



LOWER TRENT CONSERVATION

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

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

Registered Charitable Organization No. 107646598RR0001

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

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

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

Thursday October 8, 2026

Time: 1:10 p.m.

AGENDA

1. Meeting called to order by the Chair

2. First Nations Acknowledgement

3. Disclosure of pecuniary interests

4. Approval of the Agenda

RECOMMENDED:

THAT the agenda be approved as presented.

5. Delegations

There are no requests for delegations received for this meeting.

6. Public Input (3 minutes per speaker)

7. Adoption of the Minutes:

RECOMMENDED:

THAT the Regular Board Meeting Minutes of September 10, 2026 be adopted.

[Page # 4](#)

8. Business arising from these minutes

CORRESPONDENCE

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

[Page # 12](#)

a. 2026-09-11 - ERO Posting #026-0740 – Consultation on Proposed Governance Regulations for Regional Conservation Authorities and the Ontario Provincial Conservation Agency

RECOMMENDED:

THAT the correspondence be received as information.

STAFF REPORTS

10. Monthly Payments Issued – Chitra Gowda, Manager, Corporate Services

[Page # 14](#)

RECOMMENDED:

THAT the list of payments issued in the total amount of \$215,950.23 for the month of September 2026 be received as information.

11. Watershed Management, Planning and Regulations Reports – Rhonda Bateman, CAO

a. Summary of Permits for Period September 1 - 25, 2026

[Page # 15](#)

b. Planning and Regulations

c. Flood Forecasting and Warning (FFW) and Ontario Low Water Response (OLWR)

RECOMMENDED:

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

12. Bay of Quinte Remedial Action Plan Program – Anne Anderson, Manager, Community Outreach and Special Projects

[Page # 21](#)

September 2026 Newsletter

RECOMMENDED:

THAT the Bay of Quinte Remedial Action Plan Newsletter for September 2026 be received as information.

13. 2027 Fee Policy and Schedule – Rhonda Bateman

[Page # 24](#)

RECOMMENDED:

THAT staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2027 Fee Policy and Schedule be approved.

14. Conservation Lands Report – Chris McLeod, Conservation Lands Supervisor

[Page # 36](#)

RECOMMENDED:

THAT the Conservation Lands Report for the period July 1 – September 30, 2026 be received as information.

15. Summary of Education and Outreach Activities Report – Anne Anderson, Manager Community Outreach and Special Projects

[Page # 38](#)

RECOMMENDED:

THAT the Summary of Education and Outreach Activities for the period of July 1 - September 30, 2026 be received as information.

16. Risk Management Official Activity Report – Marcus Rice, Risk Management Official/Inspector

RECOMMENDED:

[Page # 42](#)

THAT the Risk Management Official Activity Report pursuant to Part IV of the *Clean Water Act* for the period of July 1 - September 28, 2026 be received as information.

17. Regional Transition Committee Update – Rhonda Bateman Page # 45

RECOMMENDED:

THAT the Regional Transition Committee Progress Update be accepted as information.

18. **CAO's Report** – Rhonda Bateman Page # 47

RECOMMENDED:

THAT the CAO's Report be received as information.

19. **Closed Session**

RECOMMENDED:

THAT the Board go in to Closed Session at 00:00 hrs, under Section 239(2)(b) of the Municipal Act, 2001 regarding Personal matters about an identifiable individual, including (municipal) employees.

RECOMMENDED:

THAT the Board come out of Closed Session at 00:00 hrs.

20. **Members Inquiries/Other Business**

21. **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

MEETING # 2026-07

DATE: September 10, 2026

TIME: 1:00 PM

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

DIRECTORS PRESENT:

ON SITE		REMOTE SITE
Sherry Hamilton (Chair)	Jeff Wheeldon (Vice-Chair)	Eric Sandford
Jim Alyea	Lynda Reid	
Bob Mullin	Bobbi Wright	
Mike Metcalf		

ABSENT/REGRETS: Mike Ainsworth, Gene Brahaney

STAFF: Rhonda Bateman, Chitra Gowda

GUESTS: Alison McDonald (Project Executive, Eastern Lake Ontario Region - remote)

1. Meeting called to order by the Chair

The meeting was called to order by Chair Hamilton at 1:00 p.m. The Chair and members introduced themselves and welcomed Mike Metcalf, the new Board member from the Municipality of Trent Hills.

2. First Nations Acknowledgement

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

3. Disclosure of pecuniary interests

There were no pecuniary interests declared.

4. Approval of the Agenda as amendedRES: G85/26

Moved by: Bobbi Wright

Seconded by: Lynda Reid

THAT the agenda be approved as presented.

Carried**5. Delegations**

There were no delegations received for this meeting.

6. Public Input (3 minutes per speaker)

There was no public input at this meeting.

7. Adoption of the Minutes:RES: G86/26

Moved by: Bob Mullin

Seconded by: Eric Sandford

THAT the Regular Board Meeting minutes of July 9, 2026, be adopted.

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

- a. There was no discussion on the 2026-07-10 Letter to MPP Tsu from Chair Hamilton.

CORRESPONDENCE**9. Correspondence**

Rhonda Bateman, CAO, provided a summary of the correspondence received.

- a) 2026-07-13 Notice of Approval of Draft Budget to MECP-CCEO from LTC: A letter was sent as required under the Minister's budget direction.
- b) 2026-07-15 Project Executive Announcement from Ontario Provincial Conservation Agency: Alison McDonald was announced as the Project Executive for the Eastern Lake Ontario region.
- c) 2026-07-29 email from MECP – Consultation on Two Proposed Regulations Under the Conservation Authorities Act: Rhonda Bateman said that the updated posting included corrected numbers for municipal populations for the regional CA. Director Sandford said that Centre Hastings submitted a letter to object to the number of representatives based on population only. Hastings County has a large geographic area and requested more representatives. Director Mullin said that Hastings County is not satisfied with the number of representatives allotted and mentioned that a meeting has been scheduled with Rhonda Bateman and Tammy Smith from Quinte Conservation. Director Alyea said that there should be two members from each of the municipalities. Director Mullin added that some municipalities would have no representatives on the regional CA board.
- d) 2026-07-31 Email from the Ontario Provincial Conservation Agency on Transition Committee Members: Rhonda added an update that due to the departure of Brad McNevin from Quinte Conservation, Tammy Smith, Acting CAO, is now on the Transition Committee.

STAFF REPORTS

10. List of Monthly Payments Issued

RES: G87/26

Moved by: Jim Alyea

Seconded by: Bobbi Wright

THAT the list of payments issued in the amount of \$274,590.32 for July and \$227,505.32 for August 2026 be received as information.

Carried

11. Watershed Management, Planning and Regulations Reports

Director Metcalf asked if there is a variance report for provincial and Conservation Ontario timelines. Rhonda Bateman responded that the report is presented annually at the first board meeting of the year. She noted that there would likely be a decrease compared to the 2025 report due to the staffing changes in spring 2026. Staffing levels are now back up to normal.

RES: G88/26

Moved by: Jeff Wheeldon

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

RES: G89/26

Moved by: Lynda Reid

Seconded by: Jeff Wheeldon

THAT the Bay of Quinte Remedial Action Plan Newsletter for July and August 2026 be received as information.

Carried

13. ERO Posting #026-0740 – Consultation on Proposed Governance Regulations for Regional Conservation Authorities and the Ontario Provincial Conservation Agency

Rhonda Bateman summarized the posting for the members and indicated that a letter can be drafted and sent if the Board wishes. The municipal-CA agreements for programs and services was discussed. Rhonda Bateman noted that the LTC agreements expire in 2028 and is not sure how they are to be renegotiated. Chair Hamilton encouraged the Board to have a fulsome discussion in order to provide feedback to the Transition Committee. Director Mullin asked if the current agreements would stay in place or be moved to the County. Director Metcalf indicated that if the agreements are to be with the upper-tier municipalities, negotiations would be at the regional CA table and not with the current board membership. Director Mullin noted that there is no experience at the County for handling these agreements. Director Alyea said that the individual municipalities should have a voice at the table.

Director Wheeldon noted that the proposed number of Board members for the Eastern Lake Ontario regional CA (ELORCA) is 25; and that having better representation means having a higher number of board members. This highlights that the regional CA is too large an area to make sense. Director Metcalf indicated that better technical tools should be used to accurately represent the populations of the watersheds; and these tools should be used to determine

Board member numbers for each municipality. Alison McDonald noted that she has heard the same comment at other Board meetings.

Director Alyea asked if the Clean Water Act Part IV - risk management official/inspector program at CAs might be eliminated down the road. Rhonda Bateman responded that not all CAs in the region provide this service. The MOUs were set up by the provincial government such that municipalities pay for certain programs and services that they want; and the CA Act was changed a few years ago to reflect that. Directors Alyea and Mullin voiced their concern that all municipalities do not have the same voice in the regional CA. Director Metcalf noted that each RCA would be different although there could be some similarities and consistencies.

Chair Hamilton said that it is a short period of time for the transition, and that OPCA has directed the Boards to stay as they are until the transition period is over. Rhonda Bateman added that a workplan is to be completed by December 15, 2026, and not necessarily address all parts of the consolidation. Alison McDonald added that the provincial government does have a detailed plan with tactical, focused steps leading to the February 1, 2027 consolidation date.

Director Sandford asked if the source protection areas and regions would be discussed. Rhonda Bateman responded that it would be discussed at the Transition Committee with a separate team of MECP staff. She added that the drinking water source protection program would be handled regionally and is not sure if source protection committees would remain as they are. Director Sandford indicated that the communities rely on groundwater, and it is important to have a good group of people working on drinking water source protection with the municipality.

Chair Hamilton asked the members to send further questions to Rhonda in advance of the next Transition Committee meeting.

The CAO will distribute the ERO comment letter to Board members before submission to MECP.

RES: G90/26 Moved by: Eric Sandford Seconded by: Jeff Wheeldon
 THAT the Board receive the staff report as information; and
 Further that staff develop a submission for the ERO based on the comments outlined in the staff report and to include additional Board comments received.

Carried

14. Mid Year Financials

RES: G91/26 Moved by: Bobbi Wright Seconded by: Jim Alyea
 THAT the Mid Year Financial staff report for period ending June 30, 2026, be received as information.

Carried

15. Reserve Use Request

Director Metcalf asked if the purchase of the photocopier could wait until after consolidation. Rhonda Bateman noted the urgency. It was noted by the Chair that the members discussed it in detail at the previous Board meeting held in July 2026.

RES: G92/26 Moved by: Jeff Wheeldon Seconded by: Bobbi Wright

THAT the staff report be accepted as information and that staff are directed to use existing reserves for the following capital asset expenses:

- new photocopier for the main office, using up to \$24,000 from the Information Technology Infrastructure Reserve; and
- new tires for the RAM1500 truck capital asset, using up to \$2,000 from the Vehicles and Heavy Equipment Reserve; and
- Workshop hot water heater upgrade, using \$1,836.25 from the Buildings and Structures Reserve.

Carried

16. 2027 Budget

Rhonda Bateman noted the completion of the required consultation on the draft 2027 Budget and that staff addressed the comments received in the revised budget as presented.

Chitra Gowda, Manager, Corporate Services and Water Resources, presented the 2027 Budget and the support materials regarding 2026 capital expenses (including considerations of expenses proposed in Agenda Item 15) and resulting 2027 capital reserves and expenses.

Director Metcalf noted the changes made in Category 2 and Category 3 revenues. The changes address the comments received during consultation regarding the use of surplus. Director Metcalf asked if the potential for consolidated use of a cloud system through the regional CA consolidation was considered in the Information Technology (IT) expenses. Rhonda Bateman responded that through a focused IT plan, LTC has been migrating its data to a cloud system and has budgeted for IT accordingly. As this work is being completed through 2027 working with a technology company, it will support consolidation by having our data in the cloud. Chitra Gowda added that in 2027, the GIS physical servers are being moved into the cloud system which will make GIS use for staff much faster and more efficient.

Director Metcalf asked about the capital expenses for the administrative building repairs and Rhonda Bateman explained that there is a leak in the basement that staff have tried to repair. It must be repaired after an engineering assessment is done. Director Metcalf asked if the expense would be taken from the capital reserve instead of from the municipal allocation of \$98,105. Rhonda Bateman said that the amount noted is the annual municipal allocation to support capital expenses. Chitra Gowda explained that this amount is based on the LTC Capital Asset Management Plan (CAMP) approved by the Board in 2020; and that a new CAMP was developed by staff and approved by the Board in December 2025 resulting in an increased annual municipal allocation amount.

Director Metcalf asked if the total allocation remained the same and capital expenses were rolled up to that total amount every year. Chitra Gowda responded that the LTC CAMPs of both 2020 and 2025 as approved by the Board were based on project workplanning and business needs including the determination of 5-10 years of capital asset needs, with the averaging of costs resulting in a fixed municipal allocation amount annually. Although the 2025 CAMP resulted in an increased municipal allocation amount, Chitra Gowda noted that staff proposed to use the

2020 CAMP municipal allocation amount along with capital reserves to meet the 2027 LTC capital asset needs, in consideration of the discussions of the Board about budget increases.

Director Metcalf suggested that budgeting using surplus funds was not sustainable. Rhonda Bateman responded that the surplus in the budget exists and after several years has yet to be used.

Director Wheeldon and Director Mullin indicated support for the capital budget as proposed. Director Alyea indicated that the Board discussed keeping a low percent increase for 2027, and that he has no concerns with the proposed budget. His only concern is that with the consolidation, the previous Quinte West land sale proceeds might not benefit communities in Quinte West. Director Reid indicated no concern with the proposed budget.

Chair Hamilton thanked Chitra Gowda for her work on the budget and proceeded to the vote.

MUNICIPALITY	DIRECTOR	VOTE YES	VOTE NO	Apportionment % (Weighting) for 2026
Twp. Alnwick/Haldimand	Mike Ainsworth	Absent		10.39
Municipality of Brighton	Bobbi Wright	✓		8.1
Municipality of Brighton	Jeff Wheeldon	✓		8.1
Mun. of Centre Hastings	Eric Sandford	✓		2.29
Twp. of Cramahe	Sherry Hamilton	✓		8.36
City of Quinte West	Lynda Reid	✓		21.335
City of Quinte West	Jim Alyea	✓		21.335
Twp. of Stirling-Rawdon	Bob Mullin	✓		3.81
Mun. of Trent Hills	Gene Brahaney	Absent		8.15
Mun. of Trent Hills	Mike Metcalf	✓		8.15
	TOTALS	8	0	100%

Apportionment present at the meeting	81.46%
Apportionment voting in favour of the motion	81.46%
Apportionment voting against the motion	0%
Apportionment absent from the Meeting	18.54%

RES: G93/26 Moved by: Jeff Wheeldon Seconded by: Bob Mullin
 THAT the 2027 Draft Budget Consultation staff report be accepted as information; and
 THAT the 2027 Municipal Apportionment operations and capital amount of \$1,921,391 be
 approved.

Carried

RES: G94/26 Moved by: Bobbi Wright Seconded by: Eric Sandford
 THAT the 2027 Lower Trent Conservation total Budget in the amount of \$3,140,394 be
 approved.

Carried

17. CAO's Report

Rhonda Bateman summarized the email dated September 9, 2026 from OPCA. Under the CA Act, a municipal council member remains a CA board member until they are replaced. She has asked OPCA if there would be an exception to the requirement that 70% of the board members be elected officials. Alison McDonald noted that this request has been made to OPCA.

RES: G95/26 Moved by: Mike Metcalf Seconded by: Lynda Reid
 THAT the CAO's Report be received as information.

Carried

18. Members Inquiries/Other Business

Director Wheeldon shared good news that the Municipality of Brighton approved the Integrated Community Sustainability Plan at its council meeting on September 8, 2026. Director Wheeldon noted that this plan includes a focus on the natural environment and climate resiliency including urban forest strategy, restoration of wetland sites with LTC, and integrating natural assets in the asset management plan. LTC is listed as a potential partner to provide technical support for several watershed-based programs.

Director Reid shared inspiring news about how a local community has spearheaded efforts to manage the invasive species of water soldier. She noted the leadership of a local resident and volunteers from the area. Further contributions in monitoring and removal have come from Quinte Conservation (QC); Parks Canada and LTC (in the Murray Marsh area); and LTC monitoring Trent River. Water Soldier was removed in the Trent River stretch from Lock 6 to Cooke Armstrong Road through a community event supported by mailbox handouts prepared by the local resident. Director Reid said that she spoke to Anne Anderson, Manager, Community Outreach & Special Projects at LTC, and with Cass Stabler from Parks Canada. Director Reid encouraged the members to volunteer to remove water soldier from the Trent River in the Lock 6 area.

Director Alyea raised concerns about phragmites invasive species, including in the Consecon area where LTC staff are involved in its management. He added that this massive plant species impacts sight lines, is a fire hazard when it dries up; and municipal staff have to use reach mowers to cut it back. Rhonda Bateman added that LTC and QC received grant funding from the Invasive Species

Council to carry out phragmites mapping with Anne Anderson being the lead. A four-month contract position is filled to support that project.

Director Mullin thanked Chitra Gowda for working with Stirling-Rawdon staff to begin to apply to the Green Municipal Fund to support flood and erosion infrastructure works.

19. Adjournment

There being no further business, the meeting was adjourned.

RES: G96/26

Moved by: Mike Metcalf

Seconded by: Jeff Wheeldon

THAT the meeting be adjourned.

Carried

Time: 2:19 P.M.

Sherry Hamilton, Chair

Rhonda Bateman, CAO/ST



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Registered Charitable Organization No. 107646598RR0001

Public Input Coordinator
MECP Conservation and Source Protection Branch
300 Water Street North tower, 5th floor
Peterborough, ON
K9J 3C7

September 11, 2026

RE: ERO #026-0740 Consultation on Proposed Governance Regulations for Regional Conservation Authorities and the Ontario Provincial Conservation Agency

Please find below comments sent on behalf of the Lower Trent Region Conservation Authority's Board of Directors in relation to the Province of Ontario's concept for the governance model as proposed in ERO #026-0740 and offers the following comments for consideration.

Overall, the proposed tiered allocation formula represents a reasonable approach to balancing municipal representation with the need for regional conservation authority boards of a manageable size. There is an obvious loss of lower tier municipal representation. While the proposed tiered model does attempt to allow for equal and fair representation, the model does have some challenges, namely in population calculations and upper-tier appointments.

Population Calculations

Population data needs to be consistently updated with the most reliable information available. The population distribution should be determined based on actual population within an area as opposed to the assumption of evenly distributed population within the municipal area. For example, where only a percentage of an upper-tier municipality falls within a regional authority, population should be based on the actual population of the municipality within the RCA area, not relying on the assumption of an evenly distributed population applied to the whole municipal land area within a regional conservation authority.

The source of the population data and its application should be identified clearly. There is potential to use existing provincial data and apply GIS mapping tools to deliver the actual population numbers per upper-tier municipalities.

Upper-tier Appointments

The regulation identifies that appointments are made by Upper Tier (County) councils. Appointments should be recommended by the lower tier municipalities through resolutions and appointments to conservation authority boards made by the County based on direct municipal input. This can allow for

Working with Local Communities to Protect our Natural Environment



Member of Conservation Ontario
Representing Ontario's 36 Conservation Authorities

balance to ensure local representation and provide continued opportunity for lower tier municipalities to have a voice in the new framework.

Changes in representation

Clarification as to the intervals of population data updates that may affect membership would be beneficial. It is not clear as to whether the data will be updated every five years to align with census data or annually based on other criteria.

Criteria for Ontario Provincial Conservation Agency Board (OPCA)

Lower Trent Conservation has no comment regarding this proposed regulation.

Rhonda Bateman, CAO
Lower Trent Region Conservation Authority
Rhonda.bateman@ltc.on.ca

**Lower Trent Conservation
Payments LOG - SEPTEMBER 2026**

CHEQUE # / EFT #	PAYEE	DETAILS	AMOUNT
	Staff Payroll	Sep/26 Payroll Period #18 and #19	144,519.21
EFT 86163843	OMERS	Sep/26 Pension Contributions	26,319.52
EFT 86163845	Nesda Technologies Ltd	Monthly IT services, project and tickets fees	3,766.21
EFT 86163844	Sun Life Assurance Company of Canada	Oct/26 Group Benefits Premium	10,092.42
EFT 86164081	Workplace Safety Insurance Board (WSIB)	Sep/26 WSIB Premium	4,611.15
EFT 86164055	CIBC VISA	Sep/26 Payment	6,287.59
EFT 86163866	J.J. Stewart Motors Limited	BQRAP vehicle lease	107.32
EFT 86164248	Staff	Staff Expenses - Reimbursed	376.17
17700	Dows Climate Care	HVAC maintenance -GLCC	337.87
17701	Nicholas Reynolds	Staff expenses - travel, workboots - reimbursed	128.63
17702	Corinne Ross	Staff expenses - travel, events - reimbursed	638.08
17703	Mike Wilson	Staff expenses - travel - reimbursed	52.00
17704	Templeman LLP	Legal fees - ENF-23-030	4,609.27
17705	Telizon Inc	Monthly telephone lines	576.16
17706	Mahoney Sand and Gravel Ltd.	Property maintenance - Seymour, GLCC CAs	162.40
17707	Hydro One Networks Inc.	Utilities - hydro - admin building	785.18
17708	Emerald Cleaners	Cleaning service - admin building, workshop	1,378.60
17709	Environmental 360 Solutions (Ontario) Ltd.	Waste services - cons. lands	69.31
17710	City of Quinte West	Utilities - water/sewer - workshop	203.97
17711	Caduceon Enterprises Inc.	Water analysis lab costs	1,934.01
17712	Brighton Springs	Drinking water - admin building	119.40
17713	Bill's Johns 2551379 Ontario Limited	Portable toilet rental - conservation areas	875.75
17714	Kim Stephens	5 Years Service Recognition	50.00
17715	Free Flow Petroleum	Monthly vehicle and equipment fuel	2,530.46
17716	Trenton Home Hardware Building Centre	Lands maintenance, supplies	301.56
17717	Ricart	Work clothing - long sleeve t-shirts	1,663.36
17718	Reilly's Awards & Embroidery	Park bench plate - TGCA memorial bench	24.86
17719	Quinte Broadcasting Company Ltd.	Advertising - BQRAP - stewardship program	2,034.00
17720	OT Group - DCB Business Systems Group Inc	Monthly photocopier usage service fees	262.35
17721	B&T Sales	Janitorial supplies - admin building	157.32
17722	Alarm Systems	Alarm/security monitoring - admin building	401.10
17723	Ganaraska Region Conservation Authority	Shared engineering services - July-August 2026	575.00
Total of Payments			<u>215,950.23</u>

**Summary of Permits Approved by Staff
For Period September 1, 2026 to September 25, 2026**

Permit #	Municipality	Street Address	Regulated Area	Permitted Activity
RP-26-020	Quinte West	82 Victoria Street	unevaluated wetlands (30-metre setback)	construct a storm water management facility and a parking lot
RP-26-105	Trent Hills	Various	wetlands, watercourses, hazard lands	to install new aerial and underground telecommunications
RP-26-154	Trent Hills	Second Street	Trent River floodplain	install a gas service main through an open cut and abandon a gas service main
RP-26-155	Trent Hills	7 Tanner Road	Trent River floodplain (15-metre setback)	reconstruct and expand an uncovered riverside deck
RP-26-159	Brighton	118 Folly Lane	Lake Ontario flood hazard and Presqu'ile Bay Marsh PSW	install erosion control measures along the shoreline
RP-26-163	Quinte West	318 Maple View Road	unevaluated wetland (30-metre setback)	replace a septic tank
RP-25-245	Alnwick/Haldimand	County Road 24	Percy Creek tributary, unevaluated wetlands, evaluated wetlands, Percy Creek Wetland PSW	restoration of wetland habitat
RP-26-144	Trent Hills	County Road 25	Trent River tributary	install underground telecommunications infrastructure by horizontal drilling
RP-25-234	Trent Hills	224 Birch Point Road	Trent River floodplain	construct a detached non-habitable garage
RP-26-146	Trent Hills	68C Wight Island Road	Trent River floodplain	construct a new heated sunroom addition
RP-26-147	Trent Hills	203 Bridge Street West	Trout Creek floodplain (15-metre setback)	replace two uncovered decks
RP-26-043	Alnwick/Haldimand	138 McCracken Road	Rice Lake flood hazard	remove the fill that is located within the 15m regulatory allowance for the Rice Lake flood hazard
RP-26-145	Quinte West	70 Cliff Way	Oak Lake flood hazard	replace previously installed vertical limestone barrier wall with limestone armour stone
RP-26-116	Brighton	1208 Richmond Street	field-verified wetlands (30-metre setback), Cold Creek tributary	install two new driveways and two new culverts
RP-26-121	Quinte West	338 Harrington Road	Meyers Creek tributary, field-verified wetlands (30-metre setback)	install a new driveway and culvert
RP-26-120	Quinte West	Byrne Avenue	Mayhew Creek tributary	complete a maintenance dredge
RP-26-148	Trent Hills	290 IXL Road	Trent River tributary	construct a non-habitable detached garden shed

**Summary of Permits Approved by Staff
For Period September 1, 2026 to September 25, 2026**

Amendments

RP-26-119	Trent Hills	Saskatoon & Second Ave.	Trent River floodplain	install an NPS 4 PE IP gas main and abandon the existing NPS 2 PE IP gas main
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Agenda Item #11b.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 25, 2026
To: LTC Board of Directors
Re: Planning and Regulations UPDATE
Prepared by: Rhonda Bateman, CAO

PROPOSED RESOLUTION:

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

BY THE NUMBERS:

Here are the numbers for new files in 2026

Table 1. File review – New files in 2026

	# Files for 2026 (as of September 25, 2026)
Permits	135
Planning	121 (corrected)
Complaints	34
Enforcement	3
Property Inquiries	738
Legal Requests	19
Clearance Letters	46
Site Visits	101

Online Inquiries

Since the last reporting period, staff have received and actioned **75** inquiry submissions and inquiries are continuing to be received at a steady pace. Staff have issued **5** clearance letters since the last reporting period. 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 **17** permits since the previous reporting period and **one** amendment.

Planning:

- LTC Staff reviewed and commented on **27** Subdivision and Condominium Files in 2026 (new and ongoing). Since the last reporting period, LTC Staff reviewed and commented on **2** Subdivision and Condominium files. Many of these files are ongoing and staff expect to work on these continuously throughout the year.

Agenda Item #11b.

- Since the last reporting period, LTC Staff reviewed and commented on **14** Planning Act Applications (Severances, Zoning By-law amendments, Official Plan amendments, Site Plan Control applications and/or Minor Variances). Since the previous reporting period, staff have reviewed and commented on **3** Environmental Impact Studies.

Technical Reviews:

Engineering reviews completed to September 25, 2026:

- 18 planning files - includes multiple submissions reviews – 3 since the last reporting period
- 32 permit files – 13 since the last reporting period
- 1 enforcement file
- preliminary comments on 8 general development files – 3 since the last reporting period

Hydrogeology Reviews completed to September 25, 2026:

- 4 Karst
- 2 slope stability
- 5 hydrogeology
- 1 geotechnical – 1 since the last reporting period
- 1 source water

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. However, I would note that due to current staff shortages, there will be delays in staff response times.

RECOMMENDATION:

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

Agenda Item #11c.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 25, 2026
To: LTC Board of Directors
Re: Flood Forecasting and Warning UPDATE
Prepared by: Rhonda Bateman, CAO/Secretary-Treasurer

PROPOSED RESOLUTION:

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

BY THE NUMBERS:

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

Table 1. Number of flood communications issued by Staff.

Statements	Flood Communications Issued (as of September 25, 2026)	Total Number for Previous Years						
		2025	2024	2023	2022	2021	2020	2019*
Water Safety	2	3	5	4	2	2	3	8
Flood Outlook	4	3	2	8	4	4	5	5
Flood Watch	4	3	2	2	0	0	3	6
Flood Warning	3	4	0	2	0	0	0	13
Total (System)	13	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)

September's precipitation was lower than average at 17.4mm for the month to date which is 19.3% of the long-term average. Flows in local creeks and streams are normal for this time of year as is the Trent River. No major precipitation events are forecast for the end of September and into October.

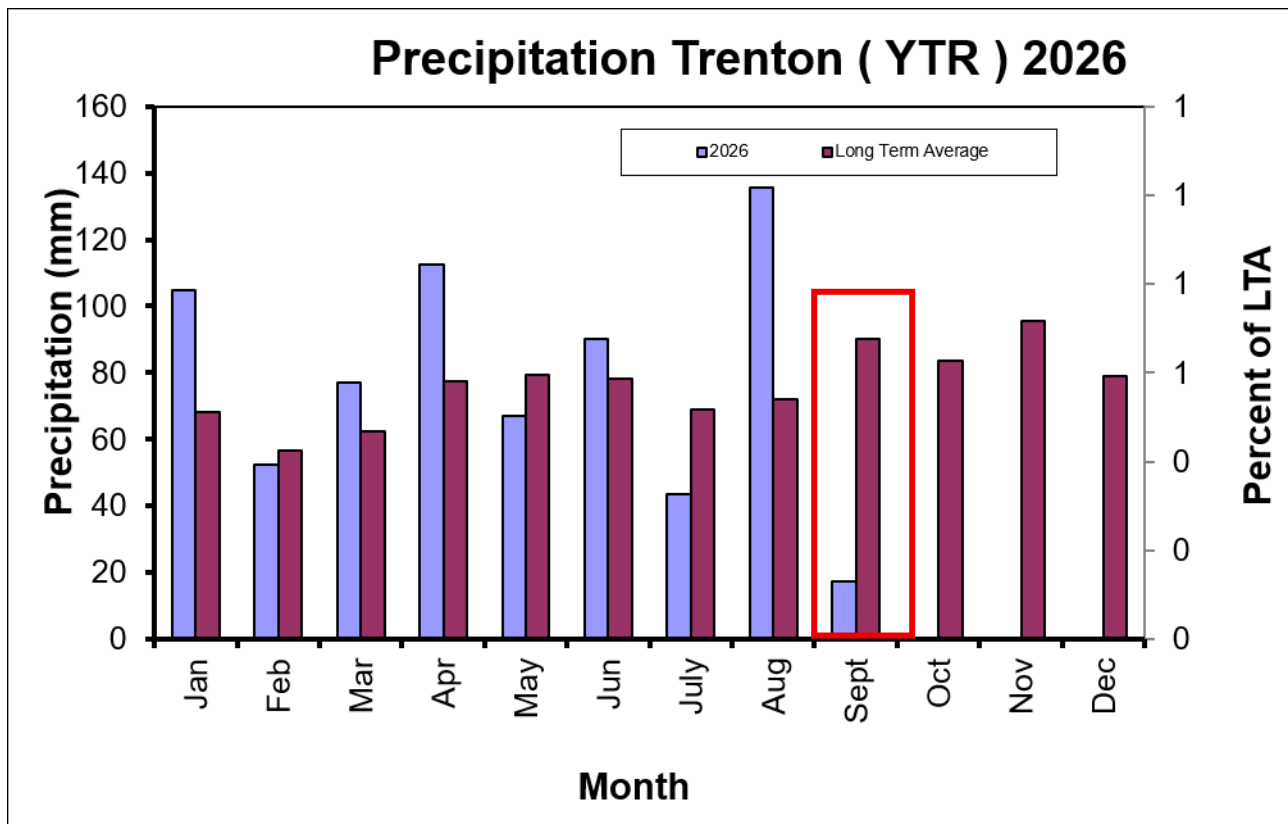
A monthly comparison of the precipitation volumes observed in 2026 can be seen in Table 2.

The criteria under the Low Water Response Program have not reached Level 1 conditions to date. The Low Water Response Team have been receiving communication on conditions monthly throughout the summer and no meetings have been required. If dry conditions continue, further information will be shared with the Low Water Response Team.

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

Agenda Item #11c.

Table 2. Observed Monthly Precipitation (mm) in 2026 compared to the monthly long-term average.

**Local Creeks**

The creeks have maintained seasonal averages for streamflow and water levels for this time of year. Staff will continue to review the conditions and forecast updates to ensure the safety of our municipal stakeholders and the general public.

Trent River

Parks Canada are conducting normal operations on the Trent River. If large precipitation events occur there may be adjustments throughout the system. If there are any concerns or issues with the water levels on the Trent River system, owners are advised to contact Parks Canada-Trent Severn Waterway.

Lake Ontario

Lake Ontario Water levels have fallen below critical or watch levels. There were elevated levels throughout the spring and summer. 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.

Waterlogs - September 2026

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

WATER SOLDIER - SEE IT, PULL IT, REPORT IT



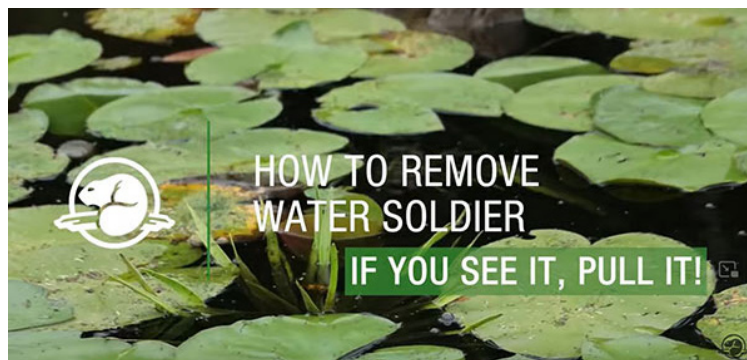
Water Soldier has been marching its way down the Trent River since 2008, when it was found near the hamlet of Trent River. In 2021 it was detected in the Bay of Quinte. The Bay of Quinte is prime habitat as the plant grows in standing or slow flowing waterbodies up to depths of five metres. This plant will have a major impact on the ecosystem, because of the dense mats of floating vegetation it creates. Also, it has the potential to alter surrounding water chemistry, which may harm phytoplankton (the base of the food chain) and other aquatic organisms.

Water soldier is a cold tolerant invasive perennial aquatic plant that is native to Europe and northwest Asia. Water soldier is a submerged aquatic plant which has 40cm long sword shaped leaves with serrated edges that are sharp enough to cut swimmers or anyone handling the plant. Generally, the plant becomes buoyant during the summer months forming dense mats of floating vegetation that choke out native species and are so thick that some boats can't move through the mats. As the leaves mature, they become waterlogged and the plant sinks below the surface. The mature plants produce offsets, like a household spider plant. However, in the Bay of Quinte there is limited presence during the summer months then populations emerge in early September.

What has been done to stop the spread of this invader? Several management strategies are used to control Water Soldier the most effective are hand pulling, and herbicide applications. This year, OFAH invasive species summer students pulled over 2'507 lbs. of the plant from the bay. This fall herbicide applications will target larger populations of the plant around the bay. Unfortunately, now that Water Soldier is established in the bay, there must be ongoing management which is time-consuming and expensive.

What can you do to help stop the spread? First learn to identify **Water Soldier**. Private citizens can help by hand pulling populations they find along shorelines, or while boating or fishing. The **IF YOU SEE IT, PULL IT! video** explains the process.

Other ways you can help are, boaters can avoid infested areas, reduce boat speeds so the wake doesn't dislodge plants and offsets, and inspect their boat, trailer, and equipment to ensure they don't move the plant to another waterbody. Shoreline property owners on the Bay of Quinte can report any sightings of Water Soldier to 1-800-563-7711 or visit **EDDMaps Ontario**, or search for the 'Invasive Species in Ontario' project on **iNaturalist.org** to report a sighting.



In partnership locally with Lower Trent Conservation and Quinte Conservation

GUIDE TO EATING ONTARIO FISH 2026 UPDATE

The Ministry of the Environment, Conservation and Parks has released the 2026 fish consumption advisories through the Guide to Eating Ontario Fish.

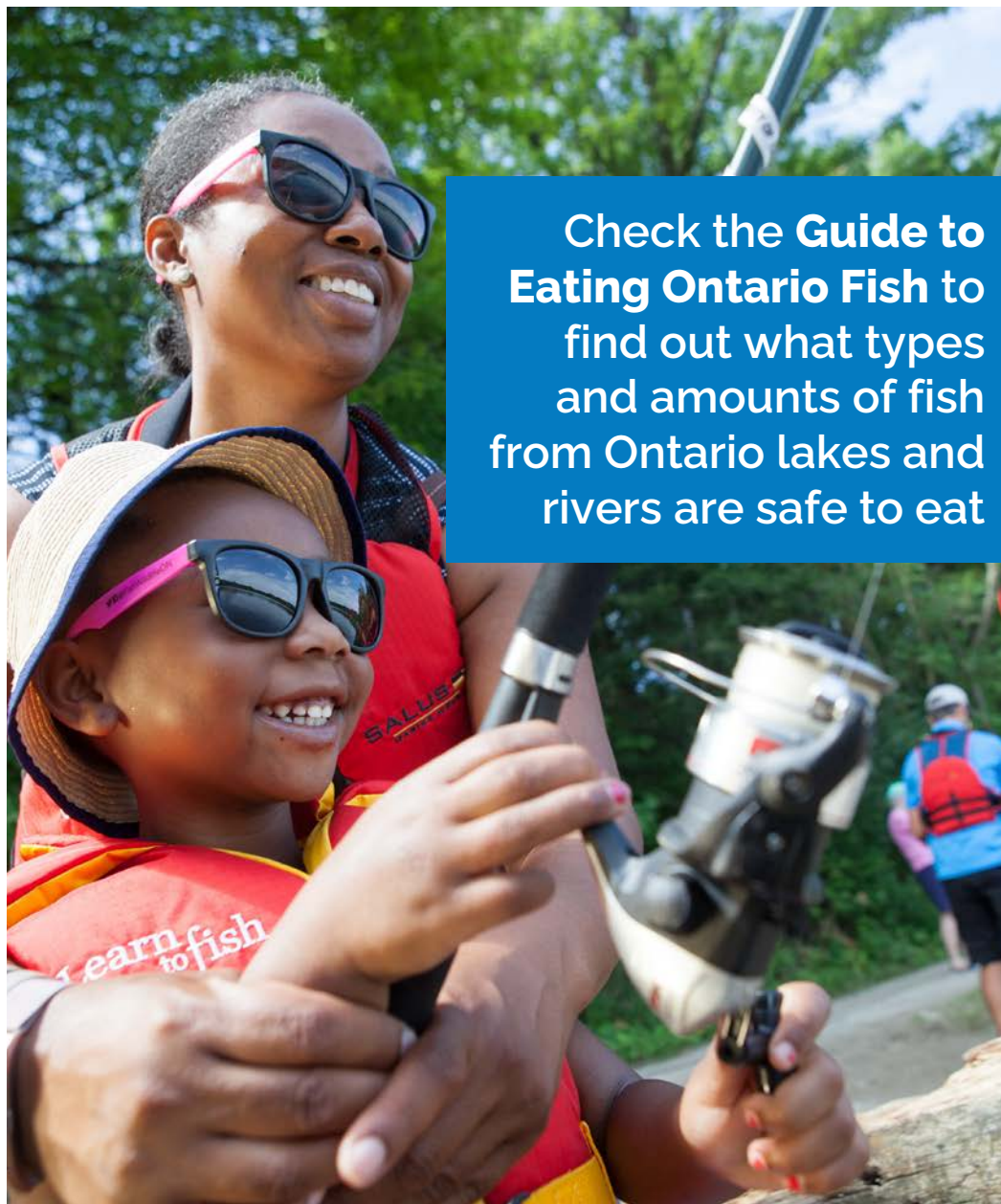
Check the new version of the guide and fish consumption advisories before they go fishing, as new information may be available. This online guide and interactive map will help Ontarians identify and prepare the types and amounts of fish that are safer to eat from over 2,800 lakes and rivers in Ontario.

The guide features updated and easy-to-use information, including:

- the sizes and amounts of fish you can safely eat
- the safest types of fish to eat
- how to prepare fish for eating
- special advice for children and people who are pregnant or may become pregnant

Help spread the word with this **new promotional poster**. Print it and post in community spaces (such as marinas, community centres, fishing access points and other local gathering places)

Guide to Eating Ontario Fish



Visit ontario.ca/FishGuide

Ontario 

www.bqrap.ca

Reduce phosphorus loss to waterways and soil erosion

* Free Soil Testing *

Knowing what's going on with your soil is the first step in creating high yielding sustainable agriculture.
Book your site visit, Today

* Cover Crops *

We offer a cover crop seed grant of \$30.00 per acre - grant maximum up to \$2,500.



Raven Chartrand
Bay of Quinte Remedial Action Plan
Lower Trent Conservation
613-394-3915 ext 225
raven.chartrand@ltc.on.ca

Summer is rolling along.

Now, is a great time to book your free soil testing and get your cover crop site visit set up.

Contact Raven to book your free site visit, Today.

Raven Chartrand
613-394-3915 ext 225
raven.chartrand@ltc.on.ca

Rural Stewardship Program

Agenda Item #13.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 25, 2026
To: Board of Directors
Re: 2027 Fee Policy and Schedules
Prepared by: Rhonda Bateman, Chief Administrative Officer

PROPOSED RESOLUTION:

THAT staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2027 Fee Policy and Schedule be approved.

BACKGROUND:

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

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

All CAs are required to have a fee policy and fee schedules approved by their Board. Lower Trent's fee policy and schedules are reviewed annually, distributed for comment, and posted on our website. The fee policy enforces that the fees are intended to recover the cost of the services.

The Minister of the Environment, Conservation and Parks froze CA planning and development fees in 2023 with that freeze continuing through to 2025. Lower Trent Conservation's 2026 planning and regulations fees were approved for increase prior to the date for the fee freeze announced in the Minister's direction letter dated March 10, 2026, which resulted in frozen fees from March 10, 2026 to February 28, 2027.

The Fee Policy and Schedules are required to be reviewed and updated annually, and any changes be brought forward to the Board of Directors for consideration. Consultation is also required annually as noted under Process and Public Notification prior to Board approval. This report is bringing forward the proposed changes for 2027.

The current 2026 LTC Fee Policy and Schedules were approved by the Board of Directors on November 13, 2025.

Agenda Item #13.**DISCUSSION:**

Staff have begun the 2027 Fee Policy and Schedules review. There were no changes to the policy document. Staff recommend that minor changes to the policy and schedules be accepted for implementation in 2027. The full draft 2027 LTC Fee Policy and Schedules document is attached.

These fees are suggested for updating prior to amalgamation and may be subject to change post-amalgamation. Staff recommend these changes in fees be considered as bookings at our facilities and education programming continues regardless of the amalgamation.

Schedule 1 – Planning and Regulations Fees

- No changes proposed – the fees were increased for 2026 based on the increases approved by the Board of Directors in November 2025.

Schedule 2 – General Service Fees

- Fees for professional services have been increased slightly to reflect increased costs since the last increase in 2025.
- An increase in Conservation Lands fees to reflect cost increases in staff time, increased building maintenance costs and utilities. These fees have not been increased since 2023.
- Addition of a new category for Education and Outreach Pilot Programs – staff are proposing a new set of education package offerings of which a few will be piloted in 2027. The introduction of a pilot program will assist in determining the future cost based on level of effort and operating costs for the set of new programs being developed.

Schedule 3 – Stewardship Services Fees

- Fees for nursery pricing is unknown as they are based on bulk market prices which have not been determined for the coming growing season. Once confirmed, the pricing will be updated.

RECOMMENDATION: That staff proceed with public and municipal consultation on the proposed Lower Trent Conservation 2027 Fee Policy and Schedule.



Lower Trent Conservation Fee Policy and Schedules

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

Approved by Lower Trent Conservation Board of Directors –

Effective Date: January 1, 2027

Lower Trent Conservation
Administration Office
714 Murray Street
Trenton, ON
K8V 0N1
Tel.: 613-394-4829
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Web: www.LTC.on.ca

POLICY

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FEE SCHEDULES

Schedule 1: LTC Planning and Regulations Fees

Schedule 2: LTC General Fees

Schedule 3: LTC Stewardship Services Fees

POLICY

Purpose

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

Legislative Framework

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

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

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

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

Category 1 Mandatory Programs and Services include:

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

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

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

Category 3 Other programs and services include but are not limited to:

- Extension Services (e.g. technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- Recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body,

or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events.

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

Policy Principles

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

Process and Public Notification

The Fee Policy and Schedules has been established by the Lower Trent Conservation (LTC) Board of Directors following consultation with local stakeholders and the public.

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

Implementation

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

- Land use proposals will be reviewed in a timely fashion.
- Comments on applications under the *Planning Act* will be provided in time for the legislated public meeting or hearing.
- Permit applications under the *CAA* generally will be processed within timelines outlined in the *Conservation Authorities Act* and O. Reg. 41/24 Prohibited Activities, Exemptions and Permits.

Exemptions to the application of these fees include:

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

Refunds

Lower Trent Conservation does not issue refunds for services or products once the application or order is submitted and the payment has been processed. Under exceptional circumstances, refund requests will be considered and may be approved by the Chief Administrative Officer. If a refund is approved, a 10% administrative refund fee will apply.

Appeal

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

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

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

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

Date of Effect

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

Transition

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

Review Process

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

FEE SCHEDULES

Schedule 1: LTC Planning and Regulations Fees

Schedule 2: LTC General Fees

Schedule 3: LTC Stewardship Services Fees

SCHEDULE 1 Planning and Regulations Fees			
FEE TYPE	Proposed 2027 Fee	NOTES	Change
Pre-Application Services Fees		No reimbursement or crediting of fees	
General Inquiry	free	Verbal or email response	No change
Clearance Letter/Screening Letter	\$100		No change
Realty Inquiry – written response	\$100		No change
Pre-Consultation with Written Comments	\$200		No change
Site Visit - Project Specific (< 0.5 ha)	\$260	detailed discussion on specific site locations	No change
Site Visit - Standard (<2 ha)	\$410	No change	No change
Site Visit - Large (>2 ha)	Min \$500	Cost estimate to be provided based on scope and complexity	No change
Legal Inquiry	\$225	(3-10 business days)	No change
Legal Inquiry – RUSH	\$360	(up to 2 business days)	No change
Technical Report Review	\$285	Per Report (EIS, HE, Floodline, etc.)	No change
Map of property with environmental constraints	\$30		No change
Permit Fees			
Routine Permit Drainage Act (DART Protocol)	\$100		No change
Hydro One - Utility Corridor (up to five sites)	\$515		No change
Minor Permit	\$235		No change
Standard Permit	\$590		No change
Complex Permit – One Technical Study	\$850 +	\$850 plus technical review fee(s)	No change
Compliance Permit		Double the Application Fee	No change
Large Fill Permit	\$590 +	\$590 + \$0.50 per m3 up to 500m3	No change
Large Fill Permit	\$3,100 +	\$3,100 + \$0.75 per m3 greater than 500m3	No change
Restoration Agreement		Double the Application Fee	No change
Permit Amendment - Administrative	\$100		No change
Permit Amendment		50% of original fee	No change
Hearing Administration Fee - Standard	\$400	Single residential lot development	No change
Hearing Administration Fee - Complex	\$1,030	Multiple lots; Commercial or Industrial Development; Large Residential Development	No change

FEE TYPE	Proposed 2027 Fee	NOTES	Change
Standard Plan Review Fees			
Consent	\$450		No change
Consent - Multiple (up to 3)	\$680		No change
Zoning Bylaw Amendment (ZBA)	\$450		No change
Minor Variance (MVA)	\$445		No change
Official Plan Amendment (OPA)	\$575		No change
Combined OPA/ZBA	\$1020		No change
Recirculation (any Standard Plan Review)		50% of original fee	No change
Site Plan Control Fees			No change
Single Lot Residential Site Plan	\$565		No change
Minor Site Plan	\$1,080		No change
Major Site Plan	\$2,700		No change
Subdivision / Condominium Fees			
DRAFT PLAN Subdivision - Basic	\$3,750		No change
DRAFT PLAN Subdivision - Complex	\$7,500	Phasing may incur additional fees	No change
Redline Revision or Resubmission	\$1,340	No Technical Reports to review	No change
Redline Revision or Resubmission	\$2,675	Technical Reports to review	No change
Detailed Design Review & Clearance of Draft Conditions	\$2,000	per Phase	No change
Detailed Design Review & Clearance of Draft Conditions	\$3,600	Draft Plan Approval > 5yrs ago	No change
Ministerial Zoning Order (MZO)	\$20,000 deposit	Additional fees for Cost recovery of: Review of technical reports, consultant costs, compensation, development and implementation, administration and legal fees	No change

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

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

SCHEDULE 2 General Service Fees			
FEE TYPE	Proposed 2027 Fee	NOTES	Change
Staff Charge Out Rates			
<i>Management/Project Management</i>	\$110	Staff charge out rates have not changed for 4 years	\$10 increase
<i>Engineering/Planning</i>	\$100		\$15 increase
<i>Specialists – IT, GIS, Ecologist</i>	\$75		\$5 increase
<i>Administration/ Technicians</i>	\$70		\$5 increase
<i>Outside Engineering Consultant Fees</i>		Cost recovery	
Conservation Lands			
Group picnics/Special events		Rates	
Up to 50 people	\$175		\$25 increase
Up to 100 people	\$350		\$50 increase
Up to 200 people	\$650		\$50 increase
>200 people (per 100)	+ \$200		\$50 increase
Delivery Charges (picnic tables/garbage cans)	\$110		No change
Goodrich-Loomis Conservation Centre Rental			
Half day – one floor	\$125		\$25 increase
Half day – two floors	\$175		
Full day – one floor	\$200		\$25 increase
Full day – two floors	\$325		
Murray Marsh Hunting permission	\$75		No change
Other events (filming, athletic, sponsored events)		Cost recovery	No change
Great Lakes Map	\$5/student	Minimum of \$150	No change
Discover Your Watershed Events		Cost recovery	No change
Education and Outreach Pilot Programs	TBD	Cost recovery	NEW
Administrative Services			
Shipping and Handling – minimum fee	\$10		No change
NFS Cheque	\$50		No change
Printing – all printing and sizes		Cost recovery	No change

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

SCHEDULE 3 Stewardship Services Fees			
	Actual 2026 Fee	Proposed 2027 Fee	NOTES
Tree Seedlings and Shrubs			
Conifer Stock	\$1.80	TBD	Pricing information from nurseries unavailable
Deciduous Stock	\$2.35	TBD	Pricing information from nurseries unavailable
Administrative Fee – per order	\$15	\$15	No change
Potted Trees	\$22	TBD	Pricing information from nurseries unavailable
Wildflower Kits			
Sun-loving	\$32	TBD	Pricing information from nurseries unavailable
Woodland	\$45	TBD	Pricing information from nurseries unavailable
Rain Garden	\$32	TBD	Pricing information from nurseries unavailable
Little Forest Kits	\$440	TBD	Pricing information from nurseries unavailable

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



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 29, 2026
To: Board of Directors
Re: Conservation Lands Update for the period July 1 to September 29, 2026
Prepared by: Chris McLeod, Supervisor, Conservation Lands

PROPOSED RESOLUTION:

THAT the Conservation Lands Update for the period July 1 – September 29, 2026, be received as information.

MAINTENANCE/ACTIVITIES:

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

During the Summer of 2026:

- Cleaned and maintained kiosks
- Removed garbage from conservation areas
- Maintained trail systems and removed multiple downed trees
- Painted the outside of Administration building and Parking Lot lines
- Cleared back trails at Goodrich-Loomis and Bleasdell Boulder
- Interacted with Conservation Lands visitors and responded to inquiries, complaints, and requests from members of the public and neighbours of Conservation Areas
- Repaired trail wash outs at Bleasdell Boulder, Goodrich-Loomis and Proctor Park
- Repainted all picnic tables
- Graded Bleasdell Boulder parking lot
- Mapped invasive species at Goodrich-Loomis, Glen Miller, Seymour, followed by mechanical removal and herbicide application for Wild Parsnip
- Re-mapped the Beaver trail at Goodrich-Loomis and Pine trail at Sager
- Resurfaced trails at Goodrich-Loomis to Education Centre, and North side of loop at Bleasdell Boulder
- Replace multiple boards on special event picnic tables and benches along trails

SPECIAL PROJECTS & PROGRAM IMPROVEMENTS:

- Hosted several Invasive Species removal days (Dog Strangling Vine, Buckthorn) with volunteers at Bleasdell Boulder, Seymour, Proctor Park, Sager, and Glen Miller Conservation Areas
- Upgraded Memorial Bench at Trenton Green Belt, includes additional dog waste station
- Bio-inventoried Trenton Escarpment NHA, and hydro corridor at Goodrich-Loomis for Species at Risk
- Phragmites population assessment at Seymour CA

Agenda Item 14.

SPECIAL EVENT PROPERTY RENTALS:

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

- Goodrich-Loomis = 8 (including 2 two-week long summer camps)

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

HAZARD TREE REMOVAL:

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

- Proctor Park = 2
- Green Belt = 1
- Goodrich-Loomis = 16

Contractor – 1 tree at Glen Miller

CONSERVATION LANDS VANDALISM:

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

CONSERVATION LANDS ENFORCEMENT:

No Section 29 tickets were issued during this period.



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 28, 2026
To: Board of Directors
Re: Summary of Education and Outreach Activities July 1-September 30, 2026
Prepared by: Anne Anderson, Manager of Community Outreach and Special Projects; Nicholas Reynolds, Environmental Education Technician and Corinne Ross, Communication Education and Stewardship Lead

PROPOSED RESOLUTION:

THAT the Summary of Education and Outreach Activities for the period of July 1, 2026 to September 30, 2026 be received as information.

RECENT EDUCATION & OUTREACH EVENTS

Date	Event	Approximate Attendance
July 2	Youth Education: Camp Batawa -Nicholas Reynolds, Elena De Luca	70
July 2	Invasive Thursday	0
July 3	Special Event: Goodrich Loomis Nature Centre Day -Nicholas Reynolds, Elena De Luca	5
July 7	Youth Education: Artworth Camp -Nicholas Reynolds, Elena De Luca	32
July 8	Youth Education: CFB Trenton Camp -Nichlas Reynolds, Elena De Luca	45
July 9	Youth Education: Camp Batawa -Nichlas Reynolds, Elena De Luca	73
July 10	Youth Education: Artworth Camp -Nicholas Reynolds, Elena De Luca	32
July 11	Special Event: INcredible edibles -Nicholas Reynolds, Elena De Luca, Raven Chartrand, Carson Karja	350
July 13	Youth Education: Quinte West Public Library -Nicholas Reynolds, Elena De Luca	18
July 14	Youth Education: Artworth Camp -Nicholas Reynolds, Elena De Luca	30
July 14	Drinking Water Wise Webinar: Indigenous Water Teachings -Trent Bos	140
July 15	Youth Education: Artworth Camp -Nicholas Reynolds, Elena De Luca	30
July 16	Youth Education: Camp Batawa -Nicholas Reynolds, Elena De Luca	74
July 16	Invasive Thursday	Cancelled: Air Quality
July 17	-Youth Education: Brighton Public Library	11

July 20	Special Event: Goodrich Loomis Nature Centre Day -Nicholas Reynlds, Elena De Luca	8
July 21	Youth Education: Roseneath Library -Nicholas Reynolds	22
July 22	Special Event: Forest Wellness: Midsummer Stillness -Nicholas Reynlds, Raven Chartrand	4
July 23	Youth Education: Camp Batawa -Nicholas Reynolds, Elena De Luca	72
July 23	Invasive Thursday	3
July 24	Youth Education: Madoc Public Library -Nicholas Reynolds	8
July 28	Youth Education: CFB Trenton Camp -Nicholas Reynolds	46
July 29	Special Event: Summer Fest at Goodrich Loomis -Nicholas Reynolds, Corinne Ross, Marcus Rice, Trent Bos, Anne Anderson, Sarah Glasser,	30
July 30	Youth Education Camp Batawa -Nicholas Reynolds	71
Aug 6	Special Event: Goodrich Loomis Nature Centre Day -Nicholas Reynolds	4
Aug 7	Youth Education: Cramahe Library -Nicholas Reynolds	12
Aug 8	Special Event: Consecon Day -Nicholas Reynolds, Elena De Luca	60
Aug 10	Youth Education: Quinte West Public Library; Great Lakes Map -Nicholas Reynolds, Elena De Luca	4
Aug 11	Special Event: Quinte Conservation Vanderwater Day -Nicholas Reynolds, Elena De Luca	590
Aug 13	Youth Education: Camp Batawa -Nicholas Reynlds, Elena De Luca	75
Aug 14	Youth Education: Stirling Public Library -Nicholas Reynolds, Elena De Luca	6
Aug 19-20	Special Event: Hastings County Plowing Match -Nicholas Reynols, Corinne Ross, Marcus Rice, Elena De Luca, Raven Chartrand, Sarah Midlane-Jones, Anne Anderson, Carson Karja, Trent Bos	1,000
Aug 20	Guest Speaker: Trenton Horticultural Society -Nicholas Renyolds	33
Aug 26	Youth Education: CFB Trenton Camp -Nicholas Reynlds	40
Aug 27	Special Event: BQRAP Stewardship Soil and Crop Improvement Association -Anne Anderson, Raven Chartrand	90
Aug 27	Special Event: Goodrich Loomis Nature Centre Day -Nicholas Reynolds	0
Aug 29	Special Event: Forest Wellness: Full Moon Reflections -Raven Chartrand, Nicholas Reynolds	11
Sept 3	Drinking Water Wise Webinar: The State of Drinking Water in Ontario -Trent Bos	47

Sept 9	Special Event: Section 36 Amendments Municipal Staff Meeting -Anne Anderson, Marcus Rice, Nicholas Reynolds	5
Sept 11	Special Event: Section 36 Amendments Stirling/ Rawdon Municipal Staff Meeting -Anne Anderson, Marcus Rice, Nicholas Reynolds	9

SOCIAL MEDIA

Date	Item	No. of Views
July 2	TCC DWSP – Pesticide Campaign	1,067
July 2	Invasive Species Thursday	376
July 3	Nature Days at Goodrich-Loomis	376
July 8	TCC DWSP – Pesticide Campaign	276
July 8	Invasive Species Thursday	221
July 9	TCC DWSP: Webinar Indigenous Water Teaching	281
July 10	Community Event: Incredible Edibles	421
July 10	Forest Wellness: Midsummer Stillness	2130
July 11	Community Event: Library Days	367
July 12	Invasive Species Thursday	1,614
July 13	Community Event: Library Days	293
July 14	Mindful Moments: Introducing Forest Wellness	1,703
July 14	Invasive Species Thursday	383
July 15	Community Event: Library Days	401
July 15	Restoration Video: North Loop	626
July 15	Invasive Species Thursday	189
July 16	Cancelled: Invasive Species Thursday	598
July 16	Summerfest: Goodrich-Loomis	2,201
July 16	Community Event: Library Days	260
July 17	Forest Wellness: Midsummer Stillness	601
July 18	Forest Wellness: Midsummer Stillness	338
July 19	Forest Wellness: Midsummer Stillness	290
July 22	Summerfest: Goodrich-Loomis	351
July 22	Invasive Species Thursday	234
July 23	Conservation Lands Maintenance Update	232
July 23	Summerfest: Goodrich-Loomis	251
July 24	Summerfest: Goodrich-Loomis	279
July 24	Summerfest: Goodrich-Loomis	228
July 24	Summerfest: Goodrich-Loomis	10,782
July 27	Water Safety Statement	2,437
July 28	Summerfest: Goodrich-Loomis	263
July 31	August Event Calendar	263
August 5	Nature Centre Days	1,179
August 7	Conservation Lands Maintenance Update	514
August 10	Quinte West Library	602
August 10	Forest Wellness: Full Moon Reflections	1,889
August 12	Invasive Species Water Soldier Outreach	33,959
August 17	Mindful Moments: Forest Wellness Listening	1,891

August 21	Forest Wellness: Full Moon Reflections	658
August 24	Nature Centre Days	735
August 26	Nature Centre Days	316
August 27	Forest Wellness: Full Moon Reflections	442
Sept 3	Goodbye to the Students Video	1,284
Sept 9	Conservation Lands: Garbage	4,865
Sept 10	DWSP TCC: Salt Symposium	423
Sept 21	We are hiring	2,359

UPCOMING EVENTS

October 15	Invasive Thursday – Phragmites pull at Seymour Conservation Area
October 17	Forest Wellness – Goodrich-Loomis Conservation Area
October 23	Autumn Black Oak Guided Hike – Goodrich-Loomis Conservation Area
October 31	Hastings Boo Fest
November 2	Junior Conservation Club
November 9	Junior Conservation Club
November 10	Camp Silver Heights
November 16	Junior Conservation Club
November 23	Junior Conservation Club

Agenda Item 16



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 28, 2026
To: Board of Directors
Re: Summary of Risk Management Official Activity Pursuant to Part IV of the *Clean Water Act* - Period of July 1 – September 28, 2026
Prepared by: Marcus Rice, Risk Management Official
 Anne Anderson, Risk Management Official

RECOMMENDATION:

That the Risk Management Official Activity Report pursuant to Part IV of the *Clean Water Act* for the period of July 1 to September 28, 2026, be received as information.

DISCUSSION:

This report summarizes work completed by the Risk Management Official (RMO) to implement Part IV policies in the Trent Source Protection Plan for the review period **July 1 - September 28, 2026**

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

SITE VISITS

The following site visits were completed during the review period.

Location	Property Identifier	Purpose	Date
Brighton	1463	Discuss the Risk Management Plan and necessary measures.	July 9 th
Stirling	6526	Discuss agricultural activities and determine if a Risk Management Plan is required.	July 14 th
Campbellford	1023, 1030	Discuss the Risk Management Plan and necessary measures.	July 14 th
Warkworth	1212, 6572	Discuss agricultural activities and determine if a Risk Management Plan is still required.	July 16 th
Warkworth	1222, 6972	Discuss the necessary measures within the Risk Management Plan and sign the plan.	July 21 st
Colborne, Stirling, Warkworth	1203, 1219, 1556, 6912, 6913, 6914	Discuss agricultural activities and determine if a Risk Management Plan is required.	July 30 th

Campbellford	1023, 1030	Discuss the Risk Management Plan and necessary measures.	August 12 th
Stirling	7005	Confirm home heating oil tank.	August 12 th
Stirling	7004	Confirm home heating oil tank	August 12 th
Stirling	7005	Confirm home heating oil tank and discuss usage with property owner.	August 12 th
Campbellford, Hastings	1010, 1013, 7003	Discuss the amended Risk Management Plan, including measures for snow storage, the handling and storage of fuel and the handling and storage of DNAPLs	August 13 th
Campbellford	7002	Discuss section 59 application.	August 14 th
Colborne, Stirling, Warkworth	1203, 1219, 1556, 6912, 6913, 6914	Discuss agricultural activities and determine if a Risk Management Plan is required.	August 27 th
Brighton	6751	Discuss the measures in the Risk Management Plan and sign the plan.	September 2 nd
Campbellford	1035	Visited the property to discuss agricultural activities.	September 2 nd
Brighton, Warkworth	1213, 1463	Discuss the measures in the Risk Management Plan and sign the plan. Go over and sign the Exemption Letter.	September 16 th
Campbellford	6955	Discuss the measures in the amended Risk Management Plan and sign the plan.	September 24 th

RISK MANAGEMENT PLANS (RMP)

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

Location	RMP #	Activity	Date Established
Warkworth	RMP-26-007	Application of Pesticides	July 21
Brighton	RMP-26-005	Application of Pesticides	September 2
Brighton	RMP-26-006	Application of Pesticides	September 23

AMENDED RISK MANAGEMENT PLANS (RMP)

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

Location	RMP #	Activity	Date Established
Campbellford	RMP-19-010	The handling and storage of fuel The handling and storage of DNAPLs The storage of snow	August 13

Campbellford	RMP-25-003	The handling and storage of DNAPLs	September 24
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NOTICES

The following table details Notices issued for the review period.

Type of Notice*	Notice #	Location	Threat Subcategory
s. 59(2)(a)	N-26-922	Warkworth	Building Permit
s. 59(2)(a)	N-26-923	Campbellford	Building Permit
s. 59(2)(a)	N-26-924	Campbellford	Building Permit
s. 59(2)(a)	N-26-925	Stirling	Building Permit
s. 59(2)(a)	N-26-926	Campbellford	Rezoning
s. 59(2)(a)	N-26-927	Campbellford	Building Permit
s. 59(2)(a)	N-26-928	Campbellford	Building Permit
s. 59(2)(a)	N-26-929	Campbellford	Building Permit
s. 59(2)(a)	N-26-930	Campbellford	Building Permit
s. 59(2)(a)	N-26-931	Campbellford	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

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

Location	RMP #	Purpose or Activity	Inspection Date
Campbellford	RMP-25-003	Hazardous waste disposal	September 24 th

Types of Inspections

Risk Management Plans Compliance (Section 58)

Prohibition (Section 57)

Exemption Letter

Agenda Item #17



LOWER TRENT
CONSERVATION

STAFF REPORT

Date: September 28, 2026
To: LTC Board of Directors
Re: Regional Transition Committee Progress Update
Prepared by: Alison McDonald, Project Executive, ELORCA

PROPOSED RESOLUTION:

THAT the Regional Transition Committee Progress Update be accepted as information.

Regional Transition Committee Progress Update

RCA: *Eastern Lake Ontario*

Prepared by: *Alison McDonald*

Meeting Date: *September 14, 2026*

Purpose

This update summarizes transition planning activities discussed at the most recent Transition Committee meeting.

Key Updates

Planning Activities

- Reviewed a large-scale map of the new region including office locations, municipal boundaries, and major connecting infrastructure.
- Reviewed the Terms of Reference and discussed mechanisms for keeping staff and partners informed of the committee's progress.
- Reviewed the Transition Workplan which will include actions to be completed as part of the Go-Live Plan for February 1st, and actions to be completed as part of the longer-term Transition Plan.
- Transition workstreams will be established to work on action items from the Workplan; CA staff will be asked to participate and lead these workstreams.
- A Communications Committee will be formed to work on an engagement plan for staff and other interest holders.

Major Milestones

- Booked upcoming meeting dates and locations.
- Reviewed the Terms of Reference, Playbook, and Workplan process.
- Established workstream categories and introduced a communications committee. Current Focus Areas
- Confirm details on materials to be shared from the Transition Committee meetings.
- Form workstream groups with CA staff and GM/CAO support.
- Engage with Canada Revenue Agency through designated CA contact group.

Agenda Item #17Upcoming Milestones

- The Project Executive will ask each CA to provide staff names for Transition workstreams.
- The Project Executive will bring concerns around the confidentiality undertaking back to OPCA for clarification.
- Next meeting: October 15, 2026



CAO REPORT

Date: September 28, 2026
To: Board of Directors
Prepared by: Rhonda Bateman, Chief Administrative Officer

EASTERN LAKE ONTARIO REGION CONSERVATION AUTHORITY (ELORCA)

The 13 members of the ELORCA transition committee met on September 14, 2026, to begin the process of amalgamation of the seven predecessor CAs. The update in the agenda is provided.

The next Transition Committee is scheduled to meet on October 15th hosted at Lower Trent.

Tammy Smith, Acting CAO of Quinte Conservation and I met with the CAO and Warden of Hastings County on September 11th to discuss the upcoming roles of the County regarding the amalgamation including Board membership and future budget and levy.

Linda Laliberte, CAO of Ganaraska Conservation and I met with the CAO of Northumberland County on September 23rd to discuss the upcoming roles of the County regarding the amalgamation including Board membership, representation and future budgets and levy.

BOARD COMPOSITION

I have sent in a request for the exemption from the 70% municipal membership requirement until the transition is completed. I have received confirmation that there should be information out soon. I will be in communication with the municipal clerks and CAOs to outline the potential for the appointment of members for the short period between November and the transition date; or if the blanket exemption is passed, the municipalities will need to determine whether they wish to appoint newly elected members or reappoint any current non-elected members.

CONSERVATION ONTARIO

The Conservation Ontario (CO) Council meeting was held on September 21st in Newmarket. The agenda was modified to include a presentation from CO's legal representative on the projected changes in CO board membership due to the amalgamation. The membership of Conservation Ontario will change from 36 members to 9 members. This affects the administrative by-laws and existing directors. In addition, CO requested, and it was confirmed by a vote, that the full levy be paid in January of 2027 instead of the traditional two installments.