watershed.

RECOMMENDATION:

- Staff recommends to the Board of Directors that the Planning and Regulations Update be accepted as information.

Agenda Item #11c.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 26, 2025
To: LTC Board of Directors
Re: Flood Forecasting and Warning UPDATE
Prepared by: Gage Comeau, Manager, Watershed Management, Planning and Regulations

PROPOSED RESOLUTION:

THAT the Flood Forecasting and Warning Update be accepted as information.

BY THE NUMBERS:

Here are the number of flood communications issued and compared to the total number of statements issued in previous years.

Table 1. Number of flood communications issued by Staff.

Statements	Flood Communications Issued (as of September 26, 2025)	Total Number for Previous Years						
		2024	2023	2022	2021	2020	2019*	2018
Water Safety	2	5	4	2	2	3	8	2
Flood Outlook	3	2	8	4	4	5	5	5
Flood Watch	3	2	2	0	0	3	6	7
Flood Warning	4	0	2	0	0	0	13	0
Total (System)	12	9	15	6	6	11	32	14

*Lake Ontario water levels were highly elevated during 2019, which led to a high volume of flood warning statements and updates.

Summary of Current Conditions (since last report)

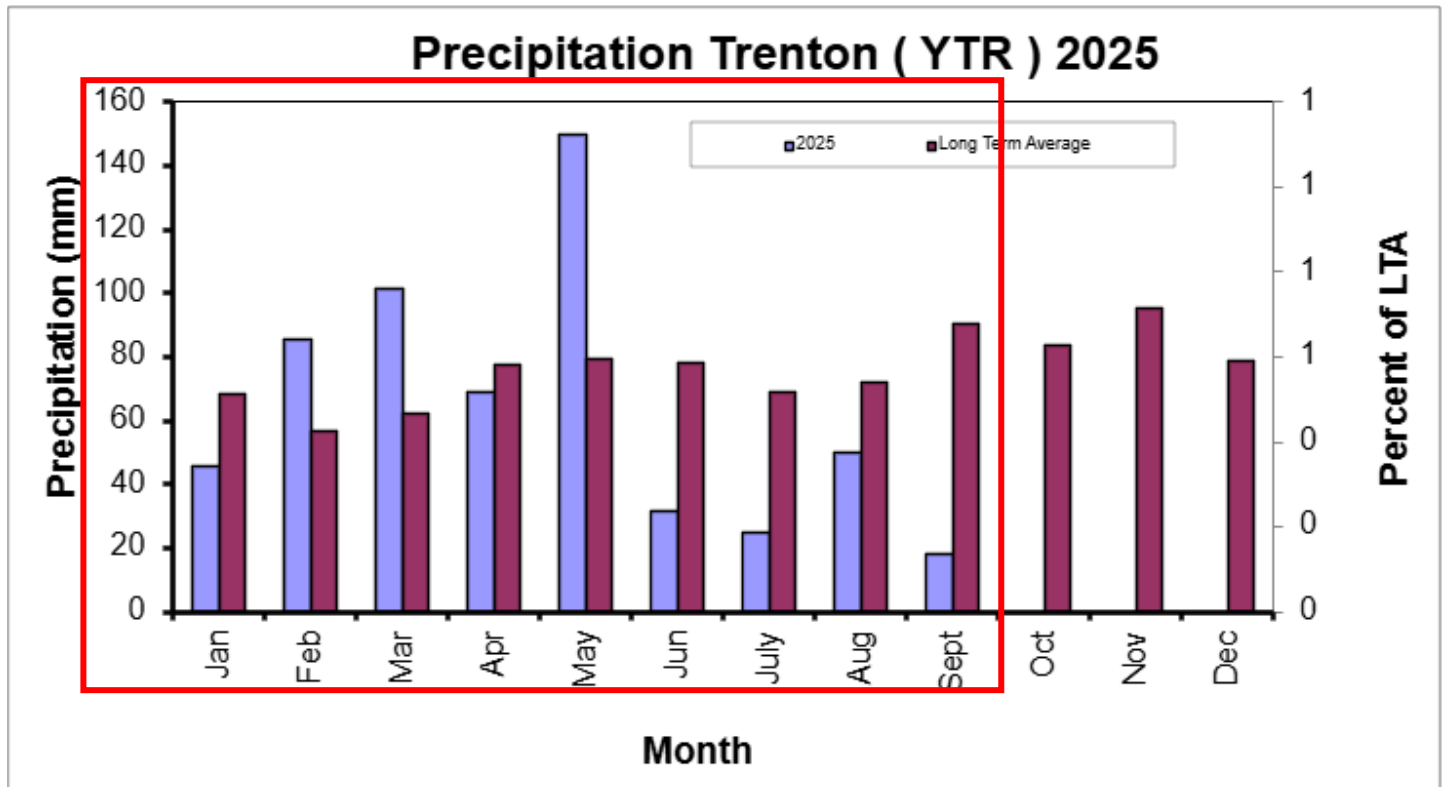
Over the last 4 months, the LTC watershed has experienced drought conditions that are similar to the 2016 drought. A drastic change in circumstances is required for the watershed area to see improvements as continued drought conditions may push the watershed into a drought condition that we have never experienced previously. Following the threshold values established by the Ministry of Natural Resources, a Level 2 Low Water condition was activated on September 11, 2025, when the monthly streamflow averages dropped below 50% of the lowest average summer month flow and the 3-month precipitation was less than 60% of the 3-month long term average. A review of the data through the month of September is suggesting that a Level 2 Low Water condition be maintained when only taking into consideration the precipitation data; however, streamflow data for Trout Creek, Rawdon Creek and Hoards (Squires) Creek are showing values that could trigger a Level 3 Low water condition for those areas. A monthly comparison of the precipitation volumes observed in 2025 and the long-term averages can be seen on Table 2.

Staff are continuing to review the data to determine our status in relation to low water conditions, and although we have started to receive more consistent rainfall over the past week, the volume of precipitation received did not provide much relief to the current drought condition. Staff will be convening the Low Water Response Team in the first week of October to discuss upgrading to a Level 3 Low Water condition for the watershed as a whole or take a subwatershed approach to identify appropriate Low Water conditions for reach subwatershed area.

Agenda Item #11c.

LTC staff will continue to review the weather and stream conditions and will report further if there appears to be any potential flood or worsened drought issues.

Table 2. Observed Monthly Precipitation (mm) in 2025 compared to the monthly long-term average.

Local Creeks

The local creeks and streams are below the seasonal average for streamflow and water levels due to the drought conditions being experienced throughout the watershed and most of southern Ontario. Staff will continue to review the conditions and forecast updates to ensure the safety of our municipal stakeholders and general public.

Trent River

The Trent River system is experiencing below-seasonal average flow and water levels due to drought conditions being experienced. Ongoing operations are expected through the Trent River system to ensure appropriate navigation in the system.

If there are any concerns or issues with the water levels on the Trent River system, owners are advised to contact Parks Canada-Trent Severn Waterway.

Lake Ontario

Lake Ontario Water levels are just below average for this time of year. Water levels have been fairly consistent over the past few weeks with minor variations recorded.

Agenda Item #11c.

RECOMMENDATION:

Staff recommend that the Flood Forecasting and Warning Update be received as information.

Waterlogs - September 2025

Today, the Bay of Quinte is a healthy and vibrant ecosystem.
Now, we must focus on keeping it this way

HERE FISHY, FISHY

The Ministry of Natural Resources (MNR) stationed at the Glenora Fisheries Station in Prince Edward County has a long history of assessing the fishery in the Bay of Quinte.

In the 1990s, degradation of fish and wildlife populations and loss of fish and wildlife habitat were identified as environmental challenges under the Remedial Action Plan (RAP), due to excess amounts of algae.

At that time, only a couple of fish species could survive and thrive in the bay. As well, the algae blocked sunlight preventing aquatic plant growth - homes for fish.

Both of these environmental challenges have been classified as restored, meaning they met the criteria outlined in the RAP.

Today, there is less algae, due to reduced phosphorus levels in the bay, improving water quality and clarity. This allows numerous species of fish to thrive in the bay and aquatic plants to grow, providing homes for predators like walleye and bass and homes for prey like perch and sunfish. As well, due to past industrial practices certain species of fish were identified as having raised levels of industrial contaminants. Today, contaminant levels in fish are greatly reduced and fish in the Bay of Quinte are healthy and safe to eat. Refer to the Ministry of the Environment, Conservation, and Parks (MECP) Guide to Eating Ontario Fish for consumption levels for numerous fish species in the Bay and throughout the province.

Today, the Bay of Quinte is known as a world class walleye and bass fishery. To ensure Bay of Quinte fish remain healthy and diverse the Ministry of Natural Resources (MNR) operate several fish assessment programs. Fish are assessed for species diversity and abundance and overall health, along with broader ecosystem indicators. Some fish are taken back to the Glenora Fisheries Station where more detailed biological sampling (length, weight, age, tissue sample, etc.) is conducted. Tissue samples from some fish are sent to the Ministry of the Environment, Conservation, and Parks (MECP) laboratories where they are evaluated for contaminant levels. The data is published by the MECP in the [Guide to Eating Ontario Fish](#).

Once all this data is analysed the information is used to compare trends over time, or to other areas, and the health of the Bay of Quinte is evaluated. These comparisons provide information to fisheries managers so they can take management actions to address any issues. This ongoing monitoring is vital to ensuring healthy and diverse fish populations.



CORNMEAL CRUSTED WALLEYE

Earlier, this year, we completed a fish consumption survey for the Bay of Quinte. The top fish consumed was walleye. enjoy this recipe at your next fish fry.

Ingredients

- 2 large sweet red peppers
- 4 large ears sweet corn, husks removed
- 3 tablespoons canola oil, divided
- 1/2 cup yellow cornmeal
- 1-3/4 teaspoons salt, divided
- 1/2 teaspoon white pepper
- Dash cayenne pepper
- 4 walleye fillets (6 ounces each)
- 1/2 pound sliced fresh mushrooms
- 3 tablespoons butter

Directions

1. Broil red peppers 4 in. from the heat until skins blister, about 15 minutes. With tongs, rotate peppers a quarter turn. Broil and rotate until all sides are blistered and blackened. Immediately place peppers in a large bowl; cover and let stand for 15-20 minutes.
2. Meanwhile, brush corn with 1 tablespoon oil. Transfer to an ungreased 13x9-in. baking dish. Cover and bake at 350° until tender, 30-40 minutes. Peel off and discard charred skin from peppers. Remove stems and seeds. Finely chop peppers. Cut corn from cobs.
3. In a shallow bowl, combine the cornmeal, 1 teaspoon salt, pepper and cayenne. Coat walleye in cornmeal mixture.
4. In a large skillet, saute mushrooms in butter until tender. Add peppers, corn and remaining salt; saute 2-3 minutes longer.
5. In another large skillet, fry fillets in remaining oil for 2-3 minutes on each side or until fish flakes easily with a fork. Serve with corn salsa.

Nutrition Facts

1 each: 515 calories, 23g fat (7g saturated fat), 169mg cholesterol, 937mg sodium, 42g carbohydrate (11g sugars, 7g fiber), 40g protein.

<https://www.tasteofhome.com/recipes/cornmeal-crusted-walleye/>

IF YOU SEE IT, PULL IT!

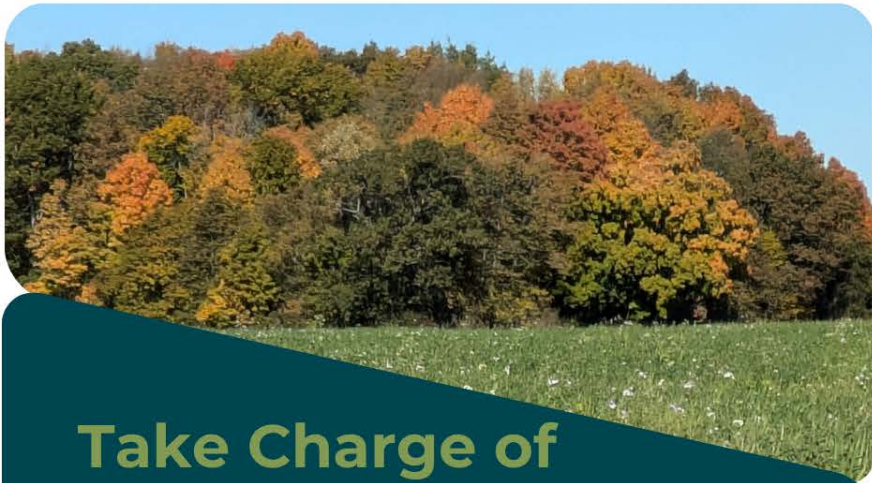


At this time of year Water Soldier starts to be noticable around the Bay of Quinte. It poses a threat to biodiversity in the bay, as it is known to form monocultures which strangle out other native aquatic plants and alter open water and wetland ecosystems, affecting the wildlife and fish that depend on these habitats for parts or their life cycles. It reproduces quickly, and is capable of seedless reproduction. New buds, which appear as smaller versions of the adult plants, develop and detach to over-winter. Many populations uproot and float in the late summer and early fall, assisting in new colony formation.

If you see Water Soldier while out on the water, please report your sighting to the Invading Species reporting hotline (1-800-563-7711 or online at www.EDDMapS.org. If you find a floating water soldier plant, it is best to scoop it

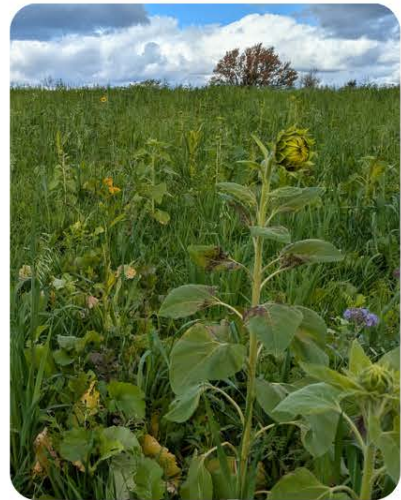
up with the end of a paddle or with gloved hands, and place it in a black plastic garbage bag to dry out before throwing them in with regular landfill garbage, and report your findings to the Invading Species hotline. Be sure to Clean, Drain and Dry your boat, jetski, and all water recreation and fishing equipment between lakes to help prevent the spread of destructive invasive species and protect our waterways!

This video outlines how to remove [Water Solder](#)



Take Charge of Your Soil Health!

Protect Water Quality and Increase Yields



Livestock Fencing

- Install fencing to restrict livestock access to a waterway or wetland.

Grant rate - 75% - maximum up to \$7,500

Alternate Watering Source

- To be eligible for funding, livestock must be fenced out of a waterway or wetland

Grant rate - 75% - maximum up to \$7,500

Marginal Lands Buffer Strips

- Got marginal lands along a watercourse establish a riparian buffer strip.

Grant rate - 75% - maximum up to \$7,500

Water Quality Improvement

- Stream bank stabilization • barnyard runoff control • manure storage improvements • constructed wetlands • erosion control structures

Grant rate - 75% - maximum up to \$7,500

www.bqrap.ca

Prioritize Your Soil Health, Starting Today!

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Book your site visit, Today.

Cover Crops

We offer a cover crop seed grant of \$30.00 per acre -

Grant maximum up to \$2,500.

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Agenda Item #13.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 30, 2025
To: Board of Directors
Re: 2026 Fee Policy and Schedules
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2026 Fee Policy and Schedule be approved.

BACKGROUND:

Lower Trent Conservation (LTC) charges fees to assist with covering the program costs for services and products that are not supported through provincial grant funding and assist in reducing the general levy. The fees take into account estimated staff time, travel, and material costs to provide the service. To date the fees have only covered a portion of the service costs. As a result of provincial cutbacks to the operating budget, it is imperative to charge 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 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 Natural Resources 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.

All CAs are required to have a fee policy and fee schedules approved by their Board. Lower Trent'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 cost of the services.

The Minister froze CA planning and development fees for 2023 and that freeze continued through to 2025. However, the Fee Policy and Schedules are required to be reviewed and updated annually and any changes be brought forward to the Board of Directors for consideration. Consultation is also required annually as noted under Process and Public Notification prior to Board approval. This report is bringing forward the proposed changes for 2026.

The 2025 LTC Fee Policy and Schedules were approved by the Board of Directors on November 14, 2024. Realistic consideration of staff time and expenses required for these services were evaluated. There have been proposed additions to development charges that were considered by LTC for 2025 but the minister's freeze did not allow LTC to implement these changes.

Agenda Item #13.**DISCUSSION:**

Staff have begun the 2026 Fee Policy and Schedules review. There were no changes to the policy document. Staff recommend that minor changes to the policy and schedules be accepted for implementation in 2026. The full draft 2026 LTC Fee Policy and Schedules document is attached.

Consultation for the 2026 Fee Policy and Schedules will be premised with the understanding that the planning and regulation fees will not be implemented until the removal of the current freeze. There may be changes to the Schedule 1 fees post-consultation dependent on the outcome of further research into local CA charges.

Schedule 1 – Planning and Regulations Fees

- No changes proposed

Schedule 2 – General Service Fees

- Fees for professional services were not changed for 2026.
- Addition of a fee for the use of the Great Lakes Map which is set per student with a minimum fee. The map is a new interactive teaching tool purchased this spring to enhance our youth education program. The fees reflect the desire to recoup the money spent on this investment.

Schedule 3 – Stewardship Services Fees

- Fees for nursery pricing is unknown at this time. A range is given to accommodate potential increases.

RECOMMENDATION: That staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2026 Fee Policy and Schedule.



Lower Trent Conservation Fee Policy and Schedules

*This manual outlines Lower Trent Conservation's policies
for setting and charging fees*

Approved by Lower Trent Conservation Board of Directors –

Effective Date: January 1, 2026

Lower Trent Conservation
Administration Office
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K8V 0N1
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Web: www.LTC.on.ca

POLICY

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FEE SCHEDULES

Schedule 1: LTC Planning and Regulations Fees

Schedule 2: LTC General Fees

Schedule 3: LTC Stewardship Services Fees

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 Lower Trent 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 include:

- Administration of *Conservation Authorities Act (CAA)* Section 28 and 28.1 including technical advice and studies;
- Response to legal, real estate and public inquiries regarding a CAA Section 28 and 28.1 and natural hazard inquiries under the *Planning Act*;
- Activities requiring a permit made pursuant to section 29 of the CAA;
- Review and commenting on applications under other legislation noted under the Mandatory Programs and Services Regulation (O. Reg. 686/21) and associated inquiries.
- Commenting on Planning Act applications for consistency with natural hazard policies.
- Access to authority owned or controlled land for recreational activities not requiring direct authority or other staff involvement.

Category 2 Municipal programs and services include but are not limited to:

- Risk Management Official/Inspector Services under the Clean Water Act.
- Source Water Education and Outreach as per the Trent Source Protection Plan policies.
- Flood and Erosion Control Infrastructure inspections.

Category 3 Other 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.
- Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.
- Youth education.
- The sale of products by the authority.

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 has been established by the Lower Trent Conservation (LTC) 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 for review and/or revisions to the Fee Policy and Schedules on the LTC 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 LTC 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 the *Conservation Authorities Act* and O. Reg. 41/24 Prohibited Activities, Exemptions and Permits.

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, such as Ducks Unlimited (DU), Nature Conservancy of Canada (NCC), Ontario Federation of Anglers and Hunters (OFAH) for permit applications, *Planning Act* applications, inquiries, and site assessments;
- LTC municipalities forming part of the permit applications, inquiries, and site assessments (excluding exceptional circumstances where considerable staff time is required to conduct major technical reviews and enforcement matters).

Refunds

Lower Trent Conservation does not issue refunds for services or products once the application 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. If a refund is approved, a 10% 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 Chief Administrative Officer (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 LTC 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 LTC 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 LTC 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: LTC Planning and Regulations Fees

Schedule 2: LTC General Fees

Schedule 3: LTC Stewardship Services Fees

SCHEDULE 1 Planning and Regulations Fees			
FEE TYPE	Proposed 2026 Fee	NOTES	Change
Pre-Application Services Fees		No reimbursement or crediting of fees	
General Inquiry	free	Verbal or email response	No change
Clearance Letter/Screening Letter	\$100		No change
Realty Inquiry – written response	\$100		No change
Pre-Consultation with Written Comments	\$200		No change
Site Visit - Project Specific (< 0.5 ha)	\$260	detailed discussion on specific site locations	No change
Site Visit - Standard (<2 ha)	\$410	No change	No change
Site Visit - Large (>2 ha)	Min \$500	Cost estimate to be provided based on scope and complexity	No change
Legal Inquiry	\$225	(3-10 business days)	No change
Legal Inquiry – RUSH	\$360	(up to 2 business days)	No change
Technical Report Review	\$285	Per Report (EIS, HE, Floodline, etc.)	No change
Map of property with environmental constraints	\$30		No change
Permit Fees			
Routine Permit Drainage Act (DART Protocol)	\$100		No change
Hydro One - Utility Corridor (up to five sites)	\$515		No change
Minor Permit	\$235		No change
Standard Permit	\$590		No change
Complex Permit – One Technical Study	\$850 +	\$850 plus technical review fee(s)	No change
Compliance Permit		Double the Application Fee	No change
Large Fill Permit	\$590 +	\$590 + \$0.50 per m3 up to 500m3	No change
Large Fill Permit	\$3,100 +	\$3,100 + \$0.75 per m3 greater than 500m3	No change
Restoration Agreement		Double the Application Fee	No change
Permit Amendment - Administrative	\$100		No change
Permit Amendment		50% of original fee	No change
Hearing Administration Fee - Standard	\$400	Single residential lot development	No change
Hearing Administration Fee - Complex	\$1,030	Multiple lots; Commercial or Industrial Development; Large Residential Development	No change

FEE TYPE	Proposed 2026 Fee	NOTES	Change
Standard Plan Review Fees			
Consent	\$450		No change
Consent - Multiple (up to 3)	\$680		No change
Zoning Bylaw Amendment (ZBA)	\$450		No change
ZBA (condition of previously reviewed consent OR concurrent)	\$220		REMOVED
Minor Variance (MVA)	\$445		No change
Official Plan Amendment (OPA)	\$575		No change
Combined OPA/ZBA	\$1020		No change
Recirculation (any Standard Plan Review)		50% of original fee	No change
Site Plan Control Fees			No change
Single Lot Residential Site Plan	\$565		No change
Minor Site Plan	\$1,080		No change
Major Site Plan	\$2,700		No change
Subdivision / Condominium Fees			
DRAFT PLAN Subdivision - Basic	\$3,750		No change
DRAFT PLAN Subdivision - Complex	\$7,500	Phasing may incur additional fees	No change
Redline Revision or Resubmission	\$1,340	No Technical Reports to review	No change
Redline Revision or Resubmission	\$2,675	Technical Reports to review	No change
Detailed Design Review & Clearance of Draft Conditions	\$2,000	per Phase	No change
Detailed Design Review & Clearance of Draft Conditions	\$3,600	Draft Plan Approval > 5yrs ago	No change
Ministerial Zoning Order (MZO)	\$20,000 deposit	Additional fees for Cost recovery of: Review of technical reports, consultant costs, compensation, development and implementation, administration and legal fees	No change

Note: No fees apply to applications for submissions from levying municipalities on municipal initiatives
(excluding major technical reviews and enforcement matters)

Payments can be made by cash, cheque, or credit card (Visa or MasterCard)

SCHEDULE 2 General Service Fees			
FEE TYPE	Proposed 2026 Fee	NOTES	Change
Staff Charge Out Rates			
<i>Management/Project Management</i>	\$100	Staff charge out rates have not changed for 3 years	No change
<i>Engineering/Planning</i>	\$85		No change
<i>Specialists – IT, GIS, Ecologist</i>	\$70		No change
<i>Administration/ Technicians</i>	\$65		No change
<i>Outside Engineering Consultant Fees</i>		Cost recovery	
Conservation Lands			
Group picnics/Special events			No change
Up to 50 people	\$150		No change
Up to 100 people	\$300		No change
Up to 200 people	\$600		No change
>200 people (per 100)	+ \$150		No change
Delivery Charges (picnic tables/garbage cans)	\$110		No change
Goodrich-Loomis Conservation Centre Rental			
Half day – one floor	\$100		No change
Half day – two floors	\$150		
Full day – one floor	\$175		No change
Full day – two floors	\$300		
Murray Marsh Hunting permission	\$75		No change
Other events (filming, athletic, sponsored events)		Cost recovery	No change
Great Lakes Map	\$5/student	Minimum of \$150	NEW
Discover Your Watershed Events		Cost recovery	No change
Administrative Services			
Shipping and Handling – minimum fee	\$10		No change
NFS Cheque	\$50		No change
Printing – all printing and sizes		Cost recovery	No change

Payments can be made by cash, cheque, or credit card (Visa or MasterCard)

SCHEDULE 3 Stewardship Services Fees			
	Actual 2025 Fee	Proposed 2026 Fee	NOTES
Tree Seedlings and Shrubs			
Conifer Stock	\$1.60 - \$1.80		Pricing information from nurseries unavailable
Deciduous Stock	\$2.00 - \$2.35		Pricing information from nurseries unavailable
Administrative Fee – per order	\$15		No change
Potted Trees	\$18 - \$21		Pricing information from nurseries unavailable
Wildflower Kits			
Sun-loving	\$55		No change
Shade-tolerant	\$75		No change
Little Forest Kits	\$425 - \$475		Pricing information from nurseries unavailable

Payments can be made by cash, cheque, or credit card (Visa or MasterCard)



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 30, 2025
To: Board of Directors
Re: Conservation Lands Report for the period July 1 to September 30, 2025
Prepared by: Chris McLeod, Conservation Lands Supervisor

PROPOSED RESOLUTION:

THAT the Conservation Lands Report for the period July 1 – September 30, 2025 be received as information.

MAINTENANCE/ACTIVITIES:

The following list of maintenance and activities are items beyond the regular vehicle, building and property maintenance (mowing grass, clearing back brush on trails, garbage collection, cleaning, painting, drinking water sampling and system management at Goodrich-Loomis Centre and main office).

During the Summer of 2025:

- Cleaned and maintained kiosks
- Maintained trail systems and removed downed trees
- Painted the outside of Administration building and Parking Lot lines
- Cleared back trails at Goodrich-Loomis and Bleasdel Boulder
- Interacted with Conservation Lands visitors and responded to inquiries, complaints, and requests from members of the public and neighbours of Conservation Areas
- The orientation and training of CA Lands Ecology Technician
- Repaired trail wash outs at Bleasdel Boulder and Proctor Park
- Repainted gates at Seymour, Proctor Park, Goodrich-Loomis and Bleasdel Boulder
- Storm damage repairs to the outside of Goodrich-Loomis building
- Replaced main stairs at Goodrich-Loomis building
- Mapped invasive species at Goodrich-Loomis
- Installed boulders as a protective measure in front of Propane tanks at Goodrich-Loomis
- Photograph trail and kiosk signage condition at all conservation lands

SPECIAL PROJECTS & PROGRAM IMPROVEMENTS:

- Hosted an Invasive Species removal day (Dog Strangling Vine) with volunteers at Bleasdel Boulder as part an Invasive Species Grant
- Retread Bridge used by School Board for outdoor education at Goodrich-Loomis
- Asphalt installed at Seymour pavilion to divert precipitation from posts, relevel path to permanent privy

SPECIAL EVENT PROPERTY RENTALS:

LTC-owned properties and facilities are able to be rented for special activities (weddings, celebration of life, fun run events, large family picnics, Cadet training). The number of special event rental occurrences during this review period:

- Goodrich-Loomis = 13 (including 2 two-week long summer camps)

Agenda Item #14.

Note: This list does not include regular occurring rentals such as youth groups or day camps or LTC hosted events.

HAZARD TREE REMOVAL:

As per LTC's Hazard Tree Removal Policy, we inspect, document, and remove hazard trees in various LTC-owned properties. All trees (unless otherwise stated) were removed by LTC staff.

- Proctor Park = 2
- Glen Miller = 2

CONSERVATION LANDS VANDALISM:

- Aside from some isolated garbage dumping and spray painting, vandalism and misuse of the properties has been low during the summer months

CONSERVATION LANDS ENFORCEMENT:

No Section 29 tickets were issued during this period.

Agenda Item #15.



LOWER TRENT
CONSERVATION

Prepared by:

STAFF REPORT

Date: September 30, 2025
To: Board of Directors
Re: Summary of Education and Outreach Activities July 1 – September 30, 2025
 Anne Anderson, Manager of Community Outreach and Special Projects; Nicholas Reynolds, Environmental Education Technician and Corinne Ross, Communications Specialist

PROPOSED RESOLUTION:

THAT the Summary of Education and Outreach Activities for the period of July 1 to September 30, 2025 be received as information.

RECENT EDUCATION & OUTREACH EVENTS

Date	Event	Approximate Attendance
July 2	Outreach: Madoc Public Library - Nicholas Reynolds, Sarah Glasser	4
July 3	Youth Education: Batawa Day Camp - Nicholas Reynolds, Sarah Glasser	60
July 5	Outreach: LACC Farmer's Market - Raven Chartrand	30
July 7	Youth Education: CFB Trenton Day Camp - Nicholas Reynolds, Sarah Glasser	32
July 8	Youth Education: ArtWorth Camp - Nicholas Reynolds, Sarah Glasser	30
July 9	Youth Education: ArtWorth Camp - Nicholas Reynolds, Sarah Glasser	30
July 10	Youth Education: Batawa Day Camp - Nicholas Reynolds, Sarah Glasser	55
July 12	Special Event: Incredible Edibles - Nicholas Reynolds, Sarah Glasser, Raven Chartrand, Addison Baldwin	200
July 14	Outreach: Grafton Public Library - Nicholas Reynolds, Sarah Glasser	7
July 15	Youth Education: ArtWorth Camp - Nicholas Reynolds, Sarah Glasser	28
July 16	Youth Education: ArtWorth Camp - Nicholas Reynolds, Sarah Glasser	28
July 17	Youth Education: Batawa Day Camp - Nicholas Reynolds, Sarah Glasser	63
July 18	Outreach: Stirling Public Library - Nicholas Reynolds, Sarah Glasser	3
July 21	Youth Education: CFB Trenton Day Camp	34

	- Nicholas Reynolds, Sarah Glasser	
July 24	Youth Education: Batawa Day Camp - Nicholas Reynolds, Sarah Glasser	62
July 26	Volunteer Event: Invasive Species Pull – Bleasdell Boulder - Corinne Ross, Chris McLeod, Addison Baldwin, Raven Chartrand	8
July 30	Youth Education: Summer Fest at Goodrich-Loomis - Nicholas Reynolds, Sarah Glasser, Corinne Ross, Addison Baldwin, Raven Chartrand, Noah Kim, Kathy Wang, Vern Bastable, Colton Cooper, Erich Stephens, Anne Anderson	13
July 31	Youth Education: Batawa Day Camp - Nicholas Reynolds, Sarah Glasser, Addison Baldwin	57
August 5	Outreach: Roseneath Public Library - Nicholas Reynolds, Sarah Glasser	22
August 7	Outreach: Brighton Public Library - Nicholas Reynolds, Sarah Glasser	35
August 9	Outreach BQRAP: Trenton Farmer's Market - Raven Chartrand	40
August 13	Outreach: Stirling Public Library - Nicholas Reynolds, Sarah Glasser	6
August 14	Youth Education: Batawa Day Camp - Nicholas Reynolds, Sarah Glasser, Addison Baldwin	60
August 16	Special Event: Hastings Waterfront Festival - Nicholas Reynolds	150
August 18	Youth Education: CFB Trenton Day Camp - Nicholas Reynolds, Sarah Glasser	30
August 20-21	Special Event: Hastings County Plowing Match - Sarah Midlane-Jones, Corinne Ross, Toby Farrell, Raven Chartrand, Addison Baldwin	438
August 23	Special Event: Quinte West Pop-Ups - Raven Chartrand, Chitra Gowda	10
September 12 & 14	Outreach BQRAP: Quinte West Farms Open - Raven Chartrand	15
September 17	Special Event: Drinking Water Wise Webinar, Septic Systems 102 - Trent Bos	71
September 17	Guest Speaker: ARON Theatre – ArtWorth for Adults - Massimo Narini	30
September 23	Special Event BQRAP: Mohawks of the Bay of Quinte Community Evening - Sarah Midlane-Jones, Anne Anderson	30
September 23	Special Event: Doors Open Meet and Greet - Nicholas Reynolds	28

SOCIAL MEDIA

Date	Item	No. of Views
July 2	Outreach Event: Madoc Public Library	379
July 2	DWSP: Drinking Water Wise webinar – Cisterns 101	435
July 9	Outreach Event: Incredible Edibles	704

July 11	Outreach Event: Grafton Library	704
July 11	Volunteer Event: Invasive Species Pull	1050
July 12	Outreach Event: Incredible Edibles	286
July 13	Outreach Event: Alnwick-Halldimand	283
July 13	Outreach Event: General Outreach	286
July 14	Outreach Events: Grafton Library	267
July 15	Outreach Events: Stirling Public Library	277
July 16	Outreach Events: Summer Fest	2348
July 18	Outreach Events: Stirling Public Library	222
July 21	We Are Hiring	2337
July 21	Volunteer Event: Invasive Species Pull	1905
July 24	Volunteer Event: Invasive Species Pull	1734
July 24	Conservation Lands: Household Waste	1433
July 25	Volunteer Event: Invasive Species Pull	357
July 28	Outreach Events: Summer Fest – General	585
July 28	Outreach Events: Summer Fest – Watershed Map	705
July 28	Volunteer Event: Invasive Species Pull – Thank you	2266
July 29	Outreach Events: Summer Fest – AR Sandbox	1006
July 29	Outreach Events: Summer Fest – Guided Hike	1683
July 29	Outreach Events: Summer Fest – General	1104
July 30	Outreach Events: Summer Fest – General	441
July 30	OFAH Spotlight	486
July 31	Outreach Event: Roseneath Public Library	230
July 31	Outreach Event: Summer fest – Thank You	541
August 1	Outreach Event: Brighton Public Library	325
August 1	Outreach Events: Stirling Public Library	289
August 5	Outreach Event: Roseneath Public Library	226
August 6	Outreach Event: Madoc Public Library	832
August 7	Outreach Event: Brighton Public Library	325
August 8	Outreach Event: Hasting Waterfront Festival	1022
August 8	Low Water – Level One	4127
August 13	Outreach Event: Hastings Plowing Match	332
August 13	Outreach Event: Madoc Public Library	238
August 16	Outreach Event: Hasting Waterfront Festival	291
August 16	Outreach Event: Quinte Weast Pop Ups	213
August 20	Outreach Event: Hastings Plowing Match	262
Augusts 20	DWSP: Drinking Water Wise webinar – Septic Systems	252
August 22	Outreach Event: Hastings Plowing Match – Thank you	773
August 23	Outreach Event: Quinte Weast Pop Ups	278
August 25	Goodbye to Our Summer Students	928
August 27	DWSP: Drinking Water Wise webinar – Septic Systems	343
Sept 2	Back to School	238
Sept 3	DWSP: Drinking Water Wise webinar – Septic Systems	364
Sept 10	DWSP: Drinking Water Wise webinar – Septic Systems	223
Sept 10	Outreach Event: Beneath the Surface	1501
Sept 11	Low Water – Level Two	1106
Sept 16	DWSP: Drinking Water Wise webinar – Septic Systems	241

Sept 16	Outreach Event: Forest Bathing at Goodrich-Loomis	1637
Sept 17	Outreach Event: Beneath the Surface	754
Sept 24	Outreach Event: Woodlot Conference	378
Sept 24	Outreach Event: Quinte West Doors Open	1150
Sept 30	Truth and Reconciliation	758

UPCOMING EVENTS

October 1	Phragmites Workshop
October 2	Quinte Woodland Conference
October 3	Alderville Prairie Day
October 4	Quinte West Doors Open
October 4	Trenton United Church Little Forest Planting
October 4	Trenton Farmer's Market
October 10	Cite Jeunesse at Goodrich-Loomis
October 18	Forest Bathing at Goodrich-Loomis
October 23	Central Lake Association of Realtors
October 25	LACC Farmer's Market



STAFF REPORT

Date: October 1, 2025

To: Board of Directors

Re: Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* - Period of July 1 – September 30, 2025

Prepared by: Marcus Rice, Risk Management Official
Anne Anderson, Risk Management Official

LOWER TRENT
CONSERVATION

RECOMMENDATION:

THAT the Risk Management Official Activity Report pursuant to Part IV of the *Clean Water Act* for the period of July 1 to September 30, 2025, be received as information.

DISCUSSION:

This report summarizes work completed by the Risk Management Official (RMO) to implement Part IV policies in the Trent Source Protection Plan for the review period **July 1st to September 30th**

THREAT VERIFICATION

The following table details the overall work done in the watershed by the RMO to date to address verified significant drinking water threats (SDWT) requiring RMO review.

Location	Number of “Part IV”* threats as per RMO/I Database (2014)	Additional SDWT identified	Number of “Part IV” threats determined to be not present or occurring**	Number of threats managed with an RMP	Total number of Active RMPs	Number of “Part IV” threats requiring further follow- up
Stirling	109	27	96	40	19	0
Warkworth	31	0	30	1	1	0
Hastings	29	9	27	11	6	0
Campbellford	73	10	67	16	12	0
Brighton	1	3	4	0	0	0
Colborne	1	8	7	2	1	0
Grafton	0	0	0	0	0	0
Total threats	244	57	231	70	39	0
	SDWT=Significant Drinking Water Threat RMP= Risk Management Plan					

*Part IV threats are those activities to be addressed through the Risk Management Plans, Prohibition, or Restricted Land Use provisions of the *Clean Water Act*.

** “Threats not present or occurring” are activities that do not meet threat circumstances or threats that were assumed but are not actually occurring.

SITE VISITS

The following site visits were completed during the review period.

Location	Property Identifier	Purpose	Date
Campbellford	6955, 6956	Discuss Draft Risk Management Plan and discuss record keeping.	July 10 th
Stirling	1545	Sign the Amended Risk Management Plan and discuss record keeping	July 15 th
Campbellford	6955, 6956	Sign the Risk Management Plan and provide supporting documents.	July 23 rd
Hastings	1093	Sign the Risk Management Plan and provide supporting documents	July 30 th
Hastings	1098, 1103, 1104, 6957	Sign the Amended Risk Management Plan and discuss record keeping	July 30 th
Colborne	6962	Sign Exemption Letter and provide mapping	September 16 th
Colborne	N/A	Determine business operations	September 16 th
Stirling	1559	Pasture field assessment and review Draft Risk Management Plan	September 19 th

RISK MANAGEMENT PLANS (RMP)

The following table details Risk Management Plans established for the review period.

Location	RMP #	Activity	Date Established
Campbellford	RMP-25-003	Waste Disposal Site – Storage of hazardous waste	July 23 rd
Hastings	RMP-25-004	Agricultural Source Material Generation and storage of Agricultural Source Material	July 30 th

AMENDED RISK MANAGEMENT PLANS (RMP)

The following table details Risk Management Plans established for the review period.

Location	RMP #	Activity	Date Established
Stirling	RMP-22-002	Handling and storage of Dense Non-Aqueous Phase Liquids Storage of an Organic Solvent Storage of Hazardous Waste Storage of Fuel	July 15 th
Hastings	RMP-17-004	Application of Agricultural Source Material	July 30 th

NOTICES

The following table details Notices issued for the review period.

Type of Notice*	Notice #	Location	Threat Subcategory
s. 59(2)(a)	N-25-911	Campbellford	Building Permit
s. 59(2)(a)	N-25-912	Hastings	Building Permit
s. 59(2)(a)	N-25-913	Hastings	Building Permit
s. 59(2)(a)	N-25-914	Colborne	Building Permit
s. 59(2)(a)	N-25-915	Campbellford	Building Permit

- 59(2)(a)-Restricted Land Use Notice: neither section 57(Prohibition) nor section 58 (Risk Management Plans) applies.

INSPECTIONS

The following table details Risk Management Inspections which occurred during the review period.

Location	RMP #	Purpose or Activity	Inspection Date
Hastings	RMP-17-001	Risk Management Plan Compliance (s. 58)	July 17 th
Campbellford	RMP-19-009	Risk Management Plan Compliance (s. 58)	September 10 th
Hastings	RMP-22-001	Risk Management Plan Compliance (s. 58)	September 25 th

Types of Inspections

Risk Management Plans Compliance (Section 58)

Prohibition (Section 57)

Exemption Letter

Agenda Item #17



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 30, 2025
To: LTC Board of Directors
Re: Budget Subcommittee - Draft Budget
Prepared by: Rhonda Bateman, CAO and Chitra Gowda, Manager, Corporate Services

PROPOSED RESOLUTION:

THAT the Lower Trent Conservation 2026 draft budget report be accepted; and
 THAT the draft budget be circulated to the member municipalities for the required 30-day consultation period.

BACKGROUND:

The budget subcommittee (Sherry Hamilton, Jeff Wheeldon, Bobbi Wright, Rhonda Bateman and Chitra Gowda) met four times during July, August and September 2025 to develop draft budget options for discussion at the September and October Board meetings. As part of the subcommittee's deliberations, data and information from the development of the 2026 business plan were considered.

The following items were applied across all versions of the preliminary budget process:

- 2% COLA was applied to all staff
- 10% increase in insurance costs
- 5% increase to property taxes.

Comparisons shown between the 2025 budget and draft budget figures are based on the approved and post-approval updated 2025 budget. Following the 2025 budget approval, a modification was made to the memorandum of understanding with Trent Hills lowering their Category 2 payments and resulting in an income shortfall in the approved budget.

Two versions of the proposed draft budget were presented at the September Board meeting. The Board directed the budget subcommittee to further reduce expenses and provide additional budget details.

DISCUSSION:

Following a fourth meeting in September 2025, the budget subcommittee Board members requested that staff bring the following option to the Board for discussion.

Version 3 does not include the contract planning technician position nor the seasonal conservation lands position. This version proposes the addition of approximately \$50,000 surplus to revenue to assist in bringing down the Category 1 apportionment; and approximately \$30,000 surplus to address the shortfall in Category 2 income; and approximately \$8,000 from the Youth Education Reserve to address the shortfall in Category 3 income. Operating expenses are reduced in the Corporate Services and Local Monitoring programs.

RECOMMENDATION:

THAT the Lower Trent Conservation 2026 draft budget report be accepted; and
 THAT the draft budget be circulated to the member municipalities for the required 30-day consultation period.

2026 DRAFT LTC BUDGET - VERSION 3

CATEGORY 1 - MANDATORY AND ENABLING/CORPORATE SERVICES	EXPENSES - CATEGORY 1 PROGRAMS AND SERVICES		APPROVED 2025 BUDGET	DRAFT 2026 BUDGET V3	2026V3-2025 DIFFERENCE	% CHANGE
	NATURAL HAZARD MANAGEMENT					
	Staffing	\$ 570,387	\$ 625,638	\$ 55,251	10%	
	Operating	\$ 201,180	\$ 128,945	-\$ 72,235	-36%	
	Capital	\$ -	\$ 8,600	\$ 8,600		
	PROVINCIAL WATER QUALITY-QUANTITY MONITORING					
	Staffing	\$ 25,708	\$ 26,656	\$ 948	4%	
	Operating	\$ -	\$ -	\$ -		
	Capital	\$ -	\$ -	\$ -		
	DRINKING WATER SOURCE PROTECTION (DWSP)					
	Staffing	\$ 330,559	\$ 282,617	-\$ 47,942	-15%	
	Operating	\$ 81,935	\$ 82,000	\$ 65	0%	
	Capital	\$ -		\$ -		
	CA LANDS/AREAS AND STEWARDSHIP					
	Staffing	\$ 312,725	\$ 346,939	\$ 34,215	11%	
	Operating	\$ 165,034	\$ 177,570	\$ 12,536	8%	
	Capital	\$ 55,705	\$ 66,820	\$ 11,115	20%	
	ENABLING SERVICES					
	Staffing	\$ 616,516	\$ 670,409	\$ 53,893	9%	
	Operating	\$ 241,525	\$ 260,835	\$ 19,310	8%	
	Capital	\$ 42,400	\$ 57,300	\$ 14,900	35%	
	Operating Expenses Sub-Total		\$ 2,545,569	\$ 2,601,608	\$ 56,040	2%
	Capital Expenses Sub-Total		\$ 98,105	\$ 132,720	\$ 34,615	35%
	TOTAL EXPENSES - CATEGORY 1		\$ 2,643,674	\$ 2,734,328	\$ 90,655	3%
	INCOME - CATEGORY 1 PROGRAMS AND SERVICES		APPROVED 2025 BUDGET	DRAFT 2026 BUDGET V3	2026V3-2025 DIFFERENCE	% CHANGE
	Provincial Funds		\$ 68,831	\$ 68,831	\$ -	0%
Federal Funds		\$ 45,840	\$ 38,200	-\$ 7,640	-17%	
General Donations		\$ 3,000	\$ 2,800	-\$ 200	-7%	
Grants - special projects		\$ -	\$ 1,100	\$ 1,100		
Rebates/Recoveries		\$ 22,167	\$ 71,640	\$ 49,473	223%	
Legal inquiries / Permit Fees		\$ 180,000	\$ 135,095	-\$ 44,905	-25%	
Plan Review Fees		\$ 130,000	\$ 77,740	-\$ 52,260	-40%	
Administered Programs		\$ 171,489	\$ 160,000	-\$ 11,489	-7%	
Drinking Water Source Protection		\$ 361,005	\$ 364,617	\$ 3,612	1%	
Bank interest earned (misc. revenue)		\$ 60,000	\$ 50,000	-\$ 10,000	-17%	
Conservation Lands Fees and Leases Income		\$ 30,333	\$ 32,820	\$ 2,487	8%	
Operations Surplus		\$ 80,000	\$ 50,000	-\$ 30,000	-38%	
Municipal - General Levies		\$ 1,392,904	\$ 1,548,766	\$ 155,862	11%	
Operating Revenue Sub-Total		\$ 2,545,569	\$ 2,601,608	\$ 56,040	2%	
Municipal - Capital Levies		\$ 98,105	\$ 98,105	\$ -	0%	
Capital Reserves		\$ -	\$ 34,615	\$ 34,615		
Capital Revenue Sub-Total		\$ 98,105	\$ 132,720	\$ 34,615	35%	
TOTAL REVENUE - CATEGORY 1		\$ 2,643,674	\$ 2,734,328	\$ 90,655	3%	

SUMMARY		APPROVED 2025 BUDGET	DRAFT 2026 BUDGET V3	2026V3-2025 DIFFERENCE	% CHANGE
	Staffing	\$ 2,108,828	\$ 2,213,416	\$ 104,589	5%
	Operating	\$ 781,173	\$ 711,140	-\$ 70,033	-9%
	Sub-Total Operations	\$ 2,890,001	\$ 2,924,556	\$ 34,555	1%
	Sub-Total Capital	\$ 98,105	\$ 132,720	\$ 34,615	35%
	TOTAL LTC BUDGET	\$ 2,988,106	\$ 3,057,276	\$ 69,170	2%
	Municipal General Levy	\$ 1,392,904	\$ 1,548,766	\$ 155,862	11%
	Municipal Capital Levy	\$ 98,105	\$ 98,105	\$ -	0%
	Municipal Agreements Funded	\$ 267,030	\$ 215,589	-\$ 51,440	-19%
		\$ 1,758,038	\$ 1,862,460	\$ 104,422	6%

Lower Trent Conservation Draft Budget 2026

CATEGORY 1 PROGRAM - Expenses	Updated Budget	Draft Budget
	2025	2026
NATURAL HAZARD MANAGEMENT		
Wages and benefits	\$570,387	\$625,638
Travel and allowances	\$13,960	\$9,035
Materials and supplies	\$5,150	\$3,155
Professional services	\$102,830	\$50,000
Insurance	\$35,780	\$35,985
Flood/erosion ctrl struc. operations	\$6,000	\$6,000
Flood forecasting and warning	\$21,838	\$16,845
Communications / IM & IT	\$7,725	\$3,100
Vehicle maint. and insurance	\$7,897	\$4,825
TOTAL	\$771,567	\$754,583
PROVINCIAL WATER QUALITY-QUANTITY MONITORING		
Wages and benefits	\$25,708	\$26,656
TOTAL	\$25,708	\$26,656
DRINKING WATER SOURCE PROTECTION (DWSP)		
Wages and benefits	\$330,559	\$367,617
Operating expenses	\$81,935	\$82,000
TOTAL	\$412,494	\$449,617
CA LANDS/AREAS AND STEWARDSHIP		
Wages and benefits	\$312,725	\$346,939
Travel and allowances	\$15,910	\$16,885
Property, bldg maintenance, rent	\$31,300	\$34,390
Property insurance	\$18,200	\$19,745
Property taxes	\$49,191	\$51,780
Utilities	\$10,049	\$9,975
Materials and supplies	\$5,550	\$8,105
Professional services	\$13,496	\$13,800
Insurance	\$9,000	\$9,135
Communications / IM & IT	\$1,500	\$200
Vehicle/eqpmt maint., insurance	\$10,838	\$13,555
TOTAL	\$477,759	\$524,509
ENABLING SERVICES		
Wages and benefits	\$616,516	\$670,409
Travel and allowances	\$12,050	\$27,580
Property, bldg maintenance, rent	\$23,390	\$25,000
Property insurance	\$1,980	\$2,105
Property taxes	\$10,850	\$11,295
Utilities	\$9,700	\$10,450
Materials and supplies	\$19,055	\$15,180
Professional services	\$24,720	\$29,920
Conservation Ontario Levy	\$23,700	\$24,500
Memberships and services	\$1,100	\$1,270
Board per diems, mileage	\$11,000	\$10,000
Insurance	\$9,000	\$8,800
Communications / IM & IT	\$78,500	\$79,230
Bank, payroll, credit card charges	\$16,480	\$15,505
TOTAL	\$858,041	\$931,244

CATEGORY 2 PROGRAM - Expenses	Updated Budget	Draft Budget
	2025	2026
NON-OWNED FLOOD AND EROSION CONTROL		
Wages and benefits	\$6,568	\$6,793
Travel and allowances	\$200	\$0
TOTAL	\$6,568	\$6,793
LOCAL DWSP - RISK MGMT PART IV & EDUCATION		
Wages and benefits	\$115,186	\$122,754
Travel and allowances	\$400	\$460
Materials and supplies	\$700	\$720
Insurance	\$1,825	\$1,925
Communications / IM & IT	\$220	\$220
TOTAL	\$118,331	\$126,079
CATEGORY 3 PROGRAM - Expenses		
	Updated Budget	Draft Budget
	2025	2026
LOCAL WATER QUALITY MONITORING		
Wages and benefits	\$59,126	\$61,421
Travel and allowances	\$597	\$265
Materials and supplies	\$2,700	\$1,450
Professional services	\$19,500	\$18,100
TOTAL	\$81,923	\$81,236
YOUTH EDUCATION		
Wages and benefits	\$55,225	\$50,446
Travel and allowances	\$1,500	\$520
Materials and supplies	\$11,000	\$11,000
Communications / IM & IT	\$2,950	\$220
TOTAL	\$70,675	\$62,186
COMMUNITY OUTREACH & PRIVATE STEWARDSHIP		
Wages and benefits	\$16,828	\$19,745
Travel and allowances	\$300	\$555
Materials and supplies	\$24,500	\$26,060
Communications / IM & IT	\$200	\$295
TOTAL	\$41,828	\$46,655

Municipal Allocations for Category 1 Programs	Updated Budget	Draft Budget	Change (2026- 2025)
	2025	2026	
Alnwick/Haldimand	\$156,239	\$170,971	\$14,732
Brighton	\$238,980	\$266,103	\$27,122
Centre Hastings	\$33,860	\$37,680	\$3,820
Cramahe	\$124,847	\$137,197	\$12,350
Quinte West	\$637,443	\$704,646	\$67,202
Stirling-Rawdon	\$56,290	\$62,740	\$6,450
Trent Hills	\$243,350	\$267,535	\$24,185

LOWER TRENT REGION CONSERVATION AUTHORITY

2026 CAPITAL BUDGET - DRAFT

CAPITAL ASSET CATEGORY	PROJECTED OPENING RESERVE BALANCE 2026	2026 PLANNED CAPITAL PROJECTS	2026 PLANNED CAPITAL COSTS	2026 REVENUE SOURCES		2026 NET REVENUE	PROJECTED CLOSING RESERVE BALANCE 2026
				Municipal Capital Allocation	From / (To) Reserves		
Information Technology Infrastructure	\$55,752	Cloud System Owl, Projector Cell phones Computers Sub-total	\$22,000 \$4,500 \$7,200 \$22,400 \$56,100	\$12,000	\$44,100	\$56,100	\$11,652
Vehicles and Heavy Equipment Vehicles Heavy Equipment	\$35,416	Truck loan repayment Saws, trailcounter, etc. Sub-total	\$18,420 \$6,100 \$24,520	\$30,550	-\$6,030	\$24,520	\$41,446
Buildings, Structures and Bridges	\$117,720	Conditions Assessments Admin bldg toilets Admin bldg repairs Sub-total	\$20,500 \$1,500 \$10,000 \$32,000	\$32,000	\$0	\$32,000	\$117,720
Special Projects Flood and Erosion Control Watershed Monitoring	\$74,335	Barry Heights channel clean out Survey eqpt, GPS units Sub-total	\$11,000 \$11,600 \$22,600	\$3,680	\$18,920	\$22,600	\$55,415
Land Infrastructure	\$56,858	Signage Plan phase 2	\$18,000	\$19,875	-\$1,875	\$18,000	\$58,733
TOTALS	\$340,081		\$153,220	\$98,105	\$55,115	\$153,220	\$284,966

2026 V3 DRAFT Budget: Municipal Allocations (*previously "Levy"*) and MOU/Agreement Amounts

Program	Total Cost to Municipalities	Alnwick/ Haldimand	Cramahe	Brighton	Stirling-Rawdon	Trent Hills	Centre Hastings	Quinte West	Other Revenue
Category 1 Programs Allocations									
Operations (<i>previously General Levy</i>)	\$1,548,765.56	\$160,786.09	\$129,023.78	\$250,250.76	\$59,002.37	\$251,597.65	\$35,435.49	\$662,669.41	
Capital Levy	\$98,105.00	\$10,184.83	\$8,172.88	\$15,851.88	\$3,737.45	\$15,937.20	\$2,244.63	\$41,976.13	
Total Municipal Alloc. 2026 - Category 1	\$1,646,870.56	\$170,970.92	\$137,196.67	\$266,102.64	\$62,739.82	\$267,534.86	\$37,680.12	\$704,645.54	
Total Municipal Levy - 2025 Category 1	\$1,491,008.83	\$156,238.72	\$124,846.96	\$238,980.49	\$56,290.00	\$243,349.70	\$33,859.78	\$637,443.18	
Change between 2025 and 2026		\$14,732.20	\$12,349.71	\$27,122.15	\$6,449.82	\$24,185.16	\$3,820.34	\$67,202.36	
% Change between 2025 and 2026	10%	9%	10%	11%	11%	10%	11%	11%	
Category 2 Programs									
Risk Management Official/Inspector	\$79,961.54	\$2,660.64	\$2,996.15	\$3,529.20	\$35,204.76	\$35,570.79	\$0.00	\$0.00	\$24,629.62
Source Protection Education	\$16,958.35	\$519.74	\$595.43	\$539.92	\$5,554.44	\$6,277.20	\$0.00	\$3,471.63	\$4,529.03
Sub-Total Local Source Protection	\$96,919.89	\$3,180.37	\$3,591.58	\$4,069.12	\$40,759.20	\$41,847.99	\$0.00	\$3,471.63	\$29,158.64
Non-Owned Flood/Erosion Control Structures inspections	\$6,792.95				\$849.00	\$1,698.00	\$0.00	\$4,246.00	<i>Above amount from 2025 Surplus</i>
Total MOUs 2026 - Category 2	\$103,712.85	\$3,180.37	\$3,591.58	\$4,069.12	\$41,608.20	\$43,545.99	\$0.00	\$7,717.63	\$29,158.64
Total MOUs - 2025 Category 2 - updated post-approval	\$96,508.64	\$2,944.79	\$3,325.54	\$3,767.70	\$38,586.00	\$40,440.14	\$0.00	\$7,444.48	\$25,445.53
Change between 2025 and 2026		\$235.58	\$266.04	\$301.42	\$3,022.20	\$3,105.85	\$0.00	\$273.16	
% Change between 2025 and 2026	7.5%	8.0%	8.0%	8.0%	7.8%	7.7%		3.7%	14.6%
Category 3 Programs									
Youth Education	\$46,545.67	\$4,832.00	\$3,878.00	\$7,521.00	\$1,773.00	\$7,561.00	\$1,065.00	\$19,916.00	\$8,000.00
Stewardship/Outreach	\$14,654.85	\$1,521.00	\$1,221.00	\$2,368.00	\$558.00	\$2,381.00	\$335.00	\$6,270.00	
Monitoring	\$50,675.93	\$5,261.00	\$4,222.00	\$8,188.00	\$1,931.00	\$8,232.00	\$1,159.00	\$21,683.00	
Total MOUs - Category 3	\$111,876.45	\$11,614.00	\$9,321.00	\$18,077.00	\$4,262.00	\$18,174.00	\$2,559.00	\$47,869.00	\$8,000.00
Total MOUs - 2025 Category 3 - updated post-approval	\$117,023.00	\$12,262.00	\$9,799.00	\$18,757.00	\$4,418.00	\$19,099.00	\$2,658.00	\$50,031.00	\$27,810.46
Change between 2025 and 2026		-\$648.00	-\$478.00	-\$680.00	-\$156.00	-\$925.00	-\$99.00	-\$2,162.00	
% Change between 2025 and 2026	-4.4%	-5.3%	-4.9%	-3.6%	-3.5%	-4.8%	-3.7%	-4.3%	-71.2%
TOTAL MOUs - Categories 2&3	\$215,589.29	\$14,794.37	\$12,912.58	\$22,146.12	\$45,870.20	\$61,719.99	\$2,559.00	\$55,586.63	\$37,158.64
OVERALL % CHANGE - CAT 1,2,3									
2026 TOTAL Mun. Alloc and MOUs Cat1,2,3	\$1,862,459.85	\$185,765.29	\$150,109.24	\$288,248.76	\$108,610.02	\$329,254.85	\$40,239.12	\$760,232.17	\$37,158.64
2025 TOTAL Mun. Alloc and MOUs Cat1,2,3	\$1,704,540.47	\$171,445.51	\$137,971.49	\$261,505.19	\$99,294.00	\$302,888.84	\$36,517.78	\$694,918.65	\$53,255.99
Change between 2025 and 2026		\$14,319.78	\$12,137.75	\$26,743.56	\$9,316.02	\$26,366.01	\$3,721.34	\$65,313.52	
% Change between 2025 and 2026	9.26%	8.35%	8.80%	10.23%	9.38%	8.70%	10.19%	9.40%	-30.23%

Lower Trent Region Conservation Authority Levy Apportionment Data for 2026 and 2025

Municipality	% in CA	Municipal Population	Municipal Population in CA Jurisdiction	2025 Tax Year Current Value Assessment (CVA) (Modified) - used for Budget 2026	2025 Tax Year CVA (Modified) in CA Jurisdiction - used for Budget 2026	CVA Based Apportionment Percentage for 2026 Budget	CVA Based Apportionment Percentage for 2025 Budget	% Change between 2026 and 2025
Centre Hastings	44	3,537	1,556	588,103,605.0	258,765,586	2.29	2.27	0.8%
Quinte West	77	32,920	25,348	6,284,551,117.5	4,839,104,360	42.79	42.75	0.1%
Stirling-Rawdon	76	3,932	2,988	566,922,845.3	430,861,362	3.81	3.78	0.9%
Alnwick/Haldimand	88	5,873	5,168	1,334,239,700.7	1,174,130,937	10.38	10.48	-0.9%
Brighton	100	9,200	9,200	1,827,441,420.1	1,827,441,420	16.16	16.03	0.8%
Trent Hills	94	10,807	10,105	1,965,002,198.2	1,837,277,055	16.25	16.32	-0.5%
Cramahe	100	5,183	5,183	942,188,588.5	942,188,589	8.33	8.37	-0.5%
		71,452	59,549		11,309,769,310	100.00	100.00	

CVA: Current Value Assessment. Note that 2025 Tax Year data is being used for Budget 2026. The 2024 Tax Year data was used for Budget 2025.

Lower Trent Region Conservation Authority Levy Apportionment Data for 2026

Conservation Authority	Upper Tier	Municipality	% in CA	Municipal Population	Municipal Population in CA Jurisdiction	2025 Tax Year Current Value Assessment (CVA) (Modified)	2025 Tax Year CVA (Modified) in CA Jurisdiction	CVA Based Apportionment Percentage
Lower Trent Region	Hastings County	Centre Hastings M	44	3,537	1,556	588103605	258,765,586	2.29
Lower Trent Region	Hastings County	Quinte West C	77	32,920	25,348	6284551117	4,839,104,360	42.79
Lower Trent Region	Hastings County	Stirling-Rawdon Tp	76	3,932	2,988	566922845.3	430,861,362	3.81
Lower Trent Region	Northumberland County	Alnwick-Haldimand Tp	88	5,873	5,168	1334239701	1,174,130,937	10.38
Lower Trent Region	Northumberland County	Brighton M	100	9,200	9,200	1827441420	1,827,441,420	16.16
Lower Trent Region	Northumberland County	Trent Hills M	94	10,807	10,105	1965002198	1,837,277,055	16.25
Lower Trent Region	Northumberland County	Cramahe Tp	100	5,183	5,183	942188588.5	942,188,589	8.33
				71,452	59,549		11,309,769,310	100

<i>Per Census Data</i>			Draft Budget 2026 Version 3			
Municipality	2021 Population	Household number	Municipal Allocation	Allocation/ Person	Allocation/ Household	Allocation per \$100,000 of municipal assessment
Alnwick/ Haldimand	7,473	3,323	\$185,765.29	\$24.86	\$55.90	\$13.14
Brighton	12,108	5,392	\$288,248.76	\$23.81	\$53.46	\$17.40
Centre Hastings	4,801	2,180	\$40,239.12	\$8.38	\$18.46	\$6.96
Cramahe	6,509	2,772	\$150,109.24	\$23.06	\$54.15	\$16.11
Quinte West	46,560	19,888	\$760,232.17	\$16.33	\$38.23	\$13.77
Stirling-Rawdon	5,015	2,074	\$108,610.02	\$21.66	\$52.37	\$16.91
Trent Hills	13,861	7,057	\$329,254.85	\$23.75	\$46.66	\$15.98
Total	96327		\$1,862,459.45			

Agenda Item #18



CAO REPORT

Date: September 30, 2025
To: Board of Directors
Prepared by: Rhonda Bateman, Chief Administrative Officer

STAFF NEWS

Our long serving staff member Shan Mugalingam officially retired on September 30th. Shan was the Technical Specialist for both the Bay of Quinte Remedial Action Plan and Drinking Water Source Protection Programs. Shan worked for LTC for 21 years. A presentation was given by the CAO on behalf of the Board. We wish Shan the best for a healthy and happy retirement.

The Water Resources Engineer position competition failed to result in an acceptable hire. Staff are investigating other options for provision of engineering services.

CONSERVATION ONTARIO (CO)

Chitra Gowda and Chair Brahaney attended the CO Council meeting on September 22nd in Richmond Hill. Highlights of meeting included a discussion on streamlined planning processes, CO work planning and budget, and stewardship initiatives.

Conservation Ontario held a general manager's meeting on September 29th. A main topic of discussion was the announced provincial hiring freeze for provincial agencies. There will be an in-person follow-up on October 7th to clarify CA standing. Other topics discussed were outstanding questions for MNR and MECP in CA operations and guideline development.

A presentation from the Ontario Trails Council followed the general manager's meeting.

The Greater Golden Horseshoe Conservation Authorities Coalition meeting is scheduled for October 16th at the Toronto Region Conservation Authority.

INFORMATION TECHNOLOGY

Our migration of our file systems to the Cloud has been completed as per the recommendations of the Information Management Review exercise. The move took longer than anticipated due to the complexities of our information management classification and retention policies. Our in-house databases have had to be updated due to potential security issues and are being migrated to the Cloud to allow ready access to staff working remotely.

This work is essential for the continued productivity of LTC staff.