

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

17 June 2021

MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Jan MacKillican	Limerick Township
Jeff Swartman	Wollaston Township

ALSO PRESENT:

Tim Pidduck, General Manager/Secretary Treasurer, CVCA
Amanda Donald, Recording Secretary, CVCA
Robert Cole, Regulations Officer, CVCA
Justin Fitchett, Grant Thornton
Thomas Turnbull, Grant Thornton

WELCOME:

The Chair, Catherine Redden, welcomed the Board and visitors to the meeting which was being held electronically by Google Meet. Catherine welcomed Justin Fitchett and Thomas Turnbull from Grant Thornton who will be presenting the 2020 financial statements to the Board for approval.

CALL TO ORDER:

The Chair, Catherine Redden, called the meeting to order at 10:04am.

APPROVAL OF AGENDA

FA Motion G 56/21

Moved by: Edgar Storms

Seconded by: Jan O'Neill

That the agenda be approved as circulated.

Carried.

Catherine Redden reminded all present to keep their microphones muted unless they are addressing the Board.

DECLARATION OF PECUNIARY INTEREST:

There were no conflicts declared.

REVIEW OF THE MINUTES OF THE PREVIOUS MEETING:

FA Motion G 57/21

Moved by: Dan Bujas

Seconded by: Edgar Storms

That the minutes and motions of the Full Authority, 15 April 2021, be approved as circulated.

Recorded Vote:

Suzanne Partridge	Yes	Jim Martin	Yes
Catherine Redden	Yes	Jim O'Shea	Yes
Edgar Storms	Yes	Jan MacKillican	N/A
Dan Bujas	Yes	Jeff Swartman	N/A
Jan O'Neill	Yes	Ronald Carroll	Yes

Carried.

FA Motion G 58/21

Moved by: Jan O'Neill

Seconded by: Jim Martin

That the minutes and motions of the Watershed Advisory Board Hearing, 15 April 2021, be approved as circulated.

Recorded Vote:

Suzanne Partridge	Yes	Jim Martin	Yes
Catherine Redden	Yes	Jim O'Shea	Yes
Edgar Storms	Yes	Jan MacKillican	N/A
Dan Bujas	Yes	Jeff Swartman	N/A
Jan O'Neill	Yes	Ronald Carroll	Yes

Carried.

BUSINESS ARISING FROM MINUTES:

None.

CORRESPONDENCE

None.

2020 FINANCIAL STATEMENTS

Tim Pidduck introduced Justin Fitchett and Thomas Turnbull of Grant Thornton to the Board. Thomas informed the Board John West retired in January and he is taking over the Crowe Valley Conservation Authority's file. Justin then presented the 2020 Financial Statements reviewing highlights with the Board. Revenues remained virtually the same for 2020 and expenses decreased due to staff changes. Justin reviewed the details of a surplus for the fiscal year 2020. Thomas then reviewed the results of the audit and the adjusting journal entries with the Board.

Tim Pidduck thanked Justin, Thomas and Rahul for their work in preparing the 2020 financial statements.

FA Motion G 59/21

Moved by: Dan Bujas

Seconded by: Suzanne Partridge

To approve the 2020 financial statements as presented.

Recorded Vote:

Suzanne Partridge	Yes	Jim Martin	Yes
Catherine Redden	Yes	Jim O'Shea	Yes
Edgar Storms	Yes	Jan MacKillican	N/A
Dan Bujas	Yes	Jeff Swartman	N/A
Jan O'Neill	Yes	Ronald Carroll	Yes

Carried.

REGULATIONS AND PLANNING REPORT

Robert Cole reviewed the regulations report with the Board. From April 7 to June 10, forty-eight permits were issued. The turnaround time for completing permits is dropping. In the same time period sixty-seven Property Inquiry Forms (PIFs) were completed and fifty-seven PIFs were received at the office. Robert informed the Board we are now approaching the same total number of PIFs received last year. Robert reviewed the charts provided to the Board in the agenda package. He informed the Board staff have initiated a triage system to help decrease the turnaround times and to ensure applicants that require additional reports are informed as soon as possible.

Robert informed the Board forty-two planning files were completed and the subdivision report was reviewed.

FA Motion G 60/21

Moved by: Jim Martin

Seconded by: Edgar Storms

To receive the regulations and planning reports as presented.

Carried.

REGULATIONS HEARINGS

Tim Pidduck informed the Board that since the agenda package was distributed, CVCA has received notification that two more applicants would like a hearing. The increase in hearings reflects the increase in the number of permits being received. Tim reminded the Board having four hearings and a Board meeting in one day may not be possible due to time constraints. The Board may want to consider having an additional day of meetings for the hearings. After some discussion, the Board members were in favor of holding an additional meeting for the hearings. There was some discussion on bias for the hearings and the rules of conducting a fair hearing for the applicants. A survey of potential hearing dates will be circulated to the Board.

There was some discussion on registering Watershed Advisory Hearing decisions on title of the property.

FA Motion G 61/21

Moved by: Suzanne Partridge

Seconded by: Jan O'Neill

To move forward with investigating the possibility of registering decisions made at Watershed Advisory Board hearing on title of the subject property.

Recorded Vote:

Suzanne Partridge	Yes	Jim Martin	Yes
Catherine Redden	Yes	Jim O'Shea	Yes
Edgar Storms	Yes	Jan MacKillican	N/A
Dan Bujas	Yes	Jeff Swartman	N/A
Jan O'Neill	Yes	Ronald Carroll	Yes

Carried.

BUDGET TO ACTUALS REPORT

Tim Pidduck informed the Board the budget is on target for this time of the year with an increase to regulations revenue to reflect the increase of applications received.

FA Motion G 62/21

Moved by: Jim Martin

Seconded by: Edgar Storms

That the Budget to Actuals report be received.

Carried.

GENERAL MANAGERS REPORT

Tim Pidduck informed the Board, two used kiosks were donated to the Authority. One will be installed at The Gut Conservation Area and the other will be installed at McGeachie Conservation Area near the cottage.

Jim O'Shea expressed some concern regarding the floodplain on Chandos Lake. He reminded the Board there is no dam on the lake and water levels are naturally controlled by Deer River. The Chandos water level gauge is old and may not be providing accurate water level readings. He would like to see Chandos Lake included in the upgrades the CVCA's gauge system. Tim Pidduck agreed there is no dam on Chandos Lake and when engineered water levels were first developed, Chandos Lake was not included at that time. Further discussion will occur later in the meeting.

FA Motion G 63/21

Moved by: Jan O'Neill

Seconded by: Edgar Storms

To receive the General Managers report as presented.

Carried.

CALLAGHAN'S RAPIDS UPDATE

Tim Pidduck informed the Board Mark Forget voluntarily developed the report circulated to the Board regarding the barricades at Callaghan's Rapids Conservation Area (CRCA), presented it to Tim for his approval and ultimately Board support for next steps. The first phase suggested in the report is to enlarge the main parking area and to install a large barricade around the parking area. The second phase of the project would include barricades along the EOTA trail and a parking area for ATVs to leave their bikes and walk around the area close to the river. Tim believes CVCA has received enough donations to complete phase one of the project. It was suggested staff contact the Nature Conservatory of Canada and inform them the issues at the Conservation Area since they helped purchase the land. They may be able to offer additional funding for future projects. Tim informed the Board he has also been working with EOTA to help with the barricades along the trail as well as additional signage. Jan O'Neill thanked Tim and Mark Forget for working with the volunteers.

FA Motion G 64/21

Moved by: Jan O'Neill

Seconded by: Dan Bujas

To receive the barricade report and to release funds donated to CVCA for CRCA in the amount of \$7,000 to complete phase 1 (main parking lot) of the project and to direct staff to investigate future funding opportunities for phase two and next steps.

Recorded Vote:

Suzanne Partridge	Yes	Jim Martin	Yes
Catherine Redden	Yes	Jim O'Shea	Yes
Edgar Storms	Yes	Jan MacKillican	N/A
Dan Bujas	Yes	Jeff Swartman	N/A
Jan O'Neill	Yes	Ronald Carroll	Yes

Carried.

CONSERVATION AUTHORITY ACT CONSULTATION GUIDE REGULATION

Tim Pidduck informed the Board it is a time of significant change for Conservation Authorities across Ontario. This consultation guide regulation is the first step to ensure implementation of recent changes to the Conservation Authorities Act. However, the regulations and its deadlines will put additional stress and strain on staff to meet the requirements. Tim described the changes and deadlines outlined in the consultation guide. There was some discussion on the Provincial and Municipal elections and how that could impact some of the agreements that will need to be in place. Tim will be submitting comments to the EBR and will circulate the comments to the Board prior to submitting them. Comments are due on June 27th and Tim encouraged the Board to ask their municipalities to make comments as well.

FA Motion G 65/21

Moved by: Jim O'Shea

Seconded by: Jan O'Neill

That comments be submitted by staff on behalf of the Board and that Board members review the issue with their respective Councils and/or staff, and submit comments to the Ministry of Environment, Conservation and Parks (MECP) supporting the CVCA's position.

Carried.

The Board took a break at 11:55am.

The meeting was called back to order at 12:02pm.

Edgar Storms left the meeting at 12:02pm.

LOW WATER RESPONSE

Through the Low Water Response report, Tim Pidduck reviewed the Low Water Response program with the Board. He reminded the Board, it may be necessary to have a Low Water Response Team (LWRT) meeting to discuss current water level conditions. As of right now, staff are recommending waiting to the end of June to see how much precipitation is received. Currently CVCA watershed is at 70% of normal.

There was some discussion on issuing a memo to member municipalities and members of the public to make them aware of the program and of current conditions in the watershed.

FA Motion G 66/21

Moved by: Jan O'Neill

Seconded by: Jim O'Shea

That staff review the water level and flow data at the end of June (to include the June monthly data) to determine whether a Level 1 Drought Status is required.

Carried.

UPGRADES TO FLOOD FORECAST & WARNING

Tim Pidduck updated the Board on efforts made with the CVCA's engineer to review lake levels from Chandos Lake to determine 1:100-year flood elevation using water level records. The engineer has provided an elevation for CVCA to use (314.5mas) however, he is not willing to put his stamp of approval on that level unless CVCA completes a hydrogeological study of the lake. A few years ago, Chandos Lake Cottage Association was interested in partnering with CVCA to pay for the completion of the hydrogeological study but the association reviewed its commitment and no further progress has been made to date. Tim reviewed some options for the Board to consider including CVCA paying for the study entirely or waiting for a future subdivision development on the lake and require them to complete the study as part of the permitting process.

Tim reviewed the current system for obtaining water levels and the proposed replacement of three gauges located at Wollaston Lake, Paudash Lake and Crowe Lake. He informed the Board there is currently \$30,000 in reserves allocated to this project that can be used to upgrade these three gauges. The cost for Crowe Lake is higher as a new gauge house needs to be installed at a new location.

FA Motion G 67/21

Moved by: Jan O'Neill

Seconded by: Dan Bujas

That the Board approve the initiation of the upgrades to the Flood Forecast and Warning system infrastructure, hardware and software as required for the Marmora, Paudash and Wollaston gauge sites and if possible, the inclusion of additional gauge sites would be preferred.

Recorded Vote:

Suzanne Partridge	Yes	Jim Martin	Yes
Catherine Redden	Yes	Jim O'Shea	No
Edgar Storms	N/A	Jan MacKillican	N/A
Dan Bujas	Yes	Jeff Swartman	N/A
Jan O'Neill	Yes	Ronald Carroll	Yes

Carried.

There was some discussion on adding upgrades to the remaining gauges throughout the watershed in the 2022 budget deliberations. Some of the Board thought Chandos Lake 1:100-year flood elevation costs should be a shared cost in partnership with another organization. It was suggested that a new site for the Chandos gauge be investigated.

FA Motion G 68/21

Moved by: Suzanne Partridge

Seconded by: Jim Martin

That staff research a new suitable location for the Chandos Lake level gauge, ensuring all requirements are met for the gauge, and to provide a report to the Board at the September 2021 Full Authority meeting.

Recorded Vote:

Suzanne Partridge	Yes	Jim Martin	Yes
Catherine Redden	Yes	Jim O'Shea	Yes
Edgar Storms	N/A	Jan MacKillican	N/A
Dan Bujas	Yes	Jeff Swartman	N/A
Jan O'Neill	Yes	Ronald Carroll	Yes

Carried.

OTHER BUSINESS:

FA Motion G 69/21

Moved by: Jan O'Neill

Seconded by: Jim Martin

WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;

AND WHEREAS the Conservation Authorities remain committed to fulfilling accountable and transparent governance;

THEREFORE BE IT RESOLVED THAT the Crowe Valley Conservation Authority endorse the three key actions developed by the Conservation Ontario Steering Committee to update CA Administrative By-laws, to report proactively on priorities, and to promote/demonstrate results;

AND THAT staff be directed to work with Conservation Ontario to implement these actions and to identify additional improvements and best management practices.

Carried.

MEDIA SESSION

None.

MOTION TO MOVE IN CAMERA

All members of the public left the meeting.

FA Motion G 70/21

Moved by: Jim Martin

Seconded by: Suzanne Partridge

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

Carried.

Jim Martin and Jim O'Shea left the meeting at 1:03pm.

FA Motion G 71/21

Moved by: Jan O'Neill

Seconded by: Suzanne Partridge

That the Full Authority Board move into open session.

Carried.

NEXT SCHEDULED MEETING:

The next scheduled meeting of the Full Authority Board will be 16 September 2021 at 10:00am.

ADJOURNMENT:

FA Motion G 72/21

Moved by: Jan O'Neill

That the Full Authority Board Meeting be adjourned at 1:21pm.

Carried.

Amanda Donald
Recording Secretary

Catherine Redden
Chair