

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

20 January 2022

MINUTES

MEMBERS PRESENT:

Suzanne Partridge	Municipality of Highlands East
Jim O’Shea	North Kawartha
Catherine Redden	Municipality of Trent Hills
Jim Martin	Havelock-Belmont-Methuen Townships
Jan O’Neil	Municipality of Marmora and Lake
Jan MacKillican	Limerick Township
Dan Bujas	Faraday Township
Edgar Storms	Stirling-Rawdon Township
Ronald Carrol	Tudor & Cashel Township
Jeff Swartman	Wollaston Township

MEMBERS ABSENT:

None.

ALSO PRESENT:

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

CALL TO ORDER:

The Chair, Catherine Redden, called the meeting to order at 10:00am.

WELCOME & LAND ACKNOWLEDGMENT:

Catherine Redden wished everyone a Happy New Year and welcomed the Board to the meeting.

Tim Pidduck read a land acknowledgement thanking generations of people who have taken care of the land for thousands of years before us.

APPROVAL OF AGENDA

The Board added an additional agenda item to the end of the meeting if time permits to discuss Land Escapes plans for their property.

FA Motion G 01/22

Moved by: Jan MacKillican

Seconded by: Dan Bujas

That the agenda be approved as amended.

Carried.

DECLARATION OF PECUNIARY INTEREST:

There were no conflicts declared.

CHAIR'S REMARKS

Catherine Redden reminded the Board a new Chair person needs to be elected for 2022. As per the changed to the Conservation Authorities Act, a Chairperson can only hold the position for a two-year period. Catherine thanked the Board for their professionalism during her time as Chairperson. The current Board has been able to consistently resolve issues with good discussions and at the end of the meeting still part as friends. Catherine commended CVCA staff for their hard work and for carrying out the responsibilities of the Authority.

Catherine reviewed the duties of the Chairperson with the Board and informed them the new Chair will enjoy the position.

REVIEW OF THE MINUTES OF THE PREVIOUS MEETING:

FA Motion G 02/22

Moved by: Dan Bujas

Seconded by: Edgar Storms

That the minutes and motions of the Full Authority, 18 November 2021, be approved as circulated.

Carried.

BUSINESS ARISING FROM MINUTES:

None.

CORRESPONDENCE

None.

MOTION TO MOVE IN CAMERA

FA Motion G 03/22

Moved by: Jan O'Neill

Seconded by: Jan MacKillican

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

Carried.

Jim Martin arrived at 10:30am.

FA Motion G 04/22

Moved by: Jeff Swartman

Seconded by: Dan Bujas

That the Full Authority Board move into open session.

Carried.

FA Motion G 05/22

Moved by: Jan MacKillican

Seconded by: Suzanne Partridge

To direct staff to move forward with the instructions given during the in camera session.

Carried.

MCA COTTAGE RENTAL RATES 2022

There was some discussion on the upcoming summer season cottage reservations and on the expenses at the cottage.

FA Motion G 06/22

Moved by: Jan MacKillican

Seconded by: Suzanne Partridge

To approve the McGeachie Cottage rental rates for 2022 as proposed and to disconnect the land line telephone at the cottage.

Carried.

2022 DRAFT BUDGETS

Catherine Redden reminded the Board if any changes are made to the Draft 2022 Budgets, they will need to be recirculated to member municipalities for another 30-day review period. She informed the Board the identified errors were in the 2021 projections column and had no effect on the Draft 2022 Budgets.

Tim Pidduck informed the Board he attended council meetings for Marmora and Lake and Havelock-Belmont-Methuen. Both meetings went well. He further explained the errors that were pointed out to him from members of Marmora and Lake council and reassured the Board the errors had no impact on the Draft 2022 Budgets. Tim informed the Board the Township of Faraday requested the Budget vote be deferred until the February Board meeting so Faraday council can review the budgets.

Jan O'Neill explained some concerns from Marmora and Lake with the regulations revenue not being high enough for 2022 as their council does not think there will be a drop in building permits in the upcoming year. There was some discussion on current trends and Tim explained the budgeted 2022 revenues for the regulations program were estimated using a 5-year average. Tim has confirmed with Conservation Ontario there is an approved Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR) policy to ensure Conservation Authorities are not able to fund other programs and services using profits from the Regulations permit fees. If there is a surplus for the regulations program, that surplus must be used for expenses associated with the regulations program.

FA Motion G 07/22

Moved by: Suzanne Partridge

Seconded by: Jan MacKillican

That the Draft 2022 Budgets be approved as proposed and apportionment notices be circulated to member municipalities.

Carried.

There was some discussion on the purchase of a new or used vehicle to replace the Santa Fe and the potential of using the surplus from regulations revenue for the purchase, once the 2021 audited Financial Statements have been received.

ELECTION OF OFFICERS

Tim Pidduck assumed the Chair from Catherine Redden for the purpose of conducting the election for the Authority's Chair for 2022.

Tim thanked Catherine for her continued support to staff and CVCA as she held the Chair position of the Board.

Tim declared all elected positions vacant. It was noted that nominations would be called for three times, that nominations do not require a seconder, but the motion to close nominations would require both a mover and a seconder. There will be a secret ballot vote (by email) if it is necessary. Tim confirmed there are ten voters present.

FA Motion G 08/22

Moved by: Dan Bujas

Seconded by: Jan MacKillican

That the nomination of Amanda Donald and Lou Young be accepted as scrutineers for any elections to be held by the Board at today's meeting and all ballots (emails) be destroyed (deleted) after any elections.

Carried.

CHAIR

Tim called for nominations for the Chair position for 2022.

FA Motion G 09/22

Moved by: Jan MacKillican

That Jan O'Neill be nominated for Chair for 2022.

Tim Pidduck called two more times for nominations of the Chair position for 2022.

Tim asked Jan O'Neill if she would be willing to let her name stand for the Chair's position and Jan O'Neill replied that, yes, she would let it stand.

Tim Pidduck declared Jan O'Neill the Chair for the Crowe Valley Conservation Authority for the year 2022.

Jan O'Neill assumed the position of Chair for the remainder of the meeting.

VICE-CHAIR

The Chair, Jan O'Neill, called for nominations for the position of Vice-Chair.

FA Motion G 10/22

Moved by: Jim O'Shea

Seconded by: Jim Martin

That Jan MacKillican be nominated for Vice-Chair.

The Chair called two more times for nominations for the position of Vice-Chair.

The Chair asked Jan MacKillican if she would be willing to let her name stand for the Vice-Chair's position and Jan MacKillican replied that, yes, she would let it stand.

The Chair declared Jan MacKillican the Vice-Chair for the Crowe Valley Conservation Authority for the year 2022.

EXECUTIVE COMMITTEE POSITION

The Chair, Jan O'Neill, called for nominations for the third position on the Executive Committee.

FA Motion G 11/22

Moved by: Jim O'Shea

That Dan Bujas be nominated for position on the Executive Committee.

FA Motion G 12/22

Moved by: Jan MacKillican

Seconded by: Jim Martin

That Suzanne Partridge be nominated for position on the Executive Committee.

The Chair called one more time for nominations for the position on the Executive Committee.

The Chair asked Dan Bujas if he would be willing to let his name stand for the Executive Committee position and Dan Bujas replied that, no, he would not let it stand.

The Chair asked Suzanne Partridge if he would be willing to let his name stand for the Executive Committee position and Suzanne Partridge replied that, yes, she would let it stand.

The Chair declared Suzanne Partridge for the position on the Executive Committee for the Crowe Valley Conservation Authority for the year 2022.

STATUTORY RESOLUTIONS

FA Motion G 13/22

Moved by: Jan MacKillican

Seconded by: Jim O'Shea

That the firms of Grant Thornton be appointed as the auditor for the Crowe Valley Conservation Authority.

Carried.

FA Motion G 14/22

Moved by: Suzanne Partridge

Seconded by: Dan Bujas

That the firms of Templeman Menninga, O'Flynn Weese and Gardiner Roberts be retained as the Authority's solicitors.

Carried.

FA Motion G 15/22

Moved by: Jan MacKillican

Seconded by: Catherine Redden

That the Authority's bank accounts be held at the TD Canada Trust in Madoc.

Carried.

FA Motion G 16/22

Moved by: Jim Martin

Seconded by: Dan Bujas

That the signing officers for the Authority be one of the General Manager/Secretary Treasurer, Administrative Assistant/Recording Secretary and one of the Authority Chair, Vice Chair.

Carried.

FA Motion G 17/22

Moved by: Jan MacKillican

Seconded by: Jim O'Shea

That the Chair be appointed to represent the Conservation Authority at Conservation Ontario and the General Manager and Catherine Redden be appointed as alternate.

Carried.

FA Motion G 18/22

Moved by: Suzanne Partridge

Seconded by: Catherine Redden

That the Crowe Valley Conservation Authority approve the borrowing of funds, if required, up to 70% of the Authority's approved budget.

Carried.

FA Motion G 19/22

Moved by: Suzanne Partridge

Seconded by: Jim O'Shea

That Catherine Redden be appointed as an additional signing officer for the purpose of signing CVCA cheques.

Carried.

The Board took a five-minute break and the meeting was called back to order at 12:00pm.

REGULATIONS AND PLANNING REPORT

Tim Pidduck informed the Board both CVCA's Regulations Officers were out of the office today on course. Tim updated the Board on the regulations and planning program, informing them the back log of permits has been cleared.

FA Motion G 20/22

Moved by: Catherine Redden

Seconded by: Suzanne Partridge

To receive the regulations and planning reports as circulated.

Carried.

GENERAL MANAGERS REPORT

Tim Pidduck updated the Board on the Water and Erosion Control Infrastructure (WECI) project for the Crowe Bridge Conservation Area (CBCA) weir assessment. He informed them, unfortunately, Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR) has stated there is no additional funding available for the project. Tim has had conversations with Trent Hills CAO and Trent Hills is willing to help with additional funding to complete the project. However, CVCA will need to contribute an additional \$2,500 to get the project completed. Tim thanked the Municipality of Trent Hills for the additional support for the project.

FA Motion G 21/22

Moved by: Jim Martin

Seconded by: Jeff Swartman

To release \$2,500 from CVCA reserves for completion of the CBCA weir safety assessment.

Carried.

There was a discussion on insurance for volunteers on CVCA lands. Tim explained CVCA insurance does cover volunteers to some extent, but they still don't have WSIB coverage which creates problems when they are using motorized equipment like chainsaws.

VACCINATION POLICY

Tim Pidduck informed the Board the proposed policy is modelled from a policy used by another Conservation Authority. Tim would like to have something in place for hiring new employees in the future. There was some discussion on the policy.

FA Motion G 22/22

Moved by: Catherine Redden

Seconded by: Jan MacKillican

That the Board review the proposed vaccination policy and approve it as presented.

Carried.

INVENTORY OF PROGRAMS AND SERVICES

Tim Pidduck informed the Board he kept the inventory simple and the costs are directly related to the 2022 budget. The inventory of programs and services needs to be approved and distributed to member municipalities by the end of February 2022. Once the inventory has been circulated, Tim will be available to attend meetings with municipal staff and councils if requested.

FA Motion G 23/22

Moved by: Catherine Redden

Seconded by: Dan Bujas

That the Inventory of Programs and Services be approved as presented and staff be directed to circulate it to member municipalities to initiate the consultation process as per the CVCA transition plan.

Carried.

OTHER BUSINESS:

Edgar Storms left the meeting at 12:44pm.

Jan MacKillican referred to a document circulated outlining a proposed committee intended to help the owner of Land Escapes navigate as he develops the property. The objective of the committee is to be proactive and to provide input as the land owner proceeds. The proposed committee would be comprised on one member from each effected municipality, one Indigenous member, one CVCA member and one county member. The first step would be to get each municipality to agree to the committee and then approach Land Escapes with and invitation to join the committee and attend regular meetings. Tim Pidduck informed the Board the CVCA's primary role would be to inform the land owner of CVCA permit requirements for development in regulated areas as per Ontario Regulation 159/06.

FA Motion G 24/22

Moved by: Jim O'Shea

Seconded by: Suzanne Partridge

The committee should be spearheaded by the involved member municipalities and that CVCA should be invited to have representation on the committee once it has been established.

Carried.

MEDIA SESSION

None.

NEXT SCHEDULED MEETING:

The next scheduled meeting of the Full Authority Board will be 24 February 2022 at 10:00am.

ADJOURNMENT:

FA Motion G 25/22

Moved by: Jeff Swartman

That the Full Authority Board Meeting be adjourned at 12:55pm.

Carried.

Amanda Donald
Recording Secretary

Jan O'Neill
Chair

DRAFT