

**CROWE VALLEY CONSERVATION AUTHORITY**

**FULL AUTHORITY**

**16 November 2017**

**MINUTES**

**MEMBERS PRESENT:**

Jim O'Shea	North Kawartha
Irene Martin	Tudor & Cashel Township
Bob Ireland	Wollaston Township
Sandy Fraser	Municipality of Marmora and Lake
Suzanne Partridge	Municipality of Highlands East
Edgar Storms	Stirling-Rawdon Township
Jim Martin	Havelock-Belmont-Methuen Townships

**MEMBERS ABSENT:**

Catherine Redden	Municipality of Trent Hills
John Taylor	Limerick Township
Emma Kearns	Faraday Township

**ALSO PRESENT:**

Tim Pidduck, General Manager/Secretary Treasurer, CVCA  
Amanda Donald, Recording Secretary, CVCA  
Vicki Woolfrey, Regulations Officer, CVCA

**CALL TO ORDER:**

The Chair, Suzanne Partridge, called the meeting to order at 10:05 am.

**WELCOME:**

The Chair, Suzanne Partridge, welcomed the Board to the meeting.

## **APPROVAL OF AGENDA**

### **FA Motion G 63/17**

Moved by: Jim Martin

Seconded by: Irene Martin

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 64/17**

Moved by: Irene Martin

Seconded by: Jim O'Shea

That the minutes and motions of the Full Authority meeting minutes, 21 September 2017, be approved as circulated.

Carried.

### **FA Motion G 65/17**

Moved by: Edgar Storms

Seconded by: Sandy Fraser

That the minutes and motions of the Executive Committee meeting minutes, 18 September 2017, be approved as circulated.

Carried.

## **BUSINESS ARISING FROM MINUTES:**

None.

## **CORRESPONDENCE**

None.

## **EXECUTIVE COMMITTEE UPDATE/SERVICE DELIVERY REVIEW**

Suzanne Partridge informed the Board the other Conservation Authorities were very cooperative and thorough when they answered a series of questions for the Service Delivery review. The results of the regulations departments Service Delivery Review section shows that CVCA is in line with the other Conservation Authorities in the service being provided to watershed residents. There was some discussion on the results shown in the Service Delivery Review report and the Board thanked staff for the work they have put into it. There was discussion on the cost recovery for CVCA being at 80.55% which is much higher than the other Conservation Authorities in the report. There was also some discussion on the number of permits per staff being higher than other Conservation Authorities which shows there is a lot of pressure put on CVCA staff.

### **FA Motion G 66/17**

Moved By: Bob Ireland

Seconded By: Sandy Fraser

To receive the Service Delivery Review as circulated.

Carried.

## **REGULATIONS & PLANNING REPORTS**

Vicki Woolfrey informed the Board the public and landowners have been very understanding as we go through the transition of hiring a new regulations officer.

Vicki informed the Board 21 planning files, 29 PIFs, and 44 permits have been completed since the previous Board meeting. There are 13 applications in the queue and 11 violations ongoing.

### **FA Motion G 67/17**

Moved By: Irene Martin

Seconded By: Jim Martin

To receive the regulations report.

Carried.

## **GENERAL MANAGERS REPORT**

Tim Pidduck informed the Board that due to higher amounts of precipitation, water levels and flows are higher than usual for this time of the year. He is confident lake levels and flows will be lowered to winter levels within a couple of weeks. There was some discussion on water levels on Chandos Lake due to beaver dams. Tim will look be making inquiries to the Ministry of Natural Resources and Forestry about beaver dam removal.

Suzanne Partridge informed the Board the pre-appeal meeting for the Marmora & Lake and Havelock-Belmont-Methuen budget appeal will be on January 8<sup>th</sup>, 2018.

### **FA Motion G 68/17**

Moved By: Irene Martin

Seconded By: Sandy Fraser

To receive the General Manager's report.

Carried.

## **2018 BUDGET DISCUSSION**

Suzanne Partridge informed the Board the primary reason for the large increase in the draft 2018 budget is the increase in legal fees to deal with the appeal of the 2017 budget by Marmora & Lake and Havelock-Belmont-Methuen. Tim Pidduck informed the Board the operations and capital budgets presented to the Board for consideration are about best management practices for CVCA. The budgets address concerns that were not addressed in the Long Range Plan and deals with the issues discussed at the September Board meeting. Sandy Fraser informed the Board they can eliminate the legal fees if they support splitting the municipal levy equally amongst all ten municipalities.

There was some discussion on how other Conservation Authorities generate income and create their budgets. Tim pointed out it boils down to watershed population. Other Conservation Authorities have large urban centers to rely on and distribute the cost of the Authority across a larger tax base. There was a discussion on increasing the staff compliment in the regulations program to reduce pressures on staff and still meet the deadlines for permits. There was also a discussion on purchasing a new vehicle to replace the CVCA truck.

**FA Motion G 69/17**

Moved By: Jim O'Shea

Seconded By: Jim Martin

To receive the draft 2018 operating budget and to direct staff to investigate options for purchasing a new vehicle.

Carried.

Tim asked the Board for direction for hiring the new regulations officer. There was discussion on the details of the position.

**FA Motion G 70/17**

Moved By: Bob Ireland

Seconded By: Edgar Storms

To authorize Tim Pidduck to offer a full time position to the chosen applicant for the regulations officer position.

Recorded Vote:

Suzanne Partridge	Yes	Jim Martin	No
Catherine redden	Absent	Jim O'Shea	Yes
Edgar Storms	Yes	John Taylor	Absent
Emma Kearns	Absent	Robert Ireland	Yes
Sandy Fraser	No	Irene Martin	Yes

Carried.

Tim Pidduck reviewed the draft 2018 capital budget with the Board. There was some discussion on the WECl projects, vehicle purchase, asset replacement program and the repairs to the administrative building.

**FA Motion G 71/17**

Moved By: Jim O'Shea

Seconded By: Edgar Storms

To receive the draft 2018 capital budget and to direct staff to research more economical options for the vehicle replacement.

Recorded Vote:

Suzanne Partridge	Yes	Jim Martin	Yes
Catherine redden	Absent	Jim O'Shea	Yes
Edgar Storms	Yes	John Taylor	Absent
Emma Kearns	Absent	Robert Ireland	Yes
Sandy Fraser	No	Irene Martin	Yes

Carried.

**2018 FULL AUTHORITY MEETING DATES**

**FA Motion G 72/17**

Moved By: Jim Martin

Seconded By: Jim O'Shea

To approve the 2018 meeting dates as circulated.

Carried.

**CHRISTMAS CLOSING 2017**

There was some discussion on the Christmas closing and staff using vacation and or overtime hours for this closure.

**FA Motion G 73/17**

Moved By: Sandy Fraser

Seconded By: Edgar Storms

To approve the 2017 Christmas closing as circulated.

Carried.

## **OTHER BUSINESS:**

Tim informed the Board of changes to the group benefit program beginning 2018. Due to the changes there will be some savings to the authority and Tim proposed using the savings to implement an employee health care spending account to help employees offset the additional costs to them due to the changes in the group benefits.

### **FA Motion G 74/17**

Moved By: Jim Martin

Seconded By: Sandy Fraser

To keep the budget line for group benefits the same and use any savings to implement an employee health care spending account for employees.

Carried.

### **FA Motion G 75/17**

Moved By: Edgar Storms

Seconded By: Irene Martin

To offer retiring employees the option to continue the group benefit program at the cost of the retired employee.

Carried.

## **MEDIA SESSION**

None.

## **NEXT SCHEDULED MEETING:**

The next scheduled meeting of the Full Authority Board will be 18 January 2018 at 10:00am.

**ADJOURNMENT:**

**FA Motion G 76/17**

Moved by: Sandy Fraser

That the Full Authority Board Meeting be adjourned at 11:45am.

Carried.

---

Amanda Donald  
Recording Secretary

---

Suzanne Partridge  
Chair

DRAFT