



NOTICE OF MEETING Lower Trent Source Protection Authority

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

Thursday, February 12, 2026 | Time: 1:00 p.m.
AGENDA

1. Meeting called to order by the Chair

2. First Nation 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. Adoption of the Minutes:

Source Protection Authority Board Meeting Minutes of December 11, 2025

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RECOMMENDED:

THAT the minutes of Lower Trent Source Protection Authority Meeting, dated December 11, 2025 be adopted.

7. Business arising from these minutes

8. Correspondence

2026-Letter from CAO, Kawartha Conservation - Municipal Representation on the Trent Conservation Coalition Source Protection Committee – Municipal Replacement and Appointment (appended to Item # 9)

9. New Members on Source Protection Committee – Keith Taylor, Program Coordinator [Page # 5](#)

RECOMMENDED:

WHEREAS, the Kawartha-Haliburton Source Protection Authority has nominated Jenna

Stephens to be appointed to the Source Protection Committee, as a Municipal Representative;

BE IT RESOLVED, that the Lower Trent Source Protection Authority Board approve the appointment of Jenna Stephens to the Trent Conservation Coalition Source Protection Committee, as a Municipal Representative.

10. Submission of the Section 34 Amendment Packages for the New Wells at Wood's of Manilla and Grafton – Keith Taylor

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RECOMMENDED:

WHEREAS, the Trent Conservation Coalition Source Protection Committee has completed an email poll on January 30, 2026, passing the following motion;

“THAT BY CONSENSUS, the Trent Conservation Coalition Source Protection Committee approves moving forward with the Wood's of Manilla and the Grafton Section 34 Amendments and approves requesting that the Lower Trent Source Protection Authority direct staff to prepare and submit the Section 34 Amendment Package to the Ministry of the Environment, Conservation and Parks.”

BE IT RESOLVED that the Source Protection Authority Board approves directing staff to prepare and submit the Section 34 Amendment Package for the Woods of Manilla and Grafton wells.

11. Lower Trent Region Conservation Authority/Trent Source Protection Authority Board Members and Signing Authority – Rhonda Bateman

RECOMMENDED:

Whereas, the Lower Trent Region Source Protection Authority (SPA) Source Protection Area requires a member from the participating municipality of Havelock-Belmont-Methuen (HBM),

BE IT RESOLVED that the SPA Board membership include the current slate of executives of the Lower Trent Region Conservation Authority Board (LTRCA) and an additional member from HBM (once appointed) be approved; and

THAT the signing officers for the SPA be the same two of the four signing officers of the LTRCA being the Chair, Vice Chair, CAO/Secretary-Treasurer and Manager of Corporate Services and Water Resources be approved.

12. Members Inquiries/Other Business

13. Adjournment

PLEASE CONTACT THE OFFICE IF YOU WILL BE UNABLE TO ATTEND THIS MEETING

Chitra Gowda 613-394-3915 ext. #215

chitra.gowda@ltc.on.ca



LOWER TRENT CONSERVATION



LOWER TRENT SOURCE PROTECTION AUTHORITY MINUTES

MEETING #SPA 2025-04

DATE: December 11, 2025

TIME: 1:02 p.m.

LOCATION: Administration Office, 714 Murray Street, Trenton

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, Keith Taylor, 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 Gene Brahaney at 1:02 p.m.

2. First Nation 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 was no disclosure of pecuniary interests.

4. Approval of the Agenda

RES: SPA17/25

Moved by: Bob Mullin

Seconded by: Sherry Hamilton

THAT the agenda be approved as presented.

Carried

5. Delegations

There were no requests for delegations received for this meeting.

6. Adoption of the MinutesRES: SPA18/25

Moved by: Eric Sandford

Seconded by: Lynda Reid

THAT the minutes of Lower Trent Source Protection Authority Meeting, dated November 13, 2025, be adopted.

Carried**7. Correspondence**

None.

8. Section 34 Amendments Public Consultation – New Wells at Woods of Manilla and Grafton

Keith Taylor, Program Coordinator, provided an update. The Source Protection Committee has approved moving forward with the required public consultation period for the Woods of Manilla and the Grafton Section 34 amendments; and has approved the Lower Trent (Lead) Source Protection Authority to initiate the public consultation process. Further, the Municipalities of the City of Kawartha Lakes and Alnwick/Haldimand have passed council resolutions supporting the public consultation.

RES: SPA19/25

Moved by: Bobbi Wright

Seconded by: Sherry Hamilton

WHEREAS, the Trent Conservation Coalition Source Protection Committee has completed an email poll on December 9, 2025, (pending) and passed the following motion;

That by consensus, the Trent Conservation Coalition Source Protection Committee approves moving forward with the required Public Consultation period for the Woods of Manilla and the Grafton Section 34 amendments and approves requesting that the Lower Trent (Lead) Source Protection Authority initiates the Public Consultation process;

AND WHEREAS, the Municipalities of the City of Kawartha Lakes and Alnwick/Haldimand have passed resolutions (pending - December 9, 2025) supporting going the Public Consultation;

BE IT RESOLVED that the Source Protection Authority Board approves the initiation of the required Public Consultation process for the Section 34 Amendments for the Woods of Manilla and Grafton wells.

Carried**9. Members Inquiries/Other Business**

There were no member inquiries or other business.

10. Adjournment

There being no further business, the meeting was adjourned.

RES: SPA20/25

Moved by: Bobbi Wright

Seconded by: Rick English

THAT the Source Protection Authority meeting be adjourned.

Carried

Time: 1:09 p.m.

 Chair Gene Brahaney

 Rhonda Bateman, CAO/ST



STAFF REPORT

Date: February 12, 2026
To: Lower Trent Source Protection Authority
Re: New Municipal Representative from Kawartha-Haliburton Area on Source Protection Committee
Prepared by: Keith Taylor, Program Coordinator

PROPOSED RESOLUTION:

WHEREAS, the Kawartha-Haliburton Source Protection Authority has nominated Jenna Stephens to be appointed to the Source Protection Committee, as a Municipal Representative;

Be it resolved that the Lower Trent Source Protection Authority Board approve the appointment of Jenna Stephens to the Trent Conservation Coalition Source Protection Committee, as a Municipal Representative.

BACKGROUND:

There has been a vacancy on the Source Protection Committee for the Municipal Representative from the Kawartha-Haliburton Area. The Kawartha-Haliburton Source Protection Authority has sent a letter (attached) nominating Jenna Stephens, who is currently a staff person in the Planning Department at the City of Kawartha Lakes. Jenna has also worked as the Lead at the Kawartha-Haliburton Source Protection Authority and Risk Management Official under Part IV of the *Clean Water Act, 2006*. She understands the program and the Source Protection Plans.

STAFF RECOMMENDATION:

That the proposed resolution appointing Jenna Stephens to the Source Protection Committee be approved.



January 26, 2026

TO: Gene Brahaney, Chair, Lower Trent Conservation Source Protection Authority (TCC Lead Source Protection Authority)

c/o: Rhonda Bateman, CAO, Lower Trent Conservation Authority/Lower Trent Conservation Source Protection Authority

RE: Municipal Representation on the Trent Conservation Coalition Source Protection Committee – Municipal Replacement and Appointment

There is currently a vacancy for one of the Kawartha-Haliburton Source Protection Authority municipal members on the Source Protection Committee. Given the significant number of systems located within the City of Kawartha Lakes (CKL), and the proportion of overall systems within the region, it has been agreed by the municipalities forming the Kawartha-Haliburton Municipalities that the CKL would represent the municipalities as one of the two members representing the Source Protection Area on the Committee.

The CKL has identified Jenna Stephens, Environmental Officer, Planning Policy as the nominee to serve on the Source Protection Committee. Letters identifying Jenna Stephens as the nominee for the Source Protection Committee member for the Kawartha-Haliburton Source Protection Area were sent to our municipalities for endorsement. The supporting resolutions from each member municipality have been received supporting this nominee.

It was resolved on April 24, 2025 by the members of the Kawartha-Haliburton Source Protection Authority Board of Directors:

MOVED BY: PETER FRANZEN
SECONDED BY: GERRY BYRNE

RESOLVED, THAT, the update on the Kawartha-Haliburton Source Protection Area municipal member for the Source Protection Committee be received, AND,

THAT, the person nominated by the City of Kawartha Lakes be endorsed as the municipal representative for the Kawartha-Haliburton Source Protection Authority member municipalities on the Trent Conservation Coalition Source Protection Committee, AND,

THAT, this endorsement be active upon receipt of all formal council resolutions from each of the member municipalities within the Kawartha-Haliburton Source Protection Area, AND,

THAT, upon active endorsement, that the municipal representative for the Kawartha-Haliburton Source Protection Area be forwarded to the Lower Trent Source Protection Authority as the lead Source Protection Authority for official appointment to the Source Protection Committee.

CARRIED

To advance the appointment process, we look forward to the lead Source Protection Authority's appointment of Ms. Jenna Stephens to the TCC Source Protection Committee as a municipal representative.

For additional information or clarification please do not hesitate to call me at 705-328-2271 ext. 215.

Sincerely,



Mark Majchrowski
Chief Administrative Officer,
Kawartha Conservation,
Kawartha-Haliburton Source Protection Authority

Copy: Keith Taylor, Project Manager, Trent Conservation Coalition Source Protection Region
Pat Warren, Chair, Kawartha-Haliburton Source Protection Authority
Leah Barrie, Director of Development Services, City of Kawartha Lakes



STAFF REPORT

Date: February 12, 2026
To: Lower Trent Source Protection Authority
Re: Submission of the Section 34 Amendment Packages for the New Wells at Wood's of Manilla and Grafton
Prepared by: Keith Taylor, Program Coordinator

PROPOSED RESOLUTION:

WHEREAS, the Trent Conservation Coalition Source Protection Committee has completed an email poll on January 30, 2026, passing the following motion;

“THAT BY CONSENSUS, the Trent Conservation Coalition Source Protection Committee approves moving forward with the Wood's of Manilla and the Grafton Section 34 Amendments and approves requesting that the Lower Trent Source Protection Authority direct staff to prepare and submit the Section 34 Amendment Package to the Ministry of the Environment, Conservation and Parks.”

BE IT RESOLVED that the Source Protection Authority Board approves directing staff to prepare and submit the Section 34 Amendment Package for the Woods of Manilla and Grafton wells.

BACKGROUND:

Two drinking water systems in the Trent Conservation Coalition Source Protection Region require new wells.

The three phases of Consultation (Early Engagement with the Ministry, Pre-Consultation with Stakeholders and Public Consultation) have been completed resulting in a few minor comments from the Ministry of the Environment, Conservation and Parks which have been addressed.

The final step is to prepare and submit the Section 34 Amendment package to the Ministry for approval.

RECOMMENDATION:

To approve the resolution directing staff to prepare and submit the Section 34 Amendment Package for the Woods of Manilla and Grafton wells.

Note: The Ministry of the Environment, Conservation and Parks has requested that we wait until the Minister approves our Section 36 Amendments before submitting the Section 34 Amendments. This is likely to occur in late February.