

CROWE VALLEY CONSERVATION AUTHORITY

FULL AUTHORITY

1 October 2025

MINUTES

MEMBERS PRESENT:

Michael Metcalf	Municipality of Trent Hills
Colin McLellan	North Kawartha
Sheila Currie	Wollaston Township
Jeremy Solmes	Stirling-Rawdon Township
Shawn Pack	Limerick Township

MEMBERS ABSENT:

Jim Martin	Township of Havelock-Belmont-Methuen
Ron Derry	Municipality of Marmora and Lake
Jerry Chadwick	Tudor & Cashel Township
Dave Burton	Municipality of Highlands East
John O'Donnell	Faraday Township

ALSO PRESENT:

Amanda Donald, Interim General Manager/Secretary Treasurer, CVCA
Beth Lowe, Regulations Officer, CVCA
Tim Pidduck, Hiring Consultant and previous General Manager

CALL TO ORDER:

The Chair, Colin McLellan, called the meeting to order at 9:05am.

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 69/25

Moved by: Shawn Pack

Seconded by: Shelia Curry

The agenda was amended to combine items 12 and 15 (CVCA Hiring Committee Update and In Camera Session).

Carried.

DECLARATION OF PECUNIARY INTEREST:

FA Motion G 70/25

Moved by: Shelia Curry

Seconded by: Shawn Pack

There were no conflicts declared.

Michael Metcalf informed the Board that he contacted the Integrity Commissioner to determine if there is a conflict of interest with him being the Chair of the Otonabee Region Conservation Authority (ORCA) and sitting on the CVCA's Hiring Committee. He informed the Board that based on the information he provided, the Integrity Commissioner determined there appears to be no apprehension of bias at this time.

FA Motion G 71/25

Moved by: Shelia Curry

Seconded by: Shawn Pack

To receive the statement provided by Michael Metcalf.

Carried.

REVIEW OF THE MINUTES OF THE PREVIOUS MEETING:

Michael Metcalf requested the minutes of the Hiring Committee on 22 August 2025 be amended by removing the second paragraph under the Chief Conservation Executive Position referring to the Terms of Reference of the CVCA Hiring Committee.

FA Motion G 72/25

Moved by: Mike Metcalf

Seconded by: Jeremy Solmes

That the minutes and motions of the Full Authority Board Meeting, 19 June 2025 and the Watershed Advisory Hearing meeting, 14 August 2025, be approved as circulated;

That the minutes and motions of the CVCA Hiring Committee 26 August 2025, be approved as circulated;

That the minutes of the CVCA Hiring Committee, 22 August 2025, be approved as amended.

Carried.

BUSINESS ARISING FROM MINUTES:

None.

CORRESPONDENCE

None.

REGULATIONS & PLANNING REPORT

Beth Lowe, Regulations Officer, informed the Board 68 permits with an average turnaround time of 16 days were completed. Most of the permits included buildings and septic systems. There were 26 planning comments and 16 Property Inquiry Forms (PIFs) completed. Property Inquiry Forms are down about half what they were the previous year.

FA Motion G 73/25

Moved by: Shawn Pack

Seconded by: Shelia Curry

To receive the regulations and planning reports.

Carried.

2026 BUDGET DELIBERATIONS

The Board discussed the preliminary budget. The purpose of the preliminary budget is to open discussions for what the Board would like to see in the budget. Discussions were had including but not limited to receiving quotes to update the flood hazard mapping on lakes within the CVCA watershed, ESRI cost increases, dam inspections, equipment maintenance and reserve contributions for future expenses such as vehicle purchases.

FA Motion G 74/25

Moved by: Shawn Pack

Seconded by: Shelia Curry

Carried.

INTERIM GENERAL MANAGER'S REPORT

Amanda Donald, provided updates for the board that were not in the Interim General Manager's Report:

- CVCA had a public information session at the Marmora Public Library for Source Water Protection. As a result of that presentation Apsley Public Library has reached out requesting a similar information session
- In terms of low water, the CVCA watershed is still in a level three drought due to lack of rainfall and decreased flows being below normal for this time of the year.
- CVCA staff completed site visits with a Marsh Insurance representative. The Marsh representative was very impressed with the fencing around the Marmora Dam and completed site visits to both Callaghan's Rapids and The Gut Conservation Areas
- Amanda has started the process to have direct deposit, still in the training phase.
- Discussion was had regarding the cost of removing a dock that had become lodged in the Belmont dam during the spring freshet.

FA Motion G 75/25

Moved by: Michael Metcalf

Seconded by: Jeremy Solmes

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

Carried.

CVCA HIRING COMMITTEE UPDATE - IN CAMERA SESSION

Moved to in camera to discuss the hiring process and discuss a legal issue

FA Motion G 76/25

Moved by: Shawn Pack

Seconded by: Jeremy Solmes

Carried.

FA Motion G 77/25

Moved by: Shawn Pack

Seconded by: Jeremy Solmes

That the Full Authority Board move into open session.

Carried.

During the In Camera Session, the Board received a status update on a legal matter and scheduled a Special Board meeting for 22 October 2025.

OTHER BUSINESS:

None

MEDIA SESSION

None

NEXT SCHEDULED MEETING:

The next scheduled Hiring Committee meeting is Wednesday October 22, 2025 at 9:00am

ADJOURNMENT:

FA Motion G 78/25

Moved by: Shawn Pack

Seconded by: Michael Metcalf

That the Full Authority Board Meeting be adjourned at 10:53 am.

Carried.

Amanda Donald
Recording Secretary

Colin McLellan
Chair

DRAFT