



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 ANNUAL GENERAL 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, February 12, 2026

Time: 1:05 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:

a. Board Meeting Minutes of December 11, 2025

RECOMMENDED:

THAT the Regular Board Meeting minutes of December 11, 2025 be adopted.

8. Business arising from these minutes

CORRESPONDENCE

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

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- a. 2025-12-24 AMO/CO Joint Letter on Consolidation
- b. 2026-01-28 LTC Audit Approach Letter – Welch LLP

RECOMMENDED:

THAT the correspondence to the Board as provided in the agenda package be received as information.

2025 BUSINESS

10. List of Monthly Payments Issued – Chitra Gowda, Manager, Corporate Services and Water Resources

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RECOMMENDED:

THAT the list of payments of issued in the amount of \$242,129.02 for the month of December 2025 and \$225,668.66 for the month of January 2026 be received as information.

11. Watershed Management, Planning and Regulations Update Reports – Scott Robertson, Development and Regulations Lead

- a. Summary of Permits for Period November 29, 2025 – January 30, 2026 [Page # 33](#)
- b. Planning and Regulations Update [Page # 34](#)
- c. Flood Forecasting and Warning (FFW)/Ontario Low Water Response (OLWR) [Page # 36](#)

RECOMMENDED:

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

12. Watershed Management, Planning and Regulations End of Year Report – Scott Robertson

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RECOMMENDED:

THAT the Planning and Regulations End of Year Report be accepted as information

13. Annual Permit Report – Scott Robertson

[Page # 45](#)

RECOMMENDED:

THAT the Annual Permit Report as required under O. Reg. 686/21 and O. Reg 41/24 be received as information and further that the report be posted to the LTC Governance website page for compliance.

14. Conservation Lands Report - Period October 1 to December 31, 2025 – Chris McLeod, Conservation Lands Supervisor

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RECOMMENDED:

THAT the Conservation Lands Report for the period October 1, 2025 to December 31, 2025 be received as information.

15. Summary of Education and Outreach Activities – October 1 to December 31, 2025 – Anne

Anderson, Manager, Community Outreach and Special Projects

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RECOMMENDED:

THAT the summary of Education and Outreach Activities for the period of October 1, 2026 to December 31, 2026 be received as information.

16. Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* Report - Period October 1 to December 31, 2025 – Marcus Rice, Risk Management

Official/Inspector and Anne Anderson

[Page # 52](#)

RECOMMENDED:

THAT the Risk Management Official Activity pursuant to Part IV of the *Clean Water Act* Report for the period October 1 to December 31, 2025 be received as information.

17. Bay of Quinte Remedial Action Plan Update – Anne Anderson

[Page # 55](#)

BQRAP Newsletters (December 2025 and January 2026)

RECOMMENDED:

THAT the BQRAP December 2025 and January 2026 Newsletters be received as information.

18. Annual Report on Flood and Erosion Control Structures

[Page # 61](#)

RECOMMENDED:

THAT the 2025 Flood and Erosion Control Structures Inspection report be accepted as information; and,

THAT the Board approve the circulation of the report to Municipal staff.

19. Close 2025 Business Year – Chair's Remarks

RECOMMENDED:

THAT the Lower Trent Conservation 2025 Business Year be closed.

2026 BUSINESS

20. 2026 Board of Directors Elections – Rhonda Bateman

- a. Appointment of Scrutineers.
- b. Election of the Lower Trent Conservation Chair.
- c. Election of the Lower Trent Conservation Vice-Chair.

21. 2026 Annual Resolutions – Rhonda Bateman

- a. Authority Solicitor
- b. External Auditor
- c. Financial Institute
- d. Signing Officers
- e. Conservation Ontario Representative and Alternatives
- f. Borrowing

RECOMMENDED:

THAT the law firm of Templeman LLP from the City of Belleville be engaged as solicitor for Lower Trent Conservation for the 2026 business year;

THAT the firm of WELCH LLP be engaged as external auditor by Lower Trent Conservation for the 2026 business year at a cost of \$14,000.00 plus HST;

THAT the Canadian Imperial Bank of Commerce in Trenton serve as Lower Trent Conservation's financial institute;

THAT the Authority Chair, Vice Chair, Chief Administrative Officer/Secretary Treasurer, and Manager, Corporate Services and Water Resources be appointed as the signing officers for Lower Trent Conservation for the 2026 business year;

THAT the Lower Trent Conservation Chair be appointed as the Conservation Ontario representative, and that the Vice-Chair and Chief Administrative Officer/Secretary Treasurer be appointed as the Conservation Ontario Alternate Representatives for 2026; and

THAT the Lower Trent Region Conservation Authority authorize staff to borrow from the approved financial institution, if needed, up to \$500,000, in accordance with Section B.12, Signing Officers, and C.12.e, Annual Meeting, Borrowing Resolution, of By-law No. 2023-01 (Administrative By-law) and Section 3 (5) of the *Conservation Authorities Act*.

22. Permit Authorization – Rhonda Bateman

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RECOMMENDED:

THAT the Manager, Corporate Services and Water Resources be authorized to approve permit applications; and

THAT the Regulations Policy Documents be updated to reflect the change in authorization.

23. CAO's Report – Rhonda Bateman

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RECOMMENDED:

THAT the CAO's Report be received as information.

24. Members Inquiries/Other Business

25. 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

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)	Bobbi Wright	Mike Ainsworth
Jim Alyea	Eric Sandford	Jeff Wheeldon
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 AgendaRES: 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 MinutesRES: 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

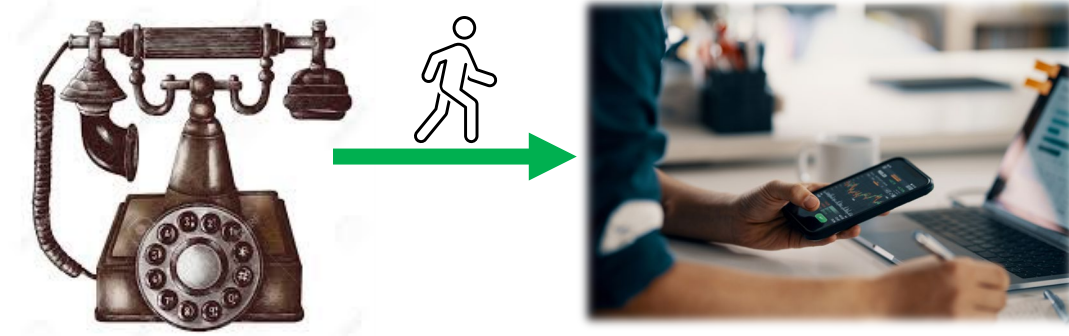
Several key changes and updates are undertaken for improving the capital asset management planning process as below:

- 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

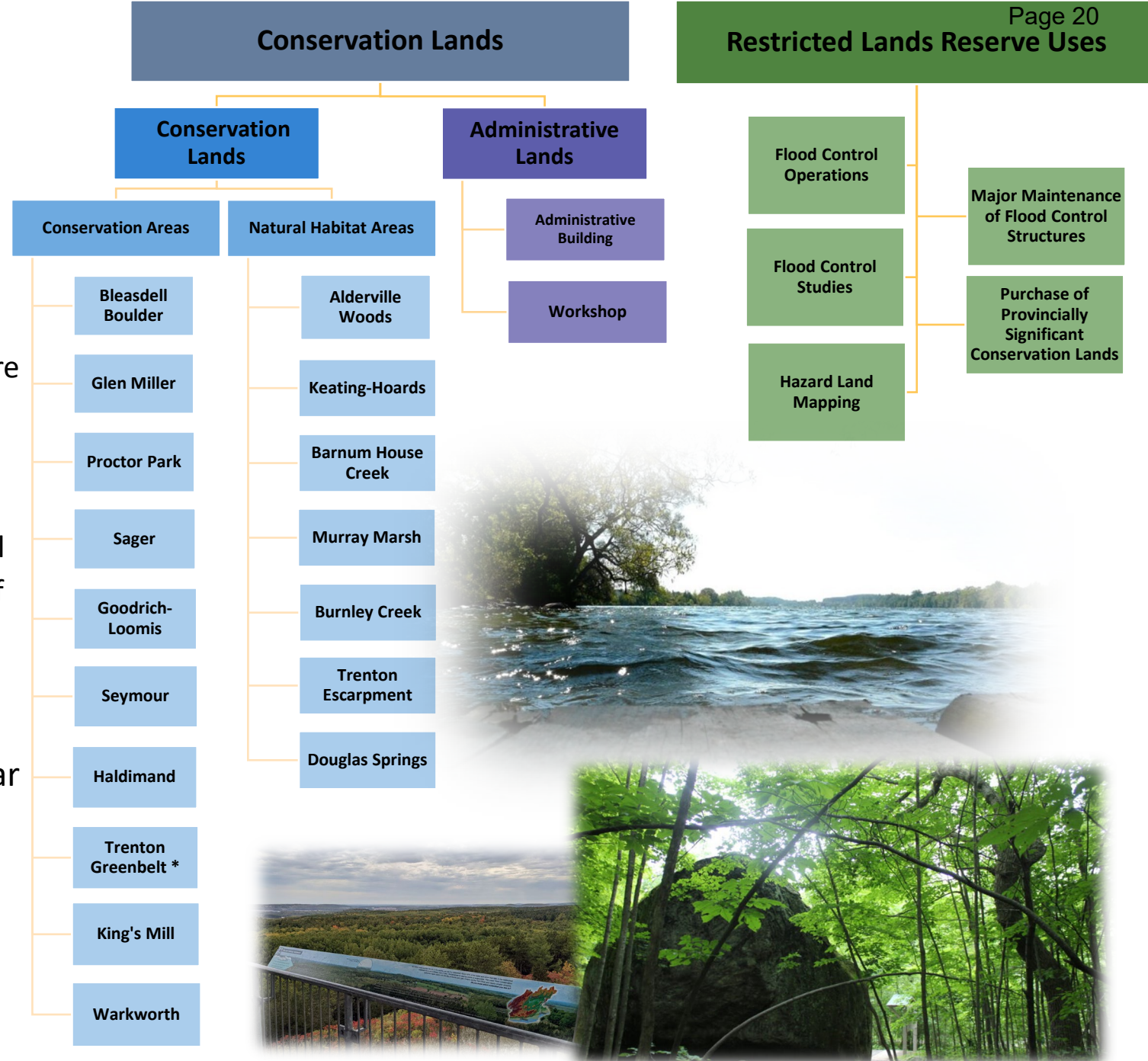
- LTC owns and maintains these capital assets:
 - Entrance Sign Replacements
 - Fencing
 - Parking Lots
 - Outdoor Privies/Washrooms
 - Bridges
 - Gazebos
 - Picnic Shelters
 - Kiosks and Trailheads
 - Barnum House Creek Weir
 - Proctor Park Gathering Space (planned)
- Long-term funding strategy includes 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
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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.



155 University Ave., Suite 800 Toll-free in Ontario:
 Toronto, Ontario M5H 3B7 1.877.426.6527
 Telephone: 416.971.9856 Fax: 416.971.6191

Sent by email to: minister.mecp@ontario.ca

December 24, 2025

The Honourable Todd McCarthy
 Minister of Environment, Conservation and Parks
 5th Floor, 777 Bay Street
 Toronto, Ontario M7A 2J3

Subject: Recommendations for Successful Conservation Authority Transformation

Dear Minister McCarthy,

The Association of Municipalities of Ontario and Conservation Ontario are writing to provide joint feedback on ERO 025-1257 – Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities (CAs) complementing our respective and separate ERO submissions.

We support the goals of this proposal. Accelerating local approvals helps protect Ontario's economy amid global uncertainty. Faster, more predictable approvals, that maintain environmental protections and prioritize frontline conservation can unlock the new infrastructure and development required for a growing, competitive province.

Municipal and local partnership is key to CA success. The success of the CA model is local: expertise, governance, community trust, and partnerships. If regionalization results in structures that cover too large a geographic area, we risk losing what makes CAs effective:

- **Loss of local expertise:** Watershed-based CAs have extensive on-the-ground expertise and understanding of unique environmental conditions, enabling timely and effective decision-making on local development, and real-time responsiveness during storms and emergencies.
- **Loss of effective municipal oversight:** Municipal accountability and oversight help CAs effectively balance watershed management and community growth.
- **Loss of strong local relationships:** Key stakeholders (such as municipalities, Indigenous communities, businesses, the agricultural community, watershed residents, and other partners) provide funding, donations, and build public trust.

Over 100 municipalities have passed or are considering resolutions urging the Province to move forward by working together with municipalities and CAs to achieve provincial objectives while preserving local governance, accountability, and expertise.

AMO and CO propose a right-sized, simplified regional model that:

- is grounded in science-based watershed boundaries
- maintains strong municipal involvement and oversight
- preserves local relationships and community trust
- balances the need to stay connected at the community level with the needs of certainty, predictability, and consistency of service delivery standards for permitting and approvals
- avoids unnecessary complexity by allowing lands, major agreements (including employment), reserve funds etc. to remain within existing corporations

To achieve this, AMO and CO recommend that the Province:

1. Work together with an implementation working group (including AMO, Conservation Ontario and select CAs, municipal, developers, and Indigenous representatives) to jointly develop practical solutions, including:
 - service standards, permitting faster and standardized approvals
 - governance and boundary design
 - funding models, allocations, and reserve structures
 - shared “back office” efficiencies and,
 - clear transition planning including: service continuity; points of contact; permitting continuity measures; board and staff communications; and staff retention measures.
2. Commit to a clear implementation timeline and transition plan supported by the implementation working group to position transformation for success. This will ensure continuity of service certainty for all stakeholders.
3. Share comprehensive financial, operational, and governance impact analysis to support evidence-based decision-making.
4. Restore a 50-50 municipal-provincial funding partnership for CAs, reflecting expanded Provincial role in CA operations while ensuring affordability and long-term stability.

All stakeholders, including the development industry, benefit from certainty. This approach minimizes the risk of multiple significant changes occurring at the same time, limits disruption to program delivery, and creates conditions for better outcomes and buy-in.

Ministry McCarthy, we thank you for the opportunity to provide feedback and look forward to discussing these concerns with you. Please contact Karen Nesbitt, Director of Policy and Government Relations at AMO (knesbitt@amo.on.ca), to arrange a meeting at your earliest convenience.

Sincerely,



Robin Jones
AMO President
Mayor of the Village of Westport



Dave Barton
Chair, Conservation Ontario
Vice-Chair, Toronto and Region Conservation Authority
Mayor, Township of Uxbridge

cc: The Honourable Rob Flack, Minister of Municipal Affairs and Housing
Sarah Harrison, Deputy Minister, Ministry of Environment, Conservation and Parks
Martha Greenberg, Deputy Minister, Ministry of Municipal Affairs and Housing

January 28, 2026

Board of Directors
The Lower Trent Region Conservation Authority
714 Murray Street
Trenton, Ontario
K8V 0N1

Dear Board of Directors:

As auditors of **The Lower Trent Region Conservation Authority** we are required to communicate important matters concerning our audit to those charged with governance of the organization. Canadian generally accepted auditing standards define “those charged with governance” as the person or persons with responsibility for overseeing the strategic direction of the entity and obligations related to the accountability of the entity. In the case of **The Lower Trent Region Conservation Authority** this responsibility rests with the organization’s Board.

Should any major significant matters arise, we will issue a report to the Board at the completion of our audit; otherwise we will discuss verbally with you the results of our audit. We will communicate any other matters directly with the Board should the need arise.

Responsibilities in Relation to the Financial Statement Audit

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to the Board of Directors in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Responsibilities in Relation to the Financial Statement Audit - Cont'd.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards for local governments. This responsibility includes:

- Designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- Selecting and applying appropriate accounting policies; and
- Making accounting estimates that are reasonable in the circumstances.

In performing our audit, we will require **The Lower Trent Region Conservation Authority's** management to provide us with:

- unrestricted access to individuals within the organization from whom we determine it necessary to obtain audit evidence;
- access to all the information relevant to the preparation of **The Lower Trent Region Conservation Authority's** financial statements; and
- any additional information that we may request from management for purposes of the audit.

Risk Based Approach

At Welch LLP, we use a risk based audit approach. In applying our approach, we focus our efforts on account balances and transaction flows that we feel are more likely to result in a material misstatement to the financial statements. Specific areas we intend to focus on and our related approach are outlined in the table below:

Area of focus/significant risks	Audit approach/response
Revenue recognition of funding from governments related to specific expenditures.	We will perform high level of detailed tests of transactions on expenditures charged to the programs including assessing if they qualify under the terms of the program and have been incurred in the funding period.

Materiality

With respect to materiality, we follow the guidance provided by Canadian Auditing Standard 320 – “Materiality in Planning and Performing an Audit” (CAS 320). Accordingly, when we establish our overall audit strategy, we are required to establish an overall materiality figure for the financial statements as a whole and, if specific circumstances dictate, establish a separate materiality for a particular account balance, class of transaction or disclosure.

Based on our understanding of the entity, the users of the financial statements and the guidance outlined in CAS 320 we have established overall materiality at three percent of revenue. This level of materiality will apply to all account balances, classes of transaction and disclosures.

Timing of the Audit

Based on our discussions to date with management we anticipate following the following schedule for completion of the 2025 audit:

Stage of the audit/deliverable	Date
Planning	January 28, 2026
Year-end fieldwork	February 2-5, 2026
Draft financial statements	February 24, 2026
Board of Directors meeting	March 12, 2026
Final financial statements due	March 31, 2026

Audit Team

The key members of the audit team for 2025 are shown in the table below:

Name	Responsibility
Daniel Coleman, CPA, CA Engagement Partner dcoleman@welch.on.ca 613-392-1287	Responsible for the overall delivery of the audit including the quality of outputs, signing the auditors' report, and communicating with the Chief Administrative Officer, the Manager - Corporate Services and the Board of Directors.
Doug Churcher, CPA, CA Reviewing Partner dchurcher@welch.on.ca 613-966-2844	Responsible for reviewing the work completed by our engagement team to ensure it meets both our professional and Firm standards.
Jenn Berezowski, CPA, CA Senior Manager jberezowski@welch.on.ca 613-392-1287	Responsible for coordinating and delivering the different elements of the audit work. Main point of contact for the Authority's finance team.
John Brocklehurst Senior Staff Accountant jbrocklehurst@welch.on.ca 613-392-1287	Responsible for conducting field work under supervision of the manager.

Sahib Oberoi Staff Accountant soberoi@welch.on.ca 613-392-1287	Responsible for conducting field work under supervision of the manager.
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Fraud Related Matters

Under Canadian Auditing Standards, we are required to communicate directly with the Audit Committee regarding fraud related matters.

To complete this component of our mandate we need to obtain certain representations from management with respect to error and fraud and establish that you have been alerted accordingly.

Please be aware that management is responsible to report all incidents of fraud, unless the matter is trivial in nature, to the Board along with their recommendation for dealing with the matter. The Board should then review the matter and advise management on how to proceed.

We will obtain written representations concerning fraud related matters from management in their Representation Letter which management will date concurrently with the release date of our audit report.

Independence

We have assessed our independence and are not aware of any relationships between the Authority and us that may reasonably be thought to bear on our independence. As a result, as of the date of this audit planning communication, we confirm that in our professional judgment, we are independent accountants with respect to the organization, within the meaning of the rules of professional conduct of our provincial institute.

Reporting matters to those charged with governance

Canadian Auditing Standard (CAS) 260 requires auditors to report audit matters to those charged with governance which as explained earlier, will be the organization's Board of Directors in **The Lower Trent Region Conservation Authority's** case. This information should be considered by the Committee reviewing and approving the accounts. We will provide this information to the organization's Board of Directors upon substantial completion of our audit and the information communicated will include the following matters if any were identified:

- details of any unadjusted misstatements in the organizations accounts, along with reasons why the adjustments have not been made;
- details of any significant deficiencies in the accounting and internal control system
- details with respect to any significant difficulties encountered during the audit

Should you wish to discuss the contents of this letter please feel free to contact us.

Yours truly,

Welch LLP

A handwritten signature in dark ink, appearing to read "Daniel Coleman", with a long horizontal flourish extending to the right.

DANIEL J.W. COLEMAN, CPA, CA
Partner

Agenda Item #10.


Lower Trent Conservation
Payments LOG - DECEMBER 2025

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Dec/25 Payroll Period #25 and #26	129,605.21
EFT 81053357	2025 Board per diems and mileage	Jul-Dec 2025 Board Per Diems and Mileage	4,614.40
EFT 81053484	CIBC VISA	Dec/25 Payment	8,844.10
EFT 81053499	Nesda Technologies Ltd	Monthly IT services, project and tickets fees	1,477.67
EFT 81053587	OMERS	Dec/25 Pension Contributions	23,216.88
EFT 81053666	Workplace Safety Insurance Board (WSIB)	Dec/25 WSIB Premium	4,151.01
EFT 81053605	Staff	Staff Expenses - Reimbursed	65.18
17400	Earl Rosebush Fuels	Propane - bulk - Goodrich-Loomis Conservation Centre	198.29
17401	Vanderlaan Installations Ltd.	Deposit for workshop window replacement	503.42
17402	Mahoney Sand and Gravel Ltd.	Property maintenance - Goodrich-Loomis CA, gravel	324.57
17403	Brighton Springs	Drinking water for admin building	97.50
17404	Emerald Cleaners	Cleaning - admin building and workshop	1,378.60
17405	Free Flow Petroleum	Monthly vehicle and equipment fuel	1,534.79
17406	Nature Conservancy of Canada	HLCW Stewardship Prog - Rice Lake Plains - Dalglish projec	450.00
17407	Keith Taylor	Staff Expense - accommodations and travel - reimbursed	635.41
17408	Pesce & Associates	Organizational and Salary review	14,464.00
17409	OT Group - DCB Business Systems Group Inc	Monthly photocopier usage service fees	197.70
17410	Trenton Home Hardware Building Centre	Lands maintenance, supplies	152.98
17411	Environmental 360 Solutions (Ontario) Ltd.	Waste services - cons lands	64.58
17412	Ausus Consulting	Benthic specimen identification	7,029.17
17413	DS Fire Safety Plans	Fire safety plan deposit - admin building, GLCC	1,130.13
17414	City of Quinte West	Utilities - water/sewer - workshop	75.96
17415	Maurice VanEgmond	BQRAP - Rural Stewardship program - cover crops	2,280.00
17416	Terry Greenly	BQRAP - Rural Stewardship Program - cover crops	1,300.00
17417	Rodney Russett	BQRAP - Rural Stewardship Program - cover crops	2,500.00
17418	Nicole Prins	BQRAP - Rural Stewardship Program - cover crops	2,500.00
17419	Richard Wismer	BQRAP - Rural Stewardship Program - cover crops	2,500.00
17420	Wynn Farms	BQRAP - Rural Stewardship Program - cover crops	2,500.00
17421	Paul Cocchio	BQRAP - Rural Stewardship Program - cover crops	2,100.00
17422	Tim Schaly	BQRAP - Urban Stewardship Program - rain garden	750.00
17423	Peter Revoy	BQRAP - Rural Stewardship Program - livestock fencing	7,500.00
17424	Gage Comeau	Resignation recognition - Gage Comeau	150.00
17425	Hydro One Networks Inc.	Utilities - electricity - admin building and workshop	849.86
17426	Free Flow Petroleum	Monthly vehicle and equipment fuel	914.59
17427	Emerald Cleaners	Cleaning - admin building and workshop	1,378.60
17428	Ricart	Caps - staff and volunteer supply	803.43
17429	D.M. Wills Associates Limited	Warkworth Dam operating - letter of opinion	565.00
17430	Telizon Inc	Monthly telephone lines	567.83
17431	Ferguson Tree Nursery	2026 Native Plant Sale seedling stock - deposit	3,319.66
17432	Quinte Conservation	WISKI SODA - FFW support and maintenance	3,354.55
17433	Kingston Online Services	LTC website domain renewal	45.20
17434	Callum Guppy	BQRAP - Rural Stewardship program - shoreline planting	947.37
17435	B&T Sales	Janitorial supplies - admin building	157.32
17436	Enbridge	Utilities - gas - shop	94.27
17437	Brighton Springs	Drinking water - admin building	58.50
17438	Reilly's Awards & Embroidery	LTC branding for clothing	84.75
17439	John Mahoney	Staff expense - clothing - reimbursed	237.29
17440	Chris McLeod	Staff expense - clothing - reimbursed	237.29
17441	Vern Bastable	Staff expense - clothing/travel - reimbursed	287.21
17442	Terry Greenly	BQRAP - Rural Stewardship Program - cover crops	1,200.00
17443	Scott Robertson	Staff expenses - travel, clothing - reimbursed	300.11
17444	Office Central	Stationery - regulations program	81.34
17445	B.M.R. MFG. INC. o/a School Bus Parts Co. of Canada	Signs - CA Lands	111.43
17446	Canadian Pacific Railway Company	Property rent - Trenton Greenbelt CA	339.00
17447	Massimo Narini	Staff expenses - equipment - reimbursed	33.89
17448	Quinte Conservation	Engineering services - May-June 2025	1540.00
17449	Enbridge	Utilities - gas - admin building	328.98
Total of Payments			<u><u>242,129.02</u></u>

Lower Trent Conservation
Payments LOG - JANUARY 2026

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Jan/26 Payroll Period #1 and #2	133,166.20
EFT 81628998	OMERS	Jan/26 Pension Contributions	24,270.34
EFT 81628934	Nesda Technologies Ltd	Monthly IT services, project and tickets fees	1,477.61
EFT 81629055	Staff	Staff Expenses - Reimbursed	214.52
EFT 81628879	ComPsych	Employee Assistance Program annual fee	595.15
EFT 81629082	Sun Life Assurance Company of Canada	Feb/26 Group Benefits Premium	9,030.63
EFT 81629173	Workplace Safety Insurance Board (WSIB)	Jan/26 WSIB Premium	4,194.95
EFT 81628809	CIBC VISA	Jan/26 Payment	4,637.64
EFT 81053628	Sun Life Assurance Company of Canada	Jan/26 Group Benefits Premium	8,870.65
17450	Templeman LLP	Legal fees - regulations and corporate services	4,314.34
17451	River Institute	BQRAP - agreement milestone completion	6,425.00
17452	Pesce & Associates Inc.	Organizational and salary review	3,616.00
17453	OT Group - DCB Business Systems Group Inc	Monthly photocopier usage service fees	225.88
17454	Metroland Media Group Ltd.	DWSP advertising	565.00
17455	Trenton Home Hardware Building Centre	Property maintenance, supplies	310.06
17456	Environmental 360 Solutions (Ontario) Ltd.	Waste services - conservation lands	64.58
17457	Corinne Ross	Staff expenses - meeting supplies - reimbursed	67.99
17458	Seymour Mechanical Services	Property maintenance - snow plow - Seymour CA	339.00
17459	City of Quinte West	Utilities - water/sewer - workshop	71.98
17460	Hydro One Networks Inc.	Utilities - hydro - admin building and workshop	993.36
17461	Conservation Ontario	2026 Cons Ontario Levy - install 1 of 2	11,208.27
17462	Free Flow Petroleum	Monthly vehicle and equipment fuel	695.01
17463	BDI - Division of Bell Mobility	Mobile phones - 2	1,139.04
17464	Brighton Springs	Drinking water for admin building	49.75
17465	CDW Canada Corp.	Laptop bags	76.25
17466	Earl Rosebush Fuels	Propane - bulk - Goodrich-Loomis Conservation Centre	627.04
17467	Emerald Cleaners	Cleaning services - admin building and workshop	2,757.20
17468	Enbridge	Utilities - gas - admin building and workshop	503.75
17469	Fireside Publishing House Ltd.	DWSP advertising	231.65
17470	KONE Inc	Admin bldg elevator maintenance fee and CAT1 test	2,546.02
17471	Obsentia	Vehicle maintenance	87.98
17472	Quinte West Chamber of Commerce	Annual membership fee	337.87
17473	Solinst Canada Ltd.	FFW levelsender annual service fee	196.62
17474	Staples Commercial	Stationery supplies and small equipment	54.79
17475	Telizon Inc	Monthly telephone lines	565.33
17476	John Mahoney	Staff expenses - clothing allowance - reimbursed	250.00
17477	Mike Wilson	Staff Expenses - designation dues - reimbursed	566.49
17478	Municipality of Centre Hastings	Interim property taxes - Douglas Spring NHA	324.72
Total of Payments			225,668.66

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: Scott Robertson, Development and Regulations Lead, Planning and Regulations For Period: November 29, 2025 to January 30, 2026</p>								
								
Permit #	Municipality	Ward	Geographic Township	Concession	Lot	Street Address	Regulated Area	Permitted Activity
RP-25-237	Trent Hills	Percy	Percy	3	18	13952 County Road 29	Unevaluated wetland (allowance)	Replace existing (failed) septic system with a raised system
RP-25-221	Quinte West	Brighton Township	Murray	4	20	1595 County Road 28	Cold Creek Tributary stream, Field Verified wetland	To construct a wetland as part of a wetland offsetting plan
RP-25-224	Trent Hills	Seymour	Seymour	1	20	60 Haig's Island Rd	Trent River floodplain (allowance), Unevaluated wetland (allowance)	Replace existing septic system
RP-25-232	Brighton	Brighton Town	Cramahe	1	3, 4	114B Ontario Street	Proctors (Butler) Creek valleylands (allowance), Field Verified wetland	To undergo the installation of site servicing and the construction of a road/watercourse crossing
RP-25-236	Trent Hills	Seymour	Seymour	14	7	128 Lucky Strike Road	Trent River floodplain (allowance)	Replace existing septic system with a raised septic system
RP-25-211	Quinte West	Frankford	Sidney	6	3	Linwood Crescent	Field Verified wetland, Field Verified watercourse	To conduct vegetation removal in preparation for a topographic survey of the existing drainage course
RP-25-238	Stirling-Rawdon	Stirling Village	Sidney	9	23	29 Henry Street	Rawdon Creek, Rawdon Creek floodplain (allowance)	To construct an addition and conduct interior renovations
RP-25-240 (minor)	Trent Hills	Seymour	Seymour	14-15	5, 6	County Road 30 Bridge	Trent River, Trent River floodplain (allowance)	To conduct bridge rehabilitation works on the Trent River bridge on County Road 30
RP-25-243	Trent Hills	Hastings Village	Percy	12	15	95 Cedar Drive	Trent River floodplain (allowance)	To demolish and reconstruct an existing addition
RP-25-246	Quinte West	Sidney	Sidney	1	12	403 Whites Road	Unevaluated wetland (allowance)	Replace existing (failed) septic system with a raised system
! EH/BEH/æL								
RP-25-223	Trent Hills	Percy	Percy	11	9	28 Lakeshore Drive	Trent River floodplain (allowance)	Original Permit issued to demolish and reconstruct the existing dwelling ; amended to include the construction of a garage with an attached carport

Agenda Item #11b.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: February 3, 2026
To: LTC Board of Directors
Re: Planning and Regulations UPDATE
Prepared by: Scott Robertson, Development and Regulations Lead,
 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 2026 and compared to similar numbers for previous years. Highlighted boxes indicate that 2026 has MORE files to date than previous years.

Table 1. File review – New files and deliverables in 2026 versus previous years

	# Files for 2026 (as of January 30, 2026)	Dates for Similar Number for Previous Years (Total for Year)			
		2025	2024	2023	2022
Permits	15	Jan 24 (246)	Jan 29 (283)	Jan 12 (320)	Feb 3 (398)
Planning	22	Feb 7 (188)	Jan 17 (204)	Feb 13 (213)	Feb 9 (310)
Complaints	1	Jan 2 (90)	Jan 2 (96)	Jan 4 (74)	Jan 5 (66)
Enforcement	0	Jan 24 (38)	Jan 3 (39)	Jan 6 (39)	Jan 5 (63)
Online Inquiries	60	Jan 24 (1162)	Jan 22 (1435)	Feb 15 (1003)	Jan 30 (738)
Legal Requests	2	Jan 27(29)	Jan 8 (49)	Jan 12 (58)	Jan 12 (36)
Clearance Letters	1	Jan 9(61)	Jan 2 (102)	Jan 17 (52)	Feb 24 (25)
Site Visits	3	Jan 6 (287)	Jan 4 (303)	Jan 6 (246)	Jan 5 (363)

Online Inquiries

Since the last reporting period, staff have received and actioned **92** inquiry submissions and inquiries are continuing to be received at a steady pace. Several complex files and properties are appearing, and these files are taking staff long periods of time to manage as many of the properties are regulated and development may be restricted or require further review from staff. As usual, to ensure a timely response time, we are asking that people continue to use our online inquiry service and avoid directly contacting staff unless they are following up on a pre-existing file.

Permitting:

Ongoing Permit files:

- Staff have issued **10** permits since the previous reporting period with 1 permit amendment issued.
- Staff are currently reviewing and commenting on **15** open 2026 permit files and **49** files from previous years as well.

Agenda Item #11b.**Planning:**

- LTC Staff reviewed and commented on **42** Subdivision and Condominium Files in 2025 (new and ongoing). Since the last reporting period, LTC Staff reviewed and commented on **11** 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 **18** 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; **3** Environmental Impact Studies. There are currently **7** technical reports in our queue for review.

Lastly, a 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: January 30, 2026
To: LTC Board of Directors
Re: Flood Forecasting and Warning UPDATE
Prepared by: Scott Robertson, Development and Regulations Lead

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 January 30, 2026)	Total Number for Previous Years						
		2025	2024	2023	2022	2021	2020	2019*
Water Safety	0	3	5	4	2	2	3	8
Flood Outlook	0	3	2	8	4	4	5	5
Flood Watch	0	3	2	2	0	0	3	6
Flood Warning	0	4	0	2	0	0	0	13
Total (System)	0	13	9	15	6	6	11	32

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

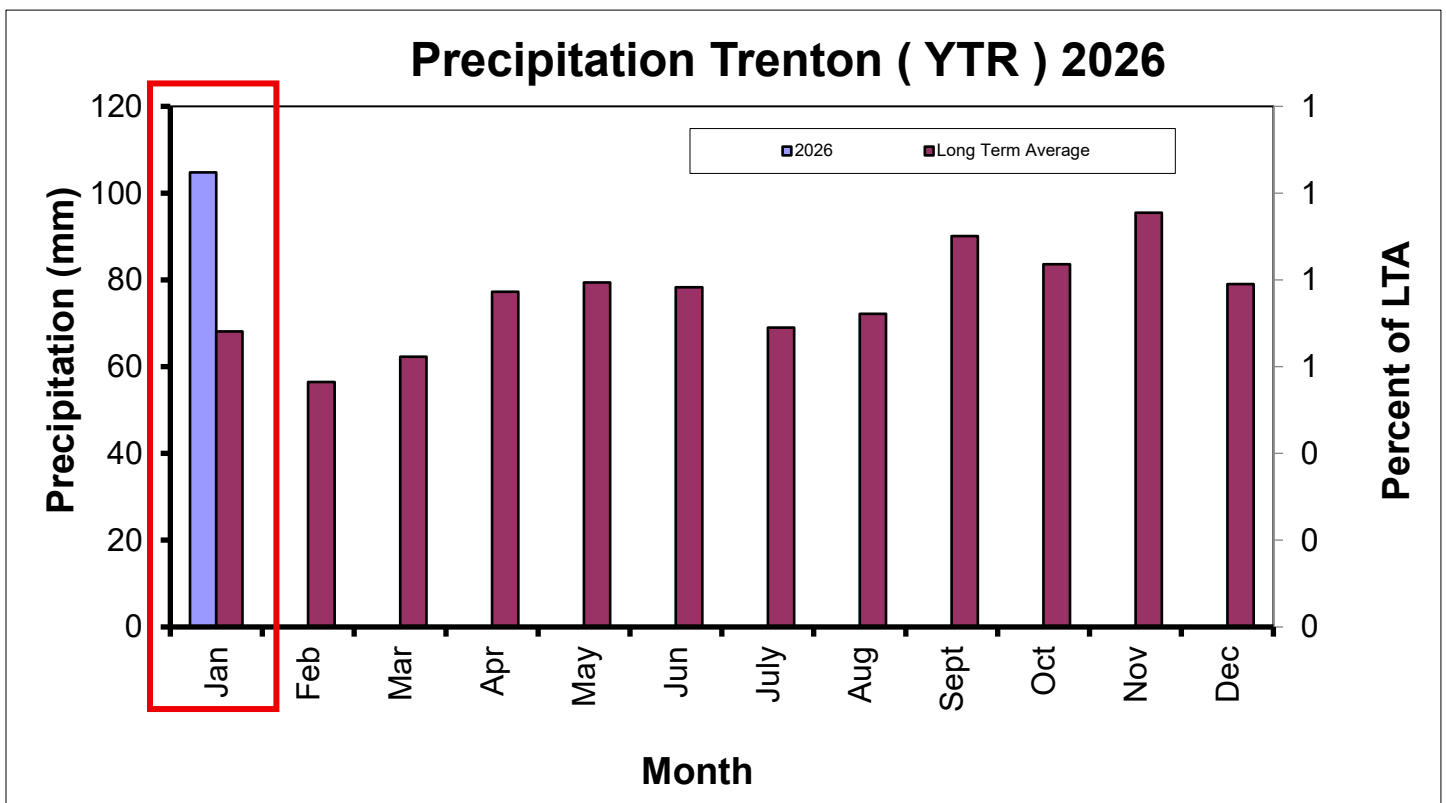
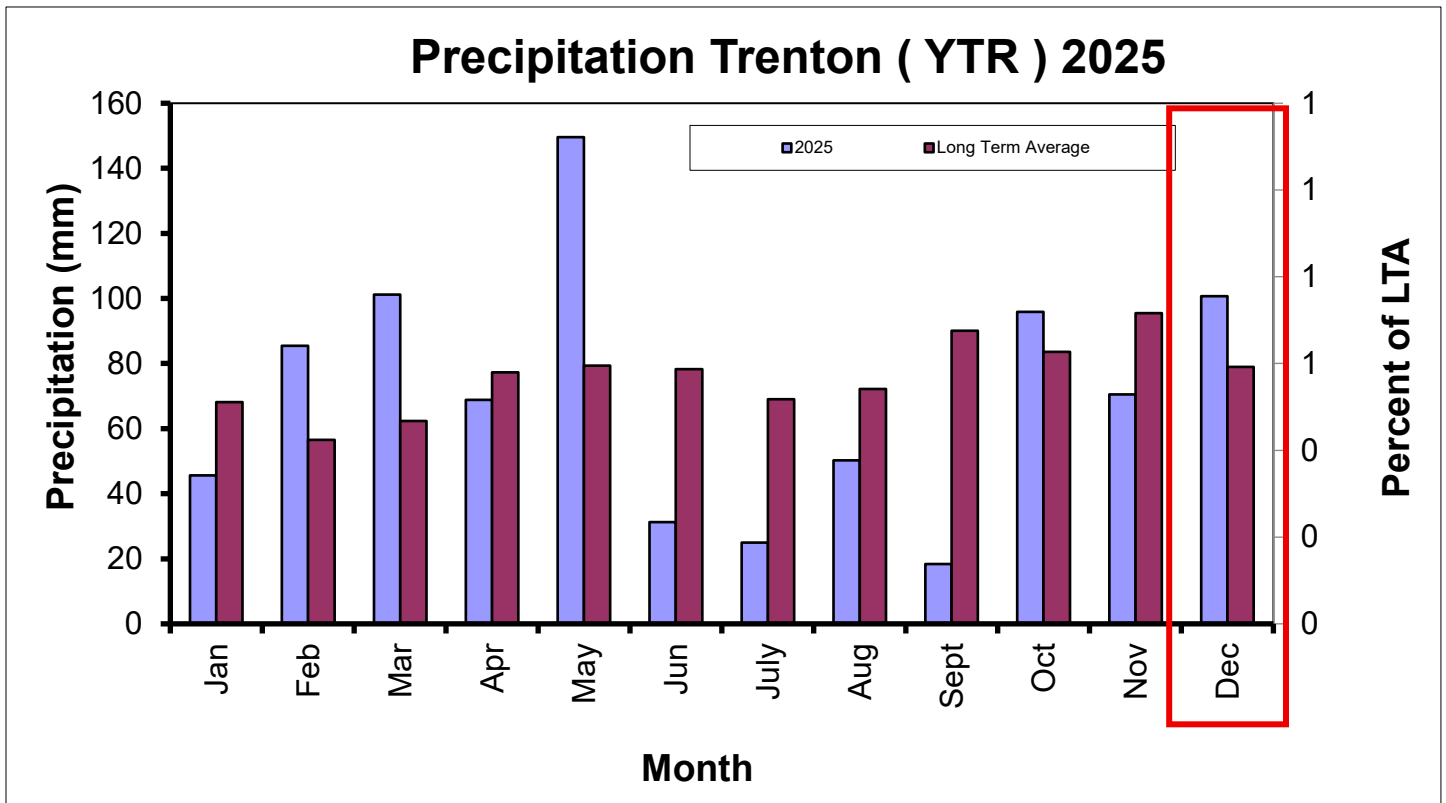
Summary of Current Conditions (since last report)

Observed precipitation volumes over the course of December and January have greatly exceeded the established long-term average (LTA). Specifically, the month of December recorded 100.7 mm of precipitation (127.5% of the long-term average) while January has recorded 104.8 mm of precipitation (153.9% of the long-term average). Throughout the fall and end of 2025, the LTC watershed had been experiencing ongoing drought conditions. However, the increased precipitation from December has supported recovery of the watershed conditions. Following a review of the data and a meeting with the Low Water Response Team, it was decided that the conditions had improved enough to downgrade the status from a Level 1 Low Water condition to Normal Water condition (i.e., the 3-month average improved to above 80% compared to the 3-month long term average). A monthly comparison of the precipitation volumes observed in 2025 and 2026 can be seen in Table 2 below.

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.

Agenda Item #11c.

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



Agenda Item #11c.Local Creeks

The local creeks and streams are at the seasonal average for streamflow and water levels for this time of year. Despite the increased amount of precipitation these past few months, the inputs into these systems will likely be delayed due to the amount of snow and ice coverage. A majority of the snowmelt and surface water inputs may be delayed until spring when freshet and spring temperatures contribute to the system further. Staff will continue to review the conditions and forecast updates to ensure the safety of our municipal stakeholders and the general public.

Trent River

The Trent River system is experiencing below-seasonal average flows and water levels due to the extended drought conditions being experienced. Although flows have slowly increased over the last few months, seasonal averages are only recently being observed as of mid-January.

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 still below average for this time of year. Staff are continuing to review weather conditions for any high wind events that may result in storm surges with waves exceeding 1 metre.

RECOMMENDATION:

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

Agenda Item 12.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: January 30, 2026
To: LTC Board of Directors
Re: Watershed Management, Planning and Regulations End of Year Report
Prepared by: Scott Robertson, Development and Regulations Lead, Planning and Regulations

PROPOSED RESOLUTION:

THAT the Planning and Regulations End of Year Report be accepted as information.

BY THE NUMBERS:

Here are the numbers for the total number of files and deliverables for 2025 compared to previous years.

Online Inquiries

LTC Staff received and provided information to 1162 inquiries over the 2025 calendar year, which has been fairly high in recent years aside from last years record amount for our organization (see Table 1 below). Over the past 6 years, LTC staff have continued to see an increasing trend in the volume of inquiries received. Two of the primary reasons for this increase are due to the continued cooperation with our municipalities and their staff, and a strengthened inquiry process that has made it easier for proponents to reach LTC staff. The growing number of inquiries are appreciated by staff as we continue to provide information and educate the public about our roles and the applicable legislation; however, the large volume of inquiries does lead to increased response time with our current staff compliment. Response times can vary depending on the complexity of the inquiry, but staff are able to respond typically within 2-5 business days. When experiencing a large influx of inquiries at a given time, inquiries may take up to 10 business days.

Within the LTC watershed, staff provide information and comments to landowners throughout 7 different Municipalities and Townships. The breakdown of inquiries per municipality can be found in Table 2 shown below. In 2025, the large majority of the inquiries staff receive are from proponents in Trent Hills and Quinte West, which had 656 inquiries out of the 1162 inquiries received (approximately 57% of the total inquiries received in 2025). This is consistent with the data collected over the past 6 years, which shows Trent Hills and Quinte West representing 31.5% and 25.5%, respectively, when comparing the total inquiries received for each municipality.

Table 1. Total number of inquiries circulated to LTC for review per quarter from 2020 to 2025. Quarterly numbers for 2025 have been highlighted in yellow.

Quarter/Year	2020	2021	2022	2023	2024	2025
Q1	111	369	214	141	340	255
Q2	163	324	251	232	479	344
Q3	228	269	142	408	392	386
Q4	193	170	127	222	224	177
Total	695	1132	734	1003	1435	1162

**Bolded font indicates record number of files for a specific quarter or year.*

Table 2. Total number of inquiries submitted to LTC for review per Municipality from 2020 to 2025. The TOTAL column

Agenda Item 12.

represents the total number of inquiries received for each Municipality over the last 6 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of inquiries received for the entire watershed over 6 years. 2025 inquiry numbers for each Municipality have been highlighted in yellow.

Township	2020	2021	2022	2023	2024	2025	TOTAL	% TOTAL
Alnwick/Haldimand	110	158	94	96	151	138	805	12.2
Brighton	84	124	78	117	195	154	805	12.2
Centre Hastings	9	46	42	37	42	31	215	3.3
Cramahe	53	130	71	107	146	120	670	10.1
Quinte West	182	245	181	246	409	322	1684	25.5
Stirling-Rawdon	31	42	36	52	61	57	288	4.4
Trent Hills	226	387	232	306	422	334	2083	31.5
Large scale watershed inquiries				42	9	6	57	0.9
TOTAL	695	1132	734	1003	1435	1162	6607	

Permitting

In 2025, LTC received a total of 246 permits for development activities throughout the watershed (see Table 3). Although it is not part of this report, LTC staff issued 236 permits in 2025. The data and information associated with this is part of secondary Board Report and is associated with the reporting requirements within Ontario Regulation 686/24: Mandatory Programs and Services under the *Conservation Authorities Act*. Additional permit details can be found in that report.

Upon review of the number of permits received annually between 2013 and 2024, the average number of permits received is 270. Overall, 2025 saw a reduction in the number of permits received when compared to the permits received from 2019 to 2023. It is impossible to determine the exact root cause of the reduction; however, there are several factors that likely led to this reduction. Some of these factors include but are not limited to: ongoing concerns of an upcoming recession, political climate, increased cost of living, increased cost of construction materials and development fatigue. With a decrease in interest rates and several subdivisions in the watershed preparing for construction, it is anticipated that permit numbers should see a slight increase in the 2026 calendar year compared to 2025.

The breakdown of permits through the 7 Municipalities and Townships can be found in Table 4. Similar to online inquiries, Trent Hills and Quinte West provided the largest number of permits in 2025, 69 and 81 permits, respectively. This trend can be seen over time as well when reviewing the number of permits from 2018 to 2025. As Trent Hills and Quinte West are the two most populated Municipalities in the LTC watershed, this is expected.

Table 3. Total number of permit applications submitted to LTC for review per quarter from 2018 to 2025. Quarterly numbers for 2025 have been highlighted in yellow.

Quarter/Year	2018	2019	2020	2021	2022	2023	2024	2025
Q1	48	32	52	71	78	82	74	56
Q2	81	88	94	127	125	81	78	63
Q3	80	149	117	101	112	93	71	68
Q4	40	69	88	84	83	64	60	59
total	249	338	351	383	398	320	283	246

*Bolded font indicates record number of files for a specific quarter or year.

Table 4. Total number of permit applications submitted to LTC Staff for review by Municipality from 2018 to 2025. The TOTAL column represents the total number of permits received for each Municipality over the last 8 years. The percent

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TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of permits received for the entire watershed over 8 years. 2025 permit numbers for each Municipality have been highlighted in yellow.

Permit Applications	2018	2019	2020	2021	2022	2023	2024	2025	TOTAL	% TOTAL
Alnwick/Haldimand	27	50	46	42	45	33	32	36	311	12.1%
Cramahe	21	27	37	46	38	22	25	15	231	9.0%
Brighton	36	92	75	71	64	70	37	36	481	18.7%
Quinte West	75	92	99	101	110	82	106	81	746	29.1%
Trent Hills	82	70	84	104	128	94	66	69	697	27.2%
Stirling-Rawdon	3	2	4	16	9	9	12	6	61	2.4%
Centre Hastings	5	3	4	6	4	10	5	3	40	1.6%
TOTAL	249	336	349	386	398	320	283	246	2567	

Planning

It is important to note that the numbers reported are for new planning files received in a given calendar year. LTC is not currently set up to record the number of hours spent on each file. When reviewing the number of new files, 1 subdivision file and 1 severance file are seen as equal. Although, each file is seen as a single number, this is clearly not the case from a workload perspective as the review of subdivision involves meetings, online and offline discussions, drafting large reports and emails, and the review of various technical studies. Additionally, complex planning files like subdivisions can be reviewed over the span of multiple years, so even though a subdivision file was received one year, it could be reviewed and commented on several times over the span of 2 or 3 years.

Planning files in 2025 were unique in that we saw a slightly lower number of files than previous years (see Table 5), but the number of subdivisions and complex files we reviewed and commented on were higher than average (42 subdivision and condominium files reviewed and commented on in 2025). It is also important to note that for the purpose of reporting, these statistics include all stages of the subdivision and condominium process. Additionally, historical subdivisions that were provided draft plan approval in the past reappeared and the review of these files took up a large volume of staff time.

Table 5. Total number of planning files circulated to LTC for review per quarter from 2018 to 2025. Quarterly numbers for 2025 have been highlighted in yellow.

Quarter/Year	2018	2019	2020	2021	2022	2023	2024	2025
Q1	55	71	45	69	58	45	62	51
Q2	60	59	17	73	98	63	40	64
Q3	69	59	57	68	83	45	60	45
Q4	55	41	50	48	71	60	42	28
Total	239	230	169	258	310	213	204	188

**Bolded font indicates record number of files for a specific quarter or year.*

Through a review of the planning files received for 2025 for each Municipality and Township, Alnwick/Haldimand, Cramahe and the City of Quinte West had the most files circulated to LTC for review (29, 28 and 56, respectively). When reviewing the data over time from 2018-2025, we can see that these same municipalities represent the bulk of planning file circulations through 2018-2025 (see Table 6).

Table 6. Total number of planning files circulated to LTC Staff for review by Municipality from 2018 to 2025. The TOTAL column represents the total number of files received for each Municipality over the last 8 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of planning files received for the entire

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watershed over 8 years. 2025 planning file numbers for each Municipality have been highlighted in yellow.

Planning Files	2018	2019	2020	2021	2022	2023	2024	2025	TOTAL	% Total
Alnwick/Haldimand	49	42	28	45	42	23	37	29	295	16.2%
Cramahe	28	27	25	42	44	21	37	28	252	13.9%
Brighton	31	22	16	27	23	22	23	29	193	10.6%
Quinte West	73	80	51	90	96	74	60	56	580	31.9%
Trent Hills	22	26	21	28	37	24	12	16	186	10.2%
Stirling-Rawdon	12	12	5	16	35	32	25	17	154	8.5%
Centre Hastings	24	21	17	22	33	17	8	11	153	8.4%
Northumberland							1	1	2	n/a
Hastings County								1	1	n/a
TOTAL	239	230	163	270	310	213	204	188	1816	

Enforcement

LTC Provincial Offences Officers are tasked to manage complaints, and enforcement matters for the Authority pursuant to Ontario Regulation 686/21: Mandatory Programs and Services. During 2025, Provincial Offences Officers inspected 90 complaints and investigated 38 enforcement matters (see Table 7 and Table 8). Both complaints and enforcement matters take several hours for staff to handle as they need to rigorously document all correspondence (verbal and/or written) and any actions taken for these files. Additionally, enforcement matters may involve additional staff time for complex matters where charges may be laid. It has always been the direction at LTC for officers to pursue enforcement matters as an opportunity for education and to make all attempts to pursue voluntary compliance/resolution for enforcement matters. Therefore, LTC officers believe that we are dutybound to oversee these opportunities as they are meaningful in our journey to build relationships with the residents of the watershed. Although it does mean that staff spend large amounts of time on each file to establish these relationships, it has proven to be a worthwhile endeavor over the past few years.

Similar to the files reviewed above, complaints and enforcement show similar trends over time where the highest number of files are seen in the areas with the greatest population size (see Table 7 and Table 8). An important note to be aware of is that a high number of complaints does not always indicate an equivalent number of enforcement files. In general, we receive more complaints than enforcement files for any given year. The reason for this is that not all complaints inspected are found to be a contravention of Section 28 of the Conservation Authorities Act. Only when a complaint matter is inspected and a violation is noted do officers pursue the matter as an enforcement matter (i.e., create a formal enforcement file).

Table 9 documents the number of enforcement files since 2016 and shows the number of files resolved for each year. In 2025, staff resolved a total of 29 enforcement files while working concurrently on 77 enforcement files. It is important to note that the 77 open enforcement files include matters that are beyond our statute of limitations (i.e., two years from the date the offence first comes to the attention of an officer). These cases have remained open for several reasons including but not limited to; court proceedings, open court orders, building permit involvement, and wetland offsetting/compensation monitoring. Staff will continue to work on closing all ongoing files.

Table 7. Total number of complaint files managed by LTC Staff by Municipality from 2019 to 2025. The TOTAL column represents the total number of files inspected for each Municipality over the last 7 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of files inspected for the entire watershed over 7 years. 2025 complaint file numbers for each Municipality have been highlighted in yellow.

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Complaint Files	2019	2020	2021	2022	2023	2024	2025	TOTAL	% Total
Alnwick/Haldimand	6	10	10	12	9	5	12	64	12.7
Cramahe	5	7	10	9	11	17	10	69	13.7
Brighton	7	9	5	7	10	15	13	66	13.1
Quinte West	18	11	15	14	26	23	30	137	27.3
Trent Hills	12	17	26	21	17	31	20	144	28.7
Stirling-Rawdon	5	2	0	1	1	4	3	16	3.2
Centre Hastings	1	0	0	0	2	1	1	5	1.0
Outside Watershed							1	1	
TOTAL	54	56	66	64	76	96	90	502	

Table 8. Total number of enforcement files managed by LTC Staff by Municipality from 2018 to 2025. The TOTAL column represents the total number of files investigated for each Municipality over the last 8 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of files investigated for the entire watershed over 8 years. 2025 enforcement file numbers for each Municipality have been highlighted in yellow.

Enforcement Files	2018	2019	2020	2021	2022	2023	2024	2025	TOTAL	% Total
Alnwick/Haldimand	5	4	6	8	9	2	6	7	47	15.0%
Cramahe	6	3	10	5	5	5	9	4	47	15.0%
Brighton	2	5	3	3	3	7	6	8	37	11.8%
Quinte West	4	8	4	4	17	13	8	10	68	21.7%
Trent Hills	8	12	8	23	29	9	7	8	104	33.1%
Stirling-Rawdon	0	1	1	2	0	3	3	1	11	3.5%
Centre Hastings	0	0	0	0	0	0	0	0	0	0.0%
TOTAL	25	33	32	45	63	39	39	38	314	

Table 9. Enforcement files – Total number of resolved and ongoing cases. 2025 numbers have been highlighted in yellow to illustrate the information related to this annual report.

YEAR of Occurrence	Number of Violations	Year of Resolution										Ongoing
		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
2016	36	15	11	8	2							0
2017	16		10	2	3	1						0
2018	26			14	8	4						0
2019	33				12	8	7	3	2			1
2020	32					23	5		1	1	1	1
2021	45						25	8	2	5	3	2
2022	63							35	9	5	4	10
2023	39								14	9	8	8
2024	39									9	7	23
2025	38										6	32
Resolved Cases per Year		15	21	24	25	36	37	46	28	29	29	45

Site Visits

In 2025, LTC staff conducted 287 site visits to properties within the LTC watershed (see Table 10). These site visits were conducted for permit applications, wetland assessments, complaint inspections, enforcement investigations and general site visits. Table 11 provides a breakdown of the site visits completed for each Municipality over the last eight years.

Agenda Item 12.**Table 10.** Total number of site visits/inspections conducted by LTC staff per quarter from 2018 to 2025. Quarterly numbers for 2025 have been highlighted in yellow.

Quarter/Year	2018	2019	2020*	2021	2022	2023	2024	2025
Q1	9	10	6	28	34	24	56	55
Q2	42	74	26	110	149	49	72	83
Q3	55	85	100	87	127	108	107	83
Q4	60	44	35	57	53	65	68	66
Total	166	213	167	282	363	246	303	287

*2020 COVID office closures. ** Bolded font indicates record number of files for a specific quarter or year.

Table 11. Total number of site visits/inspections conducted by LTC Staff for review by Municipality from 2018 to 2025. The TOTAL column represents the total number of visits/inspections conducted for each Municipality over the last 8 years. The percent TOTAL represents the percent breakdown for each Municipality when compared to the overall total number of visits/inspections for the entire watershed over 8 years. 2025 site visit/inspection numbers for each Municipality have been highlighted in yellow.

Site Visits/Inspections	2018	2019	2020	2021	2022	2023	2024	2025	TOTAL	% TOTAL
Alnwick/Haldimand	27	34	28	35	50	23	35	45	277	13.7
Cramahe	27	24	16	37	40	36	46	27	253	12.5
Brighton	19	26	20	18	52	38	51	40	264	13.0
Quinte West	25	46	40	42	70	67	74	85	449	22.2
Trent Hills	59	62	52	120	128	62	72	63	618	30.5
Stirling-Rawdon	3	11	5	16	14	12	13	23	97	4.8
Centre Hastings	6	10	6	14	9	8	12	4	69	3.4
TOTAL	166	213	167	282	363	246	303	287	2027	

RECOMMENDATION:

- Staff recommends that the Planning and Regulations End of Year Report be accepted as information.

Agenda Item #13.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: January 30, 2026
To: Board of Directors
Re: Annual Permit Report
Prepared by: Scott Robertson, Development and Regulations Lead,
 Planning and Regulations

PROPOSED RESOLUTION:

THAT the Annual Permit Report as required under O. Reg. 686/21 and O. Reg 41/24 be received as information and further that the report be posted to the LTC Governance website page for compliance.

BACKGROUND:

Subsection 21.1 (3) of the *Conservation Authorities Act* and Ontario Regulation 686/21: Mandatory Programs and Services (O. Reg. 686/21) made under the Act requires that each Conservation Authority must prepare and publish an annual report that outlines permit statistics including reporting on the level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), made under the Act in respect of the application and issuance of permits including associated timelines. O. Reg. 41/24 was enacted on April 1, 2024, and all new permits received on or after that date are subject to the new Regulation.

Pursuant to Ontario Reg. 686/21, Section 8.1 – Standard and requirements, Part VI states:

8.1 The programs and services provided by an authority related to ensuring that the authority satisfies its duties, functions and responsibilities to administer Part VI of the Act shall be provided in accordance with the following requirements:

1. The authority shall prepare and publish an annual report that outlines statistics on permits, including reporting on its level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), made under the Act, respecting the application for and issuance of permits, including any associated timelines. O. Reg. 41/24, s. 1.

Additionally, Ontario Regulation 41/24, subsections 4 (1) and (2) states,

4. (1) An authority shall develop maps depicting the areas within the authority's area of jurisdiction where development activities are prohibited under paragraph 2 of subsection 28 (1) of the Act which shall be filed at the head office of the authority and made available to the public on the authority's website, and by any other means that the authority considers advisable.
- (2) At least once annually, the authority shall,
 - (a) review the maps referred to in subsection (1) and determine if updates to the maps are required;
 - (b) make and file such updates to the maps at its head office if required; and
 - (c) make the updated maps available to the public on its website and by any other means it considers advisable.

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Staff have assessed the permit data for 2025 and prepared a report as required under O. Reg. 686/21. The report outlines the level of compliance with O. Reg. 41/24 standards for permits between January 1, 2025 and December 31, 2025 and the level of compliance with O. Reg. 41/24 subsections 4 (1) and (2) associated with the regulatory mapping. To ensure that we meet the legislative requirements, staff are requesting that report be approved and staff be directed to post the report to our website on the Governance page.

RECOMMENDATION:

Staff recommends THAT the Annual Permit Report be received and the report be posted to the LTC Governance page as per direction by the Board of Directors to ensure compliance with O. Reg. 686/21.

Conservation Authority: Lower Trent Conservation	
Annual Reporting – Permit Statistics	
Total Permits Received (Overall) (January 1 – December 31):	246
Total Major Permits Issued (January 1 – December 31):	182
Total Minor Permits Issued (January 1 – December 31):	54
Total Applications Subject to Minister's Order (Minister's Review):	0
Annual Reporting – Permit Timelines	
COMPLETE APPLICATION REVIEW	232
Total complete application reviews completed in 21 days:	
PERMIT TIMELINES (MAJOR)	182
Total Major Permits Issued Within Decision Timeline (90 Days):	
PERMIT TIMELINES (MAJOR)	0
Total Major Permits Issued Outside Decision Timeline (90 Days):	
PERMIT TIMELINES (MINOR)	54
Total Minor Permits Issued Within Decision Timeline (30 Days):	
PERMIT TIMELINES (MINOR)	0
Total Minor Permits Issued Outside Decision Timeline (30 Days):	
VARIANCE FROM TIMELINES	Amongst the 236 permits received under O.Reg. 41/24, 4 files (LTC File No. RP-23-261, RP-24-283, RP-25-146, and RP-24-274) were not reviewed for completion within the 21 day timeline due to lack of staffing during that period of time or due to the timing of the Christmas Holidays. Total number of days from time of receipt to issuance of those permits were 24, 26, 27 and 34 days, respectively.
Reason for Variance from Timelines (Optional):	
PERMIT DECISION TIMELINES (AVERAGE – ALL)	6.72 days
Overall Average Permit Review Timeline ():	
PERMIT DECISION TIMELINES (AVERAGE – MAJOR – 90 DAYS)	7.31 days
Average Major Permit Review Timeline:	
PERMIT DECISION TIMELINES (AVERAGE – MINOR – 30 DAYS)	4.68 days
Average Minor Permit Review Timeline:	
Annual Reporting – Compliance with O. Reg. 41/24	
MAPPING	
Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)	Yes
MAPPING	
Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)	Yes
ADMINISTRATIVE REVIEWS	
Total requests for administrative reviews made to the Authority:	0
ADMINISTRATIVE REVIEWS	
Total administrative reviews completed within 30 days of the request:	0



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: January 20, 2026
To: Board of Directors
Re: Conservation Lands Update for the period October 1, 2025 to December 31, 2025
Prepared by: Chris McLeod, Supervisor, Conservation Lands

PROPOSED RESOLUTION:

THAT the Conservation Lands Update for the period October 1, 2025 – December 31, 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 Fall / Winter of 2025:

- Pressure washing of all permanent privies (Seymour, Goodrich-Loomis, and Sager CAs) and facilitated the pump outs
- Continuous removal of downed leaves, debris and branches along trail systems
- Interacted with Conservation Lands visitors and responded to inquiries, complaints, and requests from members of the public and neighbours of Conservation Areas
- Install winter tires on LTC vehicles
- Seasonal removal of logs at the Warkworth dam
- Winterized outside water systems for Administration Building, Goodrich-Loomis, and Workshop
- Cut back of overgrowth vegetation on around culverts and bridges, Bleasdell Boulder, Goodrich-Loomis and Seymour Conservation Areas
- Removed docks for the winter season at Glen Miller and Trenton Greenbelt Conservation Areas

SPECIAL PROJECTS & PROGRAM IMPROVEMENTS:

- Trenton Green Belt Conservation Area was a Host site for the Quinte West Doors Open Event on October 4, 2025
- Sealed the bottom level of Kings Mill building to exclude vermin
- Installed digital donation signs at each Conservation Area
- Water sealed atrium at Administration building
- Microgrant for Invasive species – treatment of 1,222 Common Buckthorn at Sager Conservation Area
- Sager Conservation Area closed again this year for winter season to public

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:

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- Goodrich-Loomis = 2 (including a re-occurring children's nature camp (8 different Saturdays))
- Seymour = 1

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 = 24
- Goodrich-Loomis = 3
- Sager = 1
- Seymour = 27
- Bleasdell Boulder = 1

Contractor Trees: Warkworth Dam = 1
 Trenton Green Belt = 1

CONSERVATION LANDS VANDALISM:

- Aside from some isolated large garbage dumping incidences, the misuse of the properties has been relatively low during the fall/winter months

CONSERVATION LANDS ENFORCEMENT:

No Section 29 tickets were issued during this period.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: January 28, 2026
To: Board of Directors
Re: Summary of Education and Outreach Activities October 1-December 31, 2025
Prepared by: 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 October 1, 2026 to December 31, 2025 be received as information.

RECENT EDUCATION & OUTREACH EVENTS

Date	Event	Approximate Attendance
October 1	Special Event: Phragmites Management Area Workshop - Anne Anderson, Massimo Narini	17
October 2	Special Event: Quinte Woodland Conference - Nicholas Reynolds, Raven Chartrand	112
October 3	Special Event: Prairie Day, Alderville Black Oak Savanna - Anne Anderson	50
October 4	Special Event: Quinte West Doors Open, Trenton Greenbelt - Nicholas Reynolds, Corinne Ross	24
October 4	Special Event: Trenton United Church Little Forest Planting, Trenton Greenbelt - Anne Anderson	16
October 10	Youth Education: Cite Jeunesse, Goodrich-Loomis - Nicholas Reynolds	35
October 18	Special Event: Forest Bathing, Goodrich-Loomis - Raven Chartrand, Nicholas Reynolds	2
October 23	Special Event: Central Lake Ontario Association of Realtors - Gage Comeau, Scott Robertson, Kim Stephens, Toby Farrell, Marcus Rice, Anne Anderson	14
October 28	Youth Education: Trenton Christian School, Goodrich-Loomis - Nicholas Reynolds	20
October 28	Special Event: Proctor Park Working Group - Rhonda Bateman, Chitra Gowda, Corinne Ross, Chris McLeod	8
November 12	Youth Education: Loyalist College Environmental Tech Presentation - Nicholas Reynolds, Massimo Narini	14
November 25	Youth Education: St. Peters Trenton, In class Programs - Nicholas Reynolds	30

November 27	Special Event: Drinking Water Wise Webinar, Karst Geology and Source Water Protection - Trent Bos	52 attendees, 93 views
December 8	Youth Education: St. Peter's Trenton, In class Programs - Nicholas Reynolds	27

SOCIAL MEDIA

Date	Item	No. of Views
October 1	Forest Bathing Experience	1,873
October 2	Quinte Woodlot Conference	1,294
October 3	Quinte West Doors Open	956
October 6	Thank You – Quinte West Doors Open	1,318
October 6	Employment Opportunity – Water Resources Project Coordinator	2,953
October 8	Environmental Education Classroom Programs	1,125
October 9	Sager Conservation Area	777
October 11	Forest Bathing Experience	1,164
October 13	Forest Bathing Experience	1,002
October 15	Forest Bathing Experience	2,564
October 17	Forest Bathing Experience	728
October 30	Sager Conservation Area	938
November 6	Environmental Education Classroom Programs – Great Lakes Map	779
November 11	Remembrance Day Office Closure	500
November 15	Goodrich Loomis Conservation Area	1,532
November 17	Environmental Education Classroom Programs - Habitats	506
November 17	Low Water Update	973
November 24	Proposed Consolidation	27,432
November 26	Proposed Consolidation	10,572
December 2	Giving Tuesday	804
December 5	Give a Little, Preserve a lot	587
December 6	Native Plant Sale	1,035
December 6	Regionscape – Best of the Bay Awards	2,593
December 7	Native Plant Sale	2,179
December 8	Native Plant Sale	2,485
December 12	Sager Conservation Area is now closed	855
December 16	Trent Conservation Coalition – Grafton Well Public Comment	22,362
December 17	Low Water Update	818
December 19	Have Your Say Request for Comments – ERO Proposed Consolidation	2,290
December 28	Flood Forecasting and Warning Flood Status	3,325

UPCOMING EVENTS

February 7	Forest Wellness – Twilight in the Woods at Goodrich-Loomis
February 18	Brighton Beavers
February 26	Brighton Home School Group at Brighton Library
March 3	Madoc Sparks and Embers
March 11	Forest Wellness – Gentle Forest Walk at Bleasdel Boulder
March 19	Farewell to Frost Fest Goodrich-Loomis



STAFF REPORT

Date: January 22, 2026
To: LTC Board of Directors
Re: Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* - Period of October 1, 2025 – December 31, 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 October 1, 2025 – December 31, 2025, be received as information.

BACKGROUND:

This report summarizes work completed by the Risk Management Official (RMO) to implement Part IV policies in the Trent Source Protection Plan.

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	30	98	41	19	0
Warkworth	31	0	30	1	1	0
Hastings	29	10	28	11	6	0
Campbellford	73	17	74	16	12	0
Brighton	1	3	4	0	0	0
Colborne	1	10	9	2	1	0
Grafton	0	1	1	0	0	0
Total threats	244	71	244	71	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.

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SITE VISITS

The following site visits were completed during the review period.

Location	Property Identifier	Purpose	Date
Campbellford	6964	Discuss Exemption Letter and section 36 amendments	Oct 8 th
Campbellford	6965	Discuss and sign Exemption Letter. Discuss section 36 amendments	Oct 8 th
Campbellford	6919	Confirmation of new property owners	Oct 8 th
Campbellford	N/A	Confirm property owner for section 36 amendments	Oct 8 th
Campbellford	6966	Confirmation of property owner and discuss business operations	Oct 8 th
Campbellford	6966	Discuss and sign Exemption Letter.	Oct 21 st
Campbellford	6971	Discuss operations to determine significant drinking water threats	Oct 21 st
Colborne	6756	Discuss and sign Risk Management Plan amendments	Oct 22 nd
Colborne	N/A	Threat Verification: Confirmation of drinking water threat removed	Oct 22 nd
Grafton	1507	Discuss and sign Exemption Letter	Nov 4 th
Colborne	6969	Discuss and sign Exemption Letter	Nov 12 th
Hastings	6739	Follow up for Risk Management Plan measures	Nov 18 th
Stirling	1559	Discuss and sign Risk Management Plan	Nov 19 th
Campbellford	6919	Discuss business operations to determine significant drinking water threats	Nov 19 th
Campbellford	N/A	Threat Verification: Meet property owners	Nov 19 th
Stirling	1559	Pick up signed Risk Management Plan	Nov 20 th
Campbellford	6970	Discuss and sign Exemption Letter	Nov 27 th
Campbellford	1021	Discuss agricultural operations to determine significant drinking water threats	Nov 27 th
Campbellford	1021	Discuss and sign Exemption Letter	Dec 4 th
Campbellford	6971	Discuss and sign Risk Management Plan	Dec 17 th
Campbellford	1003	Discuss Risk Management Plan measures and ensure requested implementation of best management measure	Dec 17 th

RISK MANAGEMENT PLANS (RMP)

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

Location	RMP #	Activity	Date Established
Stirling	RMP-25-005	Agricultural Source Material Generation (Grazing and Pasturing)	November 25 th
		Storage of Agricultural Source Material	
Campbellford	RMP-25-006	Waste Disposal Site – Storage of hazardous waste	December 17 th

Agenda Item #16

AMENDED RISK MANAGEMENT PLANS (RMP)

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

Location	RMP #	Activity	Date Established
Campbellford	RMP-17-006	Handling and storage of Dense Non-Aqueous Phase Liquids Storage of Hazardous Waste	October 22 nd

NOTICES

The following table details Notices issued for the review period.

Type of Notice*	Notice #	Location	Threat Subcategory
s. 59(2)(a)	N-25-916	Stirling	Building Permit
s. 59(2)(a)	N-25-917	Stirling	Building Permit

*Types of Notices

58(6) - Risk Management Official's Notice of Agreement on a Risk Management Plan

58(13) - Risk Management Official's Notice of Agreement on an Amendment to Risk Management Plan

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

S.59(2)(b) Restricted Land Use Notice: RMP Required

INSPECTIONS

No inspections were carried out during this reporting period.



Waterlogs - December 2025

HAPPY HOLIDAYS



"And the Grinch, with his Grinch-feet ice cold in the snow, stood puzzling and puzzling, how could it be so? It came without ribbons. It came without tags. It came without packages, boxes or bags. And he puzzled and puzzled 'till his puzzler was sore. Then the Grinch thought of something he hadn't before. What if Christmas, he thought, doesn't come from a store. What if Christmas, perhaps, means a little bit more." Dr. Seuss

**Wishing you and your family the best of the season.
Anne, Shan, Sarah, Raven, Kaitlin, Mary**

In partnership locally with Lower Trent Conservation and Quinte Conservation

WHAT THE HOO-GAH?



Get your “hygge” on - Hygge is pronounced HOO-gah.

This is a concept a lot of people could use at this time of year.

The Danes really lean into the idea of self-care during the cold winter months, and, we should be no different. As we approach the Christmas season with all its joy and frustrations, a little self-care can go a long way to making the season merry and bright.

So, what is “hygge” some of the key ingredients are togetherness, relaxation, indulgence, presence, and comfort. Sounds like something we should practice all year, not just at Christmas. Enjoy, getting your “hygge” on.

GET OUTDOORS OVER THE HOLIDAYS



Started in 1900, the [Christmas Bird Count](#) (CBC) is North America's longest-running Citizen Science project. People in more than 2000 locations throughout the Western Hemisphere participate in the CBC each year.

The CBC in each Count Circle is planned on a day between December 14 and January 5.



[Project FeederWatch](#) is a joint research and education project of Birds Canada and the Cornell Lab of Ornithology that depends on volunteers like you to help us all learn more about bird populations.

Sign up for the season, starting November 1 through April 30.

Make a donation to get started then, you will have access to the Project FeederWatch data entry page and all of the important information you need to turn your bird watching hobby into scientific discoveries!



Adopt an Acre from Quinte Conservation

This year, the Adopt An Acre 2025 campaign will support the expansion of the pollinator meadow at South Potter's Creek Conservation Area.

The campaign runs until December 22.

To participate in Adopt An Acre,

Visit - [Online](#)

Call - 613-968-3434 ext. 123 or

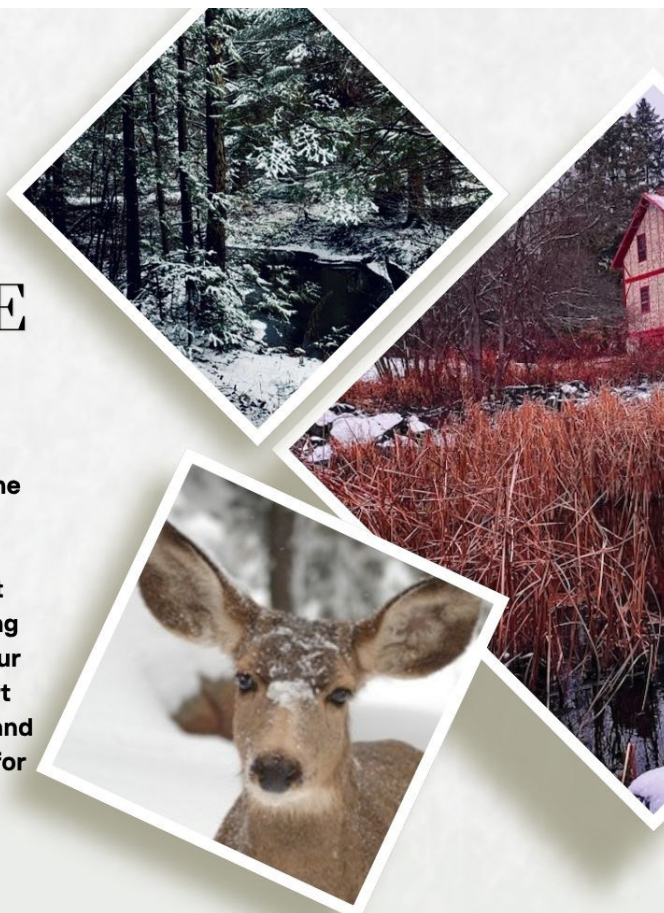
Stop by - Quinte Conservation's Main Office at 2061 Old Hwy 2 in Belleville.

All adoptions requiring shipping must be placed by December 15.

GIVE A LITTLE, PRESERVE A LOT

This season, give back to the environment and make a lasting impact.

By donating to Lower Trent Conservation, you're helping to preserve and enhance our conservation lands, support environmental education, and protect natural resources for future generations.



www.LTC.on.ca



Waterlogs - January 2026

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

WELL, IT'S THE NEW YEAR, NOW WHAT!



WHY DOES THE BAY OF QUINTE NEED A PHOSPHORUS MANAGEMENT PLAN?

WHEN THE REMEDIAL ACTION PLAN IS COMPLETE THERE NEEDS TO BE LONG-TERM GOALS IN PLACE TO ENSURE THE BAY DOES NOT BACKSLIDE.

Find Out More
www.bqrap.ca



Well, four weeks into the New Year and things are in high gear. This year's priorities include completing the final assessment reports for the outstanding environmental challenges. This means lots of discussions with federal and provincial agencies, municipalities, stakeholders and the public.

Over the past 40 years, the Bay of Quinte Remedial Action Plan (RAP) partners have worked hard to restore the Bay of Quinte's water quality. Scientists have spent decades monitoring, researching, and analyzing all aspects of the Bay's unique ecosystems. Today, the bay is a healthy and vibrant waterbody, full of biodiversity and the crowning jewel of the area

It's important to understand that achieving the targets and criteria set out in the RAP doesn't mean the work on the bay's water quality is finished. There will be added pressures from population increases, urban and rural development, climate change, and new invasive species. The area is growing; new developments are adding more impervious surfaces, increasing stormwater runoff

and additional volume to sewage treatment plants. Waterfront living is more popular than ever these days, impacting shorelines and wetlands; climate change - will affect water quantity and quality, and there are new invasive species.

In the next year or so, the RAP process will be complete. Now, there needs to be a long-term vision for maintaining water quality in the bay, reducing harmful algae blooms and keeping the fishery sustainable.

The Phosphorus Management Plan that is being developed for the Bay will take over from the RAP. It addresses the additional reductions in phosphorus levels needed to combat the expansive growth this area is going to experience over the coming decades. Areas of focus in the plan are sewage treatment plants, urban storm water, and agriculture. A detailed draft of the **Phosphorus Management Plan** is available on the BQRAP web site.

The plan will need community support and political will to drive it forward. Water quality in the bay is a responsibility everyone shares. If you live in the Quinte Region, the bay impacts your life in some way. Whether you get your municipal drinking water from it, you enjoy taking the family for a walk along the bay shore, you spend your summer boating, you're an avid fisherman, or you enjoy sitting on your deck watching the sunset.

You can help ensure the bay's water quality is maintained by volunteering as a citizen scientist, talking to your neighbours about what goes down the storm sewer - most of the runoff goes directly into the nearest body of water - untreated, reporting an invasive species, and most importantly, voice your ideas, concerns, opinions, and questions to your local politicians, - municipal, provincial, and federal about the importance of long-term protection of the bay's water quality. It is through grassroots support and action that change happens.

www.bqrap.ca

In partnership locally with Lower Trent Conservation and Quinte Conservation

It's spring and love is in the air

Soon, frogs will start calling and wetland birds will return. We need citizen scientists to survey local Bay of Quinte Region marshes.

Quinte area naturalist Terry Sprague will explain **FrogWatch Ontario** and the **Marsh Monitoring Program**. Help us understand about the health of local marshes by surveying for birds and frogs.

✓ This is a free online presentation

Monday, March 9, 2026 – 7:00 pm

REGISTER



www.marshmonitoring2026.eventbrite.ca



It's Spring And Love Is In The Air

Soon, frogs will start calling looking for mates and wetland birds will return to their favourite marsh, to stake out territory for another year. You can participate in this springtime ritual by volunteering as a citizen scientist.

Every year, the Bay of Quinte Remedial Action Plan (BQRAP) needs volunteer citizen scientists to survey local marshes to collect data on wetland birds and frogs. The survey information helps track long-term trends in species diversity, and abundance. An information session is hosted by Quinte area naturalist and columnist Terry Sprague explaining how you can become involved in surveying local inland and coastal marshes through FrogWatch Ontario and the Marsh Monitoring Program.

This year, the virtual presentation is on Monday, March 9th, 2026 at 7:00 pm.

You can register on Eventbrite at <https://marshmonitoring2026.eventbrite.ca> to receive the presentation link.

Terry will discuss both programs, the FrogWatch Ontario program, is a family-friendly activity; and the Marsh Monitoring Program, is more structured, ideal for the outdoors enthusiast. The FrogWatch Ontario Program records amphibians once a week from April through June and the results are submitted online. The Marsh Monitoring Program records wetland birds and frogs, between May and July. Frogs are monitored three times approximately 15 days apart. Wetland birds are monitored twice for 15 minutes, and the monitoring must be at least 10 days apart. Monitoring sites are at a variety of locations like cottages, backyards, or designated monitoring locations. "The information collected tells us about the presence and abundance of both species in coastal and inland marshes and contributes to our understanding of these species and their habitat needs," says Terry.

In the Bay of Quinte, the environmental challenges related to fish and wildlife populations and habitat are classified as restored, meaning they have met all the criteria outlined in the bay's Remedial Action Plan. That's it. It doesn't mean they are protected from the effects of climate change, population increases, and urban and rural development. Citizen scientists are vitally important as "boots on the ground" focusing on ensuring marshes don't revert to the conditions that required a Remedial Action Plan in the first place.

This presentation gives you an excellent overview of the two programs and support is offered to all volunteers throughout the monitoring season.

Registration closes on Monday, March 9th at 3:00 pm. then the link for the presentation will be sent to attendees.

For information on this evening presentation.
smidlanejones@bqrap.ca 613-394-3915 ext. 214
www.bqrap.ca

THE GREAT BACKYARD BIRD COUNT



The Great Backyard Bird Count is an annual four-day event that engages bird enthusiasts of all ages around the world in counting birds to create a real-time snapshot of where the birds are.

Anyone can participate, from beginners to experts. You can count for as little as 15 minutes on a single day, or for as long as you like each day of the event. It's free, fun, and easy – and it helps the birds!

Suitable for all levels of experience, the Great Backyard Bird Count is a chance to share the joy of birdwatching with a friend or family member. Check out the full blog that will help first timers prepare for the event, it includes - count information, resources, and a webinar invite. Share these tips, and then get out there to count together February 13 - 16, 2026!

The **Great Backyard Bird Count** is a joint program of the Cornell Lab of Ornithology and Audubon with Canadian partner Birds Canada.

Agenda Item #18.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: February 2, 2026
To: Board of Directors
Re: Flood and Erosion Control Structures – Annual Inspection Report
Prepared by: Massimo Narini, Watershed Services Specialist

PROPOSED RESOLUTION:

THAT the 2025 Flood and Erosion Control Structures Inspection report be accepted as information; and,
 THAT the Board approve the circulation of the report to Municipal staff.

BACKGROUND:

LTC has agreements with the City of Quinte West, Municipality of Trent Hills and the Township of Stirling-Rawdon that identify the responsibilities of LTC staff, which are to conduct an annual inspection and reporting for municipally owned flood and erosion control structures. The annual inspection has been conducted and a report has been generated that provides information on the status and condition of the structures and maintenance recommendations. LTC owned structures were also inspected and information generated within the annual report.

SUMMARY:

A summary list of key recommendations for the LTC owned structures and municipally owned structures are noted below. Additional information and photos are provided in the annual inspection report for more detailed and comprehensive notes.

LTC Owned Structures

- Burnley (Mill) Creek Dam
 - LTC staff to develop improved Dam inspection reports and an inspection schedule
 - Removal of trees on the downstream side of the dam by an arborist
- Cold Creek Erosion Control Pipe
 - Removal of woody vegetation in close proximity to the pipe and concrete structures
- Mayhew Creek Barry Heights Flood Reduction Channel
 - Monitor beaver activity/blockages
 - LTC Conservation Lands staff to clear access road and areas adjacent to the channel on LTC property including woody debris
- Trout Creek Flood Reduction Channel
 - Continue to monitor concrete spalling along Durahold blocks and rock revetment for potential erosion issues.

Quinte West Owned Structures

- Cold Creek – removal of wood vegetation behind concrete at main spillway along berm and within main spillway section between golf course and spillway bridges
- DND Creek Flood Reduction and Erosion Control Channel
 - Vegetation and sediment removal along the Byron Street and Connolly Avenue channel

Agenda Item #18.

- Glen Miller Creek Flood Reduction Structures
 - Remove woody vegetation in front of Douglas Road flood channel flag gate and along berm
 - Detailed inspection of the Foster Stearns Road box culvert for integrity by Professional Engineer to ensure integrity. of the Foster Stearns Road box culvert to ensure the concrete is in good condition
 - Removal of sediment and vegetation within Peterson Street flood channel
- Mayhew Creek Berm and Flood Reduction Channel
 - Sediment and vegetation removal at flat weir
 - Continue monitoring concrete spalling at the 2-step weir
 - Inspection of area of separation between concrete and DuraHold blocks by Professional Engineer to ensure integrity.
- Trent River Trenton Berm at Lock 2
 - Removal of woody vegetation along the berm

Stirling-Rawdon Owned Structures

- Rawdon Creek – Flood and Erosion Control Structures
 - Complete inspection of the concrete channel wall on the north side by a Professional Engineer, downstream of the covered bridge for crack repairs
 - Recommend replacement of missing stones within the gabion baskets
 - Continue monitoring gabion stone movement on the bridge wing wall
 - Clear flood gate of vegetation to ensure proper operation

Trent Hills Owned Structures

- Kiloran Creek Flood Reduction Channel
 - Removal of sediment deposits and vegetation along Park Street
 - Removal of woody debris from channel upstream of Water Street twin box culvert
- Trout Creek Flood Reduction Channel
 - Removal of sediment and vegetation within channel adjacent to Inkerman Street
 - Continue monitoring erosion of DuraHold blocks for integrity

It is recommended by LTC staff that the highlighted recommendations be conducted and implemented at the earliest convenience to ensure that the flood and erosion control structures function as designed. If Municipal staff require assistance in relation to any of the recommendations, LTC staff will be available to assist as requested.

RECOMMENDATION:

Staff recommends THAT the 2025 Flood and Erosion Control Structures Inspection report be accepted as information; and, THAT the Board approve the circulation of the report to Municipal staff.



LOWER TRENT
CONSERVATION

**Lower Trent Conservation
Flood and Erosion Control Structure Inspection
Report
2025**

Lower Trent Conservation

Flood Reduction and Erosion Control Structure Inspections – 2025



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Lower Trent Conservation

Flood Reduction and Erosion Control Structure Inspections – 2025

**LTC OWNED AND MAINTAINED STRUCTURES****Burnley Creek (Mill Creek) Dam and Flood Reduction Channel - Warkworth**

- Inspected October 16, 2025
- No concerns related to the dam or flood wall.
- Water levels were checked in the monitoring wells at 2.81m and 2.99m from top of casing respectively.

Recommendations:

- LTC Conservation Lands staff develop improved Dam Inspection Reports and Schedule, including monitoring water levels in monitoring wells installed during Dam Safety Study.
- Tree removal on southern downstream side of dam at earliest convenience by arborist

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 1: Downstream side of Dam

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 2: Downstream floodwall with open flat gate

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 3: Northern wing wall on downstream side of Dam

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 4: Southern wing wall on downstream side of Dam

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 5: Upstream northern bank wing wall of Dam

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 6: Southern bank wing wall upstream of Dam.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 7: Southern side bank upstream of Dam. Gabion basket along edge of Dam pond.

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Flood Reduction and Erosion Control Structure Inspections – 2025

**Cold Creek - Flood Reduction and Erosion Control Structures**

- Inspected October 16, 2025
- Erosion Control Pipe: Berm and pipe in good shape – signs of erosion on upland side of pipe and trees along pipe.
- Main channel is clear and no issues were identified.

Recommendations:

- Removal of woody vegetation behind concrete at main spillway along berm and within main spillway section between golf course and spillway bridges at earliest convenience.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 8: Minimal vegetation along pipe. No erosion visible along waters edge.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 9: Large trees behind pipe along the edge of Cold Cree

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Flood Reduction and Erosion Control Structure Inspections – 2025

**Mayhew Creek – Barry Heights Flood Control Channel**

- Inspected October 16, 2025
- Channel clear in section adjacent to Byrne Street on LTC property. Some woody debris present along edge of channel.
- Beaver dam no longer present identified during 2024 inspection.
- Moderate to heavy vegetation on the access road adjacent to the channel

Recommendations:

- Continue to monitor for beaver activity/ blockages to the channel.
- LTC staff to continue to clear access road and areas adjacent to the channel on LTC property, including woody debris found during inspection.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 10: Woody debris found along channel.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 11: Additional woody debris along the edge of the channel.

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Flood Reduction and Erosion Control Structure Inspections – 2025

**Trout Creek - Flood Reduction Channel**

- Inspected October 16, 2025
- Small section of concrete spalling on the DuraHold blocks and near road drainage locations in the area owned by LTC.

Recommendations:

- Continue monitoring spalling of DuraHold blocks and rock revetment for potential erosion issues.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 12: Durahold Block erosion along north side of LTC owned section of flood channel.

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Flood Reduction and Erosion Control Structure Inspections – 2025

**QUINTE WEST OWNED STRUCTURES****Cold Creek - Flood Reduction and Erosion Control Structures**

- Inspected October 16, 2025
- Main spillway: Main spillway is in good condition, with some vegetation growth between the golf course and berm. Woody vegetation growth on either side of the spillway through the berm near the backside of the concrete opening. Some woody debris present within spillway east of Berm.
- Main channel is clear and no issues were identified.

Recommendations:

- Removal of woody vegetation behind concrete at main spillway along berm and within main spillway section between golf course and spillway bridges at earliest convenience.
- LTC staff to confirm Golf Course staff removal of woody debris east of berm within main spillway, as indicated by Golf Course staff during inspection.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 13: Cold Creek spillway clear of any large woody vegetation or debris.:

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 14: Debris within flood spillway east of golf course and berm

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Flood Reduction and Erosion Control Structure Inspections – 2025



DND Creek - Flood Reduction and Erosion Control Channel

- Inspected October 16, 2025
- Byron Street Section: Erosion on back side of the wing walls. No change from 2024 inspection. No concern with the gabion baskets – heavy vegetation does not allow for full inspection.
- Connelly Avenue Section: Gabion baskets have no change from 2024 inspection. Vegetation density increasing.

Recommendations:

- Vegetation removal along both Byron Street and Connolly Avenue channel at earliest convenience to prevent overgrowth and blockages.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 15: Byron Street – heavy vegetation downstream of culvert.

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Flood Reduction and Erosion Control Structure Inspections – 2025

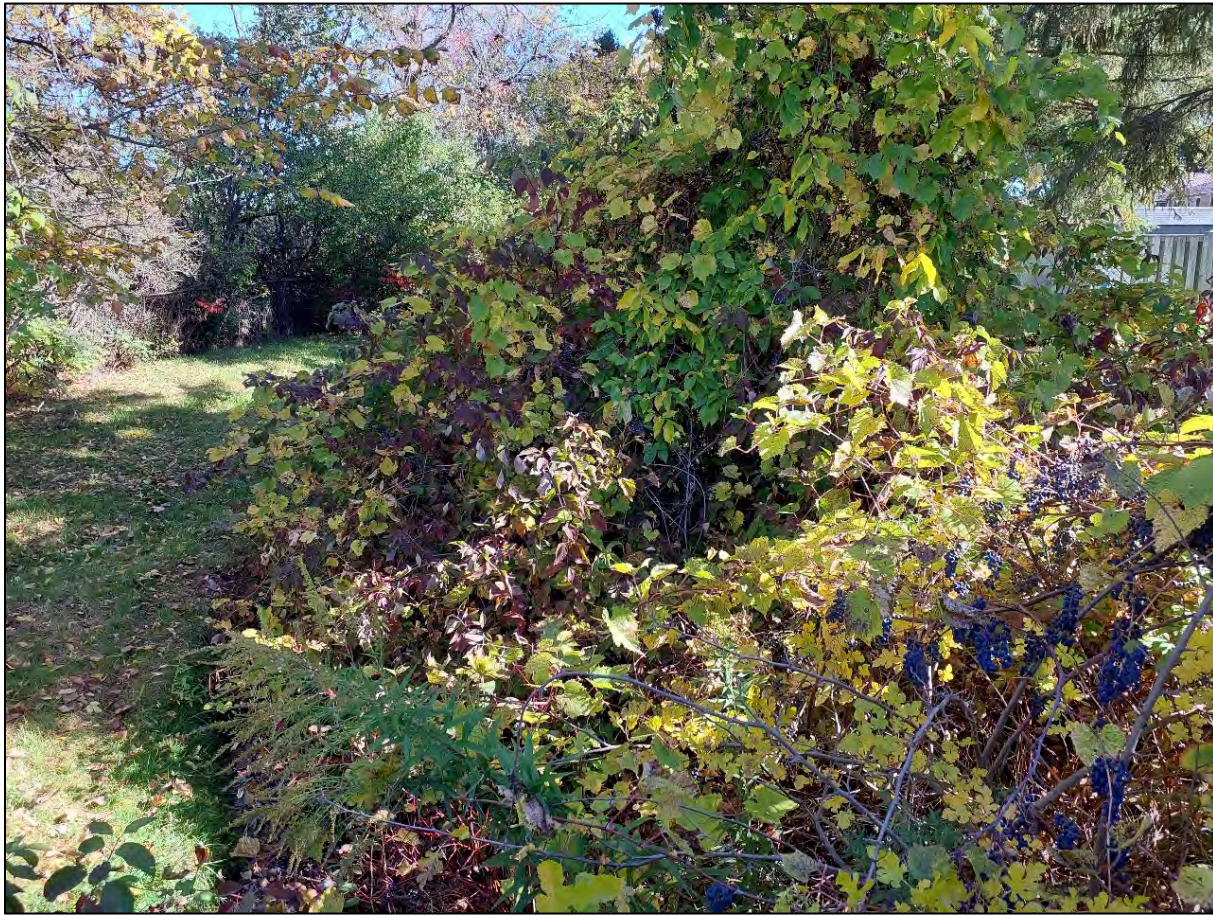


Figure 16: Byron Street – heavy vegetation downstream of culvert leading to behind the houses.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 17: Minimal vegetation along channel on Connelly Avenue, looking upstream.

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Figure 18: Vegetation looking downstream at Connelly Avenue Channel continues to increase.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Glen Miller Creek - Flood Reduction Structures

- Inspected October 16, 2025
- Peterson Street Section- Channel:
 - Sediment build-up with vegetation growth downstream of the box culvert.
 - Interceptor swale clear on private property.
- Douglas Road Section- Berm:
 - Increased density of vegetation (dominated by sumac) growing on the berm
 - Drain pipe was cleared, no clogging identified, but large woody vegetation directly in line with flap gate (approximately 1m from outlet).
- Douglas Road Section- Channel:
 - Channel clear with no identified issues.
- Foster Stearns Road Section- Box Culvert:
 - Concrete spalling and exposure of rebar on Foster Stearns box culvert, downstream side.
 - Concrete spalling and exposure of rebar on roof of culvert, under road.
 - Channel clear with no identified issues.

Recommendations:

- Removal of sediment and vegetation within Peterson Street flood channel at earliest convenience.
- Remove woody vegetation in front of Douglas Road Flood channel flap gate and along berm at earliest convenience.
- Further inspection of the Foster Stearns Road box culvert for integrity by Professional Engineer.

Lower Trent Conservation

Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 19: Sediment build-up with vegetation growth on the east side of box culvert at Peterson Street, facing downstream.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 20: Sediment build-up with vegetation growth on the east side of box culvert at Peterson Street facing upstream.

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Flood Reduction and Erosion Control Structure Inspections – 2025

*Figure*

21: Clear interceptor swale on private property off Peterson Street.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 22: Clear flap gate 1 along north side of Douglas Road berm.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 23: Clear flap gate 2 along north side of Douglas Road berm, with woody vegetation in flow path of flap gate.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 24: Earthen berm facing east along Highway 401.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 25/26: Spalling concrete with exposed rebar on downstream side of Foster Stearns Road box culvert.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 26: Roof of box culvert with exposed rebar under Foster Stearns Road box culvert.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Mayhew Creek - Berm and Flood Reduction Channel

- Inspected October 16, 2025
- Telephone Road- Berm: No visible issues, with large woody vegetation present.
- Wooler Road- Double Arch Culvert: Both wing walls on the downstream side of Wooler Road are showing separation between the concrete and DuraHold blocks in front. Walls do not appear to be slumping. No visual change from 2024 inspection.
- Wooler Road- Downstream Channel: Some vegetation growth, but minimal large woody vegetation adjacent to channel. Channel clear of sediment and debris.
- 2-Stage Weir: Signs of spalling on both sides of 2- stage weir, including along water line.
- Flat Weir- Downstream of Upstream Channel: Excess vegetation growth limiting ability to inspect.
- Wooler Road- Downstream Channel: Channel and flap gate were both clear of debris.

Recommendations:

- Vegetation removal from berm spillway by LTC Conservation Lands staff at earliest convenience.
- Sediment and vegetation removal at flat weir at earliest convenience.
- Continue to monitor spalling on 2-step weir.
- Inspection of area of separation between concrete and DuraHold blocks by Professional Engineer at earliest convenience to ensure integrity.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 27: Minimal Vegetation on Berm Spillway

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 28: Large woody vegetation along Berm

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 29: Wing wall on south side of Downstream Channel, downstream of Double Arch Culvert showing separation

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 30: Wing wall (north side) downstream of the Double Arch culvert.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 31:Wing wall (north side) downstream of the Double Arch culvert showing signs of separation.

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Figure 32: Double arch culvert under Wooler Road.

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Figure 33: 2-Stage weir spalling on south side of watercourse.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 34: 2-Stage weir on north side of watercourse spalling along waterline.

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Figure 35: Upstream flood channel with large amounts of vegetation within the channel.

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Figure 36: Entrance to culvert through berm on west side of Downstream Channel.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 37: Downstream Channel behind houses.

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**Trent River – Trenton Berm at Lock 2**

- Inspected October 16, 2025
- Woody vegetation continuing to grow on berm.
- Two flap-gates on culverts cleared.

Recommendations

- Recommend removal of woody vegetation along berm at earliest convenience.

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Figure 38: Cleared flap gate through berm on west side of berm.

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Figure 39: Inlet to flap gate through berm.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 40: 2nd flap gate through berm clear.

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Flood Reduction and Erosion Control Structure Inspections – 2025

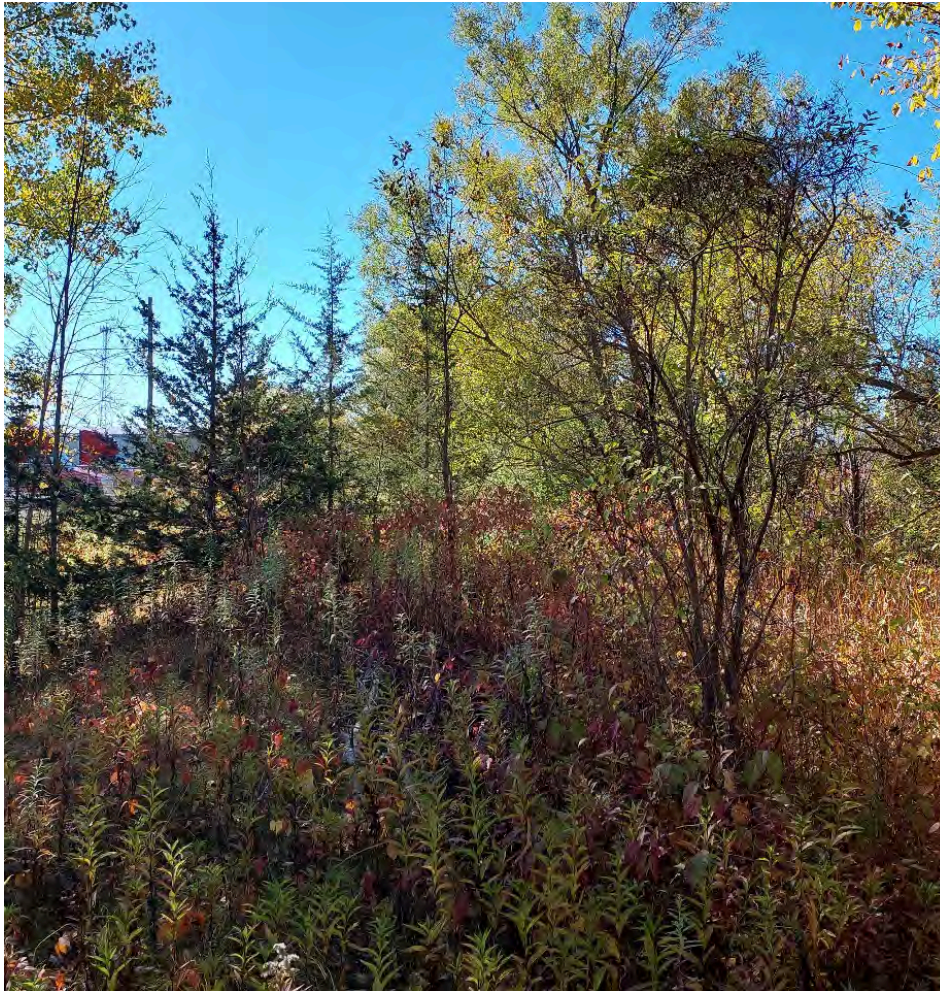


Figure 41: Large woody vegetation growing on berm.

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Flood Reduction and Erosion Control Structure Inspections – 2025



STIRLING-RAWDON OWNED STRUCTURES

Rawdon Creek - Flood Reduction and Erosion Control Structures

- Inspected October 16, 2025
- Concrete flood wall downstream of covered bridge: North side of channel showing large cracks, and pieces missing on both sides of stairs.
- Bridge Abutments- Covered Bridge: Vertical cracks on both sides and some toe erosion. Gabion basket repair unchanged on upstream, north side of bridge since 2024 inspection.
- Gabion baskets downstream of Weir dam: Multiple stones missing from gabion baskets that should be addressed on both the north and south side near the weir dam. No change since 2024 inspection.
- Backyard catch basin clear.
- Diversion Pipe gate has excess vegetation that would prevent operation.
- Concrete Flood Wall Adjacent to Mill Street: Concrete patches on south wing wall upstream of weir dam remain unchanged since 2024 inspection. Concrete flood wall adjacent to Mill Street has additional vertical cracks.

Recommendations:

- Complete inspection of concrete channel wall on north side by Professional Engineer, downstream of the covered bridge for repairs at earliest convenience.
- Recommend replacement of missing stones from gabion baskets at earliest convenience.
- Continue monitoring gabion baskets for additional missing stones.
- Clear flood gate of vegetation at earliest convenience to ensure proper operation.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 42: Cracks identified on north side of channel downstream of covered bridge

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 43: Additional view of identified cracks on north side of flood channel downstream of covered bridge.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 44: Large cracks and missing concrete along north side of Flood Channel, downstream of covered bridge.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 45: Large pieces of missing concrete along north side of Flood Channel, downstream of covered bridge.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 46: Repair work related to the gabion baskets pulling away from the concrete on the north side of the covered bridge.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 47: Vertical cracks on bridge abutment pf covered bridge on south wall of flood channel.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 48: Erosion at toe of bridge abutment for north side of covered bridge along flood channel.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 49: Missing stone from gabion basket on south side of channel near weir dam adjacent to 29 James Street.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 50: Missing stones from gabion basket on the north side of channel near weir dam, adjacent to 49 Mill Street.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 51: Repaired shifted concrete on west side of channel upstream of weir.



Figure 52: Roadside of concrete repair along Mill Street.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 53: Crack repair in concrete wall along west side of channel upstream of weir.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 54: Top down view of vegetation impeding gate operation.

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Flood Reduction and Erosion Control Structure Inspections – 2025

**TRENT HILLS OWNED STRUCTURES****Killoran Creek - Flood Reduction Channel**

- Inspected October 16, 2025
- No concerns identified in the channel walls.
- All crossings appear to be in good condition.
- Water Street- Twin Box Culvert: No issues identified.
- Killorn Creek Flood Channel: Sediment deposition with associated vegetation growth increasing, leading to reduced flood capacity.

Recommendations:

- Removal of sediment deposits and vegetation along Park Street at earliest convenience.
- Ensure woody debris is not placed in channel if removed by adjacent landowners.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 55: Bay Street Culvert on downstream side.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 56: Channel crossing and vegetation within the flood channel adjacent to Park Street.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 57: Vegetation growth in channel adjacent to Park Street, facing downstream.

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Flood Reduction and Erosion Control Structure Inspections – 2025

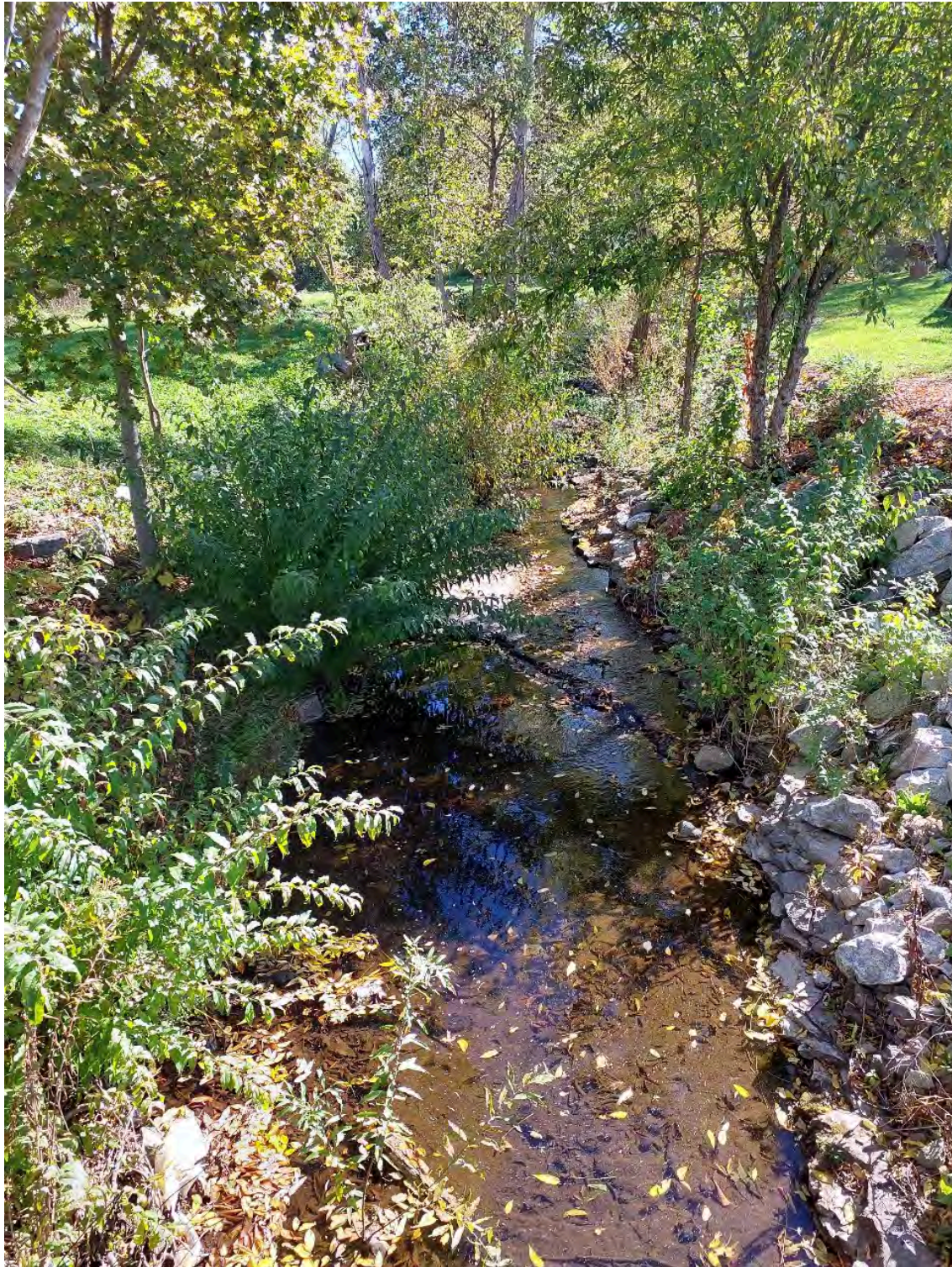


Figure 58: Woody vegetation cleared from banks and placed into channel.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 59: Water Street Twin Box Culvert eastern edge of upstream side.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 60: Water Street Twin Box Culvert western edge of upstream side

Trout Creek - Flood Reduction Channel

- Inspected October 16, 2025

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Flood Reduction and Erosion Control Structure Inspections – 2025



- Simpson Street Bridge- Flood Channel: Excess sediment deposition with associated vegetation growth underneath and downstream of bridge.
- Flood walls and channel- Inkerman Street: Erosion of the DuraHold block walls and along blocks where road drainage enters channel. Excess sediment and associated vegetation throughout section.

Recommendations:

- Sediment and vegetation removal along section adjacent to Inkerman Street at earliest convenience.
- Continue monitoring erosion of DuraHold blocks for integrity.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 61: Sediment deposits and vegetation downstream of the Simpson Street bridge. Photo taken facing downstream from the bridge.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 62: Excess sediment and vegetation downstream of the Simpson Street bridge within the channel. Photo taken facing upstream towards bridge.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 63: Excess sediment/ vegetation on the north side of the channel. Erosion of DuraHold blocks seen on top row.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 64:Erosion of DuraHold blocks downstream of Pellissier Street Bridge on south side where road drainage is located.

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Flood Reduction and Erosion Control Structure Inspections – 2025



Figure 65: Upstream of Pellissier Street Bridge adjacent to Inkerman Street showing erosion of DuraHold blocks and excess sediment/ vegetation within the channel. Photo taken facing upstream.

Lower Trent Conservation

Flood Reduction and Erosion Control Structure Inspections – 2025



APPENDIX

Lower Trent Conservation

Flood Reduction and Erosion Control Structure Inspections – 2025



LTC Flood Reduction & Erosion Control Structures - Inspection Record - LTRCA Properties									
Date of Inspection:		16-Oct-25		LTC Staff: MN, JM					
Stream	Location	Ownership	Structure	Concrete	Earth Berm	Gabion/RipRap	Channel	Pipe/Flap Gate	Comments
Mayhew	Murray	LTC	Barry Heights flood channel - east of Byrne Avenue				excessive vegetation	culvert	Excessive vegetation in the channel and some woody debris. Culvert clear. Beaver dam no longer present.
Cold Creek	Frankford	LTC	Erosion Pipe - Mill Street			No issues		No issues	Large trees still present on north side of pipe
Trout	Campbellford	LTC	Flood Channel - Pellissier to Balaclava			no issues	clear		no issues present
Burnley	Warkworth	LTC	Flood Wall - Church St	No issues				clear	no issues present

LTC Flood Reduction & Erosion Control Structures - Inspection Record - Quinte West Properties

Date of Inspection:16-Oct-25

LTC Staff: MN, JM

Stream	Location	Ownership	Structure	Concrete	Earth Berm	Gabion/ RipRap	Channel	Pipe/Flap Gate	Comments
Mayhew	Trenton	QW	Double Arch Culvert - Old Wooler Road	movement				no issues	Minimal vegetation within the channel. Separation of wing walls blocks from material behind.
		Private	Channel - Downstream - east of Old Wooler Road		no issues		clear	cleared	No visible issues found. 1 flat gate cleared
		Private	Channel - Upstream - west of Old Wooler Road		no issues		clear		Some vegetation growth in and along channel. No concerns
		Private	Flat Weir	no issues					Some vegetation growth on weir. Monitor
		Private	2 - Stage Weir	spalling					Some spalling present on both sides along waterline
		Private	Berm on north side of railline - South of Telephone Rd		woody vegetation	no issues			Continue to monitor woody vegetation growth along berm.
DND	Trenton	QW & Private	Byron Street Channel with wing walls	no issues	no issues	no issues		excess vegetation	Excess vegation growth downstream of culvert
		QW, DND & Private	Connolly Street Channel			no issues	no issues		Continue to monitor vegetation growth in and along channel
Glen Miller	Trenton	MTO Hydro & Private	Flood Berm		woody vegetation			flap gate cleared	Continue to monitor woody vegetation and keep flat gate cleared
		MTO Hydro & Private	Flood Channel - 401 to Foster Stearns Road				clear		No blockages along flood channel
		QW	Box Culvert - Foster Stearns Road	cracking/ spalling					cracks/ spalling present, including missing concrete downstream side and under road.
	Sidney	Private	Interceptor Swale - east of Peterson Street				some sediment		Sediment with vegetation growth in channel. Continue to monitor
		QW	Box Culvert - Peterson Street	no issues					No issues with culvert.
Trent River	Trenton	QW	Flood Berm - Lock 2 Road		woody vegetation			cleared	Continue to monitor woody vegetation and keep flat gates cleared.
Cold Creek	Frankford	QW	Flood Berm - golf course & Queen Lane		woody vegetation				Continue to monitor woody vegetation
		QW	Flood Spillway - Queen Lane	clear		no issues			Continue to monitor spillways clear.
		Private	Western Berm		woody vegetation			culvert	Continue to monitor woody vegetation growth along berm.

LTC Flood Reduction & Erosion Control Structures - Inspection Record - Stirling-Rawdon Properties									
Date of Inspection: 16-Oct-25			LTC Staff: MN, JM						
Stream	Location	Ownership	Structure	Concrete	Earth Berm	Gabion/ RipRap	Channel	Pipe/ Flap Gate	Comments
Rawdon	Stirling	SR & Private	Flood Wall - Mill Street & James Street	cracking, spalling				vegetation blocking	vines covering flap gates north of James Street
		SR	Weir Dam & Apron Spillway	no issues				no issues	no issues
		SR	Gabion Channel - Mill & East Front Streets			holes/ missing stones	no issues		2 identified baskets with sholes/missing stones. No change from 2024 inspection
		SR	Concrete Flood Wall - North Side	No issues					Previous repairs show no change from 2024 inspection
		SR	Wing Walls for Covered Bridge	cracking, spalling		No issues			Excessive cracks, spalling and concrete missing both under covered bridge and along channel walls adjacent

LTC Flood Reduction & Erosion Control Structures - Inspection Record - Trent Hills Properties

Date of Inspection: 16-Oct-25

LTC Staff: MN, JM

Stream	Location	Ownership	Structure	Concrete	Earth Berm	Gabion/ RipRap	Channel	Pipe/ Flap Gate	Comments
Trout	Campbellford	TH	Flood Channel - Simpson to Pellissier	erosion		no issues	sediment deposition		Excess sediment present. TH already working on removal permits.
		TH & Private	Flood Channel - Pellissier to Balaclava	durahold		no issues	sediment deposition		Excess sediment present. TH already working on removal permits.
Killoran	Hastings	TH	Box Culvert - Bay Street	no issues					No issues
		TH	Double Box Culvert - Water Street	No issues					No issues
		Private	Flood Channel	no issues			excessive vegetation/ sediment		Excess sediment present with vegetation growth in channel along Park Street.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: February 2, 2026
To: Board of Directors
Re: Permit Authorization
Prepared by: Rhonda Bateman, CAO

PROPOSED RESOLUTION:

THAT the Manager, Corporate Services and Water Resources be authorized to approve permit applications;
and
THAT the Regulations Policy Documents be updated to reflect the change in authorization.

BACKGROUND:

The permitting program requires management approval and sign-off on permits and conditions. We have had two signatories historically, one the manager of the section and the second being the CAO. With the departure of the manager of the department, a second signatory is required in the case of the absence of the CAO.

DISCUSSION:

The approval and sign-off of permits requires knowledge of the regulations and a management level of responsibility. The Manager of Corporate Services and Water Resources is responsible for acting in the CAO capacity in the CAO's absence, and the Manager has experience and knowledge of the regulations. It is a logical step that the approval and sign-off be granted to the Manager of Corporate Services and Water Resources.

RECOMMENDATION:

THAT the Manager, Corporate Services and Water Resources be authorized to approve permit applications;
and
THAT the Regulations Policy Documents be updated to reflect the change in authorization.



CAO REPORT

Date: February 3, 2026
To: Board of Directors
Prepared by: Rhonda Bateman, Chief Administrative Officer

ROMA

I attended the ROMA conference in January and was pleased to see so many local municipal representatives and board members present. Conservation Ontario had a booth at the trade show where we met many supportive councillors, mayors and staff from municipalities around the province.

Brad McNevin, CAO Quinte Conservation and I attended the Centre Hastings delegation with the Minister of the Environment, Conservation and Parks with Mayor Deline, CAO Choinard, Councillor McLaughlin and Hastings County Warden Bob Mullin. The loss of local representation and access to staff expertise were forefront in their presentation as well as provision of services both mandatory and non-mandatory, with the municipality not having capacity to hire technical staff and they depend on their two CAs for local expertise and experience. Quinte Conservation voiced the concept of pausing the consolidation process and tasking CAs to meet any new standards or processes. I requested a framework and timeline for the changes moving forward, with no response for either question. In addition, I inquired about the budget process, asking if there be seven budgets or one consolidated budget, and the response was there would be one budget per region based on a merger of existing budgets.

PROVINCIAL GOVERNMENT

The ERO posting for the proposed conservation authority consolidation received over 2,500 submissions, based on anecdotal information from an MECP staff member at one of the information sessions. Based on the timing of the information sessions, more submissions would have been received. Conservation Ontario has confirmed at least 125 consolidation resolutions from municipalities across the province.

It is anticipated that changes to the *Conservation Authorities Act* to allow the consolidation to legally occur will be introduced in the provincial legislature soon after they resume sitting near the end of March. There is no anticipation of any further consultation at that time.

In speaking to Hassaan Basit at ROMA, he indicated that the timelines for consolidation have not changed. The Boards of Directors will cease operation after the October election and the consolidation will be in effect in January 2027. He has also indicated that there will be discussions with CA GMs/CAOs over the summer in each regional grouping to assist in the transition as advisors.

2026 FEE POLICY AND SCHEDULE

To date we have not received communication from the Ministry of the Environment, Conservation and Parks regarding a freeze on 2026 fees for planning and regulations. This would indicate that we are at liberty to post our new fee schedule as per Resolution # G114/25. We plan on posting the new fee schedule by the end of February. The rationale behind the delay in posting is based on a possibility that the ministry may still deliver correspondence regarding fees.

EASTERN ONTARIO REGION CAs

The Eastern Region CAs continue to meet via teleconference monthly to share information and best practices. The first meeting of the year focussed on the ROMA conference and delegations.

CONSERVATION ONTARIO

There was a General Managers meeting held on January 26th with the topics including a ROMA summary, discussion on CA consolidation, good news items, keeping board members engaged, messaging, moving forward and pivoting when necessary. CO is holding meetings at least once per month.

STAFFING

We have advertised for a Planning Ecologist to complement the planning and regulations team. This position has been lacking for over two years with staff members admirably attempting to complete the work of several positions. The competition closes on February 4, 2026. The funding for this position was found with the departure of the manager of the department.

EVENTS AND STEWARDSHIP

We are introducing new outreach events called the Forest Wellness Series:

February 7th – Twilight in the Woods at Goodrich-Loomis Conservation Area – 3:30 – 5:30 pm

March 11th – Gentle Forest Walk at Bleasdel Boulder Conservation Area – 10:00 – 11:00 am

May 9th – Walk of Appreciation at Goodrich-Loomis Conservation Area – 10:00 – 11:00 am

Please see the website for more information:

<https://ltc.on.ca/outreach-stewardship/outreach/special-events/>

The annual Native Plant Sale has begun, and we have already received 123 orders. Get yours soon before we are sold out. <https://ltc.on.ca/outreach-stewardship/stewardship/private-lands-stewardship/native-plant-sale/>