

**CROWE VALLEY CONSERVATION AUTHORITY**

**FULL AUTHORITY**

**9 March 2012**

**MINUTES**

**MEMBERS PRESENT:**

Terry Clemens	Municipality of Marmora and Lake
Brent Goodwin	Wollaston Township
Sharon Carson	Limerick Township
Suzanne Partridge	Municipality of Highlands East
Robert Stiles	Stirling-Rawdon Township
Jim Martin	Havelock-Belmont-Methuen Townships
Hector Macmillan	Municipality of Trent Hills
Gerald Phillips	Tudor & Cashel Township
Dennis Purcell	Faraday Township

**MEMBERS ABSENT:**

Dan Boyd	Township of North Kawartha
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**ALSO PRESENT:**

John West, McColl Turner  
Glenda Rodgers, General Manager, Lower Trent Conservation  
Judy Backus, Marmora Harold  
Tim Pidduck, General Manager/Secretary Treasurer, CVCA  
Amanda Donald, Recording Secretary, CVCA  
Shannon McCracken, Regulations Officer

**CALL TO ORDER:**

The Chair, Suzanne Partridge, called the meeting to order at 12:25pm.

**APPROVAL OF AGENDA:**

**FA Motion G 01/12**

Moved by: Dennis Purcell

Seconded by: Sharon Carson

That the agenda be approved as amended.

Mr. Macmillan requested agenda item number seven be moved into the closed session.

Carried.

**DECLARATION OF PECUNIARY INTEREST:**

There were no conflicts declared.

**WELCOME:**

Suzanne Partridge welcomed everyone to the meeting. She reminded everyone that there will be an election of officers at this meeting. Suzanne informed the Board that she will be resigning as chair of the Board due to other commitments.

**REVIEW OF THE MINUTES OF THE PREVIOUS MEETING:**

**FA Motion G 02/12**

Moved by: Jim Martin

Seconded by: Brent Goodwin

That the minutes and motions of the Full Authority meeting, 15 December 2011, be approved as circulated.

Carried.

**BUSINESS ARISING FROM MINUTES:**

None.

**CORRESPONDENCE:**

Moved to the in camera session.

**GENERIC REGULATIONS REPORT:**

**FA Motion G 03/12**

Moved by: Hector Macmillan

Seconded by: Gerald Phillips

To approve Generic Regulations report as presented.

Carried

**2011 FINANCIAL STATEMENTS, JOHN WEST, McCOLL TURNER**

The Chair introduced the Authority's auditor, John West, from McColl Turner. Mr. West reviewed the financial statements with the Board. Mr. West informed the Board that as in 2010, there was a surplus for the year of 2011. Mr. West stated there were no unusual items and the Authority had a good year and declared it was a "clean report". Mr. West explained an unexpected surplus this year is due to a combination of some sources of revenue increasing and having better control over expenses for the year.

**FA Motion G 04/12**

Moved by: Jim Martin

Seconded by: Bob Stiles

To accept the 2011 financial statements as circulated.

Carried.

**MOTION TO CLOSE 2011 BUSINESS:**

**FA Motion G 05/12**

Moved By: Dennis Purcell

Seconded by: Brent Goodwin

That all business related to 2011 be closed.

Hector Macmillan expressed some concern with this motion due to the fact that there is no 2012 budget yet in place. There was some discussion as to whether or not it was necessary to have this motion.

**FA Motion G 06/12**

Moved By: Hector Macmillan

Seconded by: Jim Martin

To defer the motion to close 2011 business.

Carried.

## **ELECTION OF OFFICERS:**

Glenda Rodgers assumed the Chair from Suzanne for the purpose of conducting the election for the Authority's Chair for 2012. Glenda thanked Tim for inviting her to the meeting today. She is always interested to learn what is happening at the Crowe as we are good neighbors and that is appreciated. She informed the Board that the Crowe and Lower Trent have worked together on many projects including Source Water Protection. Glenda gave praise to CVCA for increasing their programs and services over the past few years. Glenda also touched on climate change and how it could affect the Authority in the future.

Glenda declared all elected positions vacant. It was noted that nominations would be called for three times, that nominations do not require a seconder, but that the motion to close nominations would require both a mover and a seconder.

Glenda inquired whether John West and Judy Backus would act as scrutineers in the event of the need for conducting a secret ballot. Both agreed to assist the Board as scrutineers.

### **FA Motion G 07/12**

Moved by: Suzanne Partridge

Seconded by: Bob Stiles

That the nomination of Judy Backus and John West be accepted as scrutineers for any elections to be held by the Board at today's meeting.

Carried.

## **CHAIR**

### **FA Motion G 08/12**

Moved by: Terry Clemens

That Jim Martin be nominated for Chair for 2012.

### **FA Motion G 09/12**

Moved by: Suzanne Partridge

That Bob Stiles be nominated for Chair for 2012.

Glenda called two more times for nominations for the position of Chair.

**FA Motion G 10/12**

Moved by: Hector Macmillan  
Seconded by: Sharon Carson

That nominations be closed.

Carried.

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

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

A secret ballot vote was taken. John West and Judy Backus counted the votes and announced that Bob Stiles won the election for the Chair's position for 2012.

Glenda declared Bob Stiles the Chair for the Crowe Valley Conservation Authority for the year 2012.

**FA Motion G 11/12**

Moved by: Suzanne Partridge  
Seconded by: Dennis Purcell

That all of the ballots be destroyed.

Carried.

Bob Stiles assumed the position of Chair for the remainder of the meeting.

**VICE-CHAIR**

The Chair, Bob Stiles, called for nominations for the position of Vice-Chair.

**FA Motion G 12/12**

Moved by: Dennis Purcell

That Jim Martin be nominated for Vice-Chair.

**FA Motion G 13/12**

Moved by: Jim Martin

That Hector Macmillan be nominated for Vice-Chair.

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

**FA Motion G 14/12**

Moved by: Suzanne Partridge

Seconded by: Brent Goodwin

That nominations be closed.

Carried.

The Chair asked Jim Martin if he would be willing to let his name stand for the Vice-Chair's position and Jim replied that, no, he would let not it stand.

The Chair asked Hector Macmillan if he would be willing to let his name stand for the Vice-Chair's position and Hector replied that no, he would not let it stand.

**FA Motion G 15/12**

Moved by: Terry Clemens

That Dennis Purcell be nominated for Vice-Chair.

**FA Motion G 16/12**

Moved by: Dennis Purcell

That Gerald Phillips be nominated for Vice-Chair.

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

**FA Motion G 17/12**

Moved by: Sharon Carson

Seconded by: Suzanne Partridge

That nominations be closed.

Carried.

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

The Chair asked Gerald Phillips if he would be willing to let his name stand for the Vice-Chair's position and Gerald replied that, no, he would not let it stand.

The Chair declared Dennis Purcell the Vice-Chair for the Crowe Valley Conservation Authority for the year 2012.

Hector thanked Suzanne for her time as Chair for the Authority.

**STATUTORY RESOLUTIONS:**

Tim also thanked Suzanne and Jim for their time and dedication as Chair and Vice-Chair of the Board.

**FA Motion G 18/12**

Moved by: Sharon Carson

Seconded by: Gerald Phillips

That the firms of Peter B. McCabe (Realty) and Templeman, Menninga, (Litigation) be retained as the Authority's solicitors.

Carried.

**FA Motion G 19/12**

Moved by: Jim Martin

Seconded by: Brent Goodwin

That the firm of McColl Turner Chartered Accountants be appointed as the Auditor for the Crowe Valley Conservation Authority.

Suzanne Partridge suggested that we should consider putting this service out for tender in another year.

Carried.

**FA Motion G 20/12**

Moved by: Terry Clemens

Seconded by: Suzanne Partridge

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 21/12**

Moved by: Gerald Phillips

Seconded by: Sharon Carson

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

Carried.

**FA Motion G 22/12**

Moved by: Terry Clemens

Seconded by: Jim Martin

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 23/12**

Moved by: Sharon Carson

Seconded by: Suzanne Partridge

That the Chair be appointed to represent the Conservation Authority at Conservation Ontario and the General Manager and/or Vice-Chair be appointed as alternates.

Carried.

**WATERSHED REPORTCARD PRESENTATION:**

Adam introduced himself to the Board. He explained to the Board that the watershed report card is meant to communicate the state of the watershed. It will translate complex science into a user friendly manner so residents and partners can become more familiar with their watersheds. Adam informed the Board that the report card will have three main elements in it, including surface water quality, forest conditions and groundwater quality. It will allow staff to use the information obtained through the monitoring programs that are currently in place at the Authority including OBBN, PGMN and PWQMN.

Adam showed the Board a template of what the watershed report card will look like, provided to all Conservation Authorities by Conservation Ontario. It will be published on an 11 X 17 sheet of paper with maps and pictures. The watershed report card is now mandatory and needs to be updated every five years. The report card will be completed and available on the website late 2012.

**GENERAL MANAGER'S REPORT:**

Tim informed the Board that water levels remain higher than average for this time of the year. Staff are expecting an average spring freshet this year. He informed the Board that the flood warning manual is completed and ready for distribution. Tim informed the Board that Conservation Authorities across the province are changing the wording used in flood statements that are issued to ensure consistency and to be in line with weather agencies such as Environment Canada and the Weather Network.



Tim informed the Board that once again we are participating with Queen's University on a project that is focusing on "Innovative Dam Structure Design to Produce Hydro from Low Flows". Tim attended presentations at the University earlier in March. He has also been contacted by three individuals regarding installing small hydro plants throughout the watershed.

Progress has been made on the health and safety policy that CVCA has been working with Lower Trent staff to complete. Tim thanked the staff of Lower Trent as they have done more than their fair share of the work. CVCA staff will be able to make the necessary modifications to the policy to make it more applicable for the needs of the Crowe Valley Conservation Authority.

Staff held two open houses or information sessions for generic regulations. Tim informed the Board that the Administrative Budget Committee would like to make a presentation to the Board at the next meeting in April.

Jim Martin expressed some concern over letting too much water out of the system for the summer months. Tim informed him that staff are well aware of the situation and are monitoring lake levels closely.

**FA Motion G 24/12**

Moved by: Terry Clemens

Seconded by: Suzanne Partridge

To receive Tim's report as presented and to allow the Administrative Budget Committee to make a presentation at the next Board meeting on 19 April 2012.

Carried.

**CVCA COMPARITIVE ANALYSIS REPORT:**

Tim informed the Board that he would be more than happy to discuss anything in the report. He feels that it is a valuable document to have all of the concerns of the Authority in one place.

Suzanne Partridge thanked Tim for his hard work on the report. Hector Macmillan feels that it is a good start, but the document needs additional comparative information and It needs ongoing revisions and updates. Bob Stiles asked Hector what he would like to see done next. Hector replied that he would like to wait and see what the Administrative Budget Committee report says when we receive it. Jim Martin feels that it is a good working document, but it would need a summery if we were to present it to a Minister. He would like to see additional work completed, possibly for the future AMO Conference in 2012.

**FA Motion G 25/12**

Moved by: Jim Martin

Seconded by: Sharon Carson

To accept the CVCA Comparative Analysis Report as a working document.

Carried.

**MUNICIPAL REPRESENTATION – BOARD MEMBER ALTERNATES:**

Tim reminded the Board that there was a request at the last meeting to have a discussion on whether or not Board member alternates should be allowed. Suzanne Partridge expressed her concern of having alternates and mentioned that several municipalities have never used alternates if the regular Board member is absent. Jim Martin informed the Board that he likes having the option of having an alternate in case he is unable to attend a meeting. Hector Macmillan does not agree with having alternate Board members. He feels that the alternates do not know enough about the operations of the Authority to attend meetings and have voting privileges is unacceptable. Hector suggested that if the larger municipalities are that concerned, then perhaps if the municipality is over a certain population, they should be allowed two Board members. Terry Clemens feels that the municipalities have a right to have their concerns expressed and have a say in what happens in Authority business.

There was some discussion on having alternates attend the meetings, but not having voting privileges.

**FA Motion G 26/12**

Moved by: Hector Macmillan

Seconded by: Suzanne Partridge

That the current policy of having Board member alternates be discontinued by 31 December 2012.

Recorded Vote:

Terry Clemens	No	Jim Martin	No
Hector Macmillan	Yes	Dan Boyd	N/A
Bob Stiles	No	Sharon Carson	No
Dennis Purcell	No	Brent Goodwin	No
Suzanne Partridge	Yes	Gerald Phillips	No

Motion Defeated.

**FA Motion G 27/12**

Moved by: Gerald Phillips

Seconded by: Hector Macmillan

That alternate Board members be permitted to attend the meetings without voting privileges.

Recorded Vote:

Terry Clemens	No	Jim Martin	No
Hector Macmillan	Yes	Dan Boyd	N/A
Bob Stiles	No	Sharon Carson	No
Dennis Purcell	No	Brent Goodwin	No
Suzanne Partridge	Yes	Gerald Phillips	Yes

Motion Defeated.

**OTHER BUSINESS:**

Jim Martin requested to see more details in the generic regulations report.

Jim Martin would like to have a Board meeting cancellation policy. The municipality has a 24 hour cancellation notification policy.

Suzanne Partridge requested that a Board meeting cancellation policy be put on the agenda for the next meeting for further discussion.

**MEDIA SESSION:**

Judy Backus asked for a picture of the new Chair and Vice-Chair.

The Board took a short break.

The meeting was called back to order at 2:20pm.

**MOTION TO MOVE INTO CLOSED SESSION:**

**FA Motion G 28/12**

Moved By: Sharon Carson

Seconded By: Suzanne Partridge

That the Full Authority Board move into closed session.

Carried.

**MOTION TO MOVE INTO OPEN SESSION:**

**FA Motion G 29/11**

Moved By: Suzanne Partridge

Seconded By: Gerald Phillips

That the Full Authority Board move into open session.

Carried.

**NEXT SCHEDULED MEETING:**

The next scheduled meeting of the Full Authority Board will be 19 April 2012 at 12:30pm.

**ADJOURNMENT:**

On a motion by Suzanne Partridge, the meeting was adjourned at 3:25pm.

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Amanda Donald  
Recording Secretary

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Bob Stiles  
Chair