



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

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

REGULAR BOARD MEETING MINUTES - DRAFT

MEETING # 2025-10

DATE: December 11, 2025

TIME: 1:09 PM

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

DIRECTORS PRESENT:

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

REGRETS: None

STAFF: Rhonda Bateman, Chitra Gowda, Gage Comeau, Anne Anderson, Corinne Ross

GUESTS: None

1. Meeting called to order by the Chair

The meeting was called to order by Chair Brahaney at 1:09 p.m.

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 Agenda

RES: G118/25

Moved by: Bob Mullin

Seconded by: Bobbi Wright

THAT the agenda be approved with agenda items 16 and 17 be moved to the start of Staff Reports.

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 Minutes

RES: G119/25

Moved by: Rick English

Seconded by: Sherry Hamilton

THAT the Regular Board Meeting Minutes of November 13, 2025 be adopted.

Carried

8. Business arising from these minutes

None.

CORRESPONDENCE

9. Correspondence

Director Hamilton complimented the wording of South Nation Conservation in their comments on the proposed consolidation of conservation authorities (CAs), including that historically the province of Ontario supported up to 50% of the income; however currently it is around 3%. She added that CAs have been asking for standardization from the province for a decade; and that the province has not provided a rationale for the consolidation. Rhonda Bateman, Chief Administrative Officer (CAO), noted that comments from other conservation authorities would be used to inform LTC's comments, and that she is attending many meetings regarding the ERO comments.

Director Sandford asked if other municipalities would like to join the Centre Hastings delegation at the ROMA conference in January 2026 and Rhonda Bateman replied that she would ask if others would like to join. Director Sandford voiced concerns about consolidation of CAs leading to large sized boards, where small municipalities do not get a say. Rhonda Bateman noted that the proposed provincial agency is intended to be a corporation under the crown, but not a crown corporation.

STAFF REPORTS

10. Monthly Payments Issued

RES: G120/25

Moved by: Lynda Reid

Seconded by: Bobbi Wright

THAT the list of payments issued in the total amount of \$198,209.85 for the month of November 2025 be received as information.

Carried

11. Watershed Management, Planning and Regulations Reports

Director Hamilton asked about the number of permits in Cramahe Township. Gage Comeau, Manager, Watershed Management, Planning and Regulations, responded that the numbers have decreased.

- a. Summary of Permits for Period October 31 – November 28, 2025
- b. Planning and Regulations
- c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR)

RES: G121/25

Moved by: Jim Alyea

Seconded by: Eric Sandford

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

Carried

12. Bay of Quinte Remedial Action Plan Program

November 2025 Newsletter

RES: G122/25

Moved by: Bob Mullin

Seconded by: Jeff Wheeldon

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

Carried

13. Approval of Updated O. Reg. 41/24 Policy Document

RES: G123/25

Moved by: Eric Sandford

Seconded by: Bobbi Wright

THAT the proposed revisions and updates to the LTC Ontario Regulation 41/24 Policy, and the new Hearing Guidelines - Appendix F and Administrative Review – Appendix M documents presented at the Board meeting November 13, 2025, be approved and adopted pending no major changes required, following the 30-day Public Consultation period ending December 19, 2025.

Carried

14. ERO Posting 025-1257 - Proposed boundaries for the regional consolidation of Ontario's conservation authorities

Rhonda Bateman, CAO, briefly described the ERO posting of the proposed consolidation of 36 conservation authorities (CAs) into seven regions. She noted her participation in several meetings including with the proposed new regional CA group, Conservation Ontario and eastern Ontario CAs. Director Hamilton and Rhonda Bateman attended the recent Conservation Ontario council meeting, and an MECP-led meeting held the week before. There are several good recommendations and ideas that are being discussed. LTC comments for the consultation will be sent to the LTC Board of Directors in the next week. The consolidation is proposed for January 2027. There is no indication of the closure of local offices. Director Sandford noted that the timeframe is aggressive. Director Alyea noted that the proposal has many unknowns and is difficult to comment on. Rhonda Bateman noted that Brighton and Cramahe passed council resolutions against the proposed consolidation.

RES: G124/25

Moved by: Eric Sandford

Seconded by: Sherry Hamilton

THAT the Board approve the proposed resolution in the staff report and further that staff develop comments addressing the proposed regional consolidation of conservation authorities.

Carried

15. 2025 Draft Business Plan

Rhonda Bateman, CAO, acknowledged Corinne Ross' work on the Business Plan.

RES: G125/25

Moved by: Bob Mullin

Seconded by: Jim Alyea

THAT the 2026 Draft Business Plan be accepted as information; and

THAT upon the approval of the 2026 Budget, the Business Plan will be updated with the relevant financial information and distributed to our municipal partners.

Carried

16. 2026 Budget

Director Alyea and Director Reid noted City of Quinte West council discussions to decrease the municipal allocations in the LTC 2026 budget. Director Alyea also reiterated the budget pressures that the municipality faces to support external agencies.

Director Alyea, Director English and Director Ainsworth asked if the hiring of the engineering position could be deferred considering that the proposed consolidation could impact the position. Rhonda Bateman, CAO, clarified that the position is filled and is a non-management, frontline position and that the provincial government's direction to CAs is to continue frontline services as usual. She also noted that the LTC budget increase is only 0.08% of the Quinte West budget increase.

Director Alyea said that the proposed consolidation leading to potential removal of several CAO positions at conservation authorities would imply the removal of board of director members. Director Wheeldon said that a watershed agency's representation should be based on the land within the jurisdiction and costs based on population. He added that the increase in the LTC budget relevant to the City of Quinte West budget is very low and encouraged the board to pass the budget as is. He expressed concern about budget reduction impacting our service and capacity.

The Board of Directors carried out a recorded vote as required in accordance with O. Reg. 402/22 to confirm the budget municipal apportionment amounts. The vote is weighted based on the Municipal Assessment values within the Lower Trent Conservation watershed which is provided by the Ministry of Natural Resources.

MUNICIPALITY	DIRECTOR	VOTE YES	VOTE NO	Apportionment % (Weighting) for 2026
Twp. Alnwick/Haldimand	Mike Ainsworth	✓		10.4787
Municipality of Brighton	Bobbi Wright	✓		8.0141
Municipality of Brighton	Jeff Wheeldon	✓		8.0141
Mun. of Centre Hastings	Eric Sandford	✓		2.2709
Twp. of Cramahe	Sherry Hamilton	✓		8.3733
City of Quinte West	Lynda Reid		✓	21.3762
City of Quinte West	Jim Alyea		✓	21.3762
Twp. of Stirling-Rawdon	Bob Mullin	✓		3.7753
Mun. of Trent Hills	Gene Brahaney	✓		8.1606
Mun. of Trent Hills	Rick English	✓		8.1606
	TOTALS	8	2	100%

Apportionment present at the meeting	100%
Apportionment voting in favour of the motion	57.2476%
Apportionment voting against the motion	42.7524%
Apportionment absent from the Meeting	0%

RES: G126/25

Moved by: Eric Sandford

Seconded by: Bob Mullin

THAT the 2026 Municipal Apportionment operations and capital amount of \$1,862,460 be approved.

Carried

17. Capital Asset Management Plan

Chitra Gowda, Manager, Water Resources, provided a presentation, as attached, to the Board on the new Capital Asset Management Plan. Chair Brahaney noted the importance of having such a plan to protect and maintain capital assets. Director Wheeldon thanked the efforts of staff in preparing the plan and reminded the Board that it remains responsible and liable for maintaining assets needed and ensuring adequate funds for the same.

RES: G127/25

Moved by: Bobbi Wright

Seconded by: Bob Mullin

THAT the Draft Capital Asset Management Plan be accepted as information and that it be considered for implementation in 2027; and

THAT the Capital Asset Management Plan be included in future budget preparations.

18. CAO's Report

Rhonda Bateman, CAO, noted the resignation of Gage Comeau, Manager, Watershed Management, Planning and Regulations. She thanked him for his hard work and dedication to LTC and that he would be missed. Gage Comeau said that it was a tough decision, and that due to family reasons he will be working closer to his home at a consulting firm. He said that LTC is an amazing place to work and will miss it. The Directors thanked Gage, acknowledging his hard work and said that he will be missed.

RES: G128/25

Moved by: Bobbi Wright

Seconded by: Rick English

THAT the CAO's Report be received as information.

19. Members Inquiries/Other Business

A complaint about the view at Warkworth Dam was discussed. Rhonda Bateman, CAO, indicated that the engineering firm that carried out the dam safety study was consulted on. The engineer has recommended no change to current operations for aesthetic reasons. The Directors agreed that the engineer's recommendation must be followed for insurance and liability reasons.

20. Adjournment

There being no further business, the meeting was adjourned.

RES: G129/25

Moved by: Rick English

Seconded by: Eric Sandford

THAT the meeting be adjourned.

Carried

Time: 2:46 p.m.

Gene Brahaney, Chair

Rhonda Bateman, CAO/ST



LOWER TRENT
CONSERVATION

Capital Asset Management Plan

Presented to: LTC Board of Directors

Presented by: Chitra Gowda, Manager, Corporate Services

Date: December 11, 2025

OUTLINE

- Purpose
- Asset Categories
- Methodologies
- Capital Costs
- Ten-Year Budget Outlook





Purpose

- The Lower Trent Conservation Capital Asset Management Plan is part of a fiscal responsibility framework.
- It guides the purchase, use, maintenance, and disposal of every capital asset needed to conduct business.
- It complies with the Public Sector Accounting Standards (PSAS) PS 3150 for tangible capital assets.
- This plan's goals are to:
 - ✓ Ensure business continuity and public safety.
 - ✓ Maintain the required service of the capital assets.
 - ✓ Optimize investments for the short and long-term.
 - ✓ Provide transparency and accountability in asset management.

Asset Categories

In carrying out its responsibilities, Lower Trent Conservation manages a diverse range of assets categorized as below:

- 1. Information Technology Infrastructure**
- 2. Vehicles and Heavy Equipment**
- 3. Buildings and Structures**
- 4. Land Infrastructure**
- 5. Conservation Lands**
- 6. Watershed Projects**
 - a. Flood and Erosion Control Infrastructure
 - b. Watershed Monitoring Equipment

Capital Assets by LTC Program Area

Corporate Services

- Information Technology Infrastructure
- Buildings and Structures: Furniture and Fixtures

Conservation Areas and Lands

- Vehicles and Heavy Equipment
- Buildings and Structures
- Land Infrastructure
- Conservation Lands

Natural Hazard Management and Monitoring

- Watershed Projects: Flood and Erosion Control Infrastructure
- Watershed Projects: Watershed Monitoring Equipment

Methodologies

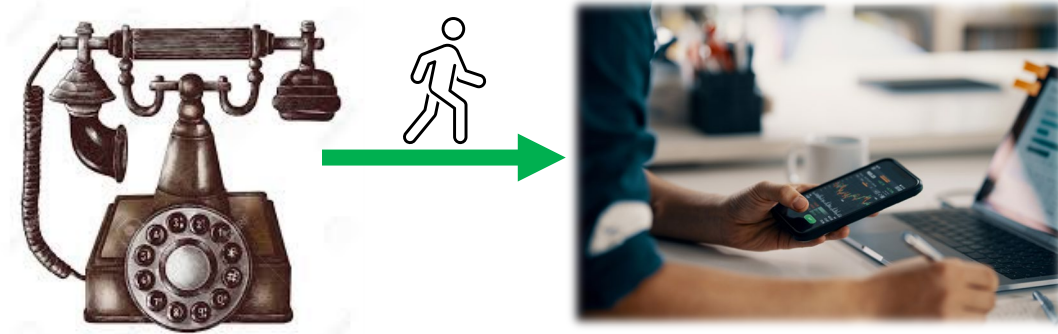
Several key changes and updates are undertaken for improving the capital asset management planning process as below:

- Asset Category names and LTC Reserve names/designated uses are aligned
- Asset Database is modernized (new components, classes, automation)
- Lifecycle estimation methodology is updated
- Capitalization Thresholds now include pooling criteria (new)
- Amortization/Depreciation rates are reviewed, aligned with latest audit report
- Conditions assessments (new) are now incorporated into the next ten-year cycle
- Other:
 - Bridges moved from 'Buildings and Structures' to 'Land Infrastructure'
 - 'Special Projects' renamed 'Watershed Projects'
 - Barnum House weir (new) and proposed Proctor Park Gathering Space (new) under Land Infrastructure (these assets are not flood/erosion control structures)
 - 'Provincial Lands Reserve' now called 'Restricted Lands Reserve' for clarity.



LTC Asset Category 1: Information Technology (IT) Infrastructure

- In 2025, LTC began moving from local servers to a cloud-based model:
 - reduces operational risk liability
 - improves system manageability
 - aligns IT operations with long-term goals for efficiency, modernization, and digital transformation.
- Phone system replacement has begun (landlines are around 20 years old: obsolete).
- Photocopier machines (2) to be replaced 2027 and 2028.
- Capital costs include:
 - **Hardware:** computers, tablets, phones, photocopier, postage machine, TV, etc.
 - **Software:** Microsoft 365 (hosts MSOffice, SharePoint Online, etc.), VEEAM cloud back up and recovery, AZURE (hosts geographical information systems/GIS), etc.



<u>Year</u>	<u>Estimated Cost</u>
2026	\$56,100
2027	\$74,963
2028	\$56,163
2029	\$50,163
2030	\$50,163
2031	\$50,163
2032	\$50,163
2033	\$50,163
2034	\$50,163
2035	\$50,163
Ten-Year Average	\$53,837

LTC Asset Category 2: Vehicles and Heavy Equipment

- LTC owns and maintains a small fleet of vehicles (7) and various heavy equipment to undertake its responsibilities under various program areas.
- These assets are used to manage 10 public Conservation Areas, 7 Natural Habitat Areas, Administrative office, Workshop, flood and erosion control infrastructure for public safety; and for banking, meetings, field/site inspections, monitoring, education and outreach, stewardship, etc.
- Capital costs include:
 - **Major repairs/upgrades:** such as engine/transmission, full sets of tires, etc.
 - **Replacements:** recently include tractor with front end loader (2024), commercial lawnmower (2025), galvanized steel trailer (2025), Dodge Ram 2500 truck (2025) – *ongoing bank loan payment of \$18,420/year for 60 months from June 2025.*



<u>Year</u>	<u>Estimated Cost</u>
2026	\$24,520
2027	\$22,420
2028	\$21,420
2029	\$80,420
2030	\$20,210
2031	\$2,500
2032	\$4,000
2033	\$15,000
2034	\$78,000
2035	\$22,000
Ten-Year Average	\$29,049

LTC Asset Category 3: Buildings and Structures

- LTC owns and maintains these capital assets:
 - Administrative Office (Trenton)
 - Workshop (Trenton)
 - Goodrich-Loomis Conservation Centre (Codrington)
 - Proctor Park House and Barn Theatre (Brighton)
 - Kings Mill Building and Dam (Stirling)
 - Sager Tower (Stirling)
- Long-term funding strategy includes sponsorships, donations, fundraising and using Board-approved policy for **Asset Naming Rights** towards additional revenue generation.
- Capital costs include:
 - **Major repairs/upgrades/assessments:** replacement of windows, roofs, furnaces, carrying out conditions assessments, etc.
 - **Replacements:** lifecycle of asset depends on condition, age, etc.



<https://www.gravelly.com/en-us/power-equipment/zero-turn-mowers/pro-turn-300>

<u>Year</u>	<u>Estimated Cost</u>
2026	\$32,000
2027	\$28,000
2028	\$3,000
2029	\$3,000
2030	\$28,000
2031	\$25,500
2032	\$34,500
2033	\$48,500
2034	\$15,500
2035	\$11,500
Ten-Year Average	\$22,950

LTC Asset Category 4: Land Infrastructure

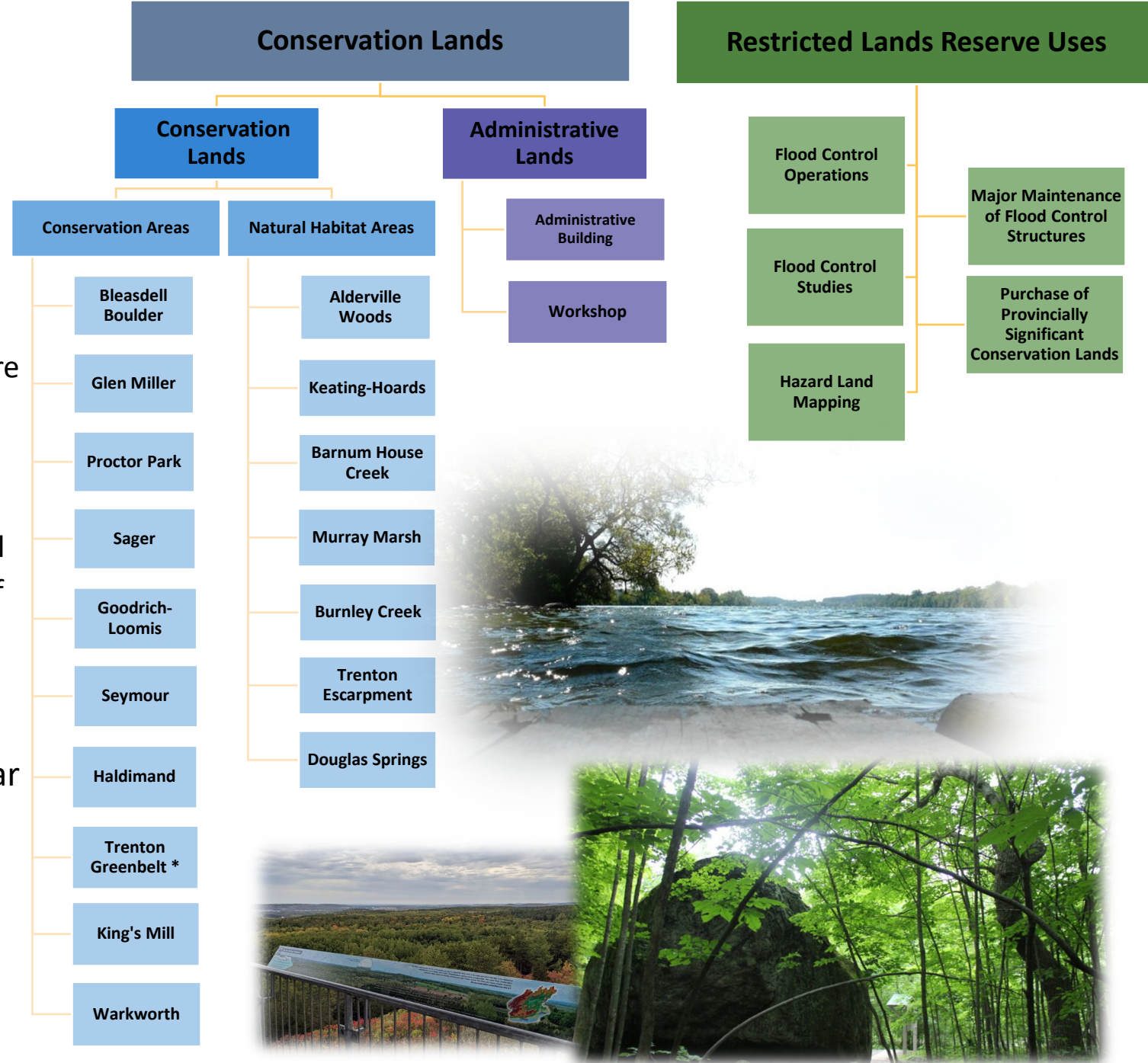
- LTC owns and maintains these capital assets:
 - Entrance Sign Replacements
 - Fencing
 - Parking Lots
 - Outdoor Privies/Washrooms
 - Bridges
 - Gazebos
 - Picnic Shelters
 - Kiosks and Trailheads
 - Barnum House Creek Weir
 - Proctor Park Gathering Space (planned)
- Long-term funding strategy includes sponsorships, donations, fundraising and using Board-approved policy for Asset Naming Rights towards additional revenue generation.
- Capital costs include:
 - Major repairs/upgrades/assessments:** upgraded dam safety signage, conditions assessments, etc.
 - Replacements:** lifecycle of asset depends on condition, age, etc.; major known: fences, Proctor Park gathering space, entrance signage plan



<u>Year</u>	<u>Estimated Cost</u>
2026	\$18,000
2027	\$2,500
2028	\$2,500
2029	\$9,000
2030	\$30,000
2031	\$2,500
2032	\$2,500
2033	\$2,500
2034	\$16,500
2035	\$6,000
Ten-Year Average	\$9,200

LTC Asset Category 5: Conservation Lands

- LTC owns and maintains these capital assets:
 - Lands of 10 public Conservation Areas
 - Lands of 7 Natural Habitat Areas
 - Lands of flood and erosion control infrastructure
 - Properties of Admin. office and Workshop.
- Designated LTC Reserves:
 - Conservation Lands Reserve (non-restricted)
 - Restricted Lands Reserve (previously 'Provincial Lands Reserve'): funds from proceeds of sale of specified lands in Trenton Greenbelt CA, for limited purposes only.
- Capital costs towards the purchase of lands/properties are **not anticipated** in the near future.



LTC Asset Category 6a: Watershed Projects – Flood and Erosion Control Infrastructure

- LTC owns and maintains these capital assets:
 - Warkworth Dam and Flood Channel* (Trent Hills)
 - Barry Heights Flood Channel (Trenton)*
 - part of the Trout Creek Flood Channel* (Campbellford)
 - Cold Creek Pipe (Frankford).
- *Possible provincial funding (50%) through the Water and Erosion Control Infrastructure (WECI) program.
- Visual inspections conducted yearly.
- Capital costs include:
 - **Major repairs/upgrades/assessments:** channel clean outs, grates, berms, conditions assessments, etc.
 - **Replacements:** lifecycle of asset depends on condition, age, etc.; e.g.: Warkworth Dam ~ 2050; Cold Creek Pipe ~ 2040.



<u>Year</u>	<u>Estimated Cost</u>
2026	\$11,000
2027	\$2,500
2028	\$5,000
2029	\$15,000
2030	\$0
2031	\$0
2032	\$0
2033	\$2,000
2034	\$0
2035	\$2,000
Ten-Year Average	\$3,750

LTC Asset Category 6b: Watershed Projects – Watershed Monitoring Equipment

- LTC owns and maintains these capital assets:
 - Hydrometric monitoring equipment
 - Water quantity monitoring equipment
 - Water quality monitoring equipment
 - Natural heritage monitoring equipment.
- Some capital costs are borne by MECP for partner programs for surface and groundwater monitoring.
- Capital costs include:
 - **Major repairs/upgrades/assessments:** water quality sensor repair, flow meter repair, tipping bucket replacement, etc.
 - **Replacements:** lifecycle of asset depends on condition, age, etc.; e.g.: water flow meter ~2027, dissolved oxygen meter ~ 2030.



<u>Year</u>	<u>Estimated Cost</u>
2026	\$11,600
2027	\$0
2028	\$14,500
2029	\$0
2030	\$0
2031	\$3,300
2032	\$1,800
2033	\$1,800
2034	\$1,800
2035	\$1,800
Ten-Year Average	\$3,660

Ten-Year Budget Outlook

- Financial planning – key considerations:
 - Public health and safety
 - Major repairs, upgrade/improvement, replacements
 - Costs and cost increases due to inflation, labour, etc.
 - Program delivery, accountability and transparency
 - Growth and development in the watershed
 - Five-year plan update cycle; review earlier as required.
- Funding sources and opportunities:
 - Municipal allocations
 - Reserves
 - Provincial and federal government funding
 - Bank loans
 - Sponsorships, donations, fundraising
 - Asset naming rights opportunities.



LOWER TRENT
CONSERVATION

Capital Asset Category	Annual Capital Budget Amount
1. Information Technology Infrastructure	\$53,837
2. Vehicles and Heavy Equipment	\$29,049
3. Buildings and Structures	\$22,950
4. Land Infrastructure	\$9,200
6a. Watershed Projects - Flood and Erosion Control Infrastructure	\$3,750
6b. Watershed Projects - Watershed Monitoring Equipment	\$3,660
Total Annual Capital Budget from 2027 onwards	\$122,446

Thank you.