



LOWER TRENT CONSERVATION

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Registered Charitable Organization No. 107646598RR0001

BOARD OF DIRECTORS

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

REGULAR BOARD MEETING MINUTES

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 amended

RES: 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 7 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. Director Reid encouraged volunteering to remove water soldier from the Trent River in the Lock 7 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

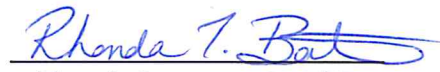
Seconded by: Jeff Wheeldon

THAT the meeting be adjourned.

Carried

Time: 2:19 P.M.


Sherry Hamilton, Chair


Rhonda Bateman, CAO/ST