

THE CATARAQUI REGION CONSERVATION AUTHORITY

FULL AUTHORITY MEETING MINUTES

JUNE 29, 2011

CRCA BOARDROOM - ADMINISTRATION OFFICE

Present:	Robert Morrison, Chair John Bonser Al Hanes Ron Vandewal	Doug Bickerton Rick Downes Gary Osborne	Colin Boag Dorothy Hector Penny Porter
Regrets:	Jeff Banks Lisa Osanic Jane Topping	Velma Kelsey Bill Pierson	Allan McPhail, Vice-Chair Jeff Scott
Staff Present:	Steve Knechtel, General Manager/Secretary-Treasurer; Donna Campbell, Administrative Assistant; Mara Shaw, Watershed Management Coordinator		
Guests:	Christine Cannon, Director, Cataraqui Conservation Foundation		

The meeting commenced at 7:00 P.M.

1) Roll Call and Mileage

There were ten (10) members present.

2) Approval of Agenda

The Chair advised of an addition to the agenda under Announcements and Inquires.

Moved by: Dorothy Hector
Seconded by: Penny Porter

THAT the agenda be adopted as amended.

Carried

3) Declarations of Conflict of Interest

There were none.

4) Delegations/Presentation

Christine (Chris) Cannon, Director, Cataraqui Conservation Foundation (Foundation), provided members with an updated directors list. She indicated that there were positions to fill and invited board members to make suggestions of people to be approached to join. Chris provided a brief explanation and history of the Foundation. She noted that the Foundation raises funds to assist with the Cataraqui Region Conservation Authority (CRCA) conservation education and land acquisition programs and has done so for almost 50 years.

Chris also provided members with an updated 2010 financial information pie chart, which identified the sources and destinations for the 2010 funds.

She advised that this years' main fundraiser, the Forever Green Gala, would be held on Saturday, October 29, 2011 at Saint Lawrence College, Kingston. Chris announced that a dance had been proposed as a follow-up separate event following the dinner and auction; details to be forthcoming. Chris encouraged members to attend this worthwhile event. Chris also noted that the Foundation was spearheading a marketing plan to achieve long-term objectives.

The Chair thanked Chris for her presentation and encouraged all members, especially those to the east, to seek individuals who might be interested in joining the Foundation.

5) Approval of May 25, 2011 Minutes (*distributed with agenda*)

Members requested that, in the future, action items from in-camera sessions be shown together on the same page to avoid confusion.

Moved by: Dorothy Hector
Seconded by: Colin Boag

THAT the minutes of the May 25, 2011 meeting of the Cataraqui Region Conservation Full Authority be approved.

6) Business Arising

Colin Boag requested an update regarding hiring of a part-time marketing person as part of the Mac Johnson Wildlife Area Marketing Strategy Framework. Mara advised that an individual has been hired and will start shortly.

7) Correspondence

a) Township of Rideau Lakes, letter dated May 27, 2011 re: Donation to the Cataraqui Trail
(*distributed with agenda*)

Steve Knechtel, General Manager/Secretary-Treasurer, advised members of a donation from the Township of Rideau Lakes in the amount of \$1,500 to the Cataraqui Trail. He noted that the Township has previously donated either money or materials to the Cataraqui Trail. Steve recommended a letter of appreciation be sent to the Township.

Resolution: 045-11
Moved by: Penny Porter
Seconded by: John Bonser

THAT the Cataraqui Region Conservation Authority express appreciation to the Township of Rideau Lakes for the ongoing support of the Cataraqui Trail.

Carried

8) Presentation and Consideration of Reports

- a) Watershed Perspectives Education Series – discussion ([Report IR-045-11 distributed prior to meeting via e-mail and distributed at the meeting](#))

Steve Knechtel, General Manager/Secretary-Treasurer, reviewed his report. He indicated that the report had been distributed via e-mail and hard copies available in members' folders. He explained that the report was a follow-up to the education series presentations made at Full Authority meetings from February to May of this year. Steve informed that the series has so far focused on broad aspects of the Conservation Authority (CA) and has provided contextual insight on legislation, first and current strategic plans, as well as past and current grant funding, assets and comparison to our peers, and a glimpse into emerging issues. He advised that a synopsis of the presentations to date along with a questionnaire will be distributed shortly.

Steve suggested that to gain another perspective it is proposed that members participate in a tour. He noted that staff are currently planning a tour for the Cataraqui Conservation Foundation of the eastern part of the Cataraqui Region which would include a visit to the Mac Johnson Wildlife. Members were later polled to determine interest for a potential tour in mid-August. Members agreed that a weekday tour would better suit schedules.

Steve returned the members attention to the report and indicated that the it was intended to inspire discussion and sharing of initial thought on programs priorities and messaging approach regarding the 2012 budget.

The Chair opened the floor up for discussion and each member was given an opportunity to comment on the education series. There was consensus that the series was extremely useful and informative and appreciation was expressed for the insight to CAs. However, members seemed to emphasize concern on budget challenges and proceeded to provide valuable feedback and offer suggestions to assist with prioritizing.

The following were identified as areas which require consideration to potentially improve the impact of budget requirements and provide a better understanding to municipalities. Some members felt that mandated items be listed followed by the cost for non legislated items. It was suggested that a less detailed format be presented to council members and that percentage be replaced with actual dollar amounts. There was also consensus that the proposed budget be presented in advance of municipal budget talks to allow more time for review. There was some discussion regarding the reputation and the public perception, and acceptance of the Conservation Authority (CA). It was felt that more frequent exposure at council meetings might improve the CA image.

Members noted that with the current global economic situation all organizations are reviewing their programs. With the diversity of the Conservation Authority (CA), it was suggested that the CA should more clearly outline what is provided for the levy, and highlight the CA's expertise that is available and serving municipalities. They inquired if there were certain aspects which could be handed over to other organizations.

The General Manager expressed his appreciation to members for the comments and suggestions.

The Chair reiterated that copies of the education series presentations will be provided to members. He suggested that members take some time to review what has been presented to them and that this item would be on the agenda for the next meeting.

- b) Administration and Finance Advisory Board (AFAB) Minutes of June 8, 2011 (*distributed with agenda*)

Dorothy Hector, Chair, presented the Administration and Finance Advisory Board minutes.

- i) *Appointment of Auditors for 2011*
[AFAB-003-11 & AFAB-004-11]

Resolution: 046-11
Moved by: Dorothy Hector
Seconded by: Doug Bickerton

THAT Secker, Ross & Perry, Chartered Accountants, be appointed as the Cataraqui Region Conservation Authority's auditors for the year 2011.

Carried

Rick Downes arrived at this point.

Members were advised that although staff had done periodic reviews indicating competitive service it had been a number of years since a tender had been done. While the Conservation Authority is content with the current service, a tender was being recommended for due diligence purposes.

Resolution: 047-11
Moved by: Dorothy Hector
Seconded by: Ron Vandewal

THAT the Cataraqui Region Conservation Authority direct staff to initiate a tender for an auditor for a three to five year period commencing in 2012.

Carried

- ii) *Budget Watch/Statement of Expenditures and Revenues to the End of May 2011*
[AFAB-005-11]

Resolution: 048-11
Moved by: Dorothy Hector
Seconded by: Penny Porter

THAT the Cataraqui Region Conservation Authority receive the Budget Watch Report/Statement of Expenses and Revenues to the end of May 2011.

Carried

- iii) *Mileage Increase*
[AFAB-006-11]

Steve Knechtel, General Manager/Secretary-Treasurer, advised members that a report presented to the Administration and Finance Advisory Board provided information on the 'mileage' rate paid per kilometer for the use of personal vehicles related to company business and suggested the Cataraqui Region Conservation Authority rate be increased. He advised that payments to members were subject to the approval of the Ontario Municipal Board (OMB) per Section 37 of the *Conservation Authorities Act*. Since the meeting staff was able to confirm that the approval order of 1985 includes "travelling allowance equivalent to the prevailing Provincial rate". Steve noted that the proposed increase was below the Provincial rate and within the limits of the current OMB order.

Resolution: 049-11
Moved by: Dorothy Hector
Seconded by: Ron Vandewal

THAT effective July 1, 2011 the Cataraqui Region Conservation Authority (CRCA) adjust the rate-per-kilometre paid for use of personal vehicles in undertaking CRCA business to \$0.48.

Carried

iv) *Safety Policy*
[AFAB-007-11]

Steve Knechtel, General Manager/Secretary-Treasurer, noted that the Cataraqui Region Conservation Authority's (CRCA) Joint Health & Safety Committee recently compiled a safety manual tailored to the activities of this Conservation Authority. Steve advised that it is based on a generic manual developed by expertise available in other conservation authorities, and for the most part documents our practices. He advised that the manual was available on *members only page*. Steve suggested that it be accepted in support of the Conservation Authority's corporate statement on health and safety.

Resolution: 050-11
Moved by: Dorothy Hector
Seconded by: Penny Porter

THAT the Cataraqui Region Conservation Authority (CRCA) accept the 'Cataraqui Region Conservation Authority Health and Safety Policies and Procedures Manual', dated May 2011, in support of the CRCA's health and safety statement.

Carried

v) *List of Accounts for approval for period ending May 31, 2011*
[AFAB-008-11]

The List of Accounts for approval to May 31, 2011 was reviewed.

Resolution: 051-11
Moved by: Dorothy Hector
Seconded by: Ron Vandewal

THAT the List of Accounts dated May 31, 2011 for the Cataraqui Region Conservation Authority in the amount of \$325,418.52 be approved.

Carried

c) Conservation Lands Advisory Board (CLAB) Minutes of June 8, 2011 (*distributed with agenda*)

John Bonser, Chair, presented the Conservation Lands Advisory Board (CLAB) minutes. He noted that there was one item stemming from the CLAB which would be dealt with in-camera.

John reminded members that at the February Conservation Lands Advisory Board (CLAB) meeting staff were requested to provide all board members with information on Conservation Authority land holdings. He advised that the list along with a CRCA Conservation Lands map were attached to the CLAB minutes.

- i) *Charleston Lake Boat Ramp – Update on Cost Sharing Arrangements and Facilities Upgrades*
[CLAB-005-11]

Members were informed that the Township of Athens had requested consideration to create additional parking spaces at the Conservation Authority's boat ramp. Two options had been identified. Discussions also included securing funding partnerships for this project. It does not seem these will materialize.

Resolution: 052-11
Moved by: John Bonser
Seconded by: Colin Boag

THAT the Cataraqui Region Conservation Authority (CRCA) advise Athens Township that the CRCA is not able to partner on a parking lot improvements project at the Charleston Lake Boat Ramp in 2011.

Carried

- ii) *Hay Bay Boat Ramp – Management Plan*
[CLAB-006-11]

Resolution: 053-11
Moved by: John Bonser
Seconded by: Colin Boag

THAT the Cataraqui Region Conservation Authority approve the Hay Bay Boat Ramp Management Plan, dated May 2011.

Carried

[CLAB-007-11]

Members agreed that completion of this project should proceed as the funds had already been allocated in the master plan implementation fund.

Resolution: 054-11
Moved by: John Bonser
Seconded by: Doug Bickerton

THAT the Cataraqui Region Conservation Authority allocate from the Master Plan Implementation Fund the remainder of the 2011 budget in the amount of \$3,370 to the Hay Bay Boat Ramp improvements.

Carried

- iii) *Little Cataraqui Creek Conservation Area – Master Plan Update: Report on Charettes, Potential Management Concepts, and Public Consultation*
[CLAB-008-11]

Resolution: 055-11
Moved by: John Bonser
Seconded by: Colin Boag

THAT the Cataraqui Region Conservation Authority accepts the report from the Lands Planner regarding preliminary information about the Little Cataraqui Creek Conservation Area's Master Plan, dated May 30, 2011;

AND THAT staff continue to gather information necessary to develop a framework for updating the master plan in accordance with the timeframe previously established.

Carried

- d) Watershed Management Advisory Board (WMAB) E-Poll of June 13 & 16, 2011 (*distributed with agenda*)

In the absence of the Chair and Vice-Chair of the Watershed Management Advisory Board (WMAB), Bob Morrison presented the WMAB E-Poll notes. Members were informed that an E-poll was conducted at the call of the Chair in lieu of an in-person advisory board meeting, as there were only two items of business.

- i) *WMAB O. Reg. 148/06 Permit Confirmation List (with Sept 1 – May 31 Permit Chart as an appendix)*
[WMAB-001-11]

Resolution: 056-11
Moved by: Dorothy Hector
Seconded by: Ron Vandewal

WHEREAS Staff, in consideration of the Cataraqui Region Conservation Authority's (CRCA) internal policies for implementing Ontario Regulation 148/06: *Development, Interference With Wetlands & Alterations to Shorelines and Watercourses*, have issued the permits listed in the revised Permit Confirmation List for the period of September 1, 2010 – May 31, 2011,

THEREFORE BE IT RESOLVED THAT the CRCA approve the issuance of said permits.

Carried

- ii) *Watershed Management Advisory Board - O. Reg. 148/06 Transition Policy*
[WMAB-002-11]

Mara Shaw, Watershed Management Coordinator, spoke to this item. She advised members that the timeframe for conducting investigations related to the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation had been extended and staff seek Board approval of a transition policy with regard to an amendment to Section 28 of the *Conservation Authorities Act*.

Resolution: 057-11
Moved by: Colin Boag
Seconded by: Dorothy Hector

THAT the proposed transition policy regarding the October 25, 2010 amendment to the Conservation Authorities Act that changes the statute of limitations for conducting investigations related to *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* regulations, which for the Cataraqui Region is Ontario Regulation 148/06, as outlined in the Watershed Management Coordinator's June 10, 2011 report be adopted for use by staff.

Carried

e) Personnel Committee (PC) Minutes of June 22, 2011 (*distributed at meeting*)

Dorothy Hector, Vice-Chair, presented items from the Personnel Committee minutes.

i) *Request For Leave*
[PC-001-11]

Members were advised that the General Manager had received an official request for leave of absence starting August 20, 2011 from Mara Shaw, Watershed Management Coordinator.

Resolution: 058-11
Moved by: Dorothy Hector
Seconded by: John Bonser

THAT the Cataraqui Region Conservation Authority grant to Mara Shaw, Watershed Management Coordinator, up to a one year unpaid leave of absence starting August 20, 2011.

Carried

[PC-002-11]

The General Manager advised that program and service had been reviewed with Mara. It was felt that all watershed program requirements and ongoing commitments could be addressed. As a senior staff position, it was deemed prudent to designate an acting coordinator during the leave period. Staff recommended the current Development Officer, Andrew Schmidt. Steve advised members that Andrew has experience in a variety of watershed management aspects at several conservation authorities.

Resolution: 059-11
Moved by: Dorothy Hector
Seconded by: Doug Bickerton

THAT the Cataraqui Region Conservation Authority appoint Andrew Schmidt as Acting Watershed Management Coordinator during the leave period of the Watershed Management Coordinator.

Carried

ii) *Employee Confirmation*
[PC-003-11]

Resolution: 060-11
Moved by: Dorothy Hector
Seconded by: Ron Vandewal

THAT Dianne Doyle be confirmed as a regular employee of the Cataraqui Region Conservation Authority (CRCA) in the position of Receptionist-Clerk;

AND THAT she be granted a one-step increase in pay, as is normal CRCA practice, all effective April 18, 2011.

Carried

f) Frontenac K&P Trail – request to appoint representative to the Trails Advisory Committee (*Report IR-043-11 distributed with agenda*)

Steve Knechtel, General Manager/Secretary-Treasurer, spoke to his report which was distributed with the Agenda. He advised that a request has been received from the County of Frontenac for the Cataraqui Region Conservation Authority (CRCA) to appoint a representative to their Trails Advisory Committee. He reminded members that the K&P is an interest to the CRCA as the K&P northward from Harrowsmith complements the Cataraqui Trail being part of the Trans Canada Trail. As well, the portion of the K&P through the Harrowsmith area lies side-by-side with the CRCA's Cataraqui Trail and arrangements for joint use are being explored with the County. Steve advised members that Allan McPhail is prepared to serve.

Resolution: 061-11
Moved by: Dorothy Hector
Seconded by: Colin Boag

THAT the Cataraqui Region Conservation Authority (CRCA) appoint Allan McPhail as the CRCA representative on the Frontenac K&P Trails Advisory Committee.

Carried

g) Cataraqui Trail Management Board (CTMB) Minutes of May 26, 2011 (*distributed with agenda*)

Resolution: 062-11
Moved by: John Bonser
Seconded by: Doug Bickerton

THAT the Cataraqui Region Conservation Authority receive the Cataraqui Trail Management Board Minutes of May 26, 2011.

Carried

9) **Announcements or Inquiries**

- a) Conservation Ontario News Release, dated Jun 17, 2011 re: *Your Guide to Conservation Areas in Ontario* (circulated at meeting)

Note: Page 3, *Other Conservation Areas with great wetlands: Mac Johnson Wildlife Area*

Steve Knechtel, General Manager/Secretary-Treasurer, spoke to the News Release from Conservation Ontario which was circulated at the meeting. He noted that this was essentially an overview of the *Step Into Nature, Your Guide to Conservation Areas In Ontario* booklet that was available in members' folders. Steve drew their attention to the mention of Mac Johnson Wildlife Area at the bottom of page three under *Other Conservation Areas with great wetlands*.

- b) Rideau Corridor Landscape Strategy Communique, dated May 13, 2011, 2011 re: *Statement of Work Approved by Steering Committee*. (distributed with agenda)

Steve Knechtel, General Manager/Secretary-Treasurer, reviewed the Communique from the Rideau Corridor Landscape Strategy. He noted that the Rideau Canal has been identified as a world heritage site and a Steering Committee had been formed to develop a strategy to retain the character of the canal corridor. The Steering committee has now approved a project to assess the landscape along the entire corridor and identify ways to manage it.

- c) Report from CO council meeting. (added to the agenda and distributed at meeting)

The Chair advised that this item, which was added to the agenda, had been presented at the Conservation Ontario Council meeting earlier in the week. He noted that the report distributed outlined key messages for the 2011 Provincial Election which can be used by Conservation Authorities and encouraged members to review and use when interacting with candidates in their area.

Dorothy Hector encouraged the use of social media in order to advance conservation authorities' messages during the campaign period.

10) **Motions/Notice of Motions**

There were none.

Ron Vandewal left at this point.

11) IN CAMERA session to discuss property and personnel matters

Resolution: 063-11
Moved by: John Bonser
Seconded by: Rick Downes

THAT the Full Authority move into **IN CAMERA** to discuss a property matter and personnel matters.

Carried

Resolution: 064-11
Moved by: Penny Porter
Seconded by: Doug Bickerton

THAT the Full Authority move out of **IN CAMERA** and report.

Carried

Resolution: 065-11
Moved by: Dorothy Hector
Seconded by: Gary Osborne

THAT the Cataraqui Region Conservation Authority support the recommendation from the In-Camera session.

Carried

12) Adjournment

The meeting adjourned at 10:00 P.M. on a motion by Dorothy Hector and Rick Downes.

Steve Knechtel
General Manager/Secretary-Treasurer

Robert Morrison
Chair