

CROWE VALLEY CONSERVATION AUTHORITY
FULL AUTHORITY – Virtual Meeting via Google Meet

16 January 2025

MINUTES

MEMBERS PRESENT:

Michael Metcalf	Municipality of Trent Hills
Jerry Chadwick	Tudor & Cashel Township
Colin McLellan	North Kawartha
Jim Martin	Havelock-Belmont-Methuen Townships
Shawn Pack	Limerick Township
John O'Donnell	Faraday Township
Paul Ordanis	Wollaston Township

MEMBERS ABSENT:

Dave Burton	Municipality of Highlands East
Jeremy Solmes	Stirling-Rawdon Township
Ron Derry	Municipality of Marmora and Lake

ALSO PRESENT:

Tim Pidduck, General Manager/Secretary Treasurer, CVCA
Amanda Donald, Recording Secretary, CVCA
Beth Lowe, Regulations Officer, CVCA

CALL TO ORDER:

The Chair, Jim Martin, called the meeting to order at 9:00am.

WELCOME

Jim Martin welcomed everyone to the meeting.

LAND ACKNOWLEDGMENT

Jim Martin read a land acknowledgement thanking generations of Indigenous people who have taken care of the land for thousands of years before us.

APPROVAL OF AGENDA

FA Motion G 01/25

Moved by: Shawn Pack

Seconded by: Colin McLellan

That the agenda be approved as circulated.

Carried.

DECLARATION OF PECUNIARY INTEREST:

There were no conflicts declared.

REVIEW OF THE MINUTES OF THE PREVIOUS MEETING:

FA Motion G 02/25

Moved by: John O'Donnell

Seconded by: Paul Ordanis

That the minutes and motions of Full Authority Board Meeting, 28 November 2024 be approved as circulated.

Carried.

BUSINESS ARISING FROM MINUTES:

None.

CORRESPONDENCE

FA Motion G 03/25

Moved by: Jerry Chadwick

Seconded by: Paul Ordanis

That the letter received from Limerick Township dated 17 December 2024 be received.

Carried.

LIMERICK TOWNSHIP/MCGEACHIE MAINTENANCE ASSISTANCE

The Board discussed the letter received from Limerick Township requesting CVCA pay for services provided by the Township at McGeachie Trails including garbage bags, toilet paper, grass cutting and snow plowing. It was pointed out by other Board members there are services provided by other municipalities to CVCA conservation areas without requiring repayment of those services. There was discussion on closing the trails for the winter months in the event Limerick decided to not snow plow the entrance to the trails.

Tim Pidduck informed the Board CVCA staff maintain the property at the cottage with the exception of snowplowing. Tim is also confident volunteers will step up to help out at the trails with some of the work should Limerick decide to no longer provide the services. It was suggested to have a joint fundraiser for the McGeachie trails.

FA Motion G 04/25

Moved by: Shawn Pack

Seconded by: Colin McLellan

To receive the correspondence.

Carried.

2025 DRAFT BUDGET

Tim Pidduck informed the Board the detailed budget was circulated in the agenda package as the Board requested. He reminded the Board there are some additions he would like the Board to consider including a staff merit increase, software for Sage 50 accounting and contributing to a legal reserve. There was discussion on Risk Management Official (RMO) for Highlands East and possibly charging Otonabee Region Conservation Authority for being backup RMO when requested.

Questions were asked regarding the Provincial funding and Tim explained the steady decrease in funding from the Province and the current funding model.

FA Motion G 05/25

Moved by: Michael Metcalf

Seconded by: Shawn Pack

To direct staff to add the direct deposit Sage 50 software, the staff merit increase to the draft 2025 budget, redirect the unused .5FTE from 2024 budget to legal reserve and to circulate the draft 2025 budget to member municipalities for 30-day review period.

Carried.

ELECTION OF OFFICERS

Tim Pidduck assumed the Chair from Jim Martin for the purpose of conducting the election for the Authority's Chair for 2025.

Tim thanked Jim for his continued support to staff and CVCA as he held the Chair position of the Board.

Tim declared all elected positions vacant. It was noted that nominations would be called for three times, that nominations do not require a seconder, but the motion to close nominations would require both a mover and a seconder. There will be a secret ballot vote (by email) if it is necessary. Tim confirmed there are seven voters present.

Tim reminded the Board due to the changes in the Conservation Authorities Act, the Chair and Vice-Chair can hold that position for two consecutive years only.

FA Motion G 06/25

Moved by: Jim Martin

Seconded by: Shawn Pack

That the nomination of Lou Young and Beth Lowe be accepted as scrutineers for any elections to be held by the Board at today's meeting and all ballots (emails) be destroyed (deleted) after any elections.

Carried.

CHAIR

Tim called for nominations for the Chair position for 2025.

FA Motion G 07/25

Moved by: Paul Ordanis

That Colin McLellan be nominated for Chair for 2025.

Tim Pidduck called two more times for nominations of the Chair position for 2025.

FA Motion G 08/25

Moved by: Paul Ordanis

Seconded by: Shawn Pack

That nominations for the position of CVCA Chair be closed.

Carried.

Tim asked Colin McLellan if he would be willing to let his name stand for the Chair's position and Colin McLellan replied that, yes, he would let it stand.

Tim Pidduck declared Colin McLellan the Chair for the Crowe Valley Conservation Authority for the year 2025.

Colin McLellan assumed the position of Chair for the remainder of the meeting.

VICE-CHAIR

The Chair, Colin McLellan, called for nominations for the position of Vice-Chair.

FA Motion G 09/25

Moved by: Paul Ordanis

That Michael Metcalf be nominated for Vice-Chair.

The Chair asked Michael Metcalf if he would be willing to let his name stand for the Vice-Chair's position and Michael Metcalf replied that, yes, he would let it stand.

FA Motion G 10/25

Moved by: Michael Metcalf

That Paul Ordanis be nominated for Vice-Chair.

The Chair asked Paul Ordanis if he would be willing to let his name stand for the Vice-Chair's position and Paul Ordanis replied that, yes, he would let it stand.

Michael Metcalf withdrew his name for Vice-Chair.

The Chair called one more time for nominations for the position of Vice-Chair.

The Chair declared Paul Ordanis the Vice-Chair for the Crowe Valley Conservation Authority for the year 2025.

STATUTORY RESOLUTIONS

FA Motion G 11/25

Moved by: Paul Ordanis

Seconded by: Michael Metcalf

That the firms of Welch be appointed as the auditor for the Crowe Valley Conservation Authority.

Carried.

FA Motion G 12/25

Moved by: Shawn Pack

Seconded by: John O'Donnell

That the firms of Templeman, O'Flynn Weese and Gardiner Roberts be retained as the Authority's solicitors.

Carried.

FA Motion G 13/25

Moved by: Jerry Chadwick

Seconded by: John O'Donnell

That the Authority's bank accounts be held at the TD Canada Trust in Madoc.

Carried.

FA Motion G 14/25

Moved by: Michael Metcalf

Seconded by: Paul Ordanis

That the signing officers for the Authority be one of the General Manager/Secretary Treasurer, Administrative Assistant/Recording Secretary and one of the Authority Chair, Vice Chair.

Carried.

FA Motion G 15/25

Moved by: John O'Donnell

Seconded by: Shawn Pack

That the Chair be appointed to represent the Conservation Authority at Conservation Ontario and the General Manager be appointed as alternate.

Carried.

FA Motion G 16/25

Moved by: Shawn Pack
Seconded by: Jerry Chadwick

That the Crowe Valley Conservation Authority approve the borrowing of funds, if required, up to 70% of the Authority's approved budget.

Carried.

FA Motion G 17/25

Moved by: Shawn Pack
Seconded by: Paul Ordanis

That Jim Martin be appointed as an additional signing officer for the purpose of signing CVCA cheques.

Carried.

REGULATIONS & PLANNING REPORTS

Beth Lowe informed the Board there were 12 PIFs completed with an average 8-day average turnaround time. There were 25 permits issued and 14 planning files completed since the previous Board meeting. Beth reviewed the number of permits, planning and PIF files for 2024 comparing them to file numbers for 2023 which all saw a downward trend for 2024.

The Board asked questions about permits with longer turnaround times. Beth explained they have longer turnaround times due to staff illness and violations taking priority.

FA Motion G 18/25

Moved by: Paul Ordanis
Seconded by: Shawn Pack

To receive the Regulations and Planning report as presented.

Carried.

GENERAL MANAGERS REPORT

Tim Pidduck had nothing further to add to the General Manager's report.

FA Motion G 19/25

Moved by: Jerry Chadwick

Seconded by: Jim Martin

To receive the General Manager's report as circulated.

Carried.

MINISTERIAL DIRECTIVE – FEE POLICY

Tim Pidduck informed the Board the Provincial Government's freeze on regulations and planning fees will continue for 2025.

FA Motion G 20/25

Moved by: Michael Metcalf

Seconded by: John O'Donnell

To receive the report as presented.

Carried.

CVCA DRAFT VOLUNTEER POLICY

Jerry Chadwick informed the Board he thought the original policy was negative. The changes made were to make the policy inclusive and positive to attract volunteers to CVCA. The Board thanked Jerry for helping staff with the policy changes.

FA Motion G 21/25

Moved by: Jerry Chadwick

Seconded by: Paul Ordanis

That the revised Draft Volunteer Policy be approved and adopted as presented.

Carried.

MEDIA SESSION

None.

OTHER BUSINESS:

None.

IN CAMERA SESSION

FA Motion G 22/25

Moved by: Paul Ordanis

Seconded by: Shawn Pack

That the Full Authority Board move into an In Camera session to discuss information regarding a legal issue.

Carried.

FA Motion G 23/25

Moved by: Jim Martin

Seconded by: Jerry Chadwick

That the Full Authority Board move into open session.

Carried.

FA Motion G 24/25

Moved by: Paul Ordanis

Seconded by: John O'Donnell

To receive the updates provided in the in camera session.

Carried.

NEXT SCHEDULED MEETING:

The next scheduled meeting of the Full Authority Board will be 20 February 2025 at 9:00am.

ADJOURNMENT:

FA Motion G 25/25

Moved by: Paul Ordanis

Seconded by: Jim Martin

That the Full Authority Board Meeting be adjourned at 10:33am.

Carried.

Amanda Donald
Recording Secretary

Colin McLellan
Chair