

Minutes of the Otonabee Region Conservation Authority Board of Directors meeting held Thursday, March 20, 2025, via Zoom

Chair: Michael Metcalf
Vice Chair: Kevin Duguay
Secretary-Treasurer: Janette Loveys Smith

Directors Present

City of Peterborough	Kevin Duguay
City of Peterborough	Don Vassiliadis
City of Peterborough	Gary Baldwin
Municipality of Trent Hills	Michael Metcalf
Township of Asphodel-Norwood	Patrick Wilford
Township of Cavan Monaghan	Ryan Huntley
Township of Otonabee-South Monaghan	Joe Taylor
Township of Selwyn	Ron Black
Township of Selwyn	John Boyko

Regrets

City of Kawartha Lakes	Ron Ashmore
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Absent

Township of Douro-Dummer	Adam Vervoort
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Staff

CAO/ Secretary-Treasurer	Janette Loveys Smith
Manager, Corporate Services	Jennifer Eggleton
Manager, Plan Review & Permitting Services	Don Allin
Coordinator, Communications & Marketing	Shelby Parker

A. Administration

1. Call to Order, Land Acknowledgement and Chair’s Opening Remarks

Chair Metcalf called the meeting to order at 4:33pm.

2. Agenda

Motion 020/25

Moved by Ryan Huntley
Seconded by Don Vassiliadis

Resolved, That the Agenda for the March 20, 2025, Board of Directors of the Otonabee Region Conservation Authority meeting be approved.

Carried

3. Disclosure of Conflict of Interest

None declared.

4. Delegations

There were no delegations.

5. 2025-012: Minutes of the Board of Directors Meeting held February 20, 2025

Motion 021/25

Moved by Gary Baldwin
Seconded by Patrick Wilford

Resolved, That the minutes of the Board of Directors of the Otonabee Region Conservation Authority Meeting held February 20, 2025, be approved.

Carried

6. Business Arising from the Minutes

There was no business arising from the Minutes.

B. Reports for Approval

1. 2025-013: Byersville Creek Floodplain Mapping

Ms. Loveys Smith, CAO and Mr. Allin, Manager of Plan Review and Permitting Services presented the report and responded to questions.

Motion 022/25

Moved by Ryan Huntley
Seconded by Don Vassiliadis

Resolved, That Report 2025-013 titled "Byersville Creek Floodplain Mapping" be received; and

Resolved, That the Board of Directors approve of the Byersville Creek Floodplain Mapping for regulatory purposes; and

Resolved, That staff be authorized and directed to do all things necessary to give effect to these resolutions.

Carried

2. 2025-014: Draft Retention Policy & Schedules

Ms. Loveys Smith, CAO, presented the report and responded to questions.

Motion 023/25

Moved by Ron Black
Seconded by John Boyko

Resolved, That Report 2025-014 titled “Draft Records Retention Policy and Schedules” be received; and

Resolved, That Records Retention Policy 036/19 be rescinded; and

Resolved, That Records Retention Policy and Schedules be approved; and

Resolved, That staff be authorized and directed to do all things necessary to give effect to these resolutions.

Carried

C. Reports for Information

1. 2025-015: Jackson Creek (Downtown) Floodplain Mapping

Ms. Loveys Smith, CAO, presented this report for information.

Motion 024/25

Moved by Kevin Duguay
Seconded by Ryan Huntley

Resolved, That Report Number 2025-015 titled “Jackson Creek (Downtown) Floodplain Mapping – Public Information Centre” be received for information.

Carried

2. 2025-016: CAO Monthly Report

Ms. Loveys Smith, CAO, presented the report and highlighted some of the key points.

Motion 025/25

Moved by Gary Baldwin
Seconded by Don Vassiliadis

Resolved, That Board Report Number 2025-016 titled “CAO/Secretary-Treasurer Monthly Activity Report” be received for information.

Carried

3. 2025-017: Media Highlights

Motion 026/25

Moved by Joe Taylor
Seconded by Kevin Duguay

Resolved, That Report Number 2025-017 titled “Media Highlights” be received for information.

Carried

D. Correspondence

There was no correspondence.

E. Open Forum – None

F. Closed Session

Motion 027/25

Moved by Patrick Wilford
Seconded by Don Vassiliadis

Resolved, That the Otonabee Conservation Board of Directors move into Closed Session.

Carried

Motion C005/25

Moved by John Boyko
Seconded by Ryan Huntley

Resolved, That the Otonabee Conservation Board of Directors rise from Closed Session with no report.

Carried

G. Report from Closed Session

There was no report from Closed Session.

The meeting adjourned on motion by Director Duguay at 5:27pm.

Chair

/JE

CAO/Secretary-Treasurer