

THE CATARAQUI REGION CONSERVATION AUTHORITY

FULL AUTHORITY MEETING MINUTES

FEBRUARY 23, 2011

GENERAL PURPOSE ROOM, OUTDOOR CENTRE

Present: Robert Morrison, Chair Jeff Banks Doug Bickerton
Colin Boag John Bonser Rick Downes
Dorothy Hector Velma Kelsey Allan McPhail, Vice-Chair
Lisa Osanic Gary Osborne Penny Porter
Jeff Scott Jane Topping

Regrets: Bill Pierson Ron Vandewal

Staff Present: Steve Knechtel, General Manager/Secretary-Treasurer;
Donna Campbell, Administrative Assistant;
Rob Gerritsen, Conservation Lands Coordinator (for presentation only);
Karla Maki-Esdon, Communications Coordinator (for presentation only);
Mara Shaw, Watershed Management Coordinator;
Andrew Schmidt, Development Officer;

Guests: Cataraqui Trail Management Board members and members of the general public

The meeting commenced at 7:05 P.M.

The Full Authority meeting included a joint presentation to the Cataraqui Trail Management Board and was interrupted for a meeting of the Cataraqui Source Protection Authority.

1) Roll Call and Mileage

There were fourteen (14) members present.

2) Approval of Agenda

The Chair advised of some additions to the agenda under *Correspondence*.

Moved by: Allan McPhail
Seconded by: John Bonser

THAT the agenda be adopted as amended.

Carried

3) Declarations of Conflict of Interest

There were none.

4) Delegations

A joint Full Authority/Cataraqui Trail Management Board meeting was held for the purpose of presentation.

- a) Scott Wentworth Landscaping Group, presentation on concept proposal regarding the Harrowsmith Trails and Tourism Hub – junction of Cataraqui Trail & K&P Trail

Members of the Cataraqui Trail Management Board presented themselves.

Steve Knechtel, General Manager/Secretary-Treasurer, provided introductory comments. He advised that the Cataraqui Trail was owned by the Cataraqui Region Conservation Authority (CRCA) and run by the Cataraqui Trail Management Board, formed of a group of volunteers. Steve advised that the recent purchase of the abandoned rail line by the County, where the K&P and Cataraqui Trail meet in Harrowsmith (The Hub), was the location for the conceptual proposal and tonight's topic.

Scott Wentworth, of Scott Wentworth Landscaping Group, provided a drawing of the proposed landscape concept plan. He identified the main aspects of the concept and provided context for them. There was a question and answer period and Mr. Wentworth provided clarification to board members.

The General Manager advised that public input was welcome at upcoming open houses. He noted that the Cataraqui Trail Management Board will consider further development and would return with a detailed implementation plan.

At this point the Full Authority adjourned and there was a short break before members of the Cataraqui Trail Management Board departed and the Source Protection Authority meeting commenced.

5) Approval of January 26, 2011 Annual General Meeting Minutes *(previously distributed)*

A correction on page 7 was noted, 2009 should read 2010.

Moved by: Allan McPhail
Seconded by: John Bonser

THAT the minutes of the January 27, 2010 annual general meeting of the Cataraqui Region Conservation Full Authority be approved as amended.

Carried

6) Business Arising

There was none.

7) Correspondence and Information

The following items were provided for members' consideration.

- a) Appointment of representative from Town of Gananoque to the Cataraqui Region Conservation Authority.

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The Chair welcomed newly appointed Town of Gananoque representative, Mr. Douglas Bickerton, to the Board.

- b) Cataraqui Conservation Foundation, letter dated February 1, 2011, re: *The Cataraqui Conservation Awards* (*distributed with Agenda*)

Members were reminded that nominations for Foundation Awards are due March 15, 2011.

- c) Government of Ontario Announcement, dated February 11, 2011 re: Ontario Rules Out Offshore Wind Projects (*distributed with Agenda*)

Dorothy Hector suggested that although the Offshore Wind Projects have been suspended, the Cataraqui Region Conservation Authority should prepare itself and consider fees for service which may be required in the future. The General Manager recommended this item be brought to the Watershed Management Advisory Board for consideration.

The following items were added to the agenda:

- d) Recommendation from Township of Leeds and Thousand Islands, dated February 14, 2011, re: *Resolution No. 064-11 Council does not support the proposed 2011 budget.*

- e) Article from The Observer (Sarnia), dated February 18, 2011 re: *Climate Change is here, Environmental Commissioner, Gord Miller*

The General Manager noted the Commissioner's comments were made at a meeting of the St. Clair Region Conservation Authority and indicated a role for conservation authorities to further assist municipalities.

- f) Letter from Township of Front of Yonge, dated February 24, 2011 re: *Council does not support the proposed 2011 budget*

- g) Letter from Township of Athens, dated February 22, 2011 re: *Council supports the proposed 2011 budget*

8) Presentation and Consideration of Reports

- a) Administration and Finance Advisory Board (AFAB) Minutes of February 23, 2011

Members were provided with updates and recommendation from the AFAB of earlier in the day.

- i) *List of Accounts for Approval for period ending January 31, 2011 (Summary sheet distributed at the meeting and attached to these minutes)*

Resolution: **012-11**
Moved by: Dorothy Hector
Seconded by: Allan McPhail

THAT the List of Accounts dated January 31, 2011 for the Cataraqui Region Conservation Authority in the amount of \$241,456.00 be approved.

Carried

ii) *2011 Proposed Budget – municipal feedback and adjustment considerations*

Dorothy Hector, Chair of the Administration and Finance Advisory Board (AFAB), suggested that this item be discussed in whole after the budget presentation.

b) Presentation and Approval of the 2011 Budget (*Proposed Budget and Municipal Levies were distributed at meeting*)

The budget summary and associated levy information were provided to member municipalities in December 2010 and detailed copies of the proposed budget and the associated breakout of municipal levies were provided for the members.

The General Manager/Secretary-Treasurer advised of his visits to over half of the eleven municipalities. He noted that although municipalities recognize and appreciate the value of the work of the conservation authority (CA), he was aware of concern from some municipalities of the size of the proposed levy increase and was encouraged to lower it. Members were given a chance to voice their concern.

Steve advised that the main focus of discussion at the Administration and Finance Advisory Board meeting held earlier was to find a way to reduce the proposed increase in general levy to below ten percent.

At this point, Dorothy Hector, Chair of the Administration and Finance Advisory Board (AFAB), provided members with the recommendation from the AFAB. She noted that reductions were recommended in the amount of \$21,750 which would reduce the increase in general levy for the proposed budget to 9.9%.

Members were reminded that the vote is conducted in accordance with regulation whereby those in attendance convey a weighted vote. A recorded vote was called. There were fourteen (14) members present and eligible to vote.

The following recommendation was put forward.

Resolution: **013-11**
Moved by: Dorothy Hector
Seconded by: Lisa Osanic

THAT the Cataraqui Region Conservation Authority adopt a 2011 budget modified according to the staff option outlined in the General Manager/Secretary-Treasurer's report to the Administration and Finance Advisory Board dated February 14, 2011 reducing the increase in General Levy by \$21,750 to below 10 per cent as follows:

➤ HR Management	\$8,500
➤ Flood Risk Map Fund	\$3,600
➤ Property Plans Fund	\$1,550
➤ Driveshed Loan Repayment	\$3,000
➤ Pathways Improvements	\$3,600
➤ Member Training	\$1,500

AND adopt the associated municipal levy apportionments for the administration, maintenance and capital project components thereof.

Member	In Favour	Not In Favour
Banks, Jeff		X
Bickerton, Douglas		X
Boag, Colin		X
Bonser, John		X
Downes, Rick	X	
Hector, Dorothy	X	
Kelsey, Velma		X
McPhail, Allan	X	
Morrison, Bob	X	
Osanic, Lisa	X	
Osborne, Gary	X	
Porter, Penny		X
Scott, Jeff	X	
Topping, Jane	X	

Carried

The General Manager advised that those voting in favour reflected the majority of both the weighted and regular votes.

c) Conservation Lands Advisory Board (CLAB) Minutes of February 23, 2011

Members were provided with updates and recommendation from the CLAB of earlier in the day.

i) *Charleston Lake Boat Ramp – Request from Township of Athens to Provide Additional Parking Spaces and Cost Sharing Arrangements*

The Cataraqui Region Conservation Authority has been approached by the Township of Athens to consider changes to increase parking space at the Charleston Lake Boat Ramp, and to contribute some funds toward those improvements. Members expressed interest in the project but identified concerns related to parking in the village and funding. Additional information was sought.

Resolution: 014-11
 Moved by: John Bonser
 Seconded by: Colin Boag

THAT a decision on funding for a parking project at the Charleston Lake Boat Ramp be deferred until such time that:

- a) The Conservation Authority is made aware of a funding contribution by the Charleston Lake Association.

AND

- b) The Township of Athens acknowledges its responsibility for future parking within Charleston village.

Carried

ii) *Little Cataraqui Creek Conservation Area – Master Plan Update and Revised Timelines*

An updated management plan for the Little Cataraqui Creek Conservation Area is proposed, and involves several steps during preparation. The update report outlined proposed consultation throughout 2011.

Resolution: 015-11
Moved by: John Bonser
Seconded by: Jeff Banks

THAT the Cataraqui Region Conservation Authority receive the report, from the Lands Planner, regarding the update to the Little Cataraqui Creek Conservation Area's Master Plan, dated February 17, 2011.

Carried

iii) *Allocation of 2011 Master Plan Implementation Funds*

The Conservation Authority allocates funds for follow-up work on property management plans, with the specific initiatives determined annually. Members considered several options and recommended committing funding to one project at this time.

Resolution: 016-11
Moved by: John Bonser
Seconded by: Colin Boag

THAT the Cataraqui Region Conservation Authority allocate the Master Plan Implementation Funding as budgeted for 2011 with \$3,630 to the MJWA Canoe Access Point Improvements Project.

Carried

Members suggested that in future minutes and reports of items for consideration be circulated in a timely manner to allow members time to review and comment accordingly. It was noted that typically advisory boards meet during previous weeks allowing minutes to be circulated with the Full Authority agenda. Today's scheduled was unusual but necessary to deal with member's schedules and time-sensitive matters. It was suggested that greater use of postings on the member's page could be tried.

d) Confirmation of appointments to Lemoine Point Advisory Committee, Parrott's Bay Advisory Committee, S.28 Policy Ad Hoc Committee and Cataraqui Conservation Foundation

i) Confirmation of appointments to Lemoine Point Advisory Committee and Parrott's Bay Advisory Committee

Resolution: 017-11
Moved by: Rick Downes
Seconded by: Allan McPhail

THAT the Cataraqui Region Conservation Authority (CRCA) receive the appointments to the Lemoine Point Advisory Committee and the Parrott's Bay Advisory Committee as provided by the City of Kingston and Loyalist Township, respectively.

ii) Confirmation of appointment to S.28 Policy Ad Hoc Committee

The General Manager advised that appointees were required to formalize the S.28 Policy Ad Hoc Committee stemming from a motion from the September 2010 Full Authority meeting. He noted that Jeff Banks and Allan McPhail have put their names forward and that a third member was required. Penny Porter volunteered.

Resolution: 018-11
Moved by: Lisa Osanic
Seconded by: Dorothy Hector

THAT Jeff Banks, Allan McPhail and Penny Porter be appointed members of the Cataraqui Region Conservation Authority's S.28 Policy Ad Hoc Committee.

Carried

iii) Confirmation of appointment of a Cataraqui Conservation Foundation Director

Resolution: 019-11
Moved by: John Bonser
Seconded by: Jane Topping

THAT the Cataraqui Region Conservation Authority confirm the appointment of Brent Raycroft as a Director of the Cataraqui Conservation Foundation effective immediately.

Carried

10) Announcements or Inquiries

The Chair provided some closing remarks regarding the budget decision and the process. He noted that the Conservation Authority is important to the communities but it is evident more work is required toward sustainable yet reasonable funding.

11) Motions/Notice of Motions

12) Adjournment

The meeting adjourned at 9:38 P.M. on a motion by Dorothy Hector, seconded by Allan McPhail.

Steve Knechtel
General Manager/Secretary-Treasurer

Robert Morrison
Chair

**Cataraqui Region Conservation Authority
List of Accounts for Approval
January 31, 2011**

That the following be approved for payment:

CORPORATE SERVICE EXPENDITURES (500-570)	12,917.50
PAYROLL REMITTANCES	167,741.95
CORPORATE COMMUNICATIONS AND FUNDRAISING (650)	357.76
FLOOD CONTROL GENERAL (702)	1,205.40
FLOOD CONTROL - STRUCTURES AND MONITORING (703)	122.58
WATERSHED STUDIES AND INVENTORIES (704)	48.58
WATER QUALITY MONITORING (705)	117.99
SECTION 28 REGULATION ENFORCEMENT (706)	16.56
PLANNING AND DEVELOPMENT REVIEW (708)	24.20
GEOGRAPHIC INFORMATION SYSTEMS (709)	3,132.98
CONSERVATION EDUCATION AND INFORMATION (721-722)	88.99
PARROTT'S BAY AND OWL WOODS CONSERVATION AREA (810,812)	393.05
ODC AND LCC CONSERVATION AREA (813,814,815)	4,266.09
MAC JOHNSON CONSERVATION AREA (816)	607.09
LEMOINE POINT CONSERVATION AREA (819)	2,276.34
GOULD LAKE CONSERVATION AREA (820)	393.04
BOAT RAMPS AND SUNDRY AREAS (823)	1,143.62
WORKSHOP AND MOTOR POOL (824)	209.05
OIL AND GAS PURCHASES (826)	108.43
VEHICLES - MAINTENANCE AND REPAIRS (827)	221.72
EQUIPMENT - MAINTENANCE AND REPAIRS (830)	561.87
VEHICLE AND EQUIPMENT ACQUISITION (834)	10,054.85
MISCELLANEOUS REIMBURSEMENTS (850)	979.43
GENERAL EXPENSES (851)	57.00
STAFF FUND (860)	57.00
SPECIAL PROJECT EXPENDITURES (865-958,960,988-990,993-996)	27,028.02
CATARAQUI TRAIL (959)	372.96
SOURCE WATER PROTECTION (981-987)	6,951.95
	<u><u>241,456.00</u></u>