BOARD OF DIRECTORS MEETING
Wednesday, November 4, 2026 @ 6:30pm
Tillsonburg Administration Office

AGENDA

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1. Welcome and Call to Order	
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3. Approval of Agenda	
4. Declaration of Conflicts of Interest	
5. Minutes of the Previous Meeting:	
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6. Business Arising from the previous minutes: None	
7. Review of Committee Minutes:	
a) Lee Brown Marsh Committee Meeting– August 25, 2026	4-6
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8. Correspondence: None	
9. Planning Department:	
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10. New Business:	
a) 2027 LPRCA Budget and Levy Apportionment Vote (A. LeDuc)	19-24
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11. Closed Session:	
a) Closed Session Minutes of September 29, 2026	

Next Meeting: Board of Directors, December 2, 2026, 6:30pm

Adjournment

LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Virtual Meeting Minutes of October 7, 2026

Members in attendance:

Doug Brunton, Chair	Norfolk County
Chris Van Paassen, Vice-Chair	Norfolk County
Dave Beres	Town of Tillsonburg
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Debera McKeen	Haldimand County
Jim Palmer	Township of Norwich
Peter Ypma	Township of South-West Oxford

Regrets:

Shelley Ann Bentley	Haldimand County
Robert Chambers	County of Brant
Ed Ketchabaw	Municipality of Bayham/Township of Malahide

Staff in attendance:
Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Manager of Watershed Services
Jessica King, Social Media and Marketing Associate
Nicole Sullivan, HR Coordinator/Executive Assistant

1. Welcome and Call to Order

The Chair called the meeting to order at 6:32 p.m., Wednesday, October 7, 2026.

2. Additional Agenda Items

None

3. Approval of the Agenda

A-113/26
Moved by D. Beres
Seconded by J. Palmer

THAT the LPRCA Board of Directors approves the agenda as circulated**.**

Carried

4. Declaration of Conflicts of Interest

None.

5. Minutes of the Previous Meeting

a) Board of Directors Meeting of September 2, 2026

A-114/26
Moved by P. Ypma
Seconded by C. Van Paassen

THAT the minutes of the LPRCA Board of Directors Meeting held September 2, 2026 be adopted as circulated.

Carried

b) Board of Directors Budget Meeting of September 29, 2026

A-115/26
Moved by J. Palmer
Seconded by M. Columbus

THAT the minutes of the LPRCA Board of Directors Budget Meeting held September 29, 2026 be adopted as circulated.

Carried

6. Business Arising

There was no business arising from the previous minutes.

7. Review of Committee Minutes

None.

8. Correspondence

A-116/26
Moved by D. McKeen
Seconded by T. Masschaele

THAT the correspondences outlined in the Board of Directors agenda of October 7, 2026 be received as information.

Carried

9. Development Applications

a) Section 28 Regulations Approved Permits (L. Mauthe)

Leigh-Anne Mauthe presented the report.

Mike Columbus asked staff to provide more information on permit number 149/26 and permit number 162/26. Leigh-Anne Mauthe informed the Board that permit number 149/26 is for renovations of existing cabins for accessibility at Campfire circle. Leigh-Anne Mauthe

informed the Board that permit number 162/26 is a private land owner development of wetlands for wildlife habitat.

A-117/26
Moved by M. Columbus
Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated October 7, 2026 as information.

Carried

10. New Business

a) General Manager's Report (J. Maxwell)

Judy Maxwell presented the report, highlighting the success of War of 1812 re-enactment and thanking donors for the generous contributions to run the event.

Doug Brunton thanked Board member Chris Van Paassen for attending the memorial forest celebration in his place.

Dave Beres asked how well attended the memorial celebration was this year. Chris Van Paassen informed the Board that all the seats and benches were full.

A-118/26
Moved by T. Masschaele
Seconded by D. Beres

THAT the LPRCA Board of Directors receives the General Manager's Report for September 2026 as information.

Carried

11. Closed Meeting

No closed meeting.

Next meeting: November 4, 2026, 6:30p.m.

Adjournment

The Chair adjourned the meeting at 6:44 p.m.

Doug Brunton
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

DRAFT

The Lee Brown Marsh Management Committee (LBMMC) met at the Marsh residence, Port Rowan, on Tuesday August 25, 2026.

Members present: Chair Tom Haskett, Doug Brunton, Michael Columbus, and Lou Kociuk

Staff present: Judy Maxwell, General Manager, Kim Brown, Marsh Manager, and Nicole Sullivan, HR Coordinator/Executive Assistant.

Regrets: Larry Chanda

1. Welcome and call to order

Chair Haskett called the meeting to order at 3:59 p.m. Chair Haskett nominated Doug Brunton to Chair the remainder of the meeting.

LB-9/26
Moved by T. Haskett
Seconded by L. Kociuk

THAT Doug Brunton is appointed Acting Chair for the remainder of the Lee Brown Marsh Management Committee Meeting held August 25, 2026.

Carried

2. Additional Agenda Items

No additional agenda items were brought forth.

LB-10/26
Moved by M. Columbus
Seconded by L. Kociuk

THAT the Lee Brown Marsh Management Committee approves the agenda as circulated.

Carried

3. Declarations of Conflicts of Interest:

Lou Kociuk declared a conflict with Agenda Item 8(b) stating a current working relationship with the renter of the land.

4. Minutes of the Previous Meeting

LB-11/26
Moved by M. Columbus
Seconded by L. Kociuk

THAT the Lee Brown Marsh Management Committee approves the minutes of June 4, 2026 as circulated.

Carried

5. Business Arising:

None.

6. Correspondence

There was no correspondence.

7. New Business:

a) Marsh Manager's Update

1. Pumphouse
   - The pumphouse is being rebuilt and the modified pump has been ordered. The pumphouse hydro needs to be disconnected to continue with repairs on the pumphouse, awaiting Hydro One to complete the work.
2. Fall Hunt
   - 2026 fall hunt is booked completely.
3. Phragmites
   - Phragmites in the Marsh were fully mapped by drone captured footage, currently awaiting the finalized mapped data.

LB-12/26
Moved by L. Kociuk
Seconded by T. Haskett

THAT the Lee Brown Marsh Management Committee receives the Marsh Manager's Update as information.

Carried

b) Lee Brown Marsh Land Rental

There was discussion by the Committee about the up-coming end to the current land rental agreement.

Further discussion will be had at the next committee meeting.

LB-13/26
Moved by M. Columbus
Seconded by T. Haskett

THAT the Lee Brown Marsh Management Committee receives the Lee Brown Marsh Land Rental Update as information.

Carried

c) Leighton & Betty Brown Scholarship

Judy Maxwell presented the Leighton & Betty Brown Conservation Scholarship report. Committee members discussed previously about increasing the scholarship due to the increase in schooling costs. All committee members agreed to increase the scholarship amount for future years.

LB-14/26
Moved by L. Kociuk
Seconded by T. Haskett

THAT the Lee Brown Marsh Management Committee receives the Leighton and Betty Brown Conservation Scholarship as information;

AND

THAT the Lee Brown Marsh Management Committee raise the Leighton and Betty Brown Conservation Scholarship(s) for the subsequent years to not less than $2,000 in recognition of the increase in post-secondary schooling costs.

Carried

d) Next Committee Meeting Date

The Committee discussed when to meet next. It was tentatively decided to hold October 16, 2026 in the calendar for the next meeting.

The Chair adjourned the meeting at 4:33 p.m.

_____ _____

Doug Brunton
LBMMC Acting-Chair
/ns

Judy Maxwell
General Manager/Secretary-Treasurer

The Lee Brown Marsh Management Committee (LBMMC) met at the Conservation Education Centre at Backus Heritage Conservation Area, on Friday October 16, 2026.

Members present: Chair Tom Haskett, Michael Columbus, Larry Chanda and Lou Kociuk

Staff present: Judy Maxwell, General Manager, Kim Brown, Marsh Manager, and Nicole Sullivan, HR Coordinator/Executive Assistant.

Regrets: Doug Brunton

1. Welcome and call to order

Chair Haskett called the meeting to order at 11:06 p.m. Chair Haskett nominated Mike Columbus to Chair the remainder of the meeting.

LB-15/26
Moved by T. Haskett
Seconded by L. Kociuk

THAT Mike Columbus is appointed Acting Chair for the remainder of the Lee Brown Marsh Management Committee Meeting held October 16, 2026.

Carried

2. Approval of Agenda Items

No additional agenda items were brought forth.

LB-16/26
Moved by L. Kociuk
Seconded by T. Haskett

THAT the Lee Brown Marsh Management Committee approves the agenda as circulated.

Carried

3. Declarations of Conflicts of Interest:

None were declared.

4. Minutes of the Previous Meeting

LB-17/26
Moved by L. Koicuk
Seconded by T. Haskett

THAT the Lee Brown Marsh Management Committee approves the minutes of August 25, 2026 as circulated.

Carried

5. Business Arising:

None.

6. Correspondence

There was no correspondence.

7. New Business:

a) Marsh Manager's Update

*L. Chanda arrived at 11:15am.

1. Pumphouse
   - The pumphouse is completed, however water levels have been good this season and the pump has not been used yet.
2. Fall Hunt
   - 2026 fall hunt is booked completely, duck species are not as diverse as previous years.
3. Phragmites
   - Phragmites in the Marsh were fully mapped by drone captured footage, based on the mapped footage 45 acres of phragmites were sprayed via drone in one day. The drone was effective in reaching thicker areas of the Marsh that the Marsh Master cannot reach.
   - Judy Maxwell informed the Committee that some funding will be applied for to help with the spraying of invasive species in the Marsh.
4. Argo
   - Discussion was had between Committee members about the current 2013 Argo Avenger and the repairs that need to be done to it. The Committee directs staff to investigate the cost of replacement and repair to the Argo.

LB-18/26
Moved by L. Chanda
Seconded by L. Kociuk

THAT the Lee Brown Marsh Management Committee receives the Marsh Manager's Update as information.

Carried

b) Lee Brown Marsh Land Rental

There was discussion by the Committee about the up-coming end to the current land rental agreement of the Lee Brown Marsh farmland and for the direction moving forward.

LB-19/26
Moved by L. Chanda
Seconded by T. Haskett

THAT the Lee Brown Marsh Management Committee receives the Lee Brown Marsh Land Rental Update as information;

AND

THAT the Lee Brown Marsh Management Committee recommends a two-year contract for the land lease of Lee Brown Marsh farmland, that reflects market value, and staff pursues a renewal with the current tenant.

Carried

c) Leighton & Betty Brown Scholarship

Judy Maxwell presented the Leighton & Betty Brown Conservation Scholarship internal report to the Committee. The report is a summary of what the Leighton & Betty Brown Conservation Scholarship is, what the Committee's role is in regards to the Scholarship, and all other processes of the Scholarship.

Tom Haskett asked staff if the Scholarship would be the same after transition. Judy Maxwell informed the Committee that she could not confirm 100%, but nothing leads anyone to believe it will not go forward.

LB-20/26
Moved by T, Haskett
Seconded by L. Kociuk

THAT the Lee Brown Marsh Management Committee receives the Leighton and Betty Brown Conservation Scholarship as information.

Carried

d) Lee Brown Marsh Management Committee Terms of Reference

Judy Maxwell presented the report on the updated Lee Brown Marsh Management Committee Terms of Reference, which would pull the Terms of Reference out of the current Personnel Policy and make it a standalone policy. The updated Lee Brown Marsh Management Committee Terms of Refence better reflects the proceedings of the Committee, describes the composition of the Committee, and the purpose of the Committee. It includes more expansive information on meetings, and duties and responsibilities.

LB-21/26
Moved by L. Chanda
Seconded by T. Haskett

THAT the Lee Brown Marsh Management Committee approves the updated Lee Brown Marsh Committee Terms of Reference;

AND

THAT the Lee Brown Marsh Management Committee recommends the approved Terms of Reference go to the November 4, 2026 LPRCA Board of Directors meeting for approval.

Carried

The Chair adjourned the meeting at 12:12 p.m.

Mike Columbus
LBMMC Acting-Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/ns

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: November 4, 2026 **File: 3.3.1**

To: Chair and Members,
LPRCA Board of Directors

From: General Manager, LPRCA

Re: Section 28 Regulation Approved Permits
Prohibited Activities, Exemptions and Permits (O. Reg. 41/24)

Recommendation:

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report as information.

Links to Strategic Plan:

Strategic Direction # 1 – Protect People and Property from Flooding and Natural Hazards
Strategic Direction # 2 – Deliver Exceptional Services and Experiences
Strategic Direction # 4 – Organizational Excellence

Background:

Application# LPRCA-115/26
Concession 1, Lot 15, 146 New Lakeshore Road, Norfolk County – Woodhouse

- The proposed work – to construct a new 210 m² (2,269 ft²) residential dwelling and to grade the rear yard to facilitate a walkout basement.
- A satisfactory site plan and construction details were submitted in support of this application,
- The proposed development is setback from the top of stable slope and located in the area of least risk,
- A maintenance access is provided to and along the shoreline,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie Erosion hazard and this proposal will not negatively affect the control of erosion.

Application# LPRCA-116/26
Concession 1, Lot 16, 1463 Lakeshore Road, Haldimand County – Rainham

- The proposed work – to replace the existing residential dwelling with a 385m^2 (4,145 ft^2) residential dwelling, an attached garage 67m^2 (729 ft^2) in size and a new septic system.

- A satisfactory site plan and construction drawings were submitted in support of this application,
- The proposed residential dwelling is no closer to the lake than the existing residential structure,
- The residential dwelling meets the floodproofing standard,
- No basement is proposed and the foundation is designed to withstand potential hydrostatic/dynamic pressures,
- The top of foundation and first floor elevation is at or above 177m (CGVD28),
- No habitable space is proposed below the floodproofing elevation of 177m (CGVD28),
- All mechanical and the electrical panel are located above the floodproofing elevation of 177m (CGVD28),
- There is safe access from the property during a flooding event,
- The proposed septic is designed to be effective when the water table reflects the maximum monthly Lake Erie water level of 175.0m (CGVD1928), and
- The application is within the Lake Erie shoreline flooding hazard and this proposal will not negatively affect the control of flooding.

Application# LPRCA-152/26

Concession A, Lot 11, 12 Reserve Street, Norfolk County – Charlotteville

- The proposed work – to remove the existing sheet pile wall and replace 57m (190 ft) of sheet pile wall.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There are no adverse impacts on the natural shoreline processes of Lake Erie,
- The susceptibility to natural hazards is not increased or new hazards created,
- The application is within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding and erosion.

Application# LPRCA-159/26

Concession 1, Lots 4 & 5, 4 Hoover Point Lane, Haldimand County – Rainham

- The proposed work – to convert the existing $3m^2$ ($36\ ft^2$) porch into a sunroom using the existing foundation and roof.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The existing structure is setback from the top of stable slope,
- Maintenance access is provided to and along the shoreline,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie flooding and erosion hazard and this proposal will not negatively affect the control of flooding or erosion.

Application# LPRCA-166/26

Plan 7267, Lots 46-57, 1034 Lakeshore Road, Haldimand County – Rainham

- The proposed work – to install a 9,000 L (2,377G) septic holding tank landward of the vacation home,
- A satisfactory site plan and design specifications were submitted in support of this application,

- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline flooding hazard and this proposal will not negatively affect the control of flooding or erosion.

Application# LPRCA-167/26

Concession 11, Lot 7, 28 Glenridge Road, Oxford County – Town of Tillsonburg

- The proposed work – to replace the existing deck with a 22m^2 (240 ft^2) deck.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The proposed deck is setback from the top of stable slope,
- The risk of creating new riverine erosion hazards or aggravating existing riverine erosion hazards as a result of the development is negligible,
- Access into and through the valley for maintenance will not be prevented, and
- The application is within the riverine erosion hazard allowance and this proposal will not negatively affect the control of slope stability or erosion.

Application# LPRCA-169/26

N/A Jackson Line, Concession South of Talbot Road E, Lot 121, Elgin County – Municipality of Bayham

- The proposed work – to create a temporary equipment access road into a ravine to facilitate an environmental clean-up of improperly disposed of produce waste, and the associated grading,
- A satisfactory site plan and details was submitted in support of the application,
- The site will be restored to its previous condition once the environmental clean-up is completed,
- The risk of creating new riverine erosion hazards or aggravating existing hazards as a result of the development activity is negligible, and
- The application is within the riverine erosion hazard and the proposed development activity should not negatively affect the control of slope stability or erosion.

Application# LPRCA-171/26

Concession 11, Lots 17 & 18, 12th Concession Road, Norfolk County - North Walsingham

- The proposed work – to replace the culvert beneath the 12th Concession Road with a new 1,200mm diameter culvert, and to install rip-rap for erosion protection.
- A satisfactory engineer's report and drawings were submitted in support of the application,
- The susceptibility to natural hazards is not increased or new hazards created,
- There are no adverse hydraulic or fluvial impacts on the watercourse, and
- The application is within the riverine flooding and erosion hazards and the proposed work should not negatively impact the control of flooding and erosion.

Application# LPRCA-172/26

Concession 2, Lot 44, 28 Dalton Road, Norfolk County - Delhi

- The proposed work – to construct a 2-story accessory structure with a total floor area of 186.9m^2 (2,012ft^2),
- A satisfactory site plan and construction drawings was submitted in support of the application,

- The proposed development is setback from the stable top of slope,
- The risk of creating new riverine erosion hazards or aggravating existing hazards as a result of the development is negligible,
- Access into and through the valley for maintenance will not be prevented, and
- The application is within the riverine erosion hazard allowance and this proposal will not negatively affect the control of slope stability or erosion.

Application# LPRCA-173/26

Plan 436, Lot 410, 300 Erie Boulevard, Norfolk County – South Walsingham

- The proposed work – to demolish part of the existing deck and construct a 31m^2 (340 ft^2) front porch on the existing vacation home approximately 6 metres from a Provincially Significant Wetland
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no opportunity for conversion into habitable space in the future,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application in within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding and erosion.
- The application is within the area of interference adjacent to a Provincially Significant Wetland. The hydrologic function of the wetland will not be negatively impacted by this development.

Application# LPRCA-174/26

Concession 8, Lot 2-4, 433 Thompson Road West, Norfolk County - Townsend

- The proposed work – to complete renovations to 3 existing structures which will result in changes to floor and wall layouts, and to construct a 17.8m^2 (191.2ft^2) non-habitable accessory structure,
- A satisfactory site plan and construction drawings was submitted in support of the application,
- The susceptibility to natural hazards is not increased or new hazards created,
- The application is adjacent to Provincially Significant Wetlands and the hydrologic function of the wetlands will not be negatively impacted, and
- The application is within the riverine flooding and erosion hazard allowances and the proposed development will not have a negative impact on the control of flooding and erosion.

Application# LPRCA-175/26

Plan 219, Lot 151, 4 Palin Street, Norfolk County – South Walsingham

- The proposed work – to replace the existing deck with a 27m^2 (288 ft^2) with a new deck, same size.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- There is no opportunity for conversion into habitable space in the future,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application in within the Lake Erie shoreline flooding and erosion hazard and this proposal will not negatively affect the control of flooding and erosion.

Application# LPRCA-176/26

Plan 120, Lot 11, 16 Kiwanis Avenue, Norfolk County – Port Dover

- The proposed work – to recognize the construction of the existing retaining walls and a sheet pile wall, and to finalize the remediation and landscaping of the slope by installing two retaining walls, grading the slope and installing drainage tile.
- An engineered grading plan, drainage plan and construction drawings were submitted in support of this application,
- A slope stability assessment stamped by a Professional Engineer was submitted in support of this application,
- There is no impact on existing and future slope stability,
- The remediation work is designed to minimize the risk of structural failure and/or property damage,
- The potential for surficial erosion is addressed by a drainage plan,
- The risk of creating new shoreline erosion hazards is minimized through site and infrastructure design and appropriate remedial measures, and
- The application is within the Lake Erie erosion and slope stability hazards and this proposal will not negatively affect the control of erosion.

Application# LPRCA-177/26

Plan 54, Lot 6, 49 Chapel Street, Elgin County – Municipality of Bayham

- The proposed work – to renovate an existing 73.6m^2 (792ft^2) attached garage in order to convert it into an accessory dwelling unit (ADU),
- A satisfactory site plan and construction drawings was submitted in support of the application,
- There is no impact on existing or future slope stability,
- The risk of creating new riverine erosion hazards or aggravating existing hazards as a result of the development is negligible, and
- The application is within the riverine erosion hazard allowance and the proposal will not have a negative impact on the control of slope stability or erosion.

Application# LPRCA-178/26

Concession 1, Lot 14, 56 Erieview Lane, Haldimand County - Walpole

- The proposed work – to install a new 13,500-litre septic holding tank in replacement of an existing tank,
- A satisfactory site plan and construction details were submitted in support of the application,
- Susceptibility to natural hazards is not increased or new hazards created, and
- The application is within the Lake Erie shoreline erosion hazard and the proposed development will not negatively impact the control of erosion.

Application# LPRCA-179/26

Concession 6, Lot 22, 592969 Oxford Road 13, Oxford County – Norwich

- The proposed work – to construct a 172 m2 (1,860 ft2) agricultural barn.
- A satisfactory site plan and construction drawings were submitted in support of this application,
- The proposed development is setback from the top of stable slope,
- The risk of creating new riverine erosion hazards or aggravating existing riverine erosion hazards as a result of the development is negligible,

- Access into and through the valley for maintenance will not be prevented, and
- The application is within the riverine erosion hazard allowance and this proposal will not negatively affect the control of slope stability or erosion.

Application# LPRCA-180/26

Plan 207, Lot 5, 45 Prospect Street, Norfolk County – Port Dover

- The proposed work – to construct new decking, stairs, and two retaining walls across an area of 96.2m^2 (1,035ft^2) in replacement of 74.3m^2 (800ft^2) of existing decking and stairs to be removed, and the associated grading,
- A satisfactory site plan and engineer-designed construction drawings was submitted in support of the application,
- The risk of creating new riverine erosion hazards or aggravating existing hazards as a result of the development is negligible,
- Existing access into and through the valley for maintenance will not be reduced, and
- The application is within the riverine valley system and the proposed development will not negatively affect the control of slope stability or erosion.

Application# LPRCA-182/26

Plan 17B, Lot 2, 3208 Front Road, Norfolk County - Woodhouse

- The proposed work – to install a 74.3m^2 (800ft^2) inground pool, and the associated grading,
- A satisfactory site plan and construction details was submitted in support of the application,
- The risk of creating new riverine erosion hazards or aggravating existing hazards as a result of the development is negligible,
- Access into and through the valley for maintenance will not be prevented, and
- The application is within the riverine erosion hazard allowance and the proposal will not negatively affect the control of erosion or slope stability.

Application# LPRCA-183/26

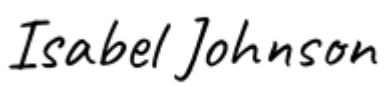
Concession 2, Lot 23 & 24, 42 Windham Road 2, Norfolk County - Windham

- The proposed work – to construct a 300.1m^2 (3,230ft^2) non-habitable accessory structure with an attached 108.8m^2 (1,170.9ft^2) covered lean-to structure,
- A satisfactory site plan and construction drawings was submitted in support of the application,
- The proposed development is setback from the top of slope,
- The risk of creating new riverine erosion hazards or aggravating existing hazards as a result of the development is negligible,
- Access into and through the valley for maintenance will not be prevented, and
- The application is within the riverine erosion hazard allowance and this proposal will not negatively affect the control of slope stability or erosion.

Financial Implication:

N/A

Prepared by:



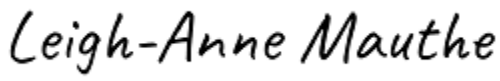
Isabel Johnson
Resource Planner

Prepared by:



Braedan Ristine
Resource Planner

Reviewed by:

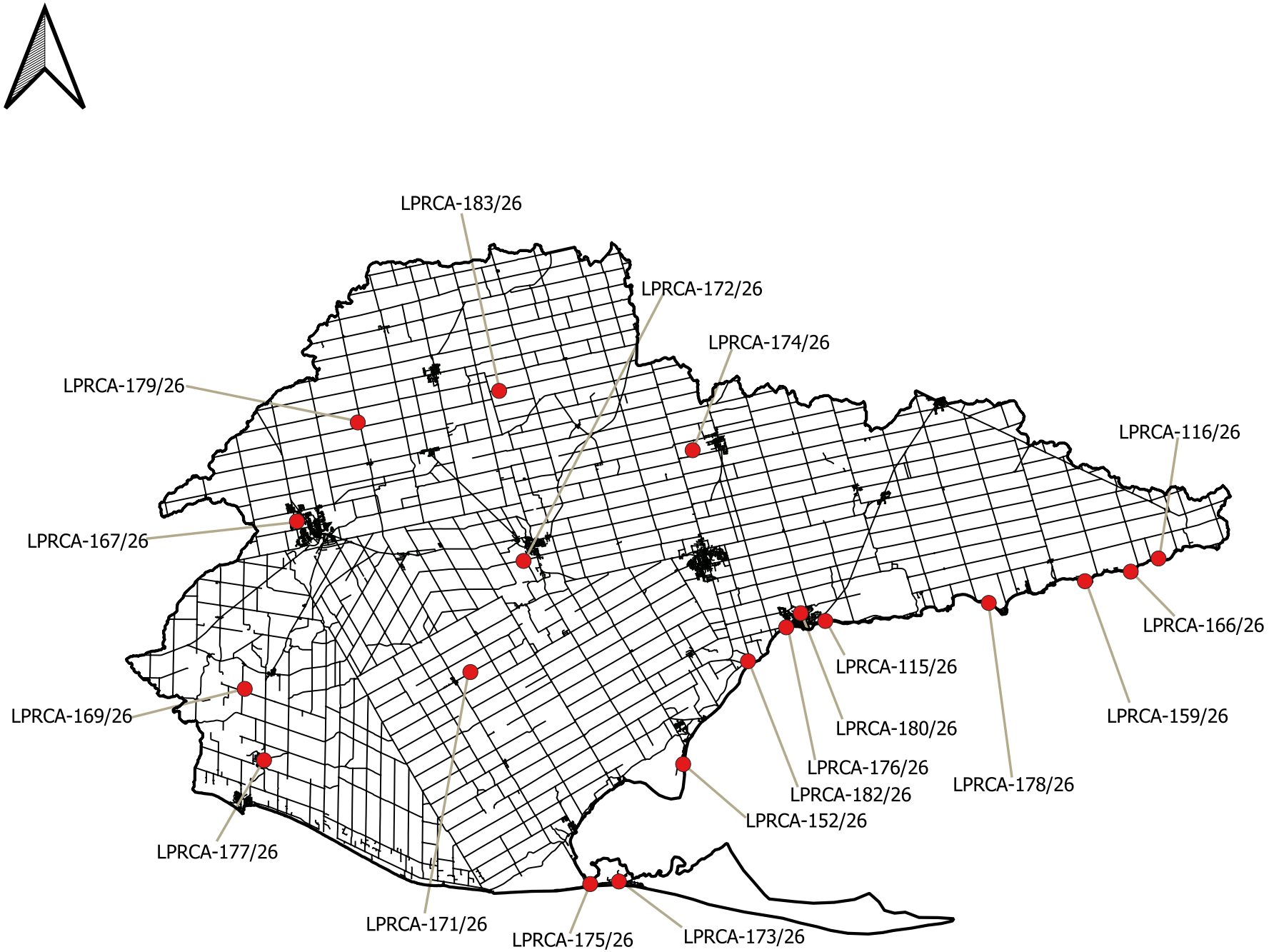


Leigh-Anne Mauthe, MCIP, RPP
Manager of Watershed Services

Approved and submitted by:



Judy Maxwell, CPA, CGA
General Manager



LONG POINT REGION CONSERVATION AUTHORITY

Approved Applications
O. Reg. 41/24

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Long Point Region
Conservation Authority

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 28, 2026 **File: 1.4.1**

To: Chair and Members,
LPRCA Board of Directors

From: General Manager/Secretary Treasurer

Re: 2027 LPRCA Budget Vote

Recommendation:

That the LPRCA Board of Directors approves the following recommendations regarding LPRCA's 2027 Operating and Capital budgets;

1. **That the 2027 Operating Budget in the total amount of $6,423,224 and requiring a Municipal Levy- Operating of $2,316,066 be approved as set out in Attachment 1;**

2. **That the 2027 Capital Budget in the total amount of $1,520,172 requiring a General Municipal Levy - Capital of $23,500 and a Municipal Special Levy – Capital of $640,000 for Norfolk County be approved as set out in Attachment 2;**

3. **That the proposed 2027 Consolidated Budget in the total amount of $7,943,395 and requiring a Municipal Levy – Consolidated of $2,979,566 be approved as set out in Attachment 2.**

4. **That the proposed 2027 Municipal Levy Apportionment by CVA % be approved as set out in Attachment 3.**

Links to Strategic Plan:

Strategic Direction #1 – Protect People & Property from Flooding & Natural Hazards
Strategic Direction #2 – Deliver Exceptional Services & Experiences
Strategic Direction #3 – Support & Empower Our People
Strategic Direction #4 – Organizational Excellence

Purpose:

The purpose of this report is to present the Draft 2027 LPRCA Budget to the membership as prescribed in the LPRCA Administrative By-Law (Resolution: A-43/20) and in compliance with Ontario Regulation 402/22, made under the *Conservation Authorities Act*; Budget and Apportionment. O. Reg. 402/22 S. 21-24 Final Budget has been included at the end of this report.

Background:

The Authority held the 2027 Draft Budget meeting on September 29, 2026 to review and discuss the proposed budget plan. The Board of Directors recommended the 2027 LPRCA Draft Budget to be circulated to member municipalities for 30-day review and comment at the meeting held September 29, 2026. The 30-day notice was sent out to our member

municipalities on September 29, 2026 requesting any comments to be forwarded to the Authority by October 29, 2026. The 30-day notice included notification of the Final 2027 Budget vote to take place on Wednesday November 4, 2026.

Discussion:

The Authority did not receive any comments or feedback from member municipalities.

In accordance with *Conservation Authorities Act Ontario Regulation 402/22* – Budget and Apportionment: the 2027 LPRCA Budget vote will be calculated by weighted vote.

The complete **LPRCA 2027 Draft Budget** Package can be found on our website. The chart below provides the weighted vote for each member of the Board.

2027 Budget/Municipal Levy Recorded Vote

Member	Municipality/Group	Weight
Ed Ketchabaw	Municipality of Bayham	4.51
Robert Chambers	County of Brant	7.55
Shelley Ann Bentley	Haldimand County	7.31
Debera McKeen	Haldimand County	7.31
Ed Ketchabaw	Township of Malahide	0.70
Doug Brunton	Norfolk County	12.50
Michael Columbus	Norfolk County	12.50
Tom Masschaele	Norfolk County	12.50
Chris Van Paassen	Norfolk County	12.50
Jim Palmer	Township of Norwich	7.54
Peter Ypma	Township of South-West Oxford	7.54
Dave Beres	Town of Tillsonburg	7.54

Financial Implications:

N/A

Prepared by:

Aaron LeDuc

Aaron LeDuc, CPA, CGA
Manager of Corporate Services

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

ONTARIO REGULATION 402/22

made under the

CONSERVATION AUTHORITIES ACT

BUDGET AND APPORTIONMENT

FINAL BUDGET

Final budget

21. (1) An authority shall prepare a final budget as part of the final phase of the budgetary process.

(2) The final budget shall meet all the requirements of a draft budget under subsection 13 (2), subject to subsection (3).

(3) The amounts in the final budget shall reflect the matters agreed to during consultations under section 15 and the amounts voted on during a meeting held under section 16.

Meeting

22. An authority shall hold a meeting of its members to approve the final budget.

Vote

23. (1) The vote to approve the final budget shall be carried by a majority of votes.

(2) Despite subsection (1), the vote to approve the final budget shall be carried by a weighted majority in accordance with section 19 if required to do so by the authority's by-laws.

(3) A vote held to approve the final budget shall be recorded.

Providing copies and posting of budget

24. Promptly after the final budget is approved by participating municipalities, the authority shall end the budgetary process for a given year by,

(a) providing a copy of the final budget to the Minister and to each of the authority's participating municipalities and specified municipalities; and

(b) making a copy of the final budget available to the public by posting it on the section of the authority's website entitled "Governance" and by any other means the authority considers appropriate.

Long Point Region Conservation Authority

2027 DRAFT Consolidated Operating Budget

	2024 Actual	2025 Actual	2026 June 30 YTD	2026 Budget	2027 Draft Budget	2027 Change from 2026 Budget		Contribution (to) from Reserves $	Increase to Levy $
	$	$	$	$		$	%		
Program:									
Watershed Planning and Technical Services	481,055	563,778	207,761	497,990	448,700	(49,290)	(9.9%)	-	(59,790)
Watershed Flood Control Services	395,486	550,055	103,769	386,914	450,504	63,590	16.4%	-	58,590
Healthy Watershed Services	285,601	263,670	267,124	218,079	246,089	28,010	12.8%	-	4,581
Conservation Authority Lands	507,883	525,840	278,455	782,315	811,053	28,738	3.7%	5,710	27,103
Communication and Marketing Services	97,510	106,239	40,672	125,663	126,131	467	0.4%	-	(533)
Backus Heritage and Education Services	310,351	418,551	121,521	328,803	330,412	1,609	0.5%	-	2,792
Conservation Parks Management Services	1,725,711	1,728,252	712,410	1,864,790	1,868,421	3,631	0.2%	-	No levy
Public Forest Land Management Services	358,754	372,228	152,201	326,511	323,139	(3,372)	(1.0%)	-	No levy
Private Forest Land Management Services	92,887	79,635	39,785	159,603	134,377	(25,227)	(15.8%)	-	No levy
Maintenance OperationsServices	485,362	503,653	204,100	451,462	461,462	10,000	2.2%	-	10,338
Corporate Services	1,282,135	1,254,171	626,939	1,228,097	1,222,935	(5,162)	(0.4%)	-	34,804
Total Program Expenditures	**6,022,736**	**6,366,072**	**2,754,738**	**6,370,228**	**6,423,224**	**52,996**	**0.8%**	**5,710**	**77,885**
Objects of Expenses:									
Staff Expenses	3,467,652	3,494,306	1,578,361	4,148,928	4,168,548	19,620	0.5%		
Staff Related Expenses	32,834	34,072	19,929	44,925	46,775	1,850	4.1%		
Materials and Supplies	314,802	353,892	207,455	388,878	387,915	(963)	(0.2%)		
Purchased Services	1,777,659	1,953,057	857,845	1,662,366	1,689,976	27,610	1.7%		
Equipment	45,949	57,104	37,066	54,225	57,225	3,000	5.5%		
Other	63,299	70,613	54,081	70,906	72,785	1,879	2.6%		
Amortization	320,540	403,027	-	-	-	-	0.0%		
Total Expenditures	**6,022,736**	**6,366,072**	**2,754,738**	**6,370,228**	**6,423,224**	**52,996**	**0.8%**		
Sources of Revenue:					-				
Municipal Levy - Operating	2,174,447	2,314,998	1,119,090	2,238,181	2,316,066	77,885	3.48%		
Provincial Funding	30,912	58,701	1,181	-	-	-	0.0%		
MNR Grant	35,229	35,229	-	35,229	35,229	-	0.0%		
MNR WECI & Municipal Funding	69,971	119,874	-	-	-	-	0.0%		
Federal Funding	23,059	85,722	151,041	155,059	204,657	49,598	32.0%		
User Fees	3,466,474	3,535,254	2,171,568	3,495,785	3,539,971	44,186	1.3%		
Community Support	439,554	628,774	185,260	257,788	243,590	(14,198)	(5.5%)		
Interest on Investments	355,880	459,129	67,502	200,250	240,000	39,750	19.9%		
Gain on Sale of Assets	-	17,108	-	-	-	-	0.0%		
Contribution from (to) Reserves	(572,790)	(888,717)	-	144,936	5,710	(139,226)	(96.1%)		
Transfer from/(to) Current Year Surplus	-	-	-	0	(0)	(0)	0.0%		
Total Revenue	**6,022,736**	**6,366,072**	**3,695,643**	**6,527,228**	**6,585,224**	**57,996**	**0.9%**		
Surplus - current year	**-**	**-**	**940,905**	**157,000**	**162,000**	**5,000**	**3.2%**		

Long Point Region Conservation Authority
2027 DRAFT Consolidated Budget Summary

	2024 Actual	2025 Actual	2026 June 30 YTD	2026 Budget	2027 Budget	2027 Change from 2026 Budget		% of Approved Budget
	$	$	$	$	$	$	%	
Total Operating Expenditures	6,022,736	6,366,072	2,754,738	6,370,228	6,423,224	52,996	0.8%	80.9%
Total Capital Expenditures *	645,031	912,531	344,703	1,199,455	1,520,172	320,717	26.7%	19.1%
Total Expenditures	**6,667,767**	**7,278,603**	**3,099,441**	**7,569,683**	**7,943,395**	**373,713**	**4.94%**	**100.0%**
SOURCES OF REVENUE								
Municipal Levy - Operating	**2,174,447**	**2,314,998**	**1,119,090**	**2,238,181**	**2,316,066**	**77,885**	**3.48%**	**29.2%**
Municipal Levy - Capital	**216,424**	**182,638**	**78,500**	**157,000**	**23,500**	**(133,500)**	**-85.03%**	**0.3%**
Municipal Levy - Total	**2,390,871**	**2,497,636**	**1,197,590**	**2,395,181**	**2,339,566**	**(55,615)**	**-2.32%**	**29.45%**
Municipal Levy - Special Norfolk	**-**	**-**	**-**	**260,000**	**640,000**	**380,000**	**146.15%**	**8.1%**
Total Municipal Levy	**2,390,871**	**2,497,636**	**1,197,590**	**2,655,181**	**2,979,566**	**324,385**	**12.22%**	**37.51%**
Provincial Funding	30,912	58,701	1,181	-	-	-	0.0%	0.0%
MNR Grant	35,229	35,229	-	35,229	35,229	-	0.0%	0.4%
MNR WECI	69,971	119,874	-	135,000	25,000	(110,000)	0.0%	0.3%
Federal Funding	23,059	85,722	151,041	155,059	604,657	449,598	290.0%	7.6%
User Fees	3,466,474	3,535,254	2,171,568	3,495,785	3,539,971	44,186	1.3%	44.6%
Community Support	439,554	628,774	185,260	257,788	243,590	(14,198)	(5.5%)	3.1%
Interest on Investments	355,880	459,129	67,502	200,250	240,000	39,750	0.0%	3.0%
Land Donation	-	-	-	-	-	-	0.0%	0.0%
Gain on Sale of Assets	-	17,108	-	-	-	-	0.0%	0.0%
Deferred Revenue/Reallocation	-	-	-	-	30,172	30,172		0.4%
Contribution from(to) Reserves	(144,183)	(158,824)	-	635,391	245,210	(390,181)	(61.4%)	3.1%
TOTAL REVENUE	**6,667,767**	**7,278,603**	**3,774,143**	**7,569,683**	**7,943,395**	**373,713**	**4.94%**	**100.0%**
	-							

* The Capital Expenditures in the 2027 Draft Budget are proposed to be funded by Municipal Levy of $23,500.
**Special Levy of $640,000 to Norfolk County.

5 Year Summary by Municipality of Levy Apportioned by CVA %
LPRCA

		Draft Budget	Operating Levy		Draft Budget	Capital Levy		Draft Budget	Total Levy
			$ 2,316,066			$23,500			$2,339,566

		Municipal Levy - Operating				Municipal Levy - Capital				Municipal Levy - Combined			
Municipality	Year	Amount of Levy Share	% of Total Levy*	$ Increase Year over Year	% Increase Year over Year	Amount of Levy Share	% of Total Levy*	$ Increase Year over Year	% Increase Year over Year	Amount of Levy Share	% of Total Levy*	$ Increase Year over Year	% Increase Year over Year
Haldimand County	2023	$302,661	14.42%	$57,331	23.37%	$21,624	14.42%	($32,685)	-60.18%	$324,284	14.42%	$24,646	8.23%
	2024	$308,299	14.37%	$5,638	1.86%	$27,144	14.37%	$5,520	25.53%	$335,443	14.37%	$11,159	3.44%
	2025	$324,627	14.51%	$16,328	5.30%	$22,849	14.51%	($4,295)	-15.82%	$347,476	14.51%	$12,034	3.59%
	2026	$326,076	14.57%	$1,449	0.45%	$22,873	14.57%	$24	0.11%	$348,949	14.57%	$1,473	0.42%
	2027	$337,226	14.56%	$11,149	3.42%	$3,422	14.56%	($19,451)	-85.04%	$340,647	14.56%	($8,302)	-2.38%
Norfolk County	2023	$1,088,124	51.83%	$187,057	20.76%	$77,741	51.83%	($121,729)	-61.03%	$1,165,865	51.83%	$65,328	5.94%
	2024	$1,102,753	51.39%	$14,629	1.34%	$97,091	51.39%	$19,350	24.89%	$1,199,844	51.39%	$33,978	2.91%
	2025	$1,136,959	50.81%	$34,206	3.10%	$80,025	50.81%	($17,066)	-17.58%	$1,216,984	50.81%	$17,140	1.43%
	2026	$1,129,071	50.45%	($7,887)	-0.69%	$79,200	50.45%	($825)	-1.03%	$1,208,271	50.45%	($8,712)	-0.72%
	2027	$1,162,803	50.21%	$33,732	2.99%	$11,798	50.21%	($67,402)	-85.10%	$1,174,602	50.21%	($33,670)	-2.79%
Oxford County*	2023	$451,909	21.52%	$83,601	22.70%	$32,287	21.52%	($49,246)	-60.40%	$484,196	21.52%	$34,355	7.64%
	2024	$469,365	21.87%	$17,456	3.86%	$41,325	21.87%	$9,038	27.99%	$510,690	21.87%	$26,494	5.47%
	2025	$497,571	22.24%	$28,207	6.01%	$35,022	22.24%	($6,303)	-15.25%	$532,593	22.24%	$21,904	4.29%
	2026	$500,743	22.37%	$3,172	0.64%	$35,125	22.37%	$104	0.30%	$535,868	22.37%	$3,275	0.61%
	2027	$521,752	22.53%	$21,008	4.20%	$5,294	22.53%	($29,831)	-84.93%	$527,045	22.53%	($8,823)	-1.65%
Brant County	2023	$147,095	7.01%	$28,006	23.52%	$10,509	7.01%	($15,854)	-60.14%	$157,605	7.01%	$12,153	8.36%
	2024	$152,855	7.12%	$5,760	3.92%	$13,458	7.12%	$2,949	28.06%	$166,313	7.12%	$8,709	5.53%
	2025	$162,960	7.28%	$10,104	6.61%	$11,470	7.28%	($1,988)	-14.77%	$174,429	7.28%	$8,116	4.88%
	2026	$166,170	7.42%	$3,210	1.97%	$11,656	7.42%	$186	1.62%	$177,826	7.42%	$3,396	1.95%
	2027	$174,100	7.52%	$7,930	4.77%	$1,767	7.52%	($9,890)	-84.84%	$175,866	7.52%	($1,960)	-1.10%
Bayham Municipality	2023	$94,466	4.50%	$16,539	21.22%	$6,749	4.50%	($10,502)	-59.78%	$101,215	4.50%	$6,038	6.34%
	2024	$97,190	4.53%	$2,724	2.88%	$8,557	4.53%	$1,808	10.61%	$105,747	4.53%	$4,532	4.48%
	2025	$99,651	4.45%	$2,461	2.53%	$7,014	4.45%	($1,543)	-8.94%	$106,665	4.45%	$918	0.87%
	2026	$100,351	4.48%	$700	0.70%	$7,039	4.48%	$25	0.37%	$107,390	4.48%	$725	0.68%
	2027	$103,970	4.49%	$3,619	3.61%	$1,055	4.49%	($5,984)	-69.93%	$105,025	4.49%	($2,366)	-2.20%
Malahide Township	2023	$15,255	0.73%	$79	0.66%	$1,090	0.73%	$6	0.21%	$16,345	0.73%	$84	0.58%
	2024	$15,502	0.73%	$2,717	21.67%	$1,365	0.73%	($1,686)	-60.73%	$16,867	0.73%	$1,032	7.04%
	2025	$15,913	0.72%	$247	1.62%	$1,120	0.72%	$275	25.23%	$17,033	0.72%	$522	3.43%
	2026	$15,770	0.70%	($144)	-0.90%	$1,106	0.70%	($14)	-1.24%	$16,876	0.70%	($158)	-0.96%
	2027	$16,216	0.70%	$446	2.83%	$165	0.70%	($942)	-85.13%	$16,380	0.70%	($496)	-2.94%
	2027	$2,316,066		$77,885	3.48%	$23,500		($133,500)	-85.03%	$2,339,566		($55,615)	-2.32%

	Operating			Capital			Combined		
2023	$ 2,099,510			$ 150,000			$ 2.249.510		
2024	$ 2,145,963	$ 46,453	2.21%	$ 188,940	$ 38,940	25.96%	$ 2,334,903	$ 85,393	3.80%
2025	$ 2,237,681	$ 91,718	4.27%	$ 157,500	$ (31,440)	-16.64%	$ 2,395,181	$ 60,278	2.58%
2026	$ 2,238,181	$ 500	0.02%	$ 157,000	$ (500)	-0.32%	$ 2,395,181	$ 0	0.00%
2027	$ 2,316,066	$ 77,885	3.48%	$ 23,500	$ (133,500)	-85.03%	$ 2,339,566	$ (55,615)	-2.32%
Total	$ 11,037,400			$ 676,940			$ 11,714,340		

Notes: Operating			*Notes: Capital*			*Notes: Combined*		
2023	*$21.41*	per capita	*2023*	*$1.53*	per capita	*2023*	*$22.94*	per capita
2024	*$21.65*	per capita	*2024*	*$1.91*	per capita	*2024*	*$23.56*	per capita
2025	*$22.40*	per capita	*2025*	*$1.58*	per capita	*2025*	*$23.98*	per capita
2026	*$22.32*	per capita	*2026*	*$1.57*	per capita	*2026*	*$23.88*	per capita
2027	*$23.06*	per capita	*2027*	*$0.23*	per capita	*2027*	*$23.29*	per capita
Oxford County Apportionment:			*Oxford County Apportionment:*			*Oxford County Apportionment:*		
Norwich Twp.		*$ 163,346*	*Norwich Twp.*		*$ 1,657*	*Norwich Twp.*		*$ 165,003*
South-West Oxford		*$ 46,917*	*South-West Oxford*		*$ 476*	*South-West Oxford*		*$ 47,393*
Tillsonburg		*$ 311,488*	*Tillsonburg*		*$ 3,161*	*Tillsonburg*		*$ 314,649*
		$ 521,752			*$ 5,294*			*$ 527,045*

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 29, 2026 **File: 1.4.1**

To: Chair and Members
LPRCA Board of Directors

From: General Manager, LPRCA

Re: 2027 Draft Fee Schedules

Recommendation:

THAT the LPRCA Board of Directors approves the proposed 2027 Fee Schedules as presented to be effective January 1, 2027.

Purpose:

The purpose of this report is to present the members with the 2027 Draft Fee Schedules for approval.

Links to Strategic Plan:

Strategic Direction #4 – Organizational Excellence

Background:

The LPRCA Fee Policy specifies that fees charged by the Authority will be reviewed annually by staff to monitor effectiveness and amended by the Board of Directors as deemed appropriate.

The draft fee schedules were presented and approved as part of the 2027 Draft Budget meeting held September 29, 2026 and sent out to our municipal partners for the 30-day comment and review period.

Discussion:

The 2027 Draft Budget Planning and Regulatory Fees include a 0% as there was a Ministers direction issued instruction freezing Planning and Regulatory fees.

Camping fees are increasing on average 2.48% and the Education Programming fees increase is approximately 2.0%.

Attached are the fee schedules:

- Planning and Regulatory Fees – Ont. Regulation 41/24 Permit Fees,

Planning Act Review Fees
- Conservation Area User Fees – Backus Heritage, Deer Creek, Haldimand, Norfolk, Waterford North
- Corporate Fees and all other fee schedules

Financial Implications:

There are no financial implications associated with this report.

Prepared by:

Aaron LeDuc

Aaron LeDuc, CPA, CGA
Manager of Corporate Services

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

Ontario Regulation 41/24 Permit Fees			
Application Type	**2026 Fees**	**Proposed 2027 Fees**	**% Change**
Very minor development Development with very low risk of impact on natural hazards or natural features. Examples: - Non-habitable accessory structures less than 23 m2 (247 ft2), e.g. decks, fences, above-ground pools, barns, sheds - Fill placement removal and/or grading (landscaping, driveway top-dressing) - Off-line pond maintenance	$ 210	$ 210	0%
Minor development, interference and alteration Development/work with low risk of impact on natural hazards or natural features. No technical reports are required. Examples: - Raising building or additions not requiring engineered drawings - Repairs/renovations to existing building - Non-habitable accessory structures less than 100 m^2 (1076ft2) - Septic system - Fill placement, removal/or grading (not requiring engineered plans) - Minor development (as listed above) more than 30 metres from a wetlands - New or replacement residential structures more than 30 metres from a wetland - Minor utilities (directional bore) - New offline ponds (grading plan required) - Docks, boathouses - Routine/maintenance dredging - Minor repairs to existing shoreline structures - Maintenance, repair or replacement of access crossings - Other applications not deemed by staff to be “Major” in nature	$ 425	$ 425	0%
Major development, interference and alteration Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required. Examples: - Raising building or additions requiring engineered plans - Non-habitable accessory structures greater than 100 m2 (1076ft2) - New or replacement structures in a natural hazard area - Fill placement, removal and/or grading (requiring engineered plans) - Development (including minor development as listed above) less than 30 metres from a wetland - Major development greater than 30 m from a wetland - New offline pond with overflow or channel connection - Maintenance/repairs to existing shoreline structures - Water crossing, bridge repair - Stormwater management outlet structure - Other applications deemed by staff to be “Major” in nature	$ 730	$ 730	0%

Ontario Regulation 41/24 Permit Fees			
Application Type	**2026 Fees**	**Proposed 2027 Fees**	**% Change**
Complex development, interference and alteration Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report or slope stability study. Examples: - Large fill placement, removal, grading (greater than 1000 m3) - Golf courses - New watercourse bank stabilization - New Lake Erie shoreline protection structure - Bridge replacement - Channel realignment	$ 1,450	$ 1,450	0%
General			
On Site Technical Advice Fee *(Will be applied to permit application if submitted within 12 months from inspection)*	$ 260.00 HST included	$ 260.00 HST included	0%
Wetland Boundary Delineation *(Review of MNRF Wetland boundary in the field by LPRCA ecologist, on property owner request)*	$ 375.00 HST included	$ 375.00 HST included	0%
Title Clearance *(solicitor, realtor, other requests for detailed property information)*	$ 260.00 HST included	$ 260.00 HST included	0%
Violations/Application where work has proceeded without authorization	2 x Fee	2 x Fee	0%
Permit Revisions *(Must be minor in nature and permit must still be valid.)*	$ 100	$ 100	0%
Renewal Fee (New)	$ 100	$ 100	0%
Minister's Zoning Order (MZO) *(Permit associated with a Minister's Zoning Order)*	Cost recovery	Cost recovery	

General Notes for all Application Fees

1. It is strongly recommended that proponents pre-consult with LPRCA and, if necessary the municipality, prior to the submission of an application and the preparation of detailed plans and technical report(s).
2. Fees must be paid at the time the permit application is submitted. Fees may be paid by debit, cash or cheque (made out to the Long Point Region Conservation Authority) over the phone by credit card or at the LPRCA administration office
3. In the event that the application is placed in a higher fee category, the difference in fee must be paid prior to review. If the application is placed in a lower category, LPRCA will reimburse the applicant accordingly.
4. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary fees should the review require a substantially greater level of effort than covered by the standard categories above; this supplementary fee includes the peer review of any relevant documents or information.
5. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission shall are subject to a resubmission fee of 20% of the original application up to a maximum of $525.
6. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be **discounted 50%.**
7. Where a permit has been submitted for an activity across multiple properties and applicants working together, the fee for each property shall be calculated as 50% of the permit fee. For example, the fee for a new shoreline protection structure constructed across two properties is $725 each.
8. Costs associated with permits (including any conditions) issued under a Minister's Zoning Order shall be paid by the applicant, this includes but is not limited to staff time, any legal review, board expenses, etc.

Planning Act Review Fees			
Application Type	**2026 Fees**	**Proposed 2027 Fees**	**% Change**
Preconsultation Fee			
Review, comment, or participation in preconsultation process	$ 315	$ 315	0%
Subdivision and Vacant Land Condominium	$1,450 + $105/lot (Total Maximum $15,000.00 +HST)	$1,450 + $105/lot (Total Maximum $15,000.00 +HST)	0%
To draft plan approval including associated OPA and ZBA	$ 475	$ 475	0%
Red-line revision (applicant initiated)	$ 755	$ 755	0%
Technical plans and reports (SWM with grading & sediment	$ 235	$ 235	0%
Clearance letter (each phase)			
Zoning By-Law Amendment			
Minor	$ 475	$ 475	0%
Accompanied by 1 technical report	$ 755	$ 755	0%
Accompanied by 2 technical reports	$ 1,500	$ 1,500	0%
Combined Official Plan/Zoning By-Law Amendment			
Minor	$ 755	$ 755	0%
Accompanied by 1 technical report	$ 1,500	$ 1,500	0%
Accompanied by 2 technical reports	$ 2,160	$ 2,160	0%
Consent (severance)			
Minor	$ 475	$ 475	0%
Accompanied by 1 technical report	$ 755	$ 755	0%
Accompanied by 2 technical reports	$ 1,500	$ 1,500	0%
Variance			
Minor	$ 477	$ 477	0%
Accompanied by 1 technical report	$ 755	$ 755	0%
Accompanied by 2 technical reports	$ 1,500	$ 1,500	0%
Site Plan Control			
Minor	$ 475	$ 475	0%
Accompanied by 1 technical report	$ 755	$ 755	0%
Accompanied by 2 technical reports	$ 1,500	$ 1,500	0%
Complex Application (incl. OPA/ZBL/Site Plan) for golf courses, trailer parks, campgrounds and lifestyle communities.	$ 2,160	$ 2,160	0%

General Notes for All Application Fees:

1. It is strongly recommended that proponents pre-consult with LPRCA and, if necessary the municipality, prior to the submission of all applications and the preparation of detailed technical reports(s).
2. This fee schedule is effective as of **January 1, 2024** and LPRCA reserves the right to revise this fee schedule at any time without notice to adequately cover the costs to provide the service.
3. All applicable taxes are extra.
4. Applications that fall under one or more categories will be charged at the highest rate.
5. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary
6. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission shall are subject to a resubmission fee of 20% of the original application up to a maximum of $525.
7. Fees must be paid at the time the application is submitted.
8. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be **discounted 50%.**

CONSERVATION AREA FEE SCHEDULE
Backus, Deer Creek, Haldimand, Norfok and Waterford North

	2023 HST included	2024 HST included	2025 HST included	2026 HST included	**Draft 2027 HST included**	**Draft increase %**
DAY USE FEES						
Walk-in (under 12 free)	$6.00	$6.00	$7.00	$7.00	**$7.00**	0.00%
Vehicle	$15.00	$15.00	$16.00	$16.00	**$16.00**	0.00%
Motorcycle	$9.00	$9.00	$10.00	$10.00	**$10.00**	0.00%
Season Vehicle Day Pass	$100.00	$100.00	$110.00	$110.00	**$120.00**	9.09%
Season Vehicle Pass Replacement	$10.00	$10.00	$10.00	$10.00	**$10.00**	0.00%
Mini Bus	$55.00	$55.00	$55.00	$55.00	**$55.00**	0.00%
Bus	$120.00	$120.00	$120.00	$120.00	**$120.00**	0.00%
Operator Permit Fee - Annual	$375.00	$375.00	$375.00	$375.00	**$375.00**	0.00%
Operator Customer Fee - per person	$4.00	$4.00	$4.00	$4.00	**$4.00**	0.00%
Picnic Site			$32.00	$32.00	**$32.00**	0.00%
CAMPING FEES						
Per Night						
Unserviced*	$40.00	$41.00	$42.00	$43.00	**$44.00**	2.33%
Premium Unserviced*	$0.00	$0.00	$0.00	$0.00	**$50.00**	0.00%
With Hydro & Water 15 amp*	$53.00	$55.00	$57.00	$58.50	**$60.00**	2.56%
With Hydro & Water 30 amp*	$60.00	$63.00	$65.00	$66.50	**$68.00**	2.26%
With Hydro, Water & Sewer 15 amp*	$64.00	$66.00	$69.00	$70.50	**$72.00**	2.13%
With Hydro, Water & Sewer 30 amp*	$70.00	$73.00	$76.00	$78.00	**$80.00**	2.56%
Premium with Hydro & Water 30 amp*	$0.00	$0.00	$0.00	$0.00	**$80.00**	0.00%
20% discount for overnight camping for seniors & the disabled. Must show senior or disability permit.						
Cabin Rental Per Night						
Cabin 900 A (Backus only)	$65.00	$70.00	$73.00	$75.00	**$77.00**	2.67%
Cabin (New Backus)			$0.00	$150.00	**$154.00**	2.67%
Per Week						
Unserviced	$240.00	$246.00	$252.00	$258.00	**$264.00**	2.33%
Premium Unserviced	$0.00	$0.00	$0.00	$0.00	**$300.00**	0.00%
With Hydro & Water 15 amp	$318.00	$330.00	$342.00	$351.00	**$360.00**	2.56%
With Hydro & Water 30 amp	$360.00	$378.00	$390.00	$399.00	**$408.00**	2.26%
With Hydro, Water & Sewer 15 amp	$384.00	$396.00	$414.00	$423.00	**$432.00**	2.13%
With Hydro, Water & Sewer 30 amp	$420.00	$438.00	$456.00	$468.00	**$480.00**	2.56%
Premium with Hydro & Water 30 amp	$0.00	$0.00	$0.00	$0.00	**$480.00**	0.00%
Cabin Rental Per Week						
Cabin 900 A (Backus only)	$360.00	$385.00	$400.00	$412.50	**$423.50**	2.67%
Cabin (New Backus)				$825.00	**$847.00**	2.67%
Per Month						
Unserviced	$720.00	$738.00	$756.00	$774.00	**$792.00**	2.33%
Premium Unserviced	$0.00	$0.00	$0.00	$0.00	**$900.00**	0.00%
With Hydro & Water 15 amp	$954.00	$990.00	$1,026.00	$1,053.00	**$1,080.00**	2.56%
With Hydro & Water 30 amp	$1,080.00	$1,134.00	$1,170.00	$1,197.00	**$1,224.00**	2.26%
With Hydro, Water & Sewer 15 amp	$1,152.00	$1,188.00	$1,242.00	$1,269.00	**$1,296.00**	2.13%
With Hydro, Water & Sewer 30 amp	$1,260.00	$1,314.00	$1,368.00	$1,404.00	**$1,440.00**	2.56%
Premium with Hydro & Water 30 amp	$0.00	$0.00	$0.00	$0.00	**$1,440.00**	0.00%
Per Season						
Unserviced	N/A	N/A	N/A	N/A	**N/A**	-
With Hydro & Water 15 amp	$2,623.50	$2,722.50	$2,821.50	$2,895.00	**$2,970.00**	2.59%
With Hydro & Water 30 amp	$2,970.00	$3,118.50	$3,217.50	$3,290.00	**$3,366.00**	2.31%
With Hydro, Water & Sewer 15 amp	$3,168.00	$3,267.00	$3,415.50	$3,490.00	**$3,564.00**	2.12%
With Hydro, Water & Sewer 30 amp	$3,465.00	$3,613.50	$3,762.00	$3,860.00	**$3,960.00**	2.59%
Premium & 30 amp	$3,565.00	$3,740.00	$3,925.00	$4,025.00	**$4,130.00**	2.61%
Premium Sewer & 30 amp	$0.00	$0.00	$0.00	$4,310.00	**$4,425.00**	2.67%
2nd Season Vehicle Day Pass	$60.00	$60.00	$60.00	$65.00	**$70.00**	7.69%
Exterior Mini Fridge (Seasonal)	$325.00	$335.00	$335.00	$335.00	**$175.00**	-47.76%
Exterior Fridge (Seasonal)	$0.00	$0.00	$0.00	$0.00	**$350.00**	0.00%
Seasonal Camper Late Payment Fee		$75.00	$75.00	$75.00	**$75.00**	0.00%

	2023 HST included	Draft 2024 HST included	Draft 2025 HST included	Draft 2026 HST included		Draft increase %
Group Camping (BCA & WNCA)						
Group Camping Tents Only						
Group Camping (per night)	$60.00	$60.00	$65.00	$65.00	**$70.00**	7.69%
Group Camping (per person/night)	$7.00	$7.00	$8.00	$8.00	**$8.00**	0.00%
Portable Toilet Rental			$205.00	$205.00	**$205.00**	0.00%
OTHER FEES						
Reservation Fee - online	$14.00	$15.00	$15.00	$16.00	**$16.00**	0.00%
Reservation Fee - by phone/in person	$15.00	$15.00	$15.00	$17.50	**$17.50**	0.00%
Cancellation/Change Fee	$15.00	$15.00	$15.00	$16.00	**$16.00**	0.00%
2nd Vehicle Parking	$13.00	$13.00	$13.00	$16.00	**$16.00**	0.00%
Pavilion	$75.00	$75.00	$75.00	$75.00	**$75.00**	0.00%
Wood	$10.00	$10.00	$10.00	$10.00	**$10.00**	0.00%
Kindling	$5.00	$5.00	$5.00	$5.00	**$5.00**	0.00%
Fire Starters (2-pack)	$0.00	$0.00	$0.00	$0.00	**$5.00**	0.00%
Ice	$4.00	$4.00	$4.00	$4.00	**$4.00**	0.00%
Picnic Tables (per table per day)	$6.00	$6.00	$6.00	$7.50	**$7.50**	0.00%
Bait / Worms	$3.50	$3.50	$4.00	$4.00	**$4.00**	0.00%
Vendor permit	$60.00	$60.00	$60.00	$60.00	**$60.00**	0.00%
Canoe/Kayak Rental - per hour	$15.00	$15.00	$20.00	$20.00	**$20.00**	0.00%
- per 1/2 day (4 hours)	$50.00	$50.00	$60.00	$60.00	**$60.00**	0.00%
Boat/Trailer Storage - off site 4 summer	$375.00	$375.00	$375.00	$375.00	**$375.00**	0.00%
Winter Trailer Storage/camp site	$225.00	$225.00	$250.00	$250.00	**$250.00**	0.00%
Winter Storage Late Fee (per day)	$10.00	$10.00	$10.00	$10.00	**$10.00**	0.00%
BACKUS HERITAGE CONSERVATION AREA						
Rentals						
Ed. Centre Rentals						
- 1/2 day	$240.00	$240.00	$247.00	$250.00	**$250.00**	0.00%
- full day Auditorium or Classroom	$400.00	$400.00	$412.00	$425.00	**$425.00**	0.00%
- add for 2nd room	$50.00	$50.00	$50.00	$75.00	**$75.00**	0.00%
Photography						
Photography Fee	$75.00	$75.00	$100.00	$100.00	**$100.00**	0.00%
- includes entry for 2 passenger vehicles						
Education Programming						
- full day**	$560.84	$583.62	$606.97	$625.18	**$637.69**	2.00%
- 1/2 day**	$280.42	$291.81	$303.48	$312.59	**$318.85**	2.00%
Maximum 40 students per class per day.						

LONG POINT REGION CONSERVATION AUTHORITY
CORPORATE SERVICES FEE SCHEDULE

	Draft 2027 before HST
CORPORATE SERVICES	
Hold Harmless Agreements for research or events	**$45.13**
Irrigation Access Permits within Conservation Authority owned properties	**$1,000.00**

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS – FORESTRY FEE SCHEDULE

	Draft 2027 before HST
FORESTRY	
Consultation Service per hour	**$125.00**

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS – LEE BROWN MARSH FEE SCHEDULE

	Draft 2027 before HST
LEE BROWN MARSH	
Goose Relocation	
- Per Canada goose	**$6.20**
Hunting Fees	
1-Day Field Hunt , 1 person	**$53.10**
1-Day (midweek) Marsh Hunt, 1 person	**$529.20**
1-Day (midweek) Marsh Hunt, 4 people	**$1,805.31**
3-Day Marsh Hunt for 4 people	**$4,514.16**

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS – LANDS AND WATERS FEE SCHEDULE

	Draft 2027 before HST
LANDS AND WATERS	
Tree Planting Program - Forest Ontario Sponsored	
Full Service (Seedling and Planting) per tree[1]	**$0.75**
Private Landowner Tree Planting Program	
Land Owner Cost per tree[2]	**$1.00 - $2.39**
Full Service (Seedling and Planting) per tree[3]	**$1.85 - $3.10**
Rental of Tree Planter per day for trees purchased from the Conservation Authority	**$75.00**
Restoration Program	
Erosion Control - Landowner Plans	**$350.00**

[1]Pricing subject to change without notice. Subject to approval and availability. Minimum 500 seedlings must be planted.

[2]Pricing subject to change without notice. Subject to availability. Minimum 150 seedlings/species.

[3]Pricing subject to change without notice. Subject to availability. Minimum 5 acres and 500 seedlings.

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 29, 2026 **File: 1.1.1/1.4.1**

To: LPRCA Board of Directors

From: General Manager, LPRCA

Re: Members' Per Diems & Mileage Rate

Recommendation:

THAT the LPRCA Board of Directors approves increasing the Chair's Honorarium to $2,996, the Vice-chair's Honorarium to $1,200, the Member's meeting per diems to $120, and the mileage rate to $0.67 per kilometre effective January 1, 2027.

Links to Strategic Plan:

Strategic Direction #4 – Organizational Excellence

Background:

The LPRCA Administrative Policy, effective June 4th, 2024, states:

> **15. Remuneration of Members**
> The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.
>
> The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency(CRA) guidelines.

The last increase to LPRCA Board per diem rates was effective January 1, 2026. The approved 2026 increases in the Per Diem allowance went from $115 to $117, the Chair's Honorarium from $2,866 to $2,922, and the Vice-chair's Honorarium from $1,146 to $1,170 annually. The 2027 increase of Director fees is calculated based on the CPI of 2.5% and is the same as the increase to the employee pay grid in the 2027 budget.

The current mileage rate is $0.66 per kilometre. The proposed travel expense rate in the 2027 budget is $0.67 per kilometre. The 2027 rates have not been released as of yet, but the maximum rate for 2026 allowed by CRA is $0.73 per kilometre for the first 5,000 kilometres driven and then $0.67 per kilometer after that. The mileage rates also apply to staff in the event they are required to use their personal vehicle for Authority business.

Financial Implications

The draft 2027 Budget includes $35,340 for Directors fee's and travel expense which includes the proposed increase.

Prepared by:

Aaron LeDuc

Aaron LeDuc, CPA, CGA
Manager of Corporate Services

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: **October 29**, **2026** **File: 1.1.2**

To: Chair and Members
LPRCA Board of Directors

From: General Manager/Secretary Treasurer, LPRCA

Re: **GM's Report – October 2026**

Recommendation:

THAT the LPRCA Board of Directors receives the General Manager's Report for October 2026 as information.

Strategic Direction:

Strategic Direction #1 – Protect People and Property from Flooding and Natural Hazards
Strategic Direction #2 – Deliver Exceptional Services and Experiences
Strategic Direction #3 – Support and Empower Our People
Strategic Direction #4 – Organizational Excellence

Background:

On October 5th, the Chair and I attended the ELERCA Transition Committee meeting.

On October 16th I attended a Lee Brown Marsh Management Committee meeting.

Staff has reviewed 187 permit applications as of October 27th compared to 182 permit applications in 2025. Staff has also reviewed and provided comments to municipal staff on 89 *Planning Act* applications and 17 pre-consultations.

The camping season closed on October 15th and park staff wrapped up the season on October 23rd. It was a good camping season, and we finished the year with 413 seasonal camping sites which is eight less than last year. The decrease in seasonal camping revenue was offset with overnight camping revenue. The water systems at all the parks are being winterized. The 2 playground sets approved in the 2026 budget will not be installed this fall as planned due to significant cost increases with added tariffs to import from the USA. The vendor is seeking tariff relief from the federal government.

The Superintendent of Conservation Areas attended the Conservation Areas Workshop hosted by Conservation Ontario on October 27th, 28th and 29th.

The fall school programs started in October and are scheduled into early December for the Heritage and Conservation Education Programs.

There are two harvesting operations occurring and staff are performing cut inspections. A Forest Stewardship Council (FSC)/Sustainable Forestry Initiative (SFI) field audit was conducted on October 21st. The audit field work was in 4 LPRCA forest tracts and the initial report had no findings. Forestry staff worked very hard in preparing and submitting all required records requested for the audit.

Forestry staff attended the 50th Ontario Forest Health Review from October 27–28, 2026, in Barrie, Ontario. It was collaboratively hosted by Natural Resources Canada, the Ontario Ministry of Natural Resources (MNR), the Invasive Species Centre, and Forests Canada.

Forestry staff supported the children's Carolinian Forest Festival organized by Kettle Creek Conservation Authority by running an activity station for one day.

Targeted treatment for the Hemlock Woolly Adelgid (HWA) wrapped up for this year and funding for 2027 is being pursued.

Staff are all working hard in delivering our programs and services to the residents of the watershed.

Prepared and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 28, 2026 File: 1.4.1

To: Chair and Members
LPRCA Board of Directors

From: General Manager/Secretary Treasurer, LPRCA

Re: **Eastern Lake Erie Regional Conservation Authority Amalgamation Update**

Recommendation:

THAT the LPRCA Board of Directors receives the Eastern Lake Erie Regional Conservation Authority Amalgamation update as information.

Strategic Direction:

Strategic Direction #1 – Protect People & Property from Flooding & Natural Hazards
Strategic Direction #2 – Deliver Exceptional Services & Experiences
Strategic Direction #3 – Support & Empower Our People
Strategic Direction #4 – Organizational Excellence

Purpose:

To update the Board of Directors as to on-going amalgamation process into Eastern Lake Erie Regional Conservation Authority (ELERCA).

Background:

On April 23, 2026, Bill 97, *Plan to Protect Ontario Act* (Budget Measures), received Royal Assent. Schedule 3 of the Bill outlined legislative changes to the *Conservation Authorities Act* to consolidate Ontario's 36 conservation authorities into 9 regional conservation authorities. With the passing of the Bill, the February 1, 2027 consolidation of Catfish Creek Conservation Authority, Grand River Conservation Authority, Kettle Creek Conservation Authority, and Long Point Region Conservation Authority, into the Eastern Lake Erie Regional Conservation Authority (ELERCA) will commence. This report provides members with an update on recent announcements in preparation for the transition.

Discussion:

The Eastern Lake Erie Regional Transition Committee has been established to support and inform the transition of the four existing conservation authorities into the new Eastern Lake Erie Regional Conservation Authority (ELERCA) on February 1, 2027.

The Committee brings together representatives from each of the four conservation authorities to provide local knowledge and perspectives, support coordination of transition

activities and identify matters requiring consideration as the Regional Transition Plan is developed.

The Committee held its first meeting on September 15, 2026. Following each meeting, an approved Progress Report will be shared with the Board, management, staff and other key stakeholders to provide regular updates on transition activities and progress. Attachment # 1 is the Progress Report from September 15, 2026 and Attachment # 2 is the Progress Report from October 5, 2026.

At its first meeting, the Committee reviewed the governance and planning frameworks that will guide the consolidation of the four conservation authorities, including the Regional Transition Playbook. The Playbook establishes six key work streams that will provide a consistent approach to transition planning, guide the activities of the working groups and support development of the Regional Transition Plan.

Eight transition working groups have been established by Samantha Lawson, Project Executive. Work has included confirming their mandates, leadership, membership and key deliverables. These groups will undertake assessments of existing programs, services, assets, systems and organizational arrangements across the four conservation authorities to identify priorities and inform transition planning. The immediate focus is on finalizing the working group structure, initiating detailed planning activities and coordinating communications and stakeholder engagement to support a smooth transition while maintaining continuity of programs and services.

I am participating on 4 working groups and have agreed to lead the Financial Working Group. The other 4 working groups have Aaron Leduc, Jessica King and Saifur Rahman participating on. I have attended 7 working group meetings in October.

Regular updates will be provided to the Board as Transition Committee meetings progress.

Prepared by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

Regional Transition Committee Progress Update

RCA: *Eastern Lake Erie*

Prepared by: *Samantha Lawson*

Meeting Date: *September 15, 2026*

Purpose:

This update provides a summary of transition planning activities discussed at the most recent Transition Committee meeting.

Key Updates

Planning Activities

- Reviewed governance, planning frameworks and reporting tools that will guide consolidation activities.
- Reviewed the Regional Transition Playbook, including the six transition work streams that will provide the structure for transition planning, working group activities, and development of the Regional Transition Plan.

Major Milestones

- Initiated planning for working groups that will support development of the Regional Transition Plan.

Current Focus Areas

- Establishing transition working groups, including mandates, deliverables, leadership assignments and meeting coordination requirements.
- Initiating working group assessment and inventory work to establish a comprehensive understanding of current programs, services, assets, processes and organizational structures that will inform integration planning and transition decision-making.
- Coordinating communication and stakeholder engagement activities.

Upcoming Milestones

- Confirm working group mandates and membership.
- Commence detailed transition planning activities.

Next meeting- October 5, 2026

Regional Transition Committee Progress Update

RCA: *Eastern Lake Erie*
Prepared by: *Samantha Lawson*
Meeting Date: *October 5, 2026*

Purpose:
This update provides a summary of transition planning activities discussed at the most recent Transition Committee meeting.

Key Updates

Planning Activities

- Reviewed the Day 0 - Day 1 Transition Playbook and its role in supporting operational readiness for the establishment of ELERCA on February 1, 2027.
- Reviewed the Go-Live Workplan, including progress tracking, project governance, key dependencies, risks, and accountability mechanisms.
- Received updates on the establishment of eight transition working groups, including identified leads, focus areas, deliverables, and resource requirements.
- Reviewed key go-live risks and mitigation approaches associated with timelines, capacity, and completion of critical transition activities.

Major Milestones

- Established eight transition working groups and confirmed leadership assignments and focus areas.
- Initiated workstream inventories and detailed transition planning activities across functional areas.
- Implemented the Go-Live Workplan as the primary tool for tracking deliverables, milestones, risks, and transition progress.

Current Focus Areas

- Completing inventories of programs, services, assets, processes, agreements, technology, and organizational structures.
- Developing implementation roadmaps and identifying critical interdependencies across workstreams.
- Monitoring resource capacity and supporting working groups in meeting established deliverables and timelines.
- Identifying, assessing, and mitigating transition risks.
- Advancing employee communication and engagement planning to support organizational readiness.

Upcoming Milestones

- Complete inventories across all transition workstreams.
- Establish risk registers, mitigation strategies, and escalation processes.

Next meeting- November 2, 2026

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 30, 2026 File: 1.4.1

To: Chair and Members
LPRCA Board of Directors

From: General Manager/Secretary Treasurer, LPRCA

Re: **ERO #026-1067 Consultation on Regulatory Proposal under the Conservation Authorities Act to support the implementation of the Regional Conservation Authority Framework**

Recommendation:

THAT the LPRCA Board of Directors receives the ERO #026-1067 Consultation on Regulatory Proposal under the Conservation Authorities Act to support the implementation of the Regional Conservation Authority Framework update as information.

Strategic Direction:

Strategic Direction #1 – Protect People & Property from Flooding & Natural Hazards
Strategic Direction #2 – Deliver Exceptional Services & Experiences
Strategic Direction #3 – Support & Empower Our People
Strategic Direction #4 – Organizational Excellence

Purpose:

To update the Board of Directors on the ERO #026-1067 Consultation on Regulatory Proposal under the Conservation Authorities Act to support the implementation of the Regional Conservation Authority Framework.

Background:

Environmental Registry of Ontario (ERO) posting #026-1067: Regulatory Proposal under the Conservation Authorities Act to support the implementation of the Regional Conservation Authority Framework is open for a 45-day comment period (October 22 to December 6, 2026) https://ero.ontario.ca/notice/026-1067.

The posting includes three main proposals for amendments that will affect LPRCA/ELERCA:

1. Proposed new regulation to govern cost recovery from CAs for OPCA's operational costs.
2. Amendments to O. Reg. 402/22 and O. Reg. 401/22.
3. Proposed amendments to O. Reg. 41/24: Prohibited Activities, Exemptions and Permits.

Discussion:

On October 22, the province announced regulatory proposals on the Environmental Registry pertaining to the governance of regional conservation authorities (RCA) and the Ontario Provincial Conservation Agency (OPCA).

A summary of the proposed changes are as follows:

1. Proposed new regulation to govern cost recovery from CAs for OPCA's operational costs:

Under section 35.26 of the CAA, OPCA has the power to recover the costs and expenses it incurs ("Cost Recovery") from CAs in accordance with any regulations. The ministry is proposing to establish a new regulation under the CAA that would create a transparent and consistent approach for apportioning OPCA's costs and expenses among regional CAs, who will benefit from OPCA's centralized leadership, services, and best practice guidance to achieve consistency, efficiency and service excellence.

The proposed regulation would:

- Prescribe the method for the apportionment of OPCA's costs and expenses to each CA. The method the ministry is proposing includes:
- OPCA would first determine its total cost recovery amount for a given fiscal year based on the board-approved budget
- Next OPCA would divide that amount by the total of the operating expenses of all the CAs (based on the approved budgets of the CAs) for that given year. This would result in the total % amount that is to be applied to each regional CA – i.e. 'cost recovery percentage'
- Finally, the total amount due by each regional CA would be calculated by multiplying a regional CA's approved operating expenses for the same year with that cost recovery percentage. Note that the cost recovery percentage would be recalculated each year and therefore will differ from year to year depending on changes in the OPCA operating costs, and the operating expenses of the regional CAs.

Prescribe details about OPCA's issuance of a notice to pay to CAs, including:

- Two cost recovery notices for a fiscal year would be issued:
    - the first notice would be issued following an OPCA board of directors-approved budget (i.e. anticipated in January) for that fiscal year indicating the total cost recovery amount due to OPCA by the regional CA (based on the OPCA board-approved budget). The notice will require the regional CA to pay half of that amount within 30 days.
    - the second and final notice would be issued following the minister- approved OPCA budget (i.e. anticipated in April), in alignment with OPCA's fiscal year confirming the final cost recovery amount for that fiscal year (which may or may not have changed from the OCPA budget that was approved by the OPCA board of directors in January) and requiring payment by the CA for the remaining amount within 30 days. In this notice, CAs would be given an

estimate of the proposed cost recovery amount for the regional CA for the following fiscal year.

Notices would include:

- The total amount of OPCA costs and expenses that would be apportioned across the CAs for the year.
- The amount the regional CA is required to pay to OPCA, the cost recovery percentage, and the calculation to determine the amount to be paid.
- Estimated amount payable for the following year to inform the regional CAs budgets.
- The timing for the payment by the regional CA.
- The proposed regulation is intended to provide a fair, transparent and predictable annual cost recovery process for regional CAs and OPCA.

2. Amendments to O. Reg. 402/22 and O. Reg. 401/22

The government is proposing regulatory amendments to O. Reg 402/22 and O. Reg. 401/22, including consequential amendments necessary to accommodate the transition to regional CAs and designation of single-tier and upper-tier municipalities as participating municipalities. These amendments would ensure that budgeting and apportionment processes continue to operate as intended while maintaining the existing budget and apportionment framework.

Proposed amendments to O. Reg. 402/22 would require certain budgeting and apportionment decisions to be completed before the start of the budget year. This would help ensure consistency for municipalities that work with more than one regional CA or with many other municipalities within a regional CA. Specifically, regional CAs would be required to:

- Approve the apportionment amounts and final CA budget no later than December 31 of the year preceding the budget year; and
- Provide the final budget and notices of apportionment to each participating and specified municipality, no later than December 31 of the year preceding the budget year. Copies of the final budget would also be required to be provided to OPCA.

The proposal would not alter the existing weighted voting framework. Participating municipalities would continue to have weighted votes for determining the levy apportionment that reflect their apportioned share of CA costs, subject to the existing rule that no municipality hold more than 50% of the weighted vote, unless they have more than 50% of the members of the CA.

These updates are intended to minimize disruption, support an orderly transition to the regional CA framework, and help ensure that budgeting and municipal apportionment processes continue to operate fairly and effectively.

3. Proposed amendments to O. Reg. 41/24: Prohibited Activities, Exemptions and Permits

Section 28 of the CAA prohibits development and other activities in and around hazardous areas and interference with a watercourse of a wetland without a permit from a CA. O. Reg. 41/24 sets out the details of the permitting framework under the CAA, including technical text-based descriptions of the areas where development is prohibited without a permit, exceptions from permit requirements for certain low-risk activities, and permitting application processes and service standards.

O. Reg. 41/24 took effect on April 1, 2024, and replaced 36 provincially-approved regulations administered by each CA with a single Minister's regulation. The regulation applies to all CAs but maintains local differences to reflect the unique geographies and hazard conditions in different watersheds, in alignment with provincial natural hazard policies for municipalities led by the Ministry of Natural Resources. For example, the regulatory event flood standards that are used in flood plain mapping apply differently to the CAs across the province and within certain local watersheds, and certain CAs apply a different description of the shoreline hazard. Following CA consolidation, the existing technical standards used to identify where development is prohibited without a permit are intended to continue applying within the appropriate watersheds. However, because the current technical descriptions reference existing CA jurisdictions, the application of these standards could become unclear following consolidation without regulatory changes.

The proposed amendments to O. Reg. 41/24 would:

- Continue to apply the existing technical standards that are used to identify where development is prohibited without a permit in the appropriate watersheds following the consolidation of the current 36 CAs into 9 regional CAs
- Correct technical standards that were inaccurately described in O. Reg. 41/24 to align with provincially approved standards including:
- Ensuring that all applicable flood event standards are listed accurately in Schedule 1, as per the provincially approved standards.
- Clarifying and consistently applying the applicable flood standard for the Great Lakes-St. Lawrence River System and inland lakes, unless otherwise described in the regulation.
- Correct shoreline hazard descriptions within the watersheds of certain predecessor CAs as per provincially approved standards
- Niagara Peninsula CA: no allowance ("buffer") in addition to the flooding, erosion and dynamic beach hazard
- Lake Simcoe Region CA: no allowance ("buffer") in addition to the flooding, erosion and dynamic beach hazard
- Saugeen Valley CA: 15 metre allowance ("buffer") in addition to the flooding, erosion and dynamic beach hazard, unless there is a dynamic beach

Make additional technical updates to clarify the intent of certain regulatory requirements, including:

- Administrative and housekeeping updates to correct typographical errors, and replacing terms for consistent terminology.
- Update the wording in clause 7(1)(h) to clarify the intent for what constitutes confirmation from a property owner to undertake proposed work as part of a complete permit application

- Clarifying that permit exceptions for the maintenance or repair of municipal drains do not apply where the activity is taking place within a wetland, in accordance with the Drainage Act and Conservation Authorities Act Protocol.

These amendments are intended to improve clarity, support the consistent implementation of the regulation, and avoid disruption to CA permitting during and following the transition to the regional CA framework.

The Ministry of Environment, Conservation and Parks is hosting an information session on the regulatory proposals under the *Conservation Authorities Act, Clean Water Act* and *Lake Simcoe Protection Act* on November 5, 2026.

Comments will be drafted and submitted by the closing of the consultation period of December 6, 2026 with any suggestions that the Board Members raise.

Financial Implications:

There are no financial implications for the 2026 fiscal year associated with this report.

Prepared by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 27, 2026 **File: 3.6.9**

To: Chair and Members
LPRCA Board of Directors

From: General Manager

RE: Nanticoke Creek Flood Hazard Mapping Update

Recommendation:

THAT the 2026 LPRCA Nanticoke Creek Flood Hazard Mapping prepared by Aquafor Beech Limited be approved for use as the guiding document in the administration of LPRCA's Section 28 regulation (Ontario Regulation 41/26) and with matters under the *Planning Act* in the study areas;

AND,

THAT amendments to LPRCA's Ontario Regulation 41/26 mapping be made to incorporate the revisions to the floodplain and associated regulated allowance.

Strategic Direction:

Strategic Direction #1 – Protect People and Property from Flooding and Natural Hazards
Strategic Direction #2 – Deliver Exceptional Services and Experiences
Strategic Direction #3 – Support and Empower Our People
Strategic Direction #4 – Organizational Excellence

Purpose:

To seek Long Point Region Conservation Authority (LPRCA) Board approval to adopt the updated flood hazard mapping for Nanticoke Creek within Haldimand County and Norfolk County.

Background:

LPRCA secured a federal Flood Hazard Information and Mapping Program (FHIMP) grant through the Ministry of Natural Resources (MNR) to fund 50% of the cost of updating the Nanticoke Creek flood hazard mapping.

This project updates the mapping along Nanticoke Creek from its outlet at Lake Erie through Haldimand County to Thompson Road in Waterford (Norfolk County). Flood hazard mapping for the northern portion of Nanticoke Creek (from Thompson Road north through Waterford) was previously completed in 2020.

The previous flood hazard mapping for this section of Nanticoke Creek was prepared in 1977. Over the last 50 years, significant physical changes have occurred across the watershed, new or reconstructed bridges, infilling, grading, and new building construction. While the 1977 hardcopy maps were scanned, the legacy data cannot be integrated or manipulated into modern digital modeling tools. The historic models have limited capability for integration into flood warning systems and no longer reflect current terrain or built conditions.

On May 26, 2025, staff released a Request for Proposal (RFP) for engineering consulting services. Aquafor Beech Limited was the successful proponent and was retained following Board approval on July 4, 2025.

LPRCA administers Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) under Section 28 of the *Conservation Authorities Act*. The updated floodplain mapping provides the most accurate data available to enforce this regulation and protect lives and property from flooding hazards.

Additionally, LPRCA represents the provincial interest regarding natural hazards under Chapter 5.2 of the Provincial Planning Statement, 2024 (PPS, 2024). In this role, LPRCA reviews and comments on municipal Planning Act applications, Official Plans, and Zoning By-laws.

Following Board approval, the updated flood hazard data will be integrated into LPRCA's regulation area mapping, utilized to support municipal planning reviews, and made fully available to the public.

Discussion:

Throughout 2025 and 2026, LPRCA staff and Aquafor Beech Limited successfully updated over 47 km of riverine topographic mapping and flood lines. The project has delivered the following key outcomes and findings:

- **Hydraulic Modeling:** Developed a modern HEC-RAS hydraulic model for the entire study area.
- **Floodline Mapping:** Delineated flood levels and hazard lines for a comprehensive range of return periods, including the 25-year, 100-year (Regulatory), 200-year, 350-year, and Regional flood events.
- **Risk Assessment:** Completed a structural vulnerability review, identifying 13 buildings located within the 100-year flood limit. These structures are classified exclusively as industrial, commercial, or accessory buildings.
- **Public Consultation:** Delivered stakeholder engagement, including project notifications in local newspapers, social media, and a dedicated webpage on the LPRCA website. A Public Information Centre (PIC) was hosted within the study area on May 28, 2026, to present draft results and gather community feedback.
  The public consultation process satisfies all requirements outlined in Conservation Ontario's Procedure for Updating Section 28 Mapping.
- Final Hydraulic Modeling Report is available on the LPRCA website

Next Steps and Implementation:

Upon Board approval, LPRCA staff will execute the following actions:

- **Updated Regulation Area Mapping:** Incorporate the new 47km of flood lines into the official LPRCA regulation mapping as part of the 2026 work plan.
- **Public Information:** Upload the finalized report and mapping to the LPRCA website.
- **Municipal Integration**: Provide the updated digital data to Haldimand and Norfolk counties to support upcoming updates to their municipal Official Plans and Zoning By-laws.

Financial Implication:

LPRCA was successful in obtaining supporting funding for the Flood Hazard and Information Mapping Program to cover 50% of the costs associated with the project which was approved in the 2025 budget. The regulation mapping will be updated using current staff.

Prepared by:

Leigh-Anne Mauthe

Leigh-Anne Mauthe, MCIP, RPP
Manager of Watershed Services

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: **October 29, 2026** File: 1.4.1

To: Chair and Members
LPRCA Board of Directors

From: General Manager, LPRCA

Re: **Q3 Financial Report - September 30, 2026**

Recommendation:

THAT the LPRCA Board of Directors receives the Q3 Financial Report – September 30, 2026 for the fiscal year up to and including September 30, 2026 as information.

Links to Strategic Direction:

Strategic Direction #1 – Protect People & Property from Flooding & Natural Hazards
Strategic Direction #2 – Deliver Exceptional Services & Experiences
Strategic Direction #3 – Support & Empower Our People
Strategic Direction #4 – Organizational Excellence

Purpose:

The Q3 financial report provides a consolidated and departmental update for the Board of Directors of the budget vs actual comparison of revenues and expenditures for LPRCA for the fiscal year up and including September 30, 2026.

Background:

The Board approved the 2026 Operating Budget of $6,370,228 and Capital Budget of $1,199,455 on January 7, 2026.

The consolidated statement of operations is attached as Appendix 1 accompanied with the departmental actual vs budget results. The capital projects are summarized in Appendix 2.

Discussion:

The Q3 operating revenues totaled $5,502,792 with expenditures of $4,460,146. Revenues represented 84.3% of the annual budget and expenditures of 70.0% with a surplus of $1,042,645 for the year up and including September 30, 2026.

Revenues are $337,002 less than 2025 or down -5.8% year over year. Expenditures are $289,188 greater than 2025 or up 6.9% year over year.

The operating surplus of $1,042,645 for the year up to and including September 30th of the fiscal is $626,191 less than the 2025 surplus of $1,668,836.

Analysis:

Planning

Planning user fees of $136,404 through the third quarter are slightly up compared to 2025 figure of $135,663. Planning user fee revenue have picked up over the third quarter and if the fourth quarter revenues remain at third quarter levels planning user fees will remain on budget. Staff have responded to 61 lawyer inquiries, issued 168 permits and participated in 83 reviews and 16 pre-consultations through the third quarter.

Forestry

The forestry program has issued and awarded two of three of the planned tenders for fiscal 2026. The tenders resulted in $278,018 in revenue representing 89.7% of the 2026 budget of $310,000.

Campgrounds

Camping revenues as at September 30, 2026 totaled $2,147,343 in comparison to $2,157,871 in 2025. As of the end of the third quarter 413 seasonal campers have been registered with seasonal camping revenues of $1,321,422 lower than the budget projection of $1,357,000. Overall the campgrounds have generated a surplus of $632,135 up to and including September 30th.

Financial Implications:

Revenues for the period up to and including September 30, 2026 are $5,502,792 with expenditures of $4,460,146 resulting in a surplus of $1,042,645.

Overall the Authority is in a favourable position through the first three quarters up to and including September 30, 2026.

Prepared by:

Aaron LeDuc

Aaron LeDuc, CPA, CGA
Manager of Corporate Services

Approved and submitted by:

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager/Secretary Treasurer

Long Point Region Conservation Authority

Statement of Operations - Summary

For The 9 Months Ending September 30, 2026

Appendix 1

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024
Program:						
Watershed Planning and Technical Services	307,642	497,990	62%	(190,349)	324,180	294,458
Watershed Flood Control Services	165,152	386,914	43%	(221,762)	130,837	160,790
Healthy Watershed Services	302,051	218,079	139%	83,972	189,848	241,553
Communications	71,124	125,663	57%	(54,539)	74,595	69,162
Backus Heritage and Education Services	192,874	328,803	59%	(135,930)	211,866	187,628
Public Forest Land Management Services	238,726	326,511	73%	(87,785)	265,454	252,553
Private Forest Land Management Services	50,992	159,603	32%	(108,611)	67,242	77,766
Conservation Parks	1,515,208	1,864,790	81%	(349,582)	1,380,016	1,407,597
Maintenance Operations Services	303,379	451,462	67%	(148,082)	274,888	284,389
Conservation Authority Lands	457,872	782,315	59%	(324,443)	377,058	347,263
Corporate Services	855,125	1,228,097	70%	(372,972)	874,974	912,044
	$4,460,146	**$6,370,228**	**70%**	**($1,910,082)**	**$4,170,958**	**$4,235,204**
Objects of Expenses						
Staff Expenses	2,648,773	4,148,928	64%	(1,500,155)	2,511,871	2,581,611
Staff Related Expenses	25,812	35,325	73%	(9,513)	26,936	36,098
Materials and Supplies	437,535	351,478	124%	86,057	227,126	329,575
Purchased Services	1,240,160	1,702,228	73%	(462,067)	1,299,017	1,190,250
Equipment	44,810	54,225	83%	(9,415)	48,639	43,059
Other	34,512	41,650	83%	(7,138)	32,910	31,788
Director Fees / Expenses	26,054	36,394	72%	(10,340)	24,459	22,823
Total Expenditures	**$4,460,146**	**$6,370,228**	**70%**	**($1,910,082)**	**$4,170,958**	**$4,235,204**
Sources of Revenue:						
Municipal Levy - Operating	1,678,636	2,238,181	75%	(559,545)	1,678,261	1,609,472
Provincial Grants	2,506	15,000	17%	(12,494)	1,127	1,325
MNR Grant	35,229	35,229	100%	-	35,229	35,229
Student Program Revenue	22,692	4,500	504%	18,192	9,541	35,782
User Fees	3,293,061	3,478,389	95%	(185,327)	3,193,332	3,127,958
Community Support	319,137	285,182	112%	33,955	370,156	194,370
Endowment Funding	26,751	123,061	22%	(96,310)	56,510	14,468
Interest	124,779	202,750	62%	(77,971)	276,056	230,210
Total Revenue	**$5,502,792**	**$6,527,228**	**84%**	**($1,024,436)**	**$5,839,794**	**$5,452,427**
Excess (deficiency) of revenue over expenditures	**$1,042,645**	**$157,000**	**664%**	**$885,646**	**$1,668,836**	**$1,217,223**

For The 9 Months Ending September 30, 2026

Statement of Operations

Corporate Services

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
LPRCA Board	29,610	36,394	81%	(6,784)	25,338	23,656	
Conservation Ontario Fees	34,512	34,512	100%	-	32,910	31,788	
Corporate / IT Services	791,003	1,157,191	68%	(366,188)	816,726	856,600	
Total Activities	**$855,125**	**$1,228,097**	**70%**	**($372,972)**	**$874,974**	**$912,044**	
Objects of Expenses							
Staff Expenses	512,740	758,719	68%	(245,980)	503,324	561,320	
Staff Related Expenses	8,254	3,000	275%	5,254	7,271	9,675	
Materials and Supplies	6,477	8,500	76%	(2,023)	7,681	4,421	
Purchased Services	228,882	318,084	72%	(89,202)	258,202	242,019	Insurance premiums $104,197
Equipment	15,123	18,500	82%	(3,377)	13,986	13,585	
IT Services	7,712	25,000	31%	(17,288)	13,809	14,281	
Office Cleaning	12,883	18,250	71%	(5,367)	13,331	12,132	
Other	34,512	41,650	83%	(7,138)	32,910	31,788	
Director Fees / Honorarium	18,515	26,094	71%	(7,580)	16,924	15,798	
Director Travel	6,305	8,100	78%	(1,795)	5,857	5,403	
Director Meeting Expense	1,234	2,200	56%	(966)	1,678	1,622	
Total Expenditures	**$855,125**	**$1,228,097**	**70%**	**($372,972)**	**$874,974**	**$912,044**	
Sources of Revenue:							
Municipal Levy - Operating	532,958	710,610	75%	(177,653)	613,242	622,761	
User Fees	9,108	17,200	53%	(8,092)	12,434	10,654	
Other - Interest on Investments, Misc.	122,954	200,250	61%	(77,296)	274,200	226,267	Bank Interest $95,827, GIC Interest $27,126
Community Support	35,165	12,500	281%	22,665	127,991	2,463	Easement agreement payment - $30,000
Endowment Funding	10,000	20,000	50%	(10,000)	5,000	8,793	
Total Revenue	**$710,185**	**$1,228,097**	**58%**	**($517,912)**	**$1,048,195**	**$870,937**	
Excess(deficiency) revenue over expenditures	**($144,940)**	**$0**	**0%**	**($144,940)**	**$173,221**	**($41,108)**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Community Relations

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
Communication and Marketing Services	61,282	113,863	54%	(52,581)	64,814	58,622	
Leighton & Betty Brown Scholarship Trust Fund	1,000	1,000	100%	-	1,000	1,000	
LPRCA Memorial Woodlot Services	8,843	10,801	82%	(1,958)	8,781	9,540	
Total Activities	**$71,124**	**$125,663**	**57%**	**($54,539)**	**$74,595**	**$69,162**	
Objects of Expenses							
Staff Expenses	53,918	94,313	57%	(40,395)	59,900	55,326	
Staff Related Expenses	23	1,150	2%	(1,127)	186	25	
Materials and Supplies	6,625	10,650	62%	(4,025)	6,793	4,958	
Purchased Services	10,559	19,550	54%	(8,991)	7,717	8,853	
Total Expenditures	**$71,124**	**$125,663**	**57%**	**($54,539)**	**$74,595**	**$69,162**	
Sources of Revenue							
Municipal Levy - Operating	88,247	117,663	75%	(29,416)	86,746	96,224	
Community Support	7,614	8,000	95%	(386)	7,826	6,723	Memorial Forest Donations - $4,676
Total Revenue	**$95,861**	**$125,663**	**76%**	**($29,802)**	**$94,572**	**$102,947**	
Excess(deficiency) revenue over expenditures	**$24,737**	**$0**	**0%**	**$24,737**	**$19,977**	**$33,785**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Watershed Planning and Technical Services

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
Technical and Planning Services	296,286	431,833	69%	(135,547)	298,243	288,176	
Technical Study Services	11,355	66,157	17%	(54,802)	25,938	6,283	
Total Activities	**$307,642**	**$497,990**	**62%**	**($190,349)**	**$324,180**	**$294,458**	
Objects of Expenses							
Staff Expenses	291,555	460,290	63%	(168,735)	304,448	278,180	
Staff Related Expenses	2,297	4,200	55%	(1,903)	421	4,971	
Materials and Supplies	794	2,000	40%	(1,206)	730	655	
Purchased Services	10,693	28,000	38%	(17,307)	15,501	8,729	
Equipment	2,303	3,500	66%	(1,197)	3,080	1,923	
Total Expenditures	**$307,642**	**$497,990**	**62%**	**($190,349)**	**$324,180**	**$294,458**	
Sources of Revenue							
Municipal Levy - Operating	232,262	309,683	75%	(77,421)	201,639	131,504	
MNR Grant	8,807	8,807	100%	(0)	8,807	8,807	
User Fees - Lawyer Inquiry Revenue	14,261	13,500	106%	761	10,125	16,205	61 Lawyer inquiries
User Fees - Planning / Technical Service Fees	76,639	105,000	73%	(28,361)	80,067	90,560	168 Permits
User Fees - Planning Act Review Fees	42,008	56,000	75%	(13,992)	41,538	49,592	83 Planning Apps
User Fees - Pre-Consultation Fees	3,495	5,000	70%	(1,505)	3,933	4,750	16 Pre-cons
Total Revenue	**$377,473**	**$497,990**	**76%**	**($120,517)**	**$346,109**	**$301,418**	
Excess (deficiency) revenue over expenditures	**$69,831**	**$0**	**0%**	**$69,831**	**$21,929**	**$6,960**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Watershed Flood Control Services

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
Flood Control Administrative Services	71,213	99,303	72%	(28,090)	71,081	101,692	
Flood Forecasting and Warning Services	42,172	98,310	43%	(56,138)	49,468	32,509	
General Operational Services	19,808	53,927	37%	(34,120)	8,286	13,229	
Structures - Minor Maintenance Services	7,696	71,360	11%	(63,664)	576	3,025	
Structures - Preventative Maintenance Services	24,263	64,014	38%	(39,751)	1,426	10,335	
Total Activities	**$165,152**	**$386,914**	**43%**	**($221,762)**	**$130,837**	**$160,790**	
Objects of Expenses							
Staff Expenses	146,056	332,633	44%	(186,577)	115,358	139,097	
Staff Related Expenses	1,333	2,700	49%	(1,367)	886	2,566	
Materials and Supplies	1,511	10,300	15%	(8,789)	822	3,178	
Purchased Services	12,092	32,281	37%	(20,188)	5,923	12,123	
Equipment	4,159	9,000	46%	(4,841)	7,848	3,826	
Total Expenditures	**$165,152**	**$386,914**	**43%**	**($221,762)**	**$130,837**	**$160,790**	
Sources of Revenue							
Municipal Levy - Operating	259,119	345,492	75%	(86,373)	256,851	220,243	
Municipal Levy - Capital	-	-	0%	-	-	2,331	
MNR Grant	26,422	26,422	0%	0	26,422	26,422	
Provincial Grants	-	15,000	0%	(15,000)	-	-	
Total Revenue	**$285,541**	**$386,914**	**75%**	**($101,373)**	**$283,273**	**$248,996**	
Excess (deficiency) revenue over expenditures	**$120,389**	**$0**	**0%**	**$120,389**	**$152,437**	**$88,206**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Healthy Watershed Services

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
Healthy Watershed Technical Support Services	11,820	19,451	61%	(7,631)	12,669	28,143	
Drain Classification - DFO/LPRCA	8,854	2,750	322%	6,105	2,907	3,868	
Surface & Groundwater Quality Monitoring Services	32,226	49,393	65%	(17,166)	34,823	25,851	
Lamprey Barrier Inspection Services	4,153	7,810	53%	(3,656)	2,001	1,610	
Water Supply Source Protection Planning	1,986	12,440	16%	(10,454)	1,269	3,323	
Stream Health Monitoring	10,976	10,787	102%	189	3,303	2,591	
OPG Wetlands	45,694	-	0%	45,694	33,170	48,287	Federal Grant Funding - $125,058
ECCC - GLFEI	146,605	112,500	130%	34,105	57,111	-	Grant Funding - $39,694
Total Activities	**$302,051**	**$218,079**	**139%**	**$83,972**	**$189,848**	**$241,553**	
Objects of Expenses							
Staff Expenses	93,897	110,951	85%	(17,054)	82,893	88,592	
Staff Related Expenses	102	400	25%	(298)	361	370	
Materials and Supplies	185,662	5,749	3230%	179,913	3,956	122,815	Private Landowner Assistance $128,782
Purchased Services	22,391	100,980	22%	(78,589)	102,637	29,777	Nursery Stock $54,748
Total Expenditures	**$302,051**	**$218,079**	**139%**	**$83,972**	**$189,848**	**$241,553**	
Sources of Revenue							
Municipal Levy - Operating	39,257	52,342	75%	(13,086)	41,396	50,635	
Provincial Grants	2,506	-	0%	2,506	1,127	1,325	
Community Support	171,693	135,499	127%	36,194	173,020	118,951	ECCC Federal Grant $128,349
Total Revenue	**$213,456**	**$218,079**	**98%**	**($4,623)**	**$215,543**	**$170,911**	
Excess(deficiency) revenue over expenditures	**($88,595)**	**$0**	**0%**	**($88,595)**	**$25,694**	**($70,642)**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Conservation Authority Lands

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
Conservation Authority Lands Admin	257,655	372,846	69%	(115,191)	175,720	181,277	
Parkettes Services	59,170	108,743	54%	(49,573)	69,052	44,333	
Lee Brown Waterfowl Management Services	102,140	182,500	56%	(80,360)	95,172	87,064	Lee Brown Marsh Phragmites Control Project $30,395
Fish and Wildlife Support Services	3,413	3,500	98%	(88)	3,350	1,750	
Hazard Tree Removal	35,495	108,961	33%	(73,466)	-	-	
Total Activities	**$457,872**	**$782,315**	**59%**	**($324,443)**	**$ 377,058**	**$ 347,263**	
Objects of Expenses							
Staff Expenses	191,402	485,601	39%	(294,199)	153,521	131,641	
Materials and Supplies	40,555	30,893	131%	9,662	18,493	21,842	
Purchased Services	225,915	265,671	85%	(39,756)	205,044	193,781	Municipal Taxes - $132,461
Total Expenditures	**$457,872**	**$782,315**	**59%**	**($324,443)**	**$ 377,058**	**$ 347,263**	
Sources of Revenue							
Municipal Levy - Operating	380,630	507,506	75%	(126,877)	354,529	313,640	
User Fees	217,095	202,190	107%	14,905	63,670	61,042	Grant Funding - $32,800 Phragmites Control Project
Community Support	67,094	66,854	100%	240	-	-	
Total Revenue	**$664,818**	**$782,315**	**85%**	**($117,496)**	**$ 622,452**	**$ 568,015**	
Excess(deficiency) revenue over expenditures	**$206,946**	**$0**	**0%**	**$206,946**	**$245,394**	**$220,752**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Public Forest Land Management Services

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
General Forestry Management Services	186,600	326,511	57%	(139,911)	152,255	151,943	
Invasive Species Centre	52,126	-	0%	52,126	60,969	34,024	Grant Funding $37,007
Total Activities	**$238,726**	**$326,511**	**73%**	**($87,785)**	**$265,454**	**$252,553**	
Objects of Expenses							
Staff Expenses	174,952	239,711	73%	(64,758)	192,941	187,625	
Staff Related Expenses	8,379	11,800	71%	(3,421)	9,763	9,951	
Materials and Supplies	19,428	16,900	115%	2,528	19,293	5,715	
Purchased Services	35,967	58,100	62%	(22,133)	43,457	49,261	
Total Expenditures	**$238,726**	**$326,511**	**73%**	**($87,785)**	**$265,454**	**$252,553**	
Sources of Revenue							
User Fees	279,073	310,000	90%	(30,927)	346,858	315,172	Timber Tender - $278,018
Community Support	34,957	14,000	250%	20,957	59,326	62,193	
Total Revenue	**$314,030**	**$326,511**	**96%**	**($12,480)**	**$406,184**	**$377,365**	
Excess (deficiency) revenue over expenditures	**$75,305**	**$0**	**0%**	**$75,305**	**$140,730**	**$124,812**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Private Forest Land Management Services

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
Private Property Tree Planting Services	50,992	149,603	34%	(98,611)	67,171	77,150	
Total Activities	**$50,992**	**$159,603**	**32%**	**($108,611)**	**$67,242**	**$77,766**	
Objects of Expenses							
Staff Expenses	36,726	47,878	77%	(11,152)	31,274	39,032	
Staff Related Expenses	71	850	8%	(779)	81	15	
Materials and Supplies	299	66,975	0%	(66,676)	15,965	18,662	
Purchased Services	13,896	43,900	32%	(30,004)	19,922	20,057	
Total Expenditures	**$50,992**	**$159,603**	**32%**	**($108,611)**	**$67,242**	**$77,766**	
Sources of Revenue							
User Fees	80,492	149,603	54%	(69,112)	73,535	104,378	
Total Revenue	**$80,492**	**$159,603**	**50%**	**($79,112)**	**$73,535**	**$108,418**	
Excess (deficiency) revenue over expenditures	**$29,500**	**$0**	**0%**	**$29,500**	**$6,292**	**$30,652**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Backus Heritage and Education Services

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
Educational and Interactive Program Services	46,051	106,364	43%	(60,313)	45,944	36,422	
Heritage Village and Historical Services	127,326	175,546	73%	(48,219)	117,493	129,724	
Education Centre	19,496	46,894	42%	(27,397)	48,426	21,482	
Total Activities	**$192,874**	**$328,803**	**59%**	**($135,930)**	**$211,866**	**$187,628**	
Objects of Expenses							
Staff Expenses	150,479	248,916	60%	(98,436)	150,943	154,667	
Staff Related Expenses	347	1,550	22%	(1,203)	176	389	
Materials and Supplies	3,898	16,707	23%	(12,809)	10,422	4,840	
Purchased Services	38,149	61,631	62%	(23,482)	50,325	27,732	
Total Expenditures	**$192,874**	**$328,803**	**59%**	**($135,930)**	**$211,866**	**$187,628**	
Sources of Revenue							
Municipal Levy - Operating	4,801	6,402	75%	(1,600)	2,959	4,186	
Student Program Revenue	11,604	4,500	258%	7,104	7,133	35,782	
User Fees - Heritage Village	41,588	2,608	1595%	38,980	39,622	48,539	
User Fees - Education & Interactive Program	46,591	43,795	106%	2,795	44,105	1,740	
Endowment Funding	16,751	103,061	16%	(86,310)	51,510	5,675	
Property/Building Rentals	3,635	5,962	61%	(2,327)	6,411	12,300	
Community Support	2,614	38,330	100%	(35,716)	1,993	-	
Total Revenue	**$129,408.94**	**$328,803**	**39%**	**($199,395)**	**$155,590**	**$120,114**	
Excess(deficiency) revenue over expenditures	**($63,465)**	**$0**	**0%**	**($63,465)**	**($56,276)**	**($67,514)**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Conservation Parks

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities:							
Norfolk Conservation Park Services	275,428	386,911	71%	(111,482)	262,918	277,041	
Deer Creek Conservation Park Services	231,626	255,340	91%	(23,714)	184,394	185,300	
Haldimand Conservation Park Services	360,070	424,452	85%	(64,382)	332,445	306,787	
Waterford North Conservation Park Services	256,466	400,886	64%	(144,420)	267,164	305,846	
Backus Heritage Conservation Park Services	391,617	397,201	99%	(5,584)	333,095	332,623	
Total Activities	**$1,515,208**	**$1,864,790**	**81%**	**($349,582)**	**$1,380,016**	**$1,407,597**	
Objects of Expenses:							
Staff Expenses	836,731	1,117,434	75%	(280,703)	761,014	802,278	
Staff Related Expenses	2,084	5,925	35%	(3,841)	3,904	4,165	
Materials and Supplies	93,467	80,875	116%	12,592	86,052	68,758	
Purchased Services	559,701	637,331	88%	(77,630)	505,321	508,671	
Equipment	23,225	23,225	100%	-	23,725	23,725	
Total Expenditures	**$1,515,208**	**$1,864,790**	**81%**	**($349,582)**	**$1,380,016**	**$1,407,597**	
Sources of Revenue							
User Fees-Seasonal Sites Fees	1,312,422	1,357,000	97%	(44,578)	1,319,101	1,356,396	Seasonal Camping $1,321,422
User Fees-Winter Storage	86,896	88,250	98%	(1,354)	88,040	86,754	
User Fees-Camping Revenue	736,937	698,800	105%	38,137	744,922	607,615	Daily Camping $385,345
Student Program Revenue	11,088	-	0%	11,088	2,408	-	
Total Revenue	**$2,147,343**	**$1,864,790**	**115%**	**$282,553**	**$2,157,871**	**$2,059,585**	
Exce Provincial Grants	**$632,135**	**$0**	**0%**	**$632,135**	**$777,855**	**$651,988**	

For The 9 Months Ending September 30, 2026

Statement of Operations

Other Conservation and Land Management Services

For The 9 Months Ending September 30, 2026

	Current YTD	2026 Annual Budget	% Of Budget	Budget Variance	Actual 2025	Actual 2024	Comments
Activities							
General Facility Maintenance Services	129,265	188,482	-	(59,216)	141,989	140,687	
Motor Pool Services	174,114	262,980	66%	(88,866)	132,899	143,702	
Total Activities	**$303,379**	**$451,462**	**67%**	**($148,082)**	**$274,888**	**$284,389**	
Objects of Expenses							
Staff Expenses	160,318	252,483	63%	(92,164)	156,256	143,853	
Staff Related Expenses	2,921	3,600	81%	(679)	3,887	3,970	
Materials and Supplies	78,820	101,929	77%	(23,109)	56,919	73,731	
Purchased Services	61,320	93,450	66%	(32,130)	57,826	62,835	
Total Expenditures	**$303,379**	**$451,462**	**67%**	**($148,082)**	**$274,888**	**$284,389**	
Sources of Revenue							
Municipal Levy - Operating	141,361	188,482	75%	(47,120)	120,898	170,280	
User Fees	342,821	419,980	-	(77,159)	315,572	353,441	Motor pool revenue - $342,821
Total Revenue	**$484,182**	**$608,462**	**80%**	**($124,279)**	**$436,470**	**$523,721**	
Excess(deficiency) revenue over expenditures	**$180,803**	**$157,000**	**115%**	**$23,803**	**$161,582**	**$239,332**	

Long Point Region Conservation Authority
CAPITAL SUMMARY Sept 30, 2026

Appendix 2

PROGRAMS AND PROJECTS OBJECTS OF EXPENSES	Prior Years Capital Levy	General Levy / Special Capital Levy	WECI and Provincial	Unrestricted Reserve	User Fee Reserve	Donations/ Grants	In- Year Surplus	Total $'s Spent to Sept 30, 2026	Status	Total $'s Remaining
Watershed Services										
Teeterville Class EA - 340			$ 3,482					$ 10,711	Complete	$ (7,229)
Lehman Dam - Dam Safety Review - 341	$ 17,308		$ 7,308					$ 15,936	Complete	$ 8,680
Sutton Dam Structure & Removal - 346	$ 11,511	$ 160,000						$ 3,884	In progress	$ 167,627
Flood Control Structure Repairs and Studies	$ 15,661									$ 15,661
LPRCA - Hydrology Study - 332								$ 2,857	Complete	$ (2,857)
Nanticoke Creek Flood Hazard Mapping - 333	$ 25,000		$ 25,000					$ 32,868	In progress	$ 17,132
Vittoria Dam CWA Grant - 351/361/362		$ 100,000				$ 75,000		$ 132,159	In progress	$ 42,841
Upper Big Creek Flood And Erosion Control - 354	$ 35,000		$ 35,000					$ 58,390	In progress	$ 11,610
Deer Creek - Public Safetey Boom - 358		$ 100,000						$ 2,494	In progress	$ 97,506
Backus Heritage and Education Services										
Backus Hydro Upgrades	$ 8,215									$ 8,215
Backus Water Systems Upgrades	$ 4,324									$ 4,324
Gallery Revitalization Project - 323						$ 301		$ 301	In progress	$ 0
Decoy Museum - 331						$ 13,563		$ 13,563	In progress	$ 0
Historic Site Building Demolitions - 359		$ 17,000						$ 1,385	In progress	$ 15,615
Backus Grist Mill Full Structural Review - 365	$ 14,500									$ 14,500
Conservation Parks Management Services										
Norfolk & Haldimand CA Water Upgrade - 306/311	$ 16,351							$ 20,178	In progress	$ (3,827)
Norfolk CA Hydro Upgrades	$ 14,989									$ 14,989
Waterford North CA Premium Site Additions -	$ 12,500									$ 12,500
Backus Playground Equipment				$ 83,280						$ 83,280
Haldimand Playground Equipment					$ 56,575					$ 56,575
Backus Maintenance Barn - 367					$ 190,000			$ 3,293	In progress	$ 186,707
Campground Conservation Area Water System Upgrade	$ 20,000									$ 20,000
Campground Cabin - 353	$ 27,600							$ 34,755	Complete	$ (7,155)
Campground Washroom Facility Upgrade	$ 18,000								In progress	$ 18,000
Deer Creek CA Dock & Storage Rack - 303	$ 6,277									$ 6,277
Waterford North CA Water System Upgrade -	$ 3,482									$ 3,482
Other Conservation and Land Management Services										
Park Sign Replacement & Roadway Signage for Parks - 300	$ 3,445									$ 3,445
Signage Project - 345	$ 16,876	$ 6,000						$ 611	In progress	$ 22,265
Forestry Tract & Property Signage - 364	$ 6,886							$ 2,694	In progress	$ 4,192
Property Gates - 291	$ 941	$ 5,000						$ 297	In progress	$ 5,644
Parking lots & Fencing Upgrades - 344		$ 14,000								$ 14,000
Maintenance Operations Services										
Workshop Electrical & Lighting Upgrades - 360	$ 8,000							$ 10,003	Complete	$ (2,003)
Vehicle Replacement (2 1/2 Ton Pickup Truck) - 286							$ 118,000	$ 115,421	Complete	$ 2,579
Equipment Replacement (2 Riding Lawn Mower) - 295							$ 39,000	$ 38,400	Complete	$ 600
Tools & Equipment Replacement	$ 18,094									$ 18,094
Corporate Services										
Computer Upgrades - 289	$ 3,752	$ 15,000						$ 6,309	In progress	$ 12,443
Office Renovations - 334	$ 35,030							$ 35,030	Complete	$ -
	$ 343,741	**$ 417,000**	**$ 70,790**	**$ 83,280**	**$ 246,575**	**$ 88,864**	**$ 157,000**	**$541,538**		**$ 865,712**

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: **October 30, 2026** **File: 1.2.14**

To: Chair and Members
LPRCA Board of Directors

From: General Manager/Secretary-Treasurer, LPRCA

Re: **Lee Brown Marsh Management Committee Terms of Reference Update**

Recommendation:

THAT the Lee Brown Marsh Management Committee Terms of Reference Part 2 Section 32.3 of the LPRCA Personnel Policy be removed;

AND,

THAT the Lee Brown Marsh Management Committee Terms of Reference be approved as presented.

Purpose:

The purpose of this report is to present the Board of Directors with an updated Terms of Reference for the Lee Brown Marsh Management Committee (Attachment # 1).

Links to Strategic Plan:

Strategic Direction #4 – Organizational Excellence

Background:

The LPRCA Personnel Policy Part 2 Section 32.3 has the current Lee Brown Marsh Management Committee Terms of Reference (Attachment # 2). The Lee Brown Marsh Management Committee Terms of Reference is included in the Long Point Region Conservation Authority Personnel Policy which was originally approved February 4, 2015.

The updated Lee Brown Marsh Management Committee Terms of Reference went to the Lee Brown Marsh Management Committee on October 16, 2026 and was approved by the Committee to be brought forward to the Board of Directors.

> "THAT the Lee Brown Marsh Management Committee approves the updated Lee Brown Marsh Committee Terms of Reference;
>
> AND,
>
> THAT the Lee Brown Marsh Management Committee recommends the approved Terms of Reference go to the November 4, 2026 LPRCA Board of Directors meeting for approval."

Discussion:

The updated Lee Brown Marsh Management Committee Terms of Reference expands on the composition of the Committee, on the purpose of the Committee, and includes more expansive information on meetings, and duties and responsibilities.

Financial Implications:

There are no additional financial outlays associated with this report.

Approved and Submitted by:

Judy Maxwell

_____
Judy Maxwell, CPA, CGA
General Manager

Long Point Region Conservation Authority

Long Point Region Conservation Authority
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LEE BROWN MARSH MANAGEMENT COMMITTEE
TERMS OF REFERENCE

Terms of Reference: Lee Brown Marsh Management Committee	**Reviewed:**	**Pages** 3
Date: October 16, 2026	**Supersedes:** LPRCA Personnel Policy, Section 32.3 Board of Directors by Resolution # A-117/24	
Agreement: October 3, 1974	**Issuing Authority:**	

1. Purpose

The Long Point Region Conservation Authority (LPRCA) Lee Brown Marsh Management Committee is an advisory committee of the Board of Directors.

The objective of the Committee is to assist the Board of Directors by making recommendations to the Board of Directors with respect to the management and operation of the Lee Brown Waterfowl Management Area and the implementation of the approved master plan for the area.

2. Historical Context

The administration of the managed lands is bound by the historical conditions under which the property was transferred:

- **Registered Agreement**: #359901
- **Execution Date**: May 14, 1975
- **Condition of Acceptance**: The Conservation Authority formally accepts the property under the explicit condition that it will be administered by the Lee Brown Marsh Management Committee.
- **LPRCA Assumed Responsibility**:
    - Of perpetuating the philosophy of Lee Brown regarding the propagation of Canada Geese; this responsibility to be given top priority at all times;
    - Of carrying out a program, endeavoring to maintain the Lake Erie shoreline along the Lee Brown Marsh;
    - To carry out a program for the propagation of fish and wildlife; and
    - To assume a total care and maintenance program (costs and administration) for the whole management area, which includes the Lee Brown Marsh, Lee Brown Sanctuary, Walker, Boyd, Cridland and Robinson properties.

3. Composition

The Lee Brown Marsh Management Committee is comprised of the following named Community-at-large individuals:

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Kim Brown (Community), Larry Chanda (Community), Tom Haskett (Community), Lou Kociuk (Community).

Along with:

The Chair of the Long Point Region Conservation Authority and one other appointee from the LPRCA Board of Directors.

The Committee is supported by non-voting LPRCA staff members including, the LPRCA General Manager and Executive Assistant.

In the event of a named member of the Lee Brown Marsh Management Committee having to be replaced, the said Committee submits the name of a replacement to the Long Point Region Conservation Authority Board of Directors.

At committee meeting, a quorum consists of one-half of the Members of the Lee Brown Marsh Management Committee.

4. Terms of Office

The term of office for the Lee Brown Marsh Management Committee members are as follows:

a) Community-at-large named members: Until the member leaves the Committee or they are deceased.

b) LPRCA Board of Directors members: for one calendar year with annual appointments at the first board meeting of the year.

5. Chair

The Chair of the Lee Brown Marsh Management Committee holds the title of Chair after being selected as Chair by the Committee due to vacancy for as long as the Chair desires to hold the position.

The Chair's duties shall be:

a. Lead the meetings and preserve order;
b. Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
c. Announce the results of the vote on any motions so presented; and
d. Adjourn the meeting when business is concluded.

6. Meetings

The committee will convene a minimum of three times annually; typically, May, August, and December. The August committee meeting will also serve as the Leighton and Betty Brown Scholarship ceremony if schedules allow.

Additional meetings of the Committee may be called by the Chairperson or General Manager

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in order to properly discharge its responsibilities set out in this terms of references.

Meeting agenda materials and minutes will be circulated in advance of the committee meeting.

Authority staff, under the supervision of the General Manager and input from the Marsh Manager, shall prepare an agenda for all Committee meetings that shall include, but not necessarily be limited to, the following headings:

- Welcome and Call to Order
- Additional Agenda Items
- Approval of Agenda
- Declaration of Conflicts of Interest
- Approval of Minutes
- Business Arising
- Correspondence
- New Business
- Adjournment

Lee Brown Marsh Management Committee minutes and/or recommendations are approved by the Committee before being submitted to the LPRCA Board of Directors for approval.

7. Duties and Responsibilities

The following are the activities and responsibilities of the Committee:

a) To perpetuate the philosophy of Lee Brown regarding the propagation of Canada Geese and to give this responsibility top priority at all times.
b) To carry out a program which will endeavour to maintain the Lake Erie shoreline along the Lee Brown Marsh.
c) To carry out a program for the propagation of fish and wildlife.
d) To assume a total care and maintenance program (costs and administration) for the whole management area, which includes the Lee Brown Marsh, Lee Brown Sanctuary, Walker, Boyd, Cridland and Robinson properties.
e) The Committee shall be delegated authority to recommend actions for improvement to the Lee Brown Marsh Waterfowl Management Area to the LPRCA Board of Directors.
f) The Committee will oversee the selection and awarding of the Leighton & Betty Brown Scholarship, following the qualifications of the scholarship:
    - Reside within the Long Point Region watershed;
    - Are currently attending their final year of high school or a high-school graduate;
    - Have maintained a strong academic average;
    - Have a demonstrated record of participation, leadership or volunteerism in promoting conservation and environmental awareness;
    - Are entering first year of full-time, undergraduate study in a Canadian university or college; and
    - Continuing education at a post-secondary level in a conservation or environmental related course of study. This may include, but not limited to, forestry, biology, geography, geology, fish and wildlife, ecology, environmental engineering.

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LPRCA Personnel Polices: Part 2, Committees, Section 32.

32.3 Lee Brown Marsh Management Committee

This Committee shall be responsible for making recommendations to the Board of Directors with respect to the management and operation of the Lee Brown Waterfowl Management Area and the implementation of the approved master plan for the area.

COMPOSITION

Registered Agreement: #359901 - Dated May 14, 1975

THE CONSERVATION AUTHORITY ACCEPTS THIS PROPERTY UNDER THE FOLLOWING CONDITIONS:

32.3.1 That it will be administered by a Committee, hereinafter to be known as the Lee Brown Marsh Management Committee, and composed of the following: Kim Brown, Larry Chanda, Tom Haskett, Lou Kociuk, the Chair of the Long Point Region Conservation Authority and one other appointee from the LPRCA Board of Directors.

32.3.2 That, in the event of a named member of the Lee Brown Marsh Management Committee having to be replaced, the said Committee submits the name of a replacement to the Conservation Authority.

SPECIFIC TERMS OF REFERENCE include

a) To perpetuate the philosophy of Lee Brown regarding the propagation of Canada Geese and to give this responsibility top priority at all times.

b) To carry out a program which will endeavour to maintain the Lake Erie shoreline along the Lee Brown Marsh.

c) To carry out a program for the propagation of fish and wildlife.

d) To assume a total care and maintenance program (costs and administration) for the whole management area, which includes the Walker, Boyd, Cridland and Robinson properties.

The Lee Brown Marsh Management Committee has specific members from the community-at-large. The Chair has been elected from within the Committee to serve at the pleasure of this Committee. The Committee has responsibility for providing advice to the Conservation Authority's Board of Directors on Capital Projects requiring reserve funding, as well as, distribution of the Leighton and Betty Brown Scholarship Fund.

LONG POINT REGION CONSERVATION AUTHORITY
STAFF REPORT

Date: October 26, 2026 **File: 1.3.7.1**

To: Chair and Members,
LPRCA Board of Directors

From: General Manager, LPRCA

Re: Timber Tender LP-373-26 – Casselton (J Maxwell)

Recommendation:

THAT the LPRCA Board of Directors receives the timber tender report LP-373-26 - Casselton as information.

Link to Strategic Plan:

Strategic Direction #2 – Deliver Exceptional Services and Experiences
Strategic Direction #4 – Organizational Excellence

Background:

As part of the ongoing forestry program of the LPRCA, forestry staff prepared and the Board of Directors approved, a prescription/operating plan for the Casselton Tract.
Forestry staff completed the marking in the field and a tender was prepared and mailed to various sawmills and timber buyers. (Map is attached to reference the location of the Casselton Tract).

Only one bid was received from Townsend Lumber Inc. for LP-373-26 for a total of $9,832.00. The bid was awarded to Townsend Lumber for $9,832.00.

The bid submitted by Townsend Lumber Inc. was within the expected bid range and LPRCA has successfully dealt with this watershed-based company previously.

Budget implications:

Funds are to be applied towards the 2026 Forestry Operations Budget that has an anticipated $310,000 in revenues. To date, $288,955.40 has been generated which includes the Casselton Tract.

Prepared by:

Debbie Thain

Debbie Thain, Associate R.P.F.
Forestry Supervisor

Approved & Submitted by:

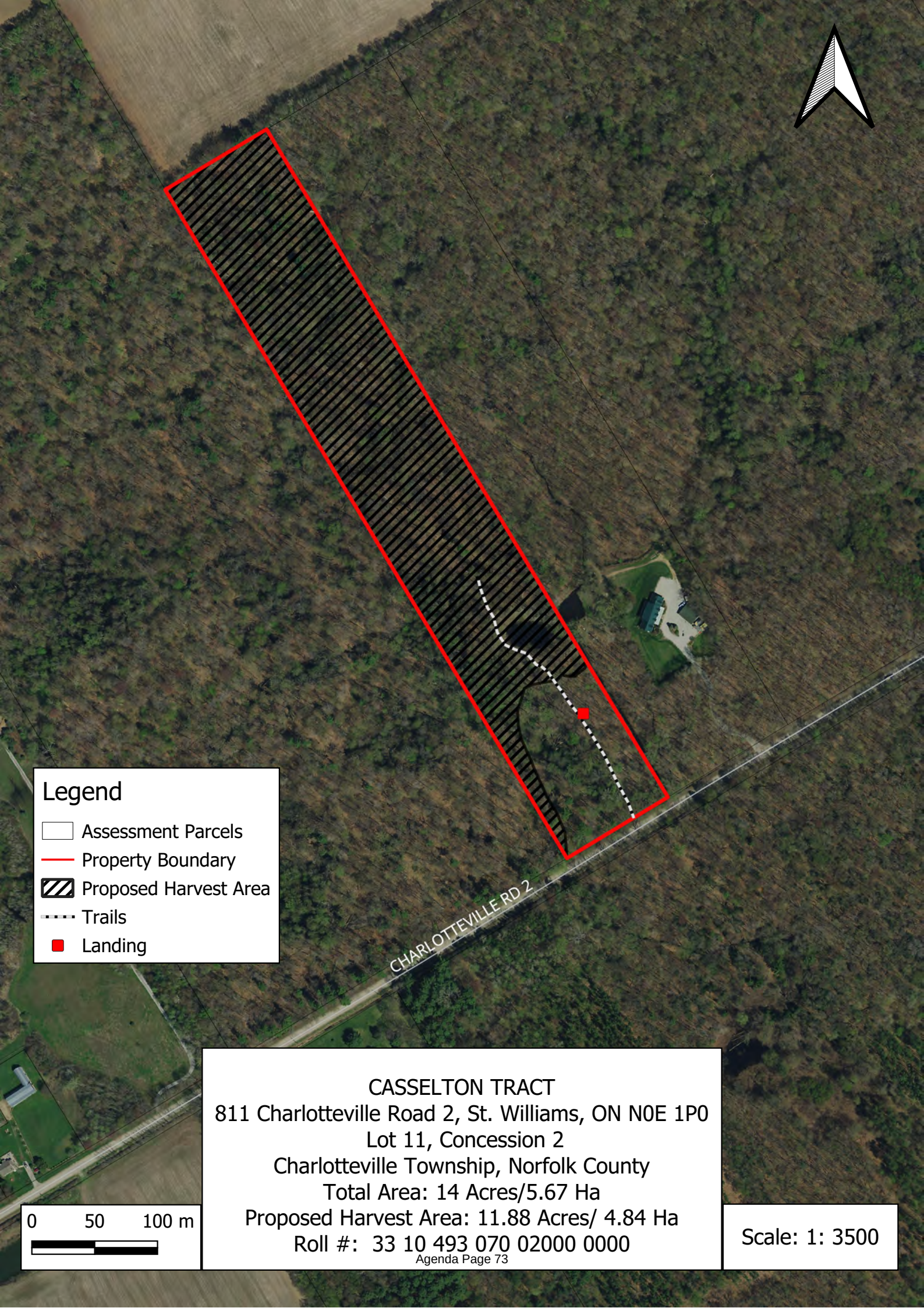
Judy Maxwell

Judy Maxwell
General Manager



CASSELTON TRACT
811 Charlotteville Road 2, St. Williams, ON N0E 1P0
Lot 11, Concession 2
Charlotteville Township, Norfolk County
Total Area: 14 Acres/5.67 Ha
Proposed Harvest Area: 11.88 Acres/ 4.84 Ha
Roll #: 33 10 493 070 02000 0000

Scale: 1: 35,000



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Scale: 1: 3500