

CROWE VALLEY CONSERVATION AUTHORITY

FULL AUTHORITY

19 June 2025

MINUTES

MEMBERS PRESENT:

Jim Martin	Havelock-Belmont-Methuen Townships
Michael Metcalf	Municipality of Trent Hills
Colin McLellan	North Kawartha
Sheila Currie	Wollaston Township
Jeremy Solmes	Stirling-Rawdon Township
Shawn Pack	Limerick Township
Ron Derry	Municipality of Marmora and Lake
Jerry Chadwick	Tudor & Cashel Township

MEMBERS ABSENT:

Dave Burton	Municipality of Highlands East
John O'Donnell	Faraday Township

ALSO PRESENT:

Tim Pidduck, General Manager/Secretary Treasurer, CVCA
Amanda Donald, Recording Secretary, CVCA

CALL TO ORDER:

The Chair, Colin McLellan, called the meeting to order at 10:05am.

WELCOME & LAND ACKNOWLEDGEMENT

Colin McLellan read a land acknowledgement thanking generations of Indigenous people who have taken care of the land for thousands of years before us.

APPROVAL OF AGENDA

FA Motion G 56/25

Moved by: Shawn Pack

Seconded by: Jim 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 57/25

Moved by: Jeremy Solmes

Seconded by: Jerry Chadwick

That the minutes and motions of the Full Authority Board Meeting, 15 May 2025 and the Organizational Review Committee meeting, 29 May 2025, be approved as circulated.

Carried.

BUSINESS ARISING FROM MINUTES:

None.

CORRESPONDENCE

None.

REGULATIONS & PLANNING REPORT

Tim Pidduck informed the Board the number of permits received is similar to last year and seems to be returning to the pre-covid levels. This is enabling staff to meet timelines and is giving them the flexibility to handle violations in a timely manner.

Tim introduced Kate Martin to the Board. Kate has been hired as the Water Resource and Regulations Technician. Kate will be completing most of the Property Inquiry Forms (PIFs) and will act as a back up to Neil.

FA Motion G 58/25

Moved by: Sheila Currie

Seconded by: Shawn Pack

To receive the regulations and planning reports.

Carried.

POLICY MANUAL REVISIONS & UPDATE

Tim Pidduck informed the Board the changes to the CVCA Watershed Planning and Regulations Policy manual are mainly reflect the flood elevation changes for the majority of the main lakes in the watershed. The changes are a result from the results of the FHMIP projects with the exception of Wollaston and Limerick Lakes. Tim recommended the Board consider having flood elevation studies done for Wollaston and Limerick while FHMIP funding is available. Tim informed the Board Wollaston was not included in the original projects mainly due to geography and the additional cost. Colin stated he was impressed with how accurate CVCA staff were able to calculate the original Chandos Lake flood elevation prior to the FHMIP project.

FA Motion G 59/25

Moved by: Michael Metcalf

Seconded by: Jerry Chadwick

That the CVCA Watershed Planning and Regulations Policy Manual be updated to reflect the items listed in the circulated staff report.

Carried.

LAND LEASE PROPOSAL

Tim Pidduck informed the Board a proposal for the development of a hunting camp at The Gut Conservation Area has been recently submitted to the CVCA. Tim is in support of further investigating the proposal with the proponent and having any lease arrangement reviewed by CVCA's lawyer. There was discussion on the proposal regarding the term, identifying the hunting season, the amount of land required, the type of structure (permanent or tent like), use of the structure during the rest of the year and road maintenance to the ROW.

There was discussion on making the lease agreement similar to that of the current hunt club on The Gut and potentially sharing the maintenance of the road with neighboring municipalities.

FA Motion G 60/25

Moved by: Michael Metcalf

Seconded by: Shelia Currie

That the CVCA staff respond to the Hunt Club Proposal and begin negotiations based on the discussion and direction of the Board.

Carried.

GENERAL MANAGER'S REPORT

Tim Pidduck informed the Board he has heard the summer long range forecast is to be hot and dry. CVCA staff maintain water levels three or four inches above summer level to provide a buffer in case there is drought like conditions. Tim reminded the Board they will form the nucleus of the Low Water Response Team (LWRT) and will be informed by staff when or if conditions warrant having a LWRT meeting.

There was some discussion on Oak Lake dam being tampered with and how to prevent it.

FA Motion G 61/25

Moved by: Shawn Pack

Seconded by: Sheila Currie

That the CVCA Board receive the General Manager's report as presented.

Carried.

BUDGET TO ACTUALS REPORT

Tim Pidduck informed the Board the Budget to Actuals is a six-month update on the 2025 budget. Overall CVCA is on target with the budget. Tim provided some explanation on the Marmora Hydro Plant revenue and the miscellaneous revenue.

FA Motion G 62/25

Moved by: Jim Martin

Seconded by: Ron Derry

To receive the budget to actuals report as circulated.

Carried.

DIRECT DEPOSIT OPTIONS

Amanda Donald explained the different options for direct deposit to the Board and the Board discussed the options. Most preferred having two staff members authorize direct deposit payments.

FA Motion G 63/25

Moved by: Michael Metcalf

Seconded by: Jim Martin

That staff be directed to proceed with direct deposit for pays and use two staff members to authorize payments.

Carried.

ORGANIZATIONAL REVIEW COMMITTEE UPDATE

Colin McLellan thanked Shawn Pack, Vice-Chair, for Chairing the committee meeting in his absence. Shawn Pack informed the Board the Organizational Review Committee has recommended to begin the external recruitment process for the General Manager's position and to hire Tim Pidduck as a consultant for the transition and to assist with the hiring process. Tim Pidduck informed the Board he did reach out to CVCA solicitor to ask about him taking on a consultant role and the solicitor said that is a very common practice. There was some discussion on advertising avenues, the transition period between managers, timelines and if the Full Board will have final approval of the candidate.

FA Motion G 64/25

Moved by: Michael Metcalf

Seconded by: Jeremy Solmes

To receive the Organizational Review Committee update and to approve the amended Terms of Reference for the Hiring Committee.

Carried.

APPOINTMENT OF ACTING GENERAL MANAGER/SECRETARY TREASURER

Colin McLellan thanked Amanda Donald for taking on the role of Acting General Manager/Secretary Treasurer to allow the Hiring Committee time to hire a candidate who will work well with CVCA and the current staff.

FA Motion G 65/25

Moved by: Shawn Pack

Seconded by: Shelia Currie

That Amanda Donald be appointed as the Acting General Manager/Secretary Treasurer effective 1 July 2025.

Carried.

MEDIA SESSION

None.

OTHER BUSINESS:

Colin McLellan acknowledged Tim Pidduck for his decades of hard work and dedication at CVCA and presented Tim with a retirement gift on behalf of the CVCA and the Board.

Tim thanked the Board and the CVCA for his 37-year career. He has created a lot of great memories with the staff and the Board past and present.

The Board had a break at 11:45am.

The meeting was called back to order at 12:01pm.

IN CAMERA SESSION

FA Motion G 66/25

Moved by: Shelia Currie

Seconded by: Jeremy Solmes

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

Carried.

FA Motion G 67/25

Moved by: Shawn Pack

Seconded by: Jerry Chadwick

That the Full Authority Board move into open session.

Carried.

NEXT SCHEDULED MEETING:

The next scheduled meeting of the Full Authority Board was changed to 11 September 2025 at 9:00am.

ADJOURNMENT:

FA Motion G 68/25

Moved by: Michael Metcalf

Seconded by: Shawn Pack

That the Full Authority Board Meeting be adjourned at 12:27pm.

Carried.

Amanda Donald
Recording Secretary

Colin McLellan
Chair