

# CROWE VALLEY CONSERVATION AUTHORITY

## FULL AUTHORITY

20 November 2025

## MINUTES

### MEMBERS PRESENT:

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

### MEMBERS ABSENT:

Dave Burton	Municipality of Highlands East
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### ALSO PRESENT:

Amanda Donald, Interim General Manager/Secretary Treasurer, CVCA  
Tim Pidduck, CVCA Consultant  
Beth Lowe, Regulations Officer, CVCA  
Liam Bailey-McDade, Regulations Officer, CVCA  
Dan Fencott, Proposed Hunting Lease Applicant  
Dave Shannon, Delegate

### CALL TO ORDER:

The Chair, Colin McLellan, called the meeting to order at 10:28am.

## APPROVAL OF AGENDA

### **FA Motion G84 /25**

Moved by: John O'Donnell  
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 G85/25**

Moved by: Jerry Chadwick  
Seconded by: Shelia Curry

That the minutes and motions of the Full Authority Board Meeting, 22 October 2025, be approved as circulated.

Carried.

## BUSINESS ARISING FROM MINUTES:

None.

## CORRESPONDENCE

None.

## **DELEGATION – DAVE SHANNON**

Mr. Dave Shannon presented his concerns to the Board regarding the Property Inquiry Form (PIF) process as it relates to his property. Mr. Shannon requested the Board consider allowing the old flood elevation to be used on his property instead of the new flood elevation because he believes that using the old flood elevation may result in a larger building envelope for a future buyer.

The Board expressed their concern that allowing Mr. Shannon to use the old flood elevation would set precedent and other property owners may request the same exemption. The Board stated that flood hazard management is one of the main mandates of the Conservation Authorities and other properties would have also been impacted by the change in flood elevation.

The Interim General Manager added that Mr. Shannon could have an elevation survey completed to determine the extent of the flood hazard on his property or sell the property “as is” and pass the burden of completing the elevation survey onto the buyer.

### **FA Motion G86/25**

Moved by: Michael Metcalf  
Seconded by: Jim Martin

That the Full Authority Board receive the delegation as presented.

Carried.

### **FA Motion G87/25**

Moved by: Jim Martin  
Seconded by: Shawn Pack

That the Full Authority Board receive the CVCA staff report as circulated in the agenda package.

Carried.

## THE GUT HUNTING CAMP PROPOSAL

The Board discussed the option of including a stipulation in the agreement regarding use of ATVs on the Gut property as ATVs are often used as a tool during the hunting season. Amanda Donald pointed out that the Board could consider ATVs being used during hunting season only as the Conservation Area is closed to the public during the deer hunting season. Mr. Fencott provided clarification that ATVs would only be used on the road into the Gut to access the hunting camp not throughout the rest of the Gut property with the exception of the agreed upon hunting area on the Nature Conservancy of Canada (NCC) property.

### **FA Motion G88/25**

Moved by: Michael Metcalf

Seconded by: Jeremy Solmes

That the lease agreement be sent to the CVCA's lawyer for review.

Carried.

Shawn Pack left the meeting at 11:20 and returned at 11:30

## REGULATIONS & PLANNING REPORT

Beth Lowe informed the Board 38 permits, 31 planning files and 7 Property Inquiry Forms (PIFs) were completed since the previous Board meeting. Beth provided a brief update on the Centre Lake subdivision file.

### **FA Motion G89/25**

Moved by: John O'Donnell

Seconded by: Jerry Chadwick

To receive the regulations and planning reports.

Carried.

## **PROVINCIAL GOVERNMENT CHANGES/UPDATES TO CONSERVATION AUTHORITIES**

The Interim General Manager provided a summary of the proposed changes to the Conservation Authorities based on what has been provided thus far. She informed the Board of the proposal to create the Ontario Provincial Conservation Agency (OPCA) and identified the proposed objectives of the agency. Amanda also informed the Board CVCA would become part of the Eastern Lake Ontario Regional Conservation Authority along with seven other Conservation Authorities. Amanda identified some concerns that may have an impact on CVCA and its member municipalities including, impacts on existing agreements and MOUs and small rural municipalities could lose their local voice and will have less control over budgeting and levy apportionments.

It will be business as usual for CVCA in 2026 and existing Board members will continue in their positions on the CVCA Board until after the October 2026 municipal election. Amanda informed the Board many other Conservation Authorities and municipalities are passing motions of support for Conservation Authorities during these uncertain times.

Some of the Board members did attend the MECP virtual information session. The Board feels that there is not a lot that can be done and the size of the proposed new regional Conservation Authorities was of concern. The Board expressed their concern of local municipal voices being lost in such a large area.

Further discussion on supporting motions was held and the Board feels the position of the CVCA needs to be a positive voice because the changes are happening. There are potentially some positives that can come out of the new model for example, new technology and services that are not currently available to the CVCA due to budget constraints. The Board is not in favour of sending a letter or comments to be submitted to the Environmental Registry of Ontario posting at this time.

### **FA Motion G90/25**

Moved by: Jim Martin

Seconded by: Ron Derry

To receive the Interim General Managers' verbal report on the proposed changes to Conservation Authorities.

Carried.

## 2026 DRAFT BUDGET DELIBERATIONS

The Interim General Manager provided a verbal overview of the Draft 2026 Budget. She informed the Board a 2% cost of living increase to all staff wages and most operating expenses was included in the Budget. Some of the revenue areas were decreased to fairly represent the decrease in permitting activity and to take into consideration the low water conditions that will have an impact on profit from hydro generation at the Marmora hydro plant. The budget includes WECl project to be a visual engineering inspection of Wollaston Lake dam that will be subject to funding approval. CVCA also proposed two Flood Hazard Information Mapping Program (FHIMP) for updated floodplain mapping for Limerick, Steenburg and Wollaston Lakes – also subject to funding approval.

Comments provided by the Board were overall positive and that the Draft 2026 Budget is “lean”. Clarification is requested regarding:

- Purchasing a new snow blower attachment for the tractor instead of used
- Should the MOU with Orilla Power for the Marmora hydro plant be moved into the Category 3 area of the budget
- Questions regarding the WECl funding. Michael Metcalf stated that the WECl program was full and that only emergency applications would be considered and this would have a \$7,500 impact on the budget
- Clarification was requested regarding if the FHIMP had been already applied for and requested that staff provide two quotes for the completion of the FHIMP work and bring back to the Board for approval
- Potentially renegotiating the Risk Management Official (RMO) agreement with Highlands East depending on the amount of time left in the term

### **FA Motion G91/25**

Moved by: John O'Donnell

Seconded by: Michael Metcalf

That the Draft 2026 Budget be circulated to the member municipalities, with the condition that staff return with amendments and information based on the Board's comments, for the 30-day review period and if no changes are adopted after the review by member municipalities, the Draft 2026 Budget be discussed at the proposed 15 January 2026 CVCA Board meeting.

Carried.

## **PROPOSED FEE POLICY**

The Board discussed potentially raising the rental rate for the cottage to be more comparable to other cottage rental rates in the area. Shelia Currie stated that the current cottage rates allow those who may not be able to rent other cottages in the area can still have a vacation with the current cottage pricing.

### **FA Motion G92/25**

**Moved by:** Jim Martin

**Seconded by:** John O'Donnell

That the 2026 fee schedule be approved as presented and;

That the Regulations and Planning Fee Schedules be approved and implemented 1 January 2026, and;

That the hunting lease and cottage rental rates be increased by 2% for 2026 as proposed in the fee schedule and implemented 1 January 2026.

Carried.

## **INTERIM GENERAL MANAGER'S REPORT**

Nothing further was added to the Interim General Managers report outside of what was circulated in the agenda package.

### **FA Motion G93/25**

**Moved by:** Jim Martin

**Seconded by:** Jerry Chadwick

That the Board receive the Interim General Managers report as circulated.

Carried.

## **2026 PROPOSED BOARD MEETING SCHEDULE**

The Board approved the 2026 Board Meeting Schedule

### **FA Motion G94/25**

**Moved by:** Michael Metcalf

**Seconded by:** Jeremy Solmes

To approve the 2026 meeting dates as circulated.

Carried

## CHRISTMAS CLOSING 2025

Amanda Donald reminded the Board of the request to provide CVCA staff with three paid days off for 2025 Christmas office closure in light of the proposals for Conservation Authority amalgamations to ensure all staff have the opportunity to spend time with friends and family.

### **FA Motion G 95/25**

Moved by: Michael Metcalf  
Seconded by: Shelia Curry

To approve the 2025 Christmas closing schedule with the amendment to include three paid days (not using vacation or overtime) off for staff.

Carried

## OTHER BUSINESS

None

## MEDIA SESSION

None

## IN CAMERA SESSION

Chair Colin McLellan requested Tim Pidduck join the Board during the In-Camera session to record minutes.

### **FA Motion G 96/25**

Moved by: Jim Martin  
Seconded by: Jerry Chadwick

That the Full Authority Board move into an In Camera session to discuss information regarding a Personnel and legal issues.

Carried.

### **FA Motion G 97/25**

Moved by: Shawn Pack  
Seconded by: Sheila Currie

That the Full Authority Board move into open session.

Carried.

**FA Motion G 98/25**

Moved by: Jerry Chadwick

Seconded by: Jeremy Solmes

To direct the Chair to proceed as per the discussion during the In-Camera session.

Recorded Vote:

Dave Burton	N/A	Jim Martin	Yes
Michael Metcalf	Yes	Colin McLellan	Yes
Jeremy Solmes	Yes	Shawn Pack	No
John O'Donnell	Yes	Sheila Currie	Yes
Ron Derry	No	Jerry Chadwick	Yes

Carried.

**NEXT SCHEDULED MEETING:**

The next scheduled meeting of the Full Authority Board is 15 January 2026 at 9:00am.

**ADJOURNMENT:****FA Motion G 99/25**

Moved by: Shawn Pack

Seconded by: Jim Martin

That the Full Authority Board Meeting be adjourned at 1:01pm.

Carried.

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Beth Lowe  
Recording Secretary

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Colin McLellan  
Chair