

**CROWE VALLEY CONSERVATION AUTHORITY**

**FULL AUTHORITY**

**26 February 2015**

**MINUTES**

**MEMBERS PRESENT:**

John Taylor	Limerick Township
Suzanne Partridge	Municipality of Highlands East
Jim O'Shea	North Kawartha
Robert Stiles	Stirling-Rawdon Township
Catherine Redden	Municipality of Trent Hills
Emma Kearns	Faraday Township

**MEMBERS ABSENT:**

Irene Martin	Tudor & Cashel Township
Bob Ireland	Wollaston Township
Sandy Fraser	Municipality of Marmora and Lake
Ron Gerow	Havelock-Belmont-Methuen Townships

**ALSO PRESENT:**

Tim Pidduck, General Manager/Secretary Treasurer, CVCA  
Amanda Donald, Recording Secretary, CVCA  
Sharlene Richardson, Regulations Officer, CVCA  
John West, McColl Turner Chartered Accountants  
Dave Gerow, Havelock-Belmont-Methuen Councillor

**CALL TO ORDER:**

The Chair, Suzanne Partridge, called the meeting to order at 10:00am.

**APPROVAL OF AGENDA**

**FA Motion G 21/15**

Moved by: Bob Stiles

Seconded by: Jim O'Shea

That the agenda be approved as circulated.

Carried.

## **DECLARATION OF PECUNIARY INTEREST:**

There were no conflicts declared.

## **WELCOME:**

The Chair, Suzanne Partridge, welcomed everyone to the meeting. Suzanne reminded the Board this meeting is important to get the 2015 budget passed. Suzanne welcomed John West of McColl Turner Chartered Accountants to the meeting.

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

### **FA Motion G 22/15**

Moved by: Catherine Redden

Seconded by: John Taylor

That the minutes and motions of the Full Authority meeting, 22 January 2015, be approved as circulated.

Carried.

## **BUSINESS ARISING FROM MINUTES:**

None.

## **2014 FINANCIAL STATEMENTS – JOHN WEST, MCCOLL TURNER**

John West of McColl Turner Chartered Accountants informed the Board that once again the Financial Statements for 2014 are, in his opinion, a clean report. He stated that the financial position of the Authority as of December 31 2014 is still good, although the reserves are decreasing primarily due to the WECl projects. John outlined the highlights of the 2014 Financial Statements with the Board. The Board asked John several questions throughout his presentation.

### **FA Motion G 23/15**

Moved by: Bob Stiles

Seconded by: John Taylor

To receive the 2014 Financial Statements as circulated.

Carried.

**GENERIC REGULATIONS:**

Sharlene Richardson informed the Board there are currently no outstanding issues or concerns with any recent regulations applications. Since the previous meeting 9 planning files have been completed with 8 in the queue and 6 regulation permits have been completed with 8 in the queue. For the Board’s benefit and consideration Sharlene and Tim raised an issue regarding a recent inquiry and discussions focused on a parcel of property located in the CVCA watershed. The property in question has development potential, but questions surrounding a wetland’s boundaries indicate further investigation should be explored. A written explanation has been forwarded to the owner and the municipal staff where the property is located outlining CVCA’s concerns with regards to the property and reminding them the property owner (both current and future) needs to abide by the Conservation Authorities regulations and apply for permits for any development.

In general, Sharlene gave a brief explanation of the permitting process and the options landowners have if their permit is denied.

**FA Motion G /15**

Moved by: Emma Kearns

Seconded by: Jim O’Shea

To receive the regulations report as circulated and presented.

Carried

**PROVINCIAL OFFENCED OFFICER DESIGNATION – SHARLENE RICHARDSON**

Sharlene explained to the Board that she has completed the Provincial Offences Officer training and now the Board needs to designate her as a Provincial Offences Officer for the Authority.

**FA Motion G 25/15**

Moved by: Emma Kearns

Seconded by: John Taylor

That Sharlene Richardson be designated as a Provincial Offences Officer for the Crowe Valley Conservation Authority.

Carried.

## **REGULATIONS AND PLANNING FEE SCHEDULE APPROVAL:**

Sharlene gave a brief explanation of the fee schedule package that was included with the agenda. The report was meant for Board Members to take to their respective council as an explanation of the new regulation and planning fee schedules. Included in the package is a public version of the fee schedules. The changes that were recommended at the previous meeting were implemented. Sharlene informed the Board she has been in contact with every other conservation authority and CVCA is the only conservation authority that is not collecting planning fees. There was some discussion on the planning and regulations fee schedules provided.

Dave Gerow of Havelock-Belmont-Methuen (HBM) asked that an email from Ron Gerow be read at the meeting. The Board took a break to allow Tim to check his email.

Call Back to Order at 11:05am.

Tim informed the Board that an email was received late last night from CAO of Havelock-Belmont-Methuen Pat Kemp requesting the proposed fee schedules be deferred to allow councils time to review. Suzanne asked the Board if anyone would like to make a motion to defer the decision on the planning and regulations fee schedule. None of the Board members present entertained the motion.

Sharlene reviewed the Memorandum Of Understanding (MOU) with the Board. The MOU was borrowed from Lower Trent Conservation (LTC) and Trent Hills and Stirling-Rawdon both have this same agreement with LTC. She informed the Board that the MOU is an agreement stating the Municipality will collect the fees for the Authority and the Authority will send an invoice to collect the fees. This will make the transition smooth and will continue to build our relationship with the municipalities.

### **FA Motion G 26/15**

Moved By: Jim O'Shea

Seconded By: John Taylor

That the planning and regulation fee schedules be approved as circulated.

Carried.

Suzanne mentioned that staff will be willing to go to councils or meet with staff to discuss the MOU and the fees. Sharlene thanked the Board and mentioned that implementation will begin right away.

## **GENERAL MANAGERS REPORT**

Suzanne Partridge expressed interest in staff forwarding a Municipal Brief and she hopes staff will follow through with the suggestion. She also expressed interest in reinstating the Finance and Personal Committee and would like to have further discussions at the next meeting.

### **2015 BUDGET:**

Tim Pidduck reviewed the rules with respect to the vote on the four separate budget areas, as non-discretionary and discretionary levies require two separate voting procedures. Non-discretionary (matching) levy voting is simply a majority to pass the motion. Discretionary (non-matching) levy voting requires 51% of the weighted vote present to pass the motion.

#### **FA Motion G 27/15**

Moved by: Bob Stiles

Seconded by: Jim O'Shea

That the Full Authority approve the Watershed Operations budget of \$535,876 and matching municipal levy of \$362,954.

Carried.

**FA Motion G 28/15**

Moved by: John Taylor

Seconded by: Bob Stiles

That the Full Authority approve the Land Operations budget of \$18,762 and discretionary municipal levy of \$726.

Lands Budget - Recorded Vote, 26 February 2015

Alphabetical by Members' Last Name

No.	Member	Municipality	CVA	Present	Yes	No
1	Fraser, Sandy	Marmora and Lake	16.7122	0	-	-
2	Gerow, Ron	H-B-M	38.4449	0	-	-
3	Ireland, Bob	Wollaston	6.1413	0	-	-
4	Kearns, Emma	Faraday	6.5847	6.5847	✓	
5	Martin, Irene	Tudor and Cashel	2.2857	0	-	-
6	O'Shea, Jim	North Kawartha	11.6686	11.6686	✓	
7	Partridge, Suzanne	Highlands East	9.1782	9.1782	✓	
8	Redden, Catherine	Trent Hills	2.9257	2.9257	✓	
9	Stiles, Bob	Stirling/Rawdon	1.1171	1.1171	✓	
10	Taylor, John	Limerick	4.9416	4.9416	✓	
Total CVA Apportionment			100%			
Total Present Members - "A"				36.4159		
Total Percent of Yes Vote Present - "B"					36.4159	
Total Percent of No Vote Present - "C"						0%
Total % of Yes Vote - B Divided by A					100%	
Total % of No Vote - C Divided by A						0%
Amount Required to Pass is 51% of the Total Present Vote						

Carried.

**FA Motion G 29/15**

Moved by: Catherine Redden

Seconded by: Emma Kearns

That the Full Authority approve the Regulations/Planning budget of \$127,167 and discretionary municipal levy of \$50,027.

Regulations/Planning Budget - Recorded Vote, 26 February 2015  
 Alphabetical by Members' Last Name

No.	Member	Municipality	CVA	Present	Yes	No
1	Fraser, Sandy	Marmora and Lake	16.7122	0	-	-
2	Gerow, Ron	H-B-M	38.4449	0	-	-
3	Ireland, Bob	Wollaston	6.1413	0	-	-
4	Kearns, Emma	Faraday	6.5847	6.5847	✓	
5	Martin, Irene	Tudor and Cashel	2.2857	0	-	-
6	O'Shea, Jim	North Kawartha	11.6686	11.6686	✓	
7	Partridge, Suzanne	Highlands East	9.1782	9.1782	✓	
8	Redden, Catherine	Trent Hills	2.9257	2.9257	✓	
9	Stiles, Bob	Stirling/Rawdon	1.1171	1.1171	✓	
10	Taylor, John	Limerick	4.9416	4.9416	✓	
Total CVA Apportionment			100%			
Total Present Members - "A"				36.4159		
Total Percent of Yes Vote Present - "B"					36.4159	
Total Percent of No Vote Present - "C"						0%
Total % of Yes Vote - B Divided by A					100%	
Total % of No Vote - C Divided by A						0%
Amount Required to Pass is 51% of the Total Present Vote						

Carried.

**FA Motion G 30/15**

Moved by: John Taylor

Seconded by: Bob Stiles

That the Full Authority approve the Special Projects budget of \$52,059 and discretionary municipal levy of \$112.

Regulations/Planning Budget - Recorded Vote, 26 February 2015

Alphabetical by Members' Last Name

No.	Member	Municipality	CVA	Present	Yes	No
1	Fraser, Sandy	Marmora and Lake	16.7122	0	-	-
2	Gerow, Ron	H-B-M	38.4449	0	-	-
3	Ireland, Bob	Wollaston	6.1413	0	-	-
4	Kearns, Emma	Faraday	6.5847	6.5847	✓	
5	Martin, Irene	Tudor and Cashel	2.2857	0	-	-
6	O'Shea, Jim	North Kawartha	11.6686	11.6686	✓	
7	Partridge, Suzanne	Highlands East	9.1782	9.1782	✓	
8	Redden, Catherine	Trent Hills	2.9257	2.9257	✓	
9	Stiles, Bob	Stirling/Rawdon	1.1171	1.1171	✓	
10	Taylor, John	Limerick	4.9416	4.9416	✓	
Total CVA Apportionment			100%			
Total Present Members - "A"				36.4159		
Total Percent of Yes Vote Present - "B"					36.4159	
Total Percent of No Vote Present - "C"						0%
Total % of Yes Vote - B Divided by A					100%	
Total % of No Vote - C Divided by A						0%
Amount Required to Pass is 51% of the Total Present Vote						

Carried.



**FA Motion G 31/15**

Moved by: Catherine Redden

Seconded by: Jim O'Shea

That the Full Authority approve the Capital budget of \$184,024 and discretionary municipal levy of \$16,229.

Capital Budget - Recorded Vote, 26 February 2015

Alphabetical by Members' Last Name

No.	Member	Municipality	CVA	Present	Yes	No
1	Fraser, Sandy	Marmora and Lake	16.7122	0	-	-
2	Gerow, Ron	H-B-M	38.4449	0	-	-
3	Ireland, Bob	Wollaston	6.1413	0	-	-
4	Kearns, Emma	Faraday	6.5847	6.5847	✓	
5	Martin, Irene	Tudor and Cashel	2.2857	0	-	-
6	O'Shea, Jim	North Kawartha	11.6686	11.6686	✓	
7	Partridge, Suzanne	Highlands East	9.1782	9.1782	✓	
8	Redden, Catherine	Trent Hills	2.9257	2.9257	✓	
9	Stiles, Bob	Stirling/Rawdon	1.1171	1.1171	✓	
10	Taylor, John	Limerick	4.9416	4.9416	✓	
Total CVA Apportionment			100%			
Total Present Members - "A"				36.4159		
Total Percent of Yes Vote Present - "B"					36.4159	
Total Percent of No Vote Present - "C"						0%
Total % of Yes Vote - B Divided by A					100%	
Total % of No Vote - C Divided by A						0%
Amount Required to Pass is 51% of the Total Present Vote						

Carried.

## **WECI FUNDING APPLICATION**

Tim referred to the Water and Erosion Control Infrastructure (WECI) report sent out with the agenda package and apologized to the Board for an error in the dollar amount provided in the first motion. Tim clarified the mistake with the Board. Tim informed the Board that the deadline for the WECI submissions was 19 February 2015. The requested motion is a formality to give the Ministry of Natural Resources and Forestry (MNR) assurance that the Authority is willing to pay 50% of the approved projects. Due to a restrictive deadline in between Board meetings, Tim decided to apply for WECI funding for the Wollaston Dam rock bolts project. The WECI funding will only be used if the Small Communities Fund application is turned down.

### **FA Motion G 32/15**

Moved By: Bob Stiles

Seconded By: John Taylor

That the Crowe Valley Conservation Authority Board authorize \$69,605, representing the CVCA's 50% portion for the 2015 WECI projects for the Safety Assessments for Crowe Bridge Weir, Oak Lake Dam, Allan Mills Dam, Belmont Lake Dam, Wollaston Lake Dam and the Wollaston Lake rock bolt installation and that the Board state that the funds will be available from reserves to match the MNR's funding if the projects are approved.

Carried.

There was some discussion on organizing a watershed tour in the spring for the Board Members. Any videos would also be helpful for the Board to further understand the operations of the Authority.

The Board took a break for lunch at 12:00pm.

## **WATER MANAGEMENT FLOOD WARNING PROTOCOLS:**

During lunch, Tim gave a slide presentation to the Board on flood warning and flood forecasting. Tim reviewed the roles and responsibilities of the Authority and Municipalities during a flood event and reviewed the four flood statements that the Authority can issue. The role of the CVCA is to supply information to the municipalities and monitor water levels and flows. Tim distributed the Flood Warning System to the Board and let them know their municipalities have been mailed a copy. Tim reviewed several pictures of flooding with the Board and reminded them flooding can happen at any time of the year.

## **CROWE VALLEY CONSERVATION FOUNDATION – FUNDING & ORGANIZATION**

Tim feels that this is a good opportunity to move forward with the reactivation of the Crowe Valley Conservation Foundation (CVCF). META Employment Services is willing to fund 50% of a position for three to four months. Tim suggests the \$7000 of CVCA's portion of the position can come out of deferred revenue. There was some discussion on the duties of this position and the deferred revenue.

### **FA Motion G 33/15**

Moved By: Jim O'Shea

Seconded By: Catherine Redden

To approve spending \$7000 out of deferred revenue to match META Employment Services funding opportunity to hire a contract employee for foundation research.

Carried.

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

Tim reminded the Board a hard copy of the draft regulations and rules of procedure was distributed at the previous meeting. Tim informed the Board there are a couple of amendments he is going to make to the document. There was discussion on the document being a working document that will be able to make changes as the Board see fit.

### **FA Motion G 34/15**

Moved By: Catherine Redden

Seconded By: Emma Kearns

To approve *The Crowe Valley Conservation Authority Governance and Administrative Policies – Board of Directors policy* as a working document.

Carried.

## **CORRESPONDENCE:**

There was some discussion on the letter received from Municipality of Marmora and Lake. Tim informed the Board he attended a council meeting to address the concerns outlined in the letter. The Board requested Tim to send them a copy of the presentation made.

### **FA Motion G 35/15**

Moved By: Bob Stiles

Seconded By: John Taylor

To receive the following correspondence:

- a) Letter from Marmora and Lake – 5 February 2015
- b) Letter from Faraday – 5 February 2015

Carried.

## **MEDIA SESSION:**

None.

## **OTHER BUSINESS:**

None.

## **NEXT SCHEDULED MEETING:**

The next scheduled meeting of the Full Authority Board will be 16 April 2015 at 10:00am.

## **ADJOURNMENT:**

### **FA Motion G 36/15**

Moved By: Emma Kearns

That the Full Authority Board Meeting be adjourned at 1:25pm.

Carried.

---

Amanda Donald  
Recording Secretary

---

Suzanne Partridge  
Chair