

CATARAQUI REGION CONSERVATION AUTHORITY

MINUTES OF THE FULL AUTHORITY ANNUAL GENERAL MEETING

JANUARY 30, 2019

OUTDOOR CENTRE, LITTLE CATARAQUI CREEK CONSERVATION AREA

Present: Alan Revill (Chair), Alan Barton, Leigh Burse, Al Hanes, Bert Herfst, Matt Harper, Paul McAuley, Gordon Ohlke, Terry Richardson, Ross Sutherland

Regrets: Claire Gunnewiek, Rhonda Ferguson, Garry Hewitt, Wayne Hill, Robert Kiley, Garry Oosterhof, Lisa Osanic,

Staff Present: Geoff Rae, General Manager; Donna Campbell, Assistant, Chair & General Manager; Michael Dakin, Resource Planner; Steve Knapton, Coordinator Operations Planning; Rob McRae, Manager, Corporate Services; Erin Oogarah, GIS Analyst; Rhonda Roantree, Receptionist/Clerk; Katrina Furlanetto, Manager, Watershed Planning & Engineering; Andrew Schmidt, Supervisor, Development Review; Travis York, Supervisor, Information Technology

The meeting commenced at 6:34 P.M. with 2018 Chair, Mr. Alan Revill, in the Chair. Staff hosted an open-house, orientation and dinner for members prior to the meeting.

1. ROLL CALL AND INTRODUCTIONS

There were ten (10) members present.

2. APPROVAL OF AGENDA

Item 11.1 Report from the Budget Review Committee Meeting of January 23, 2019 (IR-007-19), was pulled from the agenda as Kingston members were not in attendance due to a conflict with a municipal meeting. The report will be considered at the February 2019 Board meeting.

Moved by: Gordon Ohlke
Seconded by: Bert Herfst

THAT the agenda be approved as amended.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were none.

4. REMARKS FROM PAST CHAIR (REPORT IR-002-19)

The chair Alan Revill referenced his report and congratulated the following staff on accomplishments in 2018; Holly Evans – Completing Conservation Authorities University, Tom Beaubiah – Conflict Resolution Training, Kristen Wozniak – Provincial Offences Officer Training, and Katrina Furlanetto – Letter of recognition for her time and effort on the Latornell Symposium Steering Committee.

The chair also recognized the excellent meal prepared by the students from Sydenham High School Hospitality Program.

Resolution: 001-19
Moved by: Bert Herfst
Seconded by: Al Hanes

THAT report IR-002-19, Remarks from Past Chair, BE RECEIVED.

CARRIED

5. ELECTION OF CHAIR AND VICE CHAIR

Alan Revill turned the Chair over to the General Manager for the 2019 election of Chair and Vice Chair of the Conservation Authority at this time.

The General Manager declared the positions vacant and advised that he would call for nominations for the position of Chair and Vice Chair of the Authority three times.

Moved by: Bert Herfst
Seconded by: Al Hanes

THAT Alan Revill be nominated for the position of Chair of Cataraqui Region Conservation Authority for 2019; and,

THAT nominations be closed.

CARRIED

Alan Revill indicated he was prepared to stand, and with that Geoff Rae, General Manager, declared Alan Revill Chair of Cataraqui Region Conservation Authority for 2019 by acclamation.

The General Manager then advised that nominations for the position of Vice Chair would be received.

Moved by: Al Hanes
Seconded by: Al Barton

THAT Ross Sutherland be nominated for the position of Vice Chair of Cataraqui Region Conservation Authority for 2019; and,

THAT nominations be closed.

CARRIED

Ross Sutherland indicated he was prepared to stand as Vice Chair, and with that Geoff Rae, General Manager, declared Ross Sutherland Vice Chair of Cataraqui Region Conservation Authority for 2019 by acclamation.

Resolution: **002-19**
Moved by: Gordon Ohkle
Seconded by: Terry Richardson

THAT Alan Revill and Ross Sutherland BE CONFIRMED as Chair and Vice Chair, respectively, of Cataraqui Region Conservation Authority for 2019.

CARRIED

Alan Revill assumed the Chair at this time.

6. DELEGATION/PRESENTATION

There were none.

7. APPROVAL OF PREVIOUS MINUTES

7.1. Minutes of October 30, 2018

Moved by: Bert Herfst
Seconded by: Ross Sutherland

THAT the minutes of the October 30, 2018 meeting of Cataraqui Region Conservation Authority, BE APPROVED.

CARRIED

8. BUSINESS ARISING

There was none.

9. ITEMS FOR CONSIDERATION

9.1. Cataraqui Region Conservation Authority Appointments (report IR-003-19)

Municipal Appointment of Members to CRCA		
Municipality	Member	Term
Athens	Rhonda Ferguson	4 years (2019-2022)
Brockville	Leigh Bursey	1 year (2019)
Brockville	Garry Hewett	1 year (2019)
Elizabethtown-Kitley	Al Hanes	4 years (2019-2022)
Front of Yonge	Al Barton	4 years (2019-2022)
Gananoque	Matt Harper	4 years (2019-2022)
Greater Napanee	Terry Richardson	4 years (2019-2022)
Kingston	Wayne Hill	1 year (2019)
Kingston	Robert Kiley	1 year (2019)
Kingston	Gary Oosterhof	1 year (2019)
Kingston	Lisa Osanic	1 year (2019)
Leeds and the Thousand Islands	Gordon Ohlke	4 years (2019-2022)
Loyalist	Bert Herfst	1 year (2019)
Loyalist	Paul McAuley	1 year (2019)
Rideau Lakes	Claire Gunnewiek	2 years (2019-2020)
South Frontenac	Alan Revill	4 years (2019-2022)
South Frontenac	Ross Sutherland	4 years (2019-2022)

The town of Gananoque made a change to their appointment of board member on January 30th so the slate was amended.

Resolution: 003-19
 Moved by: Terry Richardson
 Seconded by: Matt Harper

THAT report IR-003-19, Cataraqui Region Conservation Authority Appointments, BE RECEIVED; and,

THAT the municipal appointments to Cataraqui Region Conservation Authority Board as identified in Table 1 of this report BE APPROVED AS AMENDED.

CARRIED

Standing Committees	
Budget Review Committee	Personnel Committee
Alan Revill, Chair	Alan Revill, Chair
Ross Sutherland, Vice Chair	Ross Sutherland, Vice Chair
Al Hanes	Al Hanes
Matt Harper	Bert Herfst
Bert Herfst	Paul McAuley
Paul McAuley	-

Ad Hoc Committee
Administration Facility Committee
Alan Revill, Chair
Ross Sutherland, Vice Chair
Garry Hewett
-
-
-

Partner Organizations	
Cataraqui Source Protection	Gordon Ohlke
Conservation Ontario (CO) Council	Alan Revill, Chair Ross Sutherland, Vice Chair; and Geoff Rae, General Manager or Designate
Frontenac Arch Biosphere Reserve	Garry Hewett
Rideau Corridor Strategy Steering	Robert Kiley

Resolution: 004-19
Moved by: Bert Herfst
Seconded by: Al Hanes

THAT the appointment of members to Cataraqui Region Conservation Authority's Standing and Ad Hoc Committees BE ACCEPTED, as presented; and,

THAT appointments of members for 2019 to the Cataraqui Source Protection Committee, Frontenac Arch Biosphere Reserve Board, and Rideau Corridor Strategy Steering Committee, BE APPROVED, as presented; and,

THAT the Cataraqui Region Conservation Authority Chair as voting delegate, Vice Chair as first alternate and General Manager or designate as second alternate, BE APPOINTED, to Conservation Ontario for 2019.

CARRIED

There was one unfilled position on the Budget Review Committee, one unfilled on the Personnel Committee, and three unfilled on the Administration Facility Committee that staff will seek to fill prior to the next Full Authority Board meeting.

9.2. Cataraqi Region Conservation Authority Board 2019 Meeting Schedule (report IR-004-19)

**Cataraqi Region Conservation Authority
Full Authority Board Meetings - 2019**

Month	Board Meeting Date
January (AGM)	30
February	27
March	27
April	24
May	22
June	26
July	No scheduled meeting
August	28
September	25
October	23
November	27
December	No scheduled meeting
January (2020)	29

Resolution: 005-19
Moved by: Paul McAuley
Seconded by: Terry Richardson

THAT report (IR-004-19), Cataraqi Region Conservation Authority 2019 Full Authority Board Meeting Schedule, BE RECEIVED; and

THAT the meeting schedule outlined in Table 1 of this report, BE APPROVED.

CARRIED

9.3. Statutory Administrative Approvals (report IR-005-19)

Resolution: 006-19
Moved by: Al Barton
Seconded by: Bert Herfst

THAT report IR-005-19, Statutory Administrative Approvals, BE RECEIVED; and,

THAT Cataraqui Region Conservation Authority AUTHORIZE staff to borrow, if needed, up to \$750,000, in accordance with Section 3.9, Borrowing Resolution, of By-law No. 1 (Administration By-law) and Section 3 (5) of The Conservation Authorities Act; and,

THAT Cataraqui Region Conservation Authority RE-AFFIRM for 2019 the Corporate Health and Safety Policy; and,

THAT Cataraqui Region Conservation Authority RE-AFFIRM for 2019 the Workplace Violence and Harassment Policy.

CARRIED

9.4. Cataraqui Region Conservation Authority Development Review Activity Report - 2018 (report IR-006-19)

- Presentation by Andrew Schmidt, Supervisor Development Review, ([Attachment #1](#))

Resolution: 007-19
Moved by: Ross Sutherland
Seconded by: Matt Harper

THAT Report IR-006-19, Cataraqui Region Conservation Authority Development Review Activity Report – 2018, BE RECEIVED.

CARRIED

10. MINUTES

10.1. Friends of Lemoine Point

Resolution: 008-19
Moved by: Terry Richardson
Seconded by: Al Hanes

THAT Friends of Lemoine Point Minutes of October 1, 2018 and November 5, 2018, BE RECEIVED.

CARRIED

11. COMMITTEE REPORTS

11.1. Report from Budget Review Committee meeting of January 23, 2019 (IR-007-19)

This report was deferred to a future meeting.

12. ANNOUNCEMENTS OR INQUIRIES/INFORMATION

12.1. Report on Communications (Report IR-008-19)

Resolution: 009-19
Moved by: Bert Herfst
Seconded by: Paul Richardson

THAT report IR-008-19, Report on Communications, BE RECEIVED.

CARRIED

13. MOTIONS/NOTICES OF MOTIONS

There were none.

14. IN CAMERA SESSION

Resolution: **010-19**
Moved by: Bert Herfst
Seconded by: Gordon Ohlke

THAT the Full Authority move **IN CAMERA**.

CARRIED

14.1. Confidential Report – Legal Matter (report IR-009-19)

Board member Leigh Burseley arrived at 7:34 P.M. during the presentation of report IR-009-19.

14.2. Confidential Report - Full Authority Confidential In-Camera Minutes of October 30, 2018 (report IR-010-19)

14.3. Confidential Report – Personnel Committee Meeting of Date, 2018 (report IR-011-19)

Resolution: **011-19**
Moved by: Leigh Burseley
Seconded by: Ross Sutherland

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

CARRIED

Resolution: **012-19**
Moved by: Bert Herfst
Seconded by: Leigh Burseley

THAT Cataraqui Region Conservation Authority AUTHORIZE staff to pursue items of action as discussed at the IN CAMERA session on January 30, 2019.

CARRIED

Geoff Rae indicated the importance of board members confirming attendance or regrets for all meetings.

15. ADJOURNMENT

The meeting adjourned at 8:01 P.M. on a motion by Bert Herfst, seconded by Paul McAuley.

Geoff Rae, MBA, P.Eng.
General Manager

Alan Revill
Chair

Development Review Services - 2018 Activity Report



**CATARAQUI REGION
CONSERVATION AUTHORITY**

January 30, 2019

Outline

- CRCA Development Review Roles
- Challenges in 2018
- How Service Response Timing is Measured
- 2018 Service Response Results
- Initiatives for 2019
- Questions?

CRCA Development Review Roles

- Planning – review *Planning Act* applications (e.g. consent to sever, plan of subdivision) in consideration of natural hazards (e.g. flooding, erosion), natural heritage (e.g. wetlands, woodlands), water quantity and water quality.
- Regulation – a provincially mandated regulation to review activities in consideration of the control of flooding, erosion, pollution, dynamic beaches or the conservation of land. Wetlands are also regulated to ensure protection of their ecologic and hydrologic functions.



Challenges in 2018

- Staffing
 - engineering staffing stabilized in 2018
 - parental leave backfill for a Resource Planner
- Municipal Circulation
 - regular mail vs digital file sharing (better in 2019)
- Municipal timelines for plan review
 - short response timelines set by municipalities (7 days)
- Volume of Applications
 - permit applications remained above average in 2018

Challenges in 2018 - Municipal Timelines

Plan Review - Response Timelines for Municipalities (Days)

Municipality	Application Type							
	Development Permit	Minor Variance	Official Plan Amend	Consent	Zoning By-law Amend	Plan of Condominium	Site Plan Control	Plan of Subdivision
Athens		14	24	30	24		14	
Brockville		14	14	14	14	30	14	30
Elizabethtown-Kitley		14	24	30	24		14	
Front of Yonge		14	24	30	24		14	
Frontenac (County)						30		30
Gananoque	6		25	25				
Greater Napanee		14	25	14	25		20	30
Kingston		14	14	7	14	18	14	18
Leeds and Grenville (County)				30		30		30
Leeds and the Thousand Islands		12	21	12	20		14	
Lennox and Addington (County)								
Loyalist		30	30	30	30		30	30
Rideau Lakes		14			30		12	
South Frontenac		14	20	14	14			



Challenges in 2018 - Application Volume

Total Applications Received by Year
(2014-2018)



How Service Response Timing is Measured

1. Plan Review Service Response Timing

- CRCA service delivery response timing targets
 - Removed timing targets from service delivery procedures
 - Focus now is on meeting municipal timelines
- Municipal timelines
 - 6–30 days - varies by municipality and application type

2. Permitting Service Response Timing

- CRCA service delivery response timing targets – mandated by Ministry of Natural Resources & Forestry
 - 30 days from receipt of a complete application for small projects (e.g. buildings, culverts, docks)
 - 90 days from receipt of a complete application for larger, more complex files (e.g. John Counter Blvd project)



2018 Service Response Results

Plan Review and Permitting Response Results

Municipality	Plan Review			Permits		
	Applications reviewed (2018)	Met municipal review target (2018)	Met municipal review target (2017)	Permits issued (2018)	Met MNRF service target (2018)	Met MNRF service target (2017)
Athens	7	85.7%	91%	9	100%	100%
Brockville	12	91.7%	80%	10	100%	100%
Elizabethtown-Kitley	17	94.1%	100%	31	96.7%	100%
Front of Yonge	8	87.5%	100%	8	100%	100%
Gananoque	3	100%	100%	5	100%	100%
Greater Napanee	12	100%	100%	29	100%	100%
Kingston	46	91.3%	63%	69	100%	100%
Leeds & the Thousand Islands	65	96.9%	93%	131	99.2%	100%
Loyalist	20	95%	92%	22	100%	100%
Rideau Lakes	23	100%	100%	21	100%	100%
South Frontenac	40	100%	95%	52	100%	98%
TOTAL	262	95.8%	90%	387	99.5%	99.8%



Initiatives for 2019

1. Finalize updated draft planning service agreements with municipal partners.
2. Implement IT solutions to assist with triaging and assigning tasks (e.g. Microsoft Planner tool).
3. **Continue to make improvements to CRCA's database allowing staff to frequently monitor and report on response results.**
4. Increase website accessibility by providing a **"fillable" online permit application form.**
5. Reduce paper use by utilizing digital storage.

Questions?



Questions?