

**CROWE VALLEY CONSERVATION AUTHORITY**

**FULL AUTHORITY**

**22 January 2015**

**MINUTES**

**MEMBERS PRESENT:**

Sandy Fraser	Municipality of Marmora and Lake
John Taylor	Limerick Township
Suzanne Partridge	Municipality of Highlands East
Jim O'Shea	North Kawartha
Robert Stiles	Stirling-Rawdon Township
Ron Gerow	Havelock-Belmont-Methuen Townships
Catherine Redden	Municipality of Trent Hills
Irene Martin	Tudor & Cashel Township
Bob Ireland	Wollaston Township
Emma Kearns	Faraday Township

**MEMBERS ABSENT:**

None.

**ALSO PRESENT:**

Tim Pidduck, General Manager/Secretary Treasurer, CVCA  
Amanda Donald, Recording Secretary, CVCA  
Sharlene Richardson, Regulations Officer, CVCA  
Dennis Pucell, Faraday Township  
Members of the Public

**CALL TO ORDER:**

The Vice-Chair, Bob Stiles, called the meeting to order at 10:06am.

## **APPROVAL OF AGENDA**

### **FA Motion G 1/15**

Moved by: Ron Gerow

Seconded by: Sandy Fraser

That the agenda be approved as circulated.

Carried.

## **DECLARATION OF PECUNIARY INTEREST:**

There were no conflicts declared.

## **WELCOME:**

Bob Stiles welcomed everyone to the meeting.

## **BOARD AND STAFF INTRODUCTIONS:**

Tim Pidduck introduced the staff of the Crowe Valley Conservation Authority to the Board. The Board went around the table stating their names and the municipality they are representing.

## **REVIEW OF THE MINUTES OF THE PREVIOUS MEETING:**

### **FA Motion G 2/15**

Moved by: Ron Gerow

Seconded by: Sandy Fraser

That the minutes and motions of the Full Authority meeting, 20 November 2014, be approved as circulated.

Carried.

## **BUSINESS ARISING FROM MINUTES:**

None.

## **GENERIC REGULATIONS:**

Sharlene Richardson informed the Board that she has completed 15 planning files and 21 regulation permits since the last Board meeting and there are 2 outstanding violations for 2014.

### **FA Motion G 3/15**

Moved by: Suzanne Partridge

Seconded by: John Taylor

To receive the regulations report as circulated and presented.

Carried

## **REGULATIONS FEE SCHEDULE APPROVAL:**

Sharlene Richardson informed the Board the regulations fees have not been increased since inception in 2007. The proposed fee schedule has been completely revamped and is meant for easier public interpretation. The new fees are based on the work being done and on the staff time to complete the permit. Sharlene also did a comparison of the fees of other Conservation Authorities throughout the region and tried to stay at or slightly below the average.

There was discussion on giving discounts for using bioengineering. There was a discussion on the proposed fees and presentation to the public. Ron Gerow expressed concern some of the fees are extremely high. Sharlene explained to the Board some of the fees are new fees that are not in the current fee schedule, which led to a brief discussion on being able to defend the fee increases to the municipalities and the public.

### **FA Motion G 4/15**

Moved by: Ron Gerow

Seconded by: Suzanne Partridge

That staff are to complete a report to provide additional details for the regulations fee schedule as discussed at the meeting.

Carried.

## **PLANNING FEE SCHEDULE:**

Sharlene informed the Board the only planning fees that the Authority currently collects are for severance reviews. Currently, planning fees are not being charged by the Authority, as a result a significant revenue source is not being realized. Jim O'Shea asked if all other Conservation Authorities are charging for planning and Sharlene informed him that CVCA is the only Conservation Authority not charging planning fees. A general discussion followed Sharlene's presentation debating the merits of implementing planning fees, desktop exercise charges for less complicated reviews and the duplication of services by various agencies.

Sharlene briefly walked through the planning process. Tim informed the Board that approximately 20-25% of Sharlene's time is being spent on planning and the Authority is not being paid for planning files at this time. In conclusion, there was discussion on the County and possibly charging the counties with a fee to compensate the Authority for time spent on files that are not in the watershed.

### **FA Motion G 5/15**

Moved by: Suzanne Partridge

Seconded by: Ron Gerow

That staff will update the planning fee schedule and provide a template for a letter to send to the County for the next Board meeting.

Carried.

## **GENERAL MANAGERS REPORT**

Tim informed the Board that Lou may be contacting their municipality to update the Flood Warning Manual. The auditors will be at the Board meeting in February to present the financial statements.

Tim informed the Board the last few years, the Authority has not been receiving the donations to cover the hunting leases for McGeachie Conservation Area and feels hunting should be considered at McGeachie for the 2015 season.

There was a discussion on the McGeachie cottage and the cottage rental rates.

### **FA Motion G 6/15**

Moved by: Ron Gerow

Seconded by: Bob Ireland

To implement the current hunting and cottage rental rates for 2015 and that the cottage rates be reviewed for 2016.

Carried.

The Board took a break at 12:00pm.

Sandy Fraser left at 12:00pm.

Call back to order at 12:10pm.

### **2015 BUDGET:**

Tim informed the Board the draft 2015 budget does reflect the changes to the regulations fee schedule but the changes did not affect the bottom line of the budget. Ron Gerow stated Havelock-Belmont-Methuen has no issues with the budget. Ron confirmed the changes to the capital budget with Tim.

There was some discussion and clarification on the budget for the new Board Members and a brief review of the 5 year plan. There was some discussion on reviewing the Long Range Plan since it is a living document and it needs to be updated.

### **FA Motion G 7/15**

Moved by: Ron Gerow

Seconded by: Suzanne Partridge

That the Draft 2015 Budget be approved in principle and the staff be directed to distribute the draft with the 6% increase to the CVCA's member municipalities for their 30 day review period.

Carried.

Tim informed the Board he is willing to attend any council meetings to discuss the 2015 draft budget at anyone's request.

There was discussion on Ministry of Natural Resources and Forestry (MNR) lack of funding to Conservation Authorities. Tim informed the Board that Conservation Ontario is developing a case study to take to the MNR for additional funding opportunities. Recent flooding across Ontario has received the attention from insurance companies and some have been in contact with Conservation Ontario. This is an ongoing project.

### **ELECTION OF OFFICERS:**

Tim Pidduck assumed the Chair from Bob Stiles for the purpose of conducting the election for the Authority's Chair for 2015.

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.

**FA Motion G 8/15**

Moved by: Bob Stiles

Seconded by: Cathy Redden

That the nomination of Kathy Hamilton and Dennis Purcell be accepted as scrutineers for any elections to be held by the Board at today's meeting and all ballots be destroyed after any elections.

Carried.

**POSITION OF CHAIR**

**FA Motion G 9/15**

Moved by: Bob Stiles

That Suzanne Partridge be nominated for Chair for 2015.

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

**FA Motion G 10/15**

Moved by: Cathy Redden

Seconded by: Bob Ireland

That nominations be closed.

Carried.

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

Tim declared Suzanne Partridge the Chair for the Crowe Valley Conservation Authority for the year 2015.

Suzanne Partridge assumed the position of Chair for the remainder of the meeting.

## **VICE\_CHAIR**

The Chair, Suzanne Partridge, called for nominations for the position of Vice-Chair.

### **FA Motion G 11/15**

Moved by: Ron Gerow

That Cathy Redden be nominated for Vice-Chair.

The Chair asked Cathy Redden if she would be willing to let her name stand for the Vice-Chair's position and Cathy replied that, no, she would not let it stand.

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

No further nominations for the position of Vice-Chair were received. Suzanne asked for volunteers for the position. Ron Gerow stated he would let his name stand for the position of vice-chair.

### **FA Motion G 12/15**

Moved by: Bob Stiles

Seconded by: John Taylor

That nominations be closed.

Carried.

The Chair declared Ron Gerow the Vice-Chair for the Crowe Valley Conservation Authority for the year 2015.

## **STATUTORY RESOLUTIONS:**

### **FA Motion G 13/15**

Moved by: Ron Gerow

Seconded by: Emma Kearns

That the firm of McColl Turner Chartered Accountants be appointed as the Auditor for the Crowe Valley Conservation Authority.

Carried.

**FA Motion G 14/15**

Moved by: Cathy Redden

Seconded by: Emma Kearns

That the firms of Peter B. McCabe (Realty) and Templeman, Menninga, (Litigation) be retained as the Authority's solicitors.

Carried.

**FA Motion G 15/15**

Moved by: John Taylor

Seconded by: Jim O'Shea

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 and appointed Board Member Bob Stiles.

Carried.

**FA Motion G 16/15**

Moved by: Ron Gerow

Seconded by: Irene Martin

That the Chair be appointed to represent the Conservation Authority at Conservation Ontario and the General Manager and Vice-Chair be appointed as alternates.

Carried.

**FA Motion G 17/15**

Moved by: Bob Ireland

Seconded by: John Taylor

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

Carried.

**FA Motion G 18/15**

Moved by: Bob Stiles

Seconded by: Emma Kearns

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

Carried.



## **REGULATIONS AND RULES OF PROCEDURE:**

Tim distributed an updated version of the regulations and rules to the Board Members. This document, once approved by the Board, will replace the existing 1992 version. Tim informed the Board this is a draft version for the Board to consider and discuss at the next Board meeting in February.

Tim also mentioned the resource manual for the Board has background information on the CVCA and information on the regulations program, the Conservation Authorities Act and more. Tim told the Board if there are any questions regarding anything in the resource manual, to give him a call.

Amanda Donald will distribute an updated Board contact list.

## **CORRESPONDENCE:**

None.

## **MEDIA SESSION:**

None.

## **OTHER BUSINESS:**

Tim informed the Board he would like to pursue the possibility of making the CVCA Foundation active. The foundation is currently inactive even though a few donations are received throughout the year. He would like to have staff create a funding strategy, however, this project would require the attention of a full time position. Tim would like to pursue funding opportunities through Meta Employment Services to help extend a contract position. Meta Employment Services could pay up to 50% of a position, or perhaps more.

### **FA Motion G 19/15**

Moved by: Ron Gerow

Seconded by: Bob Ireland

To ask Tim Pidduck to pursue funding opportunities for this position and provide a report for the next Board meeting.

Carried.

Ron Gerow expressed concern over funding for SWP for the upcoming term and asked if Tim had any updates. Tim informed the Board that what he has heard has been positive; the funding will be maintained at 50% level. He is optimistic that the funding will not be cut for 2015/16.

Bob Stiles asked about the 90 acre donation that was discussed at the last meeting. Tim informed him he has no updates on the donation.

**NEXT SCHEDULED MEETING:**

The next scheduled meeting of the Full Authority Board will be 26 February 2015 at 10:00am.

**ADJOURNMENT:**

**FA Motion G 20/15**

Moved By: Emma Kearns

That the Full Authority Board Meeting be adjourned at 1:05pm.

Carried.

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Amanda Donald  
Recording Secretary

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Suzanne Partridge  
Chair