

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

**16 November 2023**

**MINUTES**

**MEMBERS PRESENT:**

Jim Martin	Havelock-Belmont-Methuen Townships
Jan O'Neill	Municipality of Marmora and Lake
Michael Metcalf	Municipality of Trent Hills
Paul Ordanis	Wollaston Township
Jerry Chadwick	Tudor & Cashel Township
Kim Carson	Limerick Township
Jeremy Solmes	Stirling-Rawdon Township
John O'Donnell	Faraday Township
Colin McLellan	North Kawartha

**MEMBERS ABSENT:**

Dave Burton	Municipality of Highlands East
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**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 12:17pm.

## **WELCOME**

Chair Jim Martin welcomed the Board to the meeting and thanked everyone for attending today's meeting.

## **APPROVAL OF AGENDA**

### **FA Motion G 80/23**

Moved by: Jan O'Neill

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 81/23**

Moved by: Jerry Chadwick

Seconded by: Michael Metcalf

That the minutes and motions of Full Authority Board Meeting, 21 September 2023 be approved as circulated.

Carried.

## **BUSINESS ARISING FROM MINUTES:**

None.

## **CORRESPONDENCE**

### **FA Motion G 82/23**

Moved by: Jan O'Neill

Seconded by: Paul Ordanis

To receive the correspondence from Hamilton Conservation Authority dated 7 September 2023.

Carried

## **REGULATIONS AND PLANNING REPORT**

Beth Lowe informed the Board 24 Property Inquiry Forms (PIFs) were completed and there are 2 PIFs outstanding. The turnaround time for PIFs has been reduced to 9 calendar days. There were 48 permits completed and 18 planning files with no changes to the subdivision report. Most of the applications has been dominated by new buildings in this reporting period. Permit numbers are slightly down compared to last year at this time.

### **FA Motion G 83/23**

Moved by: Jan O'Neill

Seconded by: Colin McLellan

To receive the regulations and planning reports.

Carried.

## **FEE POLICY & FEE SCHEDULES APPROVALS**

Tim Pidduck informed the Board it is a good time to take a pause on increases to Regulations and Planning fee schedules as there was an increase for 2023. There were some questions on Freedom of Information requests and the McGeachie cottage rentals.

### **FA Motion G 84/23**

Moved by: Jan O'Neill

Seconded by: Kim Carson

To approve the three staff recommendations as outlined in the CVCA Fee Policy staff report circulated to the Board.

Carried.

## **2024 BUDGET DELIBERATIONS**

Tim Pidduck reminded the Board this is the first time this Board will be navigating through the budget process. Tim gave an overview of the CVCA budget process and circulating the Draft 2024 Budget to member municipalities for the 30-day review period. Tim informed the Board himself and the Chair are willing to attend council meetings to discuss the budget as requested. The new version of the budget was developed to be compliant to the changes to the *Conservation Authorities Act* and is divided into 3 categories outlined in the *Act*. This is the version that will be circulated to member municipalities.

There was discussion on the business case to hire an additional regulations officer that would be dedicated to handling violations and non-compliance issues.

There were discussions on increasing legal fees with the additional violations person and potentially using reserves to lower the levy for 2024 in order to hire .5 FTE for 2024 with the intent to have the position become full time permanent in 2025.

**FA Motion G 85/23**

Moved by: Jan O'Neill

Seconded by: Michael Metcalf

To confirm reserve amounts and provide options for the Board to consider from in order to potentially hire .5 FTE and report to the Board through email.

Carried.

**GENERAL MANAGERS REPORT**

Tim Pidduck informed the Board all ten member municipalities have approved the MOUs for CVCA category 3 programs. He thanked the municipalities and Board for their support.

**FA Motion G 86/23**

Moved by: Paul Ordanis

Seconded by: Jerry Chadwick

To receive the General Manager's report as circulated.

Carried.

**APPROVAL OF 2024 MEETING DATES**

**FA Motion G 87/23**

Moved by: Michael Metcalf

Seconded by: Colin McLellan

To approve the 2024 meeting dates be approved as presented.

Carried.

## **CHRISTMAS CLOSING 2023**

### **FA Motion G 88/23**

Moved by: Jan O'Neill

Seconded by: Kim Carson

To approve the 2023 Christmas closing as circulated.

Carried.

### **OTHER BUSINESS:**

None.

### **MEDIA SESSION**

None.

### **NEXT SCHEDULED MEETING:**

The next scheduled meeting of the Full Authority Board will be 18 January 2024 at 10:00am.

### **ADJOURNMENT:**

### **FA Motion G 89/23**

Moved by: Kim Carson

Seconded by: Jan O'Neill

That the Full Authority Board Meeting be adjourned at 1:22am.

Carried.

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Amanda Donald  
Recording Secretary

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Jim Martin  
Chair