

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

18 May 2023

MINUTES

MEMBERS PRESENT:

Jim Martin	Havelock-Belmont-Methuen Townships
Jan O'Neill	Municipality of Marmora and Lake
John O'Donnell	Faraday Township
Michael Metcalf	Municipality of Trent Hills
Colin McLellan	North Kawartha
Paul Ordanis	Wollaston Township
Dean Graff	Stirling-Rawdon Township
Dave Burton	Municipality of Highlands East

MEMBERS ABSENT:

Kim Carson	Limerick Township
Jerry Chadwick	Tudor & Cashel Township

ALSO PRESENT:

Tim Pidduck, General Manager/Secretary Treasurer, CVCA
Amanda Donald, Recording Secretary, CVCA
Beth Lowe, Regulations Officer, CVCA
Todd Bertram, Delegation

CALL TO ORDER:

The Chair, Jim Martin, called the meeting to order at 11:11am.

WELCOME & LAND ACKNOWLEDGEMENT

Chair Jim Martin welcomed the Board to the meeting and thanked everyone for coming.

APPROVAL OF AGENDA

FA Motion G 43/23

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 44/23

Moved by: Jan O'Neill

Seconded by: Colin McLellan

That the minutes and motions of Full Authority Board Meeting, 24 February 2023 be approved as circulated.

Carried.

BUSINESS ARISING FROM MINUTES:

None.

CORRESPONDENCE

None.

DELEGATION – TODD BERTRAM

Jim Martin welcomed Mr. Todd Bertram to the meeting and reminded him of the ten-minute time limit and to remain respectful of the staff and Board members.

Mr. Bertram referred to the letter circulated to the Board and asked they provide answers to the questions highlighted in yellow. Mr. Bertram expressed his concern over CVCA response times. Jim Martin stated most of these issues were discussed at the previous meeting and CVCA staff have made a number of changes to the regulations program which will have a positive effect on the program. Mr. Bertram asked about the policy prohibiting permanent docks. Jim Martin informed him policies will be discussed by the Board at a future date. There was some discussion on the reports circulated to the Board and turnaround time discrepancies. There was a discussion on a permit application for a sign for Harmony homes and Tim Pidduck informed the Board an application was submitted for the sign however no permit was required for the construction of the sign. Mr. Bertram informed the Board the length of time to get a hearing for a denied permit is unacceptable. Jim Martin asked staff to complete a report answering the questions raised by Mr. Bertram and to bring the report to the next Board meeting for discussion.

FA Motion G 45/23

Moved by: Dave Burton

Seconded by: Dean Graff

To receive the delegation and to direct staff to provide a report for the next Board meeting.

Carried.

WATERSHED ADVISORY HEARING DATES

There was some discussion on potentially having an additional meeting day to hold Watershed Advisory Hearings and why there seems to be a large number of hearings. Tim Pidduck informed the Board he believes the increased number of hearings is a direct correlation to the increased number of permits. Prior to Covid, CVCA only had 1-2 hearings per year. There was discussion on clearing the backlog of hearing requests to ensure service levels are maintained. The Board will consider additional meetings at the June Board meeting.

FA Motion G 46/23

Moved by: Paul Ordanis

Seconded by: Michael Metcalf

To hold two hearings on 15 June 2023 and to consider an additional meeting at that time.

Carried.

CALLAGHAN'S RAPIDS UPDATE

FA Motion G 47/23

Moved by: Jan O'Neill

Seconded by: Colin McLellan

That the CVCA Board release the necessary funding from reserves to pay for most of the Phase II plans (concrete work and the installation of two gates) as presented in this report and not to exceed the amount of the donation of \$5,000.

Carried.

PERSONNEL POLICY UPDATE

Tim Pidduck informed the Board staff have started to update the CVCA Personnel Policy. The objective is to make changes to modernize and update the policy and bring it forward for the Board's consideration.

FA Motion G 48/23

Moved by: Paul Ordanis

Seconded by: Colin McLellan

That CVCA submit a draft updated Personnel Policy to the CVCA Board of Directors for the Board's review and input on or before the 16th of November 2023 Board meeting.

Carried.

REGULATIONS AND PLANNING REPORT

Beth Lowe informed the Board 45 Permits, 28 Planning files and 64 PIFs were completed in the reporting period. Turnaround times are decreasing and the number of applications received in 2023 compared to 2022 is down slightly. Regulations staff are meeting regularly to assign files to help reduce waiting times.

The Board asked about the permits with 0 days' turnaround time in the regulations reporting. Beth explained for most of these permits staff have been working with the applicant and provided an example that if CVCA requested a geo-technical report be completed and that is the only thing CVCA is waiting for, once the report is received the permit is then complete and a permit letter is written right away and sent to the applicant often on the same day.

FA Motion G 49/23

Moved by: Michael Metcalf

Seconded by: John O'Donnell

To receive the regulations and planning reports.

Carried.

GENERAL MANAGERS REPORT

Tim Pidduck informed the Board the 5-year lease agreement between CVCA and Municipality of Trent Hills for Crowe Bridge Conservation Area (CBCA) is now complete and needs to be signed by CVCA Chair and himself.

Tim informed the Board new imagery is being flown for Hastings County and will be available to purchase a license in February 2024. This will be a good tool for the regulations staff to assist with their review of regulation and planning files.

Tim informed the Board the public is now able to set up appointments with staff online through CVCA's website. Kelsey Davidson will provide a demonstration.

FA Motion G 50/23

Moved by: Dave Burton

Seconded by: Jan O'Neill

To direct CVCA Chair and General Manager to sign the MOU for the 5-year lease of CBCA.

Carried.

Kelsey Davidson gave the Board a demonstration on how to book an appointment with Regulations staff through the CVCA website. This tool will ensure CVCA staff will be in the office to meet with the public on appointment days. Tim thanked Kelsey for putting the system in place.

John O'Donnell thanked Tim and the CVCA staff for being involved in the tree planting initiative at McGeachie Conservation Area. He is hopeful to make it an annual event.

FA Motion G 51/23

Moved by: Paul Ordanis

Seconded by: John O'Donnell

To receive the General Manager's report.

Carried.

PROGRAM & SERVICES INVENTORY UPDATE

Tim Pidduck informed the Board he intends to have the MOUs in place prior to the December 2023 deadline. There was some discussion on category three items that should be included in MOUs commonly included at neighbouring Conservation Authorities. Tim informed the Board if there is currently no budget for these programs and services at the CVCA. However, if the CVCA decides to start a new program in the future, the MOUs can be amended to include the new program at that time.

FA Motion G 52/23

Moved by: Colin McLellan

Seconded by: Paul Ordanis

To receive the Program & Services Inventory update.

Carried.

OTHER BUSINESS:

None.

MEDIA SESSION

None.

MOTION TO MOVE IN CAMERA

FA Motion G 53/23

Moved by: Dean Graff

Seconded by: Paul Ordanis

That the Full Authority Board move into an In Camera session to discuss information regarding legal issue.

Carried.

FA Motion G 54/23

Moved by: Paul Ordanis

Seconded by: Colin McLellan

That the Full Authority Board move into open session.

Carried.

FA Motion G 55/23

Moved by: John O'Donnell

Seconded by: Jan O'Neill

To receive the report given during the In Camera session.

Carried.

NEXT SCHEDULED MEETING:

The next scheduled meeting of the Full Authority Board will be 15 June 2023 at 10:00am.

ADJOURNMENT:

FA Motion G 56/23

Moved by: Colin McLellan

Seconded by: Jan O'Neill

That the Full Authority Board Meeting be adjourned at 12:15pm.

Carried.

Amanda Donald
Recording Secretary

Jim Martin
Chair