

CROWE VALLEY CONSERVATION AUTHORITY

FULL AUTHORITY

15 January 2026

MINUTES

MEMBERS PRESENT:

Jim Martin	Havelock-Belmont-Methuen Townships
Michael Metcalf	Municipality of Trent Hills
Colin McLellan	North Kawartha
Sheila Currie	Wollaston Township
Jerry Chadwick	Tudor & Cashel Township
John O'Donnell	Faraday Township
Jeremy Solmes	Stirling-Rawdon Township

MEMBERS ABSENT:

Dave Burton	Municipality of Highlands East
Shawn Pack	Limerick Township
Ron Derry	Municipality of Marmora and Lake

ALSO PRESENT:

Janette Loveys Smith, General Manager/Secretary Treasurer, CVCA
Amanda Donald, Administrative Assistant/Recording Secretary, CVCA

CALL TO ORDER:

The Chair, Colin McLellan, called the meeting to order at 8:58am.

WELCOME & LAND ACKNOWLEDGEMENT

Colin McLellan read a land acknowledgement thanking generations of Indigenous people who have been stewards of the land for thousands of years before us.

APPROVAL OF AGENDA

FA Motion G 01/26

Moved by: Jerry Chadwick

Seconded by: Jeremy Solmes

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 02/26

Moved by: Jim Martin

Seconded by: John O'Donnell

That the minutes and motions of the Full Authority Board Meeting and the Watershed Advisory Hearing, 20 November 2025, be approved as circulated.

Carried.

BUSINESS ARISING FROM MINUTES:

None.

Janette Loveys Smith, General Manager, reminded the Board the draft 2026 budget was tabled at the November Board meeting. She informed the Board she is not recommending any changes be made to the budget at this time. There was a question about Water and Erosion Control Infrastructure (WECI) applications and Janette informed the Board there will be a call for applications sometime in the new year. There was some discussion on the consolidation of Conservation Authorities.

FA Motion G 03/26

Moved by: Jim Martin

Seconded by: Jeremy Solmes

THAT, the Board of Director receive the “Approval of 2026 Operating, Capital and Apportionment Budget” report; and

THAT, the 2026 Operating Capital and Apportionment Budget as presented in Appendix A, be approved; and

THAT a total municipal apportionment of \$885,244 be approved and apportioned to the member municipalities accordingly.

Carried.

ELECTION OF OFFICERS

Chair McLellan informed the Board he will not be standing for CVCA Chair for 2026 due to other commitments and thanked the Board for the opportunity.

Janette Loveys Smith assumed the Chair from Colin McLellan for the purpose of conducting the election for the Authority’s Chair for 2026.

Janette thanked Colin for his continued support to staff and CVCA as he held the Chair position of the Board. Janette referred to the report circulated in the agenda package and reminded the Board Lou Young and Amanda Donald will act as scrutineers if an election is necessary.

CHAIR POSITION

Janette Loveys Smith called for nominations for the Chair position for 2026.

FA Motion G 04/26

Moved by: Jim Martin

That Michael Metcalf be nominated for Chair for 2026.

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

Janette called two more times for nominations of the Chair position for 2026. Janette asked the Board for a show of support for the nomination and received unanimous support from the Board.

Janette declared Michael Metcalf the Chair for the Crowe Valley Conservation Authority for the year 2026.

Michael Metcalf assumed the position of Chair for the remainder of the meeting.

VICE-CHAIR POSITION

The Chair, Michael Metcalf, called for nominations for the position of Vice-Chair.

FA Motion G 05/26

Moved by: Colin McLellan

That Jerry Chadwick be nominated for Vice-Chair.

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

FA Motion G 06/26

Moved by: Jim Martin

That John O'Donnell be nominated for Vice-Chair.

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

FA Motion G 07/26

Moved by: Jim Martin

That Colin McLellan be nominated for Vice-Chair.

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

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

The Chair asked the Board for a show of support for the nomination and received unanimous support from the Board.

The Chair declared Colin McLellan the Vice-Chair for the Crowe Valley Conservation Authority for the year 2026.

EXECUTIVE COMMITTEE MEMBER

The Chair, Michael Metcalf, called for nominations for the position on the Executive Committee.

FA Motion G 08/26

Moved by: Jim Martin

That Jeremy Solmes be nominated for Executive Committee Member.

The Chair asked Jeremy Solmes if he would be willing to let his name stand for the Executive Committee Member position and Jeremy Solmes replied that, yes, he would let it stand.

The Chair called two more time for nominations for the position of Executive Committee Member.

The Chair declared Jeremy Solmes the Executive Committee Member for the Crowe Valley Conservation Authority for the year 2026.

DRAFT PROCURMENT POLICY

Janette Loveys Smith informed the Board this is a good opportunity to get a policy in place for procurement. There was some discussion on disposal of assets, purchasing of Canadian products and group purchasing.

FA Motion G 09/25

Moved by: Sheila Currie

Seconded by: John O'Donnell

THAT the Board of Directors receive the "Draft Procurement and Asset Disposal Policy" report; and

THAT any former policy and practices be rescinded for corporate record purposes; and

THAT the Procurement and Asset Disposal Policy be approved.

Carried.

STATUTORY RESOLUTIONS

Janette Loveys Smith informed the Board the original report was amended to designate the General Manager/ Secretary Treasurer as the head for Freedom of Information (FOI) requests. There was discussion on appointing an additional signing officer.

FA Motion G 10/26

Moved by: Jerry Chadwick

Seconded by: Colin McLellan

1. That the Firm of Welch LLP be appointed as the Auditor for the Crowe Valley Conservation Authority.
2. That the Firms of Templeman Menninga, O'Flynn Weese and Gardiner Roberts be retained as the Authority's solicitors.
3. That the Authority's bank accounts be held at the TD Canada Trust in Madoc.
4. That the signing officers for the Authority be any two of the General Manager/Secretary-Treasurer and Administrative Assistant/Recording Secretary and Authority Chair and Vice-Chair.
5. That the Chair be appointed to represent the Conservation Authority at Conservation Ontario and the General Manager be appointed as the alternate.
6. That the Crowe Valley Conservation Authority approve the borrowing of funds, if required, up to 70% of the Authority's approved budget.
7. That Jim Martin (Board Member) be appointed as an additional signing officer for the purpose of signing CVCA cheques.

8. That the CVCA Board designate General Manager/Secretary Treasurer, Janette Loveys Smith, as the Head of the CVCA for Freedom of Information (FOI) requests submitted to CVCA.

Carried.

REGULATIONS & PLANNING REPORT

FA Motion G 11/26

Moved by: Jim Martin

Seconded by: John O'Donnell

To receive the "Regulations and Planning Report" be received for information.

Carried.

PROGRAMS AND SERVICES INVENTORY

Janette Loveys Smith informed the Board this recommended motion ensure compliance with Regulation 686/21.

FA Motion G 12/26

Moved by: Jim Martin

Seconded by: Colin McLellan

THAT Crowe Valley Conservation Authority Board of Directors receive the Programs and Inventory submitted to the Ministry of the Environment, Conservation and Parks on March 31, 2024; and

THAT, the accordance with Ontario Regulation 686/21, the Programs and Inventory and Category 3 Agreements be posted on the Crowe Valley Conservation Authority Governance webpage for public transparency purposes.

Carried.

CORRESPONDENCE

There was some discussion and questions on the ERO posting for the consolidation of Conservation Authorities. Janette Loveys Smith informed the Board there is no new information regarding the consolidation at this time and more information is expected in the spring.

FA Motion G 13/26

Moved by: Jerry Chadwick

Seconded by: Jeremy Solmes

THAT the letter from Tudor and Cashel Townships dated 2 December 2025 be received for information.

Carried.

GENERAL MANAGER'S REPORT

Janette Loveys Smith informed the Board she has spent time with CVCA staff talking about goals for 2026 and has had an opportunity to visit some dams and learn more about water management.

FA Motion G 14/26

Moved by: Sheila Currie

Seconded by: John O'Donnell

THAT the "General Manager Report" be received for information.

Carried.

MEDIA SESSION

None.

OTHER BUSINESS

None.

NEXT SCHEDULED MEETING:

The next scheduled meeting of the Full Authority Board is 19 February 2026 at 9:00am.

Chair Metcalf thanked Janette Loveys Smith and welcomed her to CVCA.

ADJOURNMENT:

FA Motion G 15/26

Moved by: Jim Martin

Seconded by: Colin McLellan

That the Full Authority Board Meeting be adjourned at 9:55am.

Carried.

Amanda Donald
Recording Secretary

Michael Metcalf
Chair