

CROWE VALLEY CONSERVATION AUTHORITY

FULL AUTHORITY

18 Jun 2026

MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Dave Burton	Municipality of Highlands East
Jane Lakatos	Municipality of Marmora and Lake

ALSO PRESENT:

Janette Loveys Smith, General Manager/Secretary Treasurer, CVCA
Shelby Parker, Communications & Marketing Specialist, ORCA
Don Allin, Manager, Plan Review & Permitting Services, ORCA
Meredith Carter, Manager, Source Water & Stewardship, ORCA
Kimberly Duke, Finance Administrative Assistant, ORCA
Greg Alexander, Watershed Member

CALL TO ORDER:

The Chair, Michael Metcalf, called the meeting to order at 9:01am.

WELCOME & LAND ACKNOWLEDGEMENT

Chair Metcalf welcomed everyone to the meeting and 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 36/26

Moved by: Shelia Currie
Seconded by: Shawn Pack

That the agenda be approved as amended.

Carried.

DECLARATION OF PECUNIARY INTEREST:

There were no conflicts declared.

REVIEW OF THE MINUTES OF THE PREVIOUS MEETING:

FA Motion G 37/26

Moved by: Shawn Pack
Seconded by: Jim Martin

That the minutes and motions of the Full Authority Board Meeting, 21 May 2026, be approved as circulated.

Carried.

BUSINESS ARISING FROM MINUTES:

None.

CLEAN WATER ACT

General Manager, Janette Loveys Smith presented this report and introduced Meredith Carter, Manager, Source Water & Stewardship with Otonabee Conservation for any questions.

FA Motion G 38/26

Moved by: Jerry Chadwick

Seconded by: John O'Donnell

THAT the Crowe Valley Conservation Board of Directors send correspondence to the Trent Conservation Coalition Source Protection Region confirming that Otonabee Conservation will support the implementation of the Trent Source Protection Plan and compliance with the Clean Water Act in the Crowe Valley Source Protection Area to ensure business continuity; and,

THAT the General Manager/Secretary-Treasurer be directed to discuss the agreement between Crowe Valley Conservation Authority and the Municipality of Highlands East for the services of the Risk Management Official and Inspector, Education and Outreach and Benthic Monitoring.

Carried.

POLICY & PROCEDURE TO IMPLEMENT ONTARIO REGULATION 41/24

General Manager/ Secretary-Treasurer, Janette Loveys Smith presented this report and introduced Don Allin, Manager, Plan Review & Permitting Services with Otonabee Conservation for any questions.

FA Motion G 39/26

Moved by: Shawn Pack

Seconded by: Colin McLellan

THAT the Crowe Valley Conservation Authority Board of Directors rescind the Watershed Planning and Regulations Policy Document approved June 20, 2024; and

THAT the Crowe Valley Conservation Authority Board of Directors approve the Policy and Procedure for the Administration of Ontario Regulation 41/24 and Part VI of the Conservation Authorities Act; and

THAT the General Manager/Secretary-Treasurer be authorized to modernize the delivery of the program.

Carried.

DRAFT 2027 OPERATING, CAPITAL AND APPORTIONMENT BUDGET

General Manager/ Secretary-Treasurer, Janette Loveys Smith presented this report. Directors discussed potential assessment, governance and funding models under the consolidation.

FA Motion G 40/26

Moved by: Sheila Currie
Seconded by: Jim Martin

THAT the 2027 Draft Operating, Capital and Apportionment Budget be approved for circulation to member municipalities and posted to the Authorities website for comment; and,

THAT the 2027 Draft Operating, Capital and Apportionment budget be brought back to the September 17 Board of Directors meeting for consideration and final approval.

Carried.

CORPORATE RECORDS RETENTION POLICY

General Manager/ Secretary-Treasurer, Janette Loveys Smith presented this report.

FA Motion G 41/26

Moved by: John O'Donnell
Seconded by: Jeremy Solmes

THAT the Board of Directors approve the draft Corporate Records Retention Policy.

Carried.

GENERAL MANAGER'S REPORT

General Manager/ Secretary-Treasurer, Janette Loveys Smith presented this report.

FA Motion G 42/26

Moved by: Colin McLellan
Seconded by: Shelia Currie

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

Carried.

MEDIA SESSION

None.

OTHER BUSINESS

Directors inquired if the significant dam operations occurring are being communicated to the public via social media in increase public understanding of the processes.

Directors also inquired if the Crowe Valley Conservation Authority has beaver remediation plans.

The Board moved into the In Camera Session at 9:36am via the closed session meeting link.

IN CAMERA SESSION

FA Motion G 43/26

Moved by: Jerry Chadwick
Seconded by: Shawn Pack

That the Full Authority Board move into an In Camera session to discuss matters regarding legal and personnel issues.

Carried.

FA Motion G 44/26

Moved by: Shawn Pack
Seconded by: Colin McLellan

That the Full Authority Board move into open session.

Carried.

NEXT SCHEDULED MEETING:

The next scheduled meeting of the Full Authority Board is on 17 Sept 2026 at 9:00am.

ADJOURNMENT:

FA Motion G 45/26

Moved by: Jeremy Solmes

Seconded by: Jerry Chadwick

That the Full Authority Board Meeting be adjourned at 10:06am.

Carried.

Janette Loveys Smith
General Manager

Michael Metcalf
Chair

DRAFT