

**CROWE VALLEY WATERSHED ADVISORY BOARD HEARING**  
**Virtual Meeting via Google Meet**  
**20 November 2025**

**MINUTES**

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

None.

**ALSO PRESENT:**

Amanda Donald, Interim General Manager/Recording Secretary, CVCA  
Beth Lowe, Regulations Officer, CVCA  
Tim Pidduck, CVCA Consultant  
Stacey Wiles, Applicant  
Jim Wiles, Applicant  
Rob West, Oak Ridge Environmental

**CALL TO ORDER**

The Chair, Colin McLellan, called the meeting to order at 9:00am.

## **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**

### **Motion H 017/25**

Moved by: Shawn Pack

Seconded by: Jim Martin

To approve the Watershed Advisory Hearing agenda as circulated.

Carried.

## **WELCOME**

Colin McLellan welcomed the Board, staff, applicants and members of the public to the Watershed Advisory Hearing.

## **CHAIR'S OPENING REMARKS**

The Chair, Colin McLellan, informed the Watershed Advisory Hearing Board that a Hearing under Section 28.1 of the *Conservation Authorities Act* will now be held with respect to Ms. Stacey Wilkes, Mr. James Wilkes and Mr. Evan Vieira's application for permission to construct a new single-family dwelling and installation of a septic system within the flood hazard of Beaver Creek and within the setback of a wetland greater than two hectares.

Chair Colin McLellan gave the opening remarks as outlined in the hearing guidelines with respect to Ontario Regulation 041/24 and reviewed the procedure of the Hearing.

## **CONFLICT OF INTEREST**

There were no conflicts declared.

## **STAFF REPORT – Beth Lowe**

Beth Lowe, Regulations Officer, gave the Board a presentation outlining the location and highlights of the property. Beth reviewed the application to construct a new single-family dwelling and a new septic system. The proposed application does not conform with CVCA Watershed Planning and Regulation policies as the proposed location is within the flood hazard of Beaver Creek and is located within the setback of a wetland greater than two hectares. Beth reviewed the timeline of the application process with the Board and the size of the proposed development. Beth reviewed the applicable legislation and policy in detail with the Board. CVCA staff cannot grant approval for the proposed development because the proposed development activity does not conform to the CVCA's Watershed Planning and Regulations policies.

The Board asked several questions after the presentation including 1) if there was room to build outside of the wetland setbacks, 2) impacts on control of flooding 3) mitigation steps in the Oak Ridge Environmental (ORE) report to be implemented, and 4) the implications of the Flood Hazard Information Mapping Project (FHIMP) on the property.

### **Motion H 018/25**

Moved by: Jerry Chadwick

Seconded by: Jeremy Solmes

To receive the staff report presented by Regulations Officer Beth Lowe.

Carried.

## **APPLICANT REPORT**

Rob West from Oak Ridge Environmental (ORE) introduced himself to the Board. Rob informed the Board he completed an Environmental Impact Statement (EIS) on the property in October 2024 and included mitigation measures in an effort to reduce potential impacts on the wetland. The wetland is a wooded swamp feature and some of the mitigation efforts would include planting of 30 native trees and shrubs into the buffer area between the development and the wetland as well as the installation of a silt fence to contain the construction site.

The Board asked questions about the construction site and the silt fencing.

### **Motion H 019/25**

Moved by: John O'Donnell

Seconded by: Michael Metcalf

To receive the report provided by Rob West of Oak Ridge Environmental.

Carried.

Stacey Wilkes addressed the Board providing them with the history of the property, some family background, permitting challenges and response to the denial letter and sections of policy the application does not conform with. Throughout the process they have completed all the requests made by CVCA and are just seeking to build a modest family cottage. Looking for an opportunity to move forward with their proposal.

### **Motion H 020/25**

Moved by: Jeremy Solmes

Seconded by: Jim Martin

That the applicant report for Permit 109/24 be received as presented.

Carried.

## **IN CAMERA SESSION**

The Board decided an In Camera session was not necessary.

## **BOARD DELIBERATIONS**

The Board discussed the application as it has been presented to them. Topics included in the discussion were the mitigation efforts, septic system options and decisions of former CVCA staff members.

### **Motion H 021/25**

Moved by: Michael Metcalf

Seconded by: Jerry Chadwick

To approve permit 109/24 with the recommendations outlined in the ORE report including floodproofing, plantings and silt fencing at 6 meters as well as the regular conditions of CVCA permits.

Carried.

## **ADJOURNMENT**

### **Motion H 022/25**

Moved by: Shawn Pack

Seconded: Jim Martin

That the Watershed & Advisory Board Hearing Meeting be adjourned at 10:06am.

Carried.

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Amanda Donald  
Recording Secretary

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Colin McLellan  
Chair