

**CROWE VALLEY CONSERVATION AUTHORITY**

**FULL AUTHORITY**

**17 January 2019**

**MINUTES**

**MEMBERS PRESENT:**

Suzanne Partridge	Municipality of Highlands East
Jim O'Shea	North Kawartha
Edgar Storms	Stirling-Rawdon Township
Catherine Redden	Municipality of Trent Hills
Jim Martin	Havelock-Belmont-Methuen Townships
Jan MacKillican	Limerick Township
Ronald Carrol	Tudor & Cashel Township
Tim Conlin	Wollaston Township
Dan Bujas	Faraday Township
Jan O'Neil	Municipality of Marmora and Lake

**MEMBERS ABSENT:**

None.

**ALSO PRESENT:**

Tim Pidduck, General Manager/Secretary Treasurer, CVCA  
Amanda Donald, Recording Secretary, CVCA  
Andrew McIntyre, Regulations Officer, CVCA

**WELCOME:**

The Chair, Catherine Redden, welcomed everyone to the meeting. She welcomed all the new members to the Board and informed them there will be orientations sessions at each meeting. Catherine informed the Board if they have any questions they can contact Tim Pidduck or Amanda Donald. Each Board member was given the opportunity to introduce themselves to the Board.

**CALL TO ORDER:**

The Chair, Catherine Redden, called the meeting to order at 10:05am.

## **APPROVAL OF AGENDA**

### **FA Motion G 01/19**

Moved by: Suzanne Partridge

Seconded by: Edgar Storms

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 02/19**

Moved by: Jan O'Neill

Seconded by: Jan MacKillican

That the minutes and motions of the Full Authority, 15 November 2018, be approved as circulated.

Carried.

## **BUSINESS ARISING FROM MINUTES:**

None.

## **CORRESPONDENCE**

None.

## **MOTION TO MOVE IN CAMERA**

### **FA Motion G 03/19**

Moved by: Edgar Storms

Seconded by: Jan O'Neill

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

Carried.

Jim Martin left the meeting due to a conflict at 10:15am.

### **FA Motion G 04/19**

Moved by: Suzanne Partridge

Seconded by: Tim Conlin

That the Full Authority Board move into open session.

Carried.

Jim Martin returned to the meeting at 10:30am.

## **REMARKS FROM CHAIR**

Catherine Redden welcomed all the newly appointed Board members to the Board. She informed them there is a lot to learn and there are a lot of challenges around the table. She hopes each member enjoys their time on the Board. She let the Board know there will be orientation sessions during the meetings and if there is a topic of particular interest to let Tim Pidduck know. Catherine reminded the Board the Board Resource Manual has been updated and is available on the Board Member page of CVCA's website. Each member should familiarize themselves with it.

Catherine referred to the Governance and Admin Bylaw 2018-01. She reviewed the roles and responsibilities of Board Members and stressed the importance of being supportive to CVCA as a Board Member and prioritizing the needs of the conservation authority. She reviewed the Code of Conduct and the Conflict of Interest section of the bylaw with the Board. She reminded the Board that their role is to set policy and overall direction as well as ensure compliance with applicable legislation. Once those policies are set, it is the role of the General Manager to ensure implementation. She noted that occasionally Board Members may find themselves caught between the objectives of the CVCA and their

respective municipality when it comes to a particular matter. At that time the member will have to weigh the argument for and against each position, make themselves well informed, and ultimately exercise their best judgement.

## **STAFF PRESENTATION – TIM PIDDUCK**

Tim Pidduck reviewed the location of the CVCA watershed with the Board. He informed them CVCA is part of the Trent Severn Watershed. Tim reviewed the history of Conservation Authorities with the Board. When Conservation Authorities were first established, their primary focus was water management. Conservation Authorities programs and services has expanded over the years. CVCA was established in 1958. Tim gave a brief overview of the programs and services offered by CVCA with the Board including flood forecast and warning, regulations, source water protection, monitoring programs, conservation areas, communication and administration.

Tim informed the Board CVCA currently employs 8 full time staff and usually 2 summer students. He reminded the Board Conservation Authorities are the environmental arm of municipalities. Tim let the Board know if they have any additional questions he is available to arrange a meeting with them. Tim would like to organize a watershed tour for the Board to participate in and orientation sessions will be held at each Board meeting to help inform the new Board members of the operation of CVCA.

## **2019 DRAFT BUDGETS**

Tim Pidduck reviewed the budget process with the Board. He informed the Board a motion approving the draft 2019 budgets in principle to circulate to member municipalities for their 30-day review period is the next step in the budget process. There was discussion on the administration building and staff wages.

### **FA Motion G 05/19**

Moved by: Dan Bujas

Seconded by: Jan O'Neill

That the Draft 2019 Operating and Capital budgets be approved in principle and that staff be directed to circulate the Draft 2019 Operating and Capital budgets to the member municipalities for the 30-day review period.

Carried.

## **ELECTION OF OFFICERS**

Tim Pidduck assumed the Chair from Catherine Redden for the purpose of conducting the election for the Authority's Chair for 2019.

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 if it is necessary. Tim confirmed there are ten voters present.

### **FA Motion G 06/19**

Moved by: Suzanne Partridge  
Seconded by: Tim Conlin

That the nomination of Lou Young and Andrew McIntyre be accepted as scrutineers for any elections to be held by the Board at today's meeting and all ballots be destroyed after any elections.

Carried.

Tim called for nominations for the Chair position for 2019.

### **FA Motion G 07/19**

Moved by: Suzanne Partridge

That Catherine Redden be nominated for Chair for 2019.

Tim called two more times for nominations of the Chair position for 2019.

### **FA Motion G 08/19**

Moved by: Jan MacKillican  
Seconded by: Dan Bujas

That nominations be closed.

Carried.

Tim asked Catherine Redden if she would be willing to let her name stand for the Chair's position and Catherine Redden replied that, yes, she would let it stand.

Tim declared Catherine Redden the Chair for the Crowe Valley Conservation Authority for the year 2019.

Catherine Redden assumed the position of Chair for the remainder of the meeting.

## **VICE-CHAIR**

The Chair, Catherine Redden, called for nominations for the position of Vice-Chair.

### **FA Motion G 09/19**

Moved by: Jan MacKillican

That Suzanne Partridge be nominated for Vice-Chair.

The Chair called two more times for nominations for the position of Vice-Chair.

### **FA Motion G 10/19**

Moved by: Jan MacKillican

Seconded by: Jim O'Shea

That nominations be closed.

Carried.

The Chair asked Suzanne Partridge if she would be willing to let her name stand for the Vice-Chair's position and Suzanne Partridge replied that, yes, she would let it stand.

The Chair declared Suzanne Partridge the Vice-Chair for the Crowe Valley Conservation Authority for the year 2019.

## **EXECUTIVE COMMITTEE POSITION**

The Chair, Catherine Redden, called for nominations for the third position on the Executive Committee.

### **FA Motion G 11/19**

Moved by: Jim Martin

That Jim O'Shea be nominated for position on the Executive Committee.

The Chair called for further nominations for the position on the Executive Committee.

### **FA Motion G 12/19**

Moved by: Suzanne Partridge

That Dan Bujas be nominated for position on the Executive Committee.

The Chair called one last time for nominations for the position on the Executive Committee.

### **FA Motion G 13/19**

Moved by: Jan O'Neill

Seconded by: Tim Conlin

That nominations be closed.

Carried.

The Chair asked Dan Bujas if he would be willing to let his name stand for the Executive Committee position and Dan Bujas replied that, no, he would not let it stand.

The Chair asked Jim O'Shea if he would be willing to let his name stand for the Executive Committee position and Jim O'Shea replied that, yes, he would let it stand.

The Chair declared Jim O'Shea for the position on the Executive Committee for the Crowe Valley Conservation Authority for the year 2019.

## **REGULATIONS AND PLANNING REPORT**

Andrew McIntyre introduced himself to the Board. Andrew informed the Board 26 permits, 9 Property Inquiry Forms (PIFs) and 16 planning files have been completed since the previous Board meeting. There are currently 22 open files in the queue.

### **FA Motion G 14/19**

Moved by: Dan Bujas

Seconded by: Jim O'Shea

To receive the regulations and planning report.

Carried.

## **GENERAL MANAGERS REPORT**

Tim Pidduck updated the Board on water levels and flows throughout the watershed. There was a discussion on ice conditions on the lakes.

## **2019 FULL AUTHORITY MEETING DATES**

There were no issues or concerns with the circulated meeting dates.

## **STATUTORY RESOLUTIONS**

### **FA Motion G 15/19**

Moved by: Suzanne Partridge

Seconded by: Jan MacKillican

That the firm of Grant Thornton Chartered Accountants (formerly McColl Turner) be appointed as the Auditor for the Crowe Valley Conservation Authority.

There was a request to have the auditors sent out to tender for the following year.

Carried.



**FA Motion G 16/19**

Moved by: Jan O'Neill

Seconded by: Jim O'Shea

That the firms of Peter B. McCabe, Templeman, Menninga and Gardiner Roberts be retained as the Authority's solicitors.

Carried.

**FA Motion G 17/19**

Moved by: Jim Martin

Seconded by: Jim O'Shea

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

Carried.

**FA Motion G 18/19**

Moved by: Jan MacKillican

Seconded by: Edgar Storms

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 19/19**

Moved by: Dan Bujas

Seconded by: Jim O'Shea

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 20/19**

Moved by: Suzanne Partridge

Seconded by: Tim Conlin

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 21/19**

Moved by: Suzanne Partridge

Seconded by: Jim Martin

To direct staff to get quotes for Chartered Accountants for auditing purposes prior to 2020 budget deliberations.

Carried.

**AMENDMENT TO REGULATIONS 2019 FEE SCHEDULE**

There was discussion on whether or not the regulations fee schedule was circulated to municipalities for feedback. Tim Pidduck informed the Board the fees are set by the Board and are not required to have municipal feedback. There is only one fee being amended at this time as the remaining fees were adopted at the November meeting.

**FA Motion G 22/19**

Moved by: Dan Bujas

Seconded by: Jim O'Shea

That the amendment to the Regulations 2019 fee schedule be approved as presented.

Carried.

**MEDIA SESSION**

None.

**OTHER BUSINESS:**

There was a request to have the in camera sessions at the end of the meeting. Catherine Redden informed the Board the in camera sessions are at the beginning of the meetings because the discussion may have an impact on decisions made throughout the meeting.

**NEXT SCHEDULED MEETING:**

The next scheduled meeting of the Full Authority Board will be 21 February 2019 at 10:00am.

**ADJOURNMENT:**

**FA Motion G 23/19**

Moved by: Dan Bujas

That the Full Authority Board Meeting be adjourned at 12:27pm.

Carried.

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Amanda Donald  
Recording Secretary

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Catherine Redden  
Chair