

CATARAQUI REGION CONSERVATION AUTHORITY

MINUTES OF THE FULL AUTHORITY

WEDNESDAY, FEBRUARY 27, 2019

CRCA ADMINISTRATION OFFICE BOARDROOM

Present: Alan Revill (Chair), Claire Gunnewiek, Al Hanes, Bert Herfst, Wayne Hill, Robert Kiley, Paul McAuley, Gordon Ohlke, Garry Oosterhof, Lisa Osanic, Terry Richardson, Ross Sutherland (Vice Chair)

Regrets: Alan Barton, Leigh Bursey, Rhonda Ferguson, Matt Harper, Garry Hewitt

Staff Present: Geoff Rae, General Manager; Tom Beaubiah, Manager, Conservation Lands; Donna Campbell, Assistant, Chair & General Manager; Laura Dietrich, Financial Analyst; Steve Knapton, Coordinator, Operations Planning; Krista Fazackerley, Supervisor, Communications & Education; Katrina, Furlanetto, Manager, Watershed Planning & Engineering; Rob McRae, Manager, Corporate Services; Cheryl Rider, Supervisor, Finance; Rhonda Roantree, Receptionist/Clerk; Andrew Schmidt, Supervisor, Development Review; Travis York, Supervisor, Information Technology

Delegation/ Meela Melnik-Proud, delegation

Guests: Kristie Kelly, Greater Napanee

The meeting commenced at 6:31 P.M.

1. ROLL CALL

There were twelve (12) members present.

2. ADOPTION OF AGENDA

Moved by: Terry Richardson

Seconded by: Al Hanes

THAT the agenda BE ADOPTED, as circulated.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were none.

4. DELEGATION / PRESENTATION

4.1. Meela Melnik-Proud

- Johnston Point Lot #6 walking bridge construction, South Frontenac

Meela Melnik-Proud, concerned resident, presented before CRCA Board Members and spoke to Johnston Point Lot #6 walking bridge construction, South Frontenac ([Attachment #1](#)).

Resolution: 013-19
Moved by: Bert Herfst
Seconded by: Lisa Osanic

THAT the presentation from Meela Melnik-Proud on Johnston Point Lot #6 walking bridge construction, South Frontenac, BE RECEIVED.

CARRIED

4.2. Recognition of Cataraqui Region Conservation Authority staff years of service

Bert Herfst, Personnel Committee Chair, recognized the following staff members for their years of service:

15-years:

- Laura Dietrich, Financial Analyst
- Travis York, Supervisor, Information Technology

10-years:

- Donna Campbell, Assistant, Chair & General Manager

5-years:

- Krista Fazackerley, Supervisor, Communications & Education
- Brock Sheen, Coordinator Operations and Enforcement

The staff being recognized then assembled for a group photo with Mr. Herfst.

4.3. 2018 #HikeCRCA results

- Krista Fazackerley, Supervisor, Communications & Educations
(Attachment #2)

Resolution: 014-19
Moved by: Wayne Hill
Seconded by: Al Hanes

THAT Cataraqui Region Conservation Authority RECEIVE the staff presentation 2018 #HikeCRCA results.

CARRIED

5. APPROVAL OF PREVIOUS MINUTES
--

5.1. Minutes of January 30, 2019 Annual General Meeting

The Chair advised of the addition of Al Hanes to the Budget Review Committee, which was an oversight at the AGM on report IR-003-19, Cataraqui Region Conservation Authority Appointments.

Moved by: Terry Richardson
Seconded by: Al Hanes

THAT the minutes of the January 30, 2019 annual general meeting of Cataraqui Region Conservation Authority, BE APPROVED, AS AMENDED.

CARRIED

6. BUSINESS ARISING

There was none.

7. ITEMS FOR CONSIDERATION

7.1. Cataraqui Region Conservation Authority Additional Committee Appointments (report IR-012-19)

Below is the complete list of Cataraqui Region Conservation Authority committee appointments.

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

Ad Hoc Committee
Administration Facility Committee
Alan Revill, Chair
Ross Sutherland, Vice Chair
Garry Hewett
Wayne Hill
Gary Oosterhof
Terry Richardson

Resolution: 015-19
 Moved by: Paul McAuley
 Seconded by: Gord Ohlke

THAT report IR-012-19, Cataraqui Region Conservation Authority Additional Committee Appointments, BE RECEIVED; and,

THAT the additional appointments of members to Cataraqui Region Conservation Authority’s Standing and Ad Hoc Committees as identified in Table 1 of this report, BE ACCEPTED.

CARRIED

7.2. Cataraqui Region Conservation Authority Additional Committee Appointments (report IR-012-19)

Resolution: 016-19
Moved by: Bert Herfst
Seconded by: Lisa Osanic

THAT Report IR-013-19, Appointment of Integrity Commissioner, BE RECEIVED; and,

THAT the appointment of the firm Aird & Berlis as Integrity Commissioner BE APPROVED for a four-year term plus a four-year option.

CARRIED

7.3. Cataraqui Region Conservation Authority Reserve Policy (report IR-014-19)

Cheryl Rider, Supervisor, Finance, advised of some amendments to the Reserve Policy based on discussion with CRCA Auditor, Secker, Ross & Perry. Changes included designation of discretionary and obligatory reserves.

Members were provided with a hard copy of the amended Reserve Policy ([Attachment #3](#)).

Resolution: 017-19
Moved by: Bert Herfst
Seconded by: Lisa Osanic

THAT Report IR-014-19, Cataraqui Region Conservation Authority Reserve Policy, BE RECEIVED; and,

THAT the Cataraqui Region Conservation Authority Reserve Policy, BE ADOPTED, AS AMENDED.

CARRIED

7.4. 2018 Year-End – Deferred Revenue and Reserve Reorganization and Transfers (report IR-015-19)

The 2018 Year-End transfers will be adjusted to reflect the revised CRCA Reserve Policy at indicated in item 7.3 above. It was recommended that transfers be approved, as amended.

Resolution: 018-19
Moved by: Wayne Hill
Seconded by: Terry Richardson

THAT Report IR-015-19, 2018 Year-End – Deferred Revenue and Reserve Reorganization and Transfers, BE RECEIVED; and,

THAT 2018 reserve reorganization, year-end deferred revenue, and reserve transfers identified in Attachment #1 to this report be APPROVED, AS AMENDED.

CARRIED

7.5. CRCA 2018 Capital Variance Report (report IR-016-19)

Resolution: 019-19
Moved by: Terry Richardson
Seconded by: Claire Gunnewiek

THAT Report IR-016-19, Capital Variance Report to December 31, 2018, BE RECEIVED; and,

THAT 2018 capital projects, as outlined in Attachment #1: Capital Variance Report to December 31, 2018, BE CLOSED, and any remaining balances BE RETURNED to the appropriate reserves.

CARRIED

8. MINUTES

8.1. Friends of Lemoine Point

Resolution: 020-19
Moved by: Robert Kiley
Seconded by: Lisa Osanic

THAT Friends of Lemoine Point minutes of December 3, 2018 and January 17, 2019, BE RECEIVED.

CARRIED

8.2. Minutes of Full Authority Board Orientation January 30, 2019

Resolution: 021-19
Moved by: Robert Kiley
Seconded by: Paul McAuley

THAT Minutes of the Full Authority Board Orientation of January 30, 2019, BE RECEIVED.

CARRIED

9. COMMITTEE REPORTS

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

- Presentation by Rob McRae, Manager, Corporate Services ([Attachment #4](#))

The Chair indicated that included in the approval of Report IR-007-19, Report from the Budget Review Committee meeting of January 23, 2019, was the Cataraqui Region Conservation Authority 2019 Budget and Capital Forecast, and the associated Municipal Levy apportionments which calls for a recorded vote.

Resolution: 022-19
 Moved by: Bert Herfst
 Seconded by: Robert Kiley

THAT the report from the Budget Review Committee meetings of January 23, 2019 (IR-007-19) BE APPROVED.

CARRIED

Member	In Favour	Not In Favour	Absent
Barton, Al			1
Bursey, Leigh			1
Ferguson, Rhonda			1
Gunnewiek, Claire	1		
Harper, Matt			1
Hanes, Al	1		
Herfst, Bert	1		
Hewett, Garry			1
Hill, Wayne	1		
Kiley, Robert	1		
Ohlke, Gordon	1		
Oosterhof, Gary	1		
Osanic, Lisa	1		
McAuley, Paul	1		
Revill, Alan	1		
Richardson, Terry	1		
Sutherland, Ross	1		

9.2. Report from Administration Facility Committee meeting of February 15, 2019 (IR-017-19)

The Chair of the Administration Facility Committee, Alan Revill, provided additional comments for member consideration which are attached ([Attachment #5](#)).

Resolution: 023-19
Moved by: Lisa Osanic
Seconded by: Paul McAuley

THAT report IR-017-19, Report from Administration Facility Committee meeting of February 15, 2019, BE APPROVED.

CARRIED

10. ANNOUNCEMENTS OR INQUIRIES/INFORMATION

10.1. Report on Communications (report IR-018-19)

Resolution: 024-19
Moved by: Bert Herfst
Seconded by: Paul McAuley

THAT the Report on Communications (IR-018-19) BE RECEIVED.

CARRIED

11. MOTIONS / NOTICES OF MOTIONS

There were none.

12. IN CAMERA SESSION

Resolution: 025-19
Moved by: Lisa Osanic
Seconded by: Bert Herfst

THAT the Full Authority MOVE IN CAMERA.

CARRIED

Resolution: 026-19
Moved by: Bert Herfst
Seconded by: Garry Oosterhof

THAT the Full Authority MOVE OUT of IN CAMERA and report.

CARRIED

Resolution: 027-19
Moved by: Lisa Osanic
Seconded by: Claire Gunnewiek

THAT Cataraqui Region Conservation Authority AUTHORIZE staff to pursue items of action as discussed at the IN CAMERA session on February 27, 2019.

CARRIED

13. ADJOURNMENT

The meeting adjourned at 7:45 P.M. on a motion by Lisa Osanic, seconded by Terry Richardson.

Geoff Rae, MBA, P.Eng.
General Manager

Alan Revill
Chair

Johnston Point Walking bridge, Lot #6: Evidence of Vegetation Removal and Development Activity Prohibited in Provincially Significant Wetland (with video)

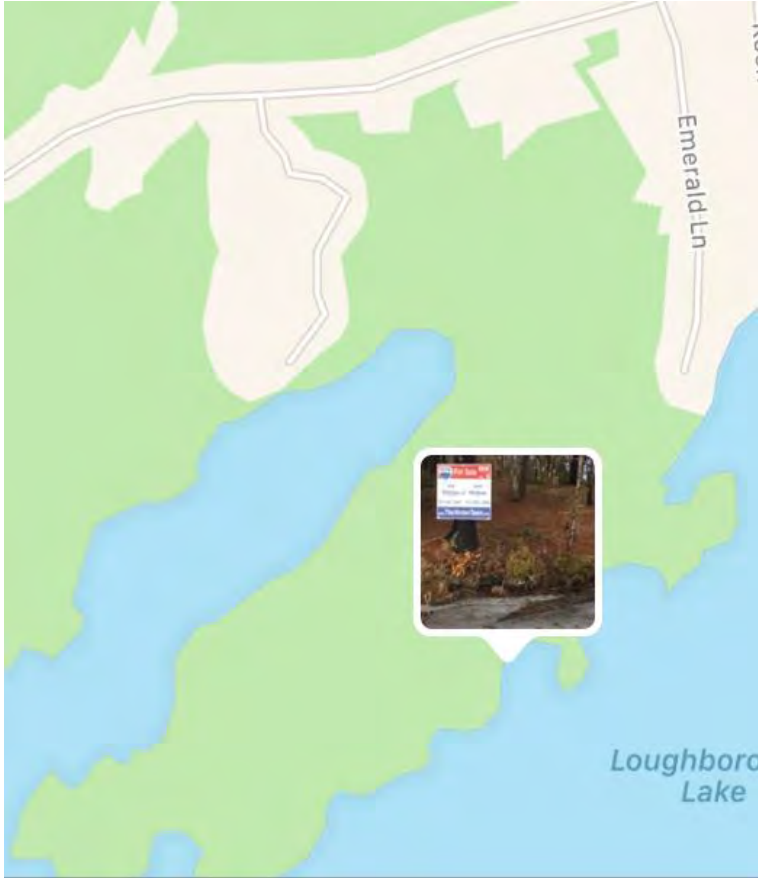


“The bridge that will cross the island is not actually ‘development’ under the Provincial Policy Statement ... the important factor is that the bridge that will cross from the mainland of Unit 6 to the island has to be a clear spanning bridge .”

(Developer's Planner, OMB hearing , April 4th 2016)

Unit 8 – Shoreline Clearing

Note: slide from last year's submission of vegetation removal



[Unit 8](#) – Video of Shoreline Clearing

Development on Lot #6 is prohibited under Section 2.1.4 of the Provincial Policy Statement and 2.1 and 3.1 of Ontario Regulation 148/06 of the Cataraqui Region Conservation Authority:

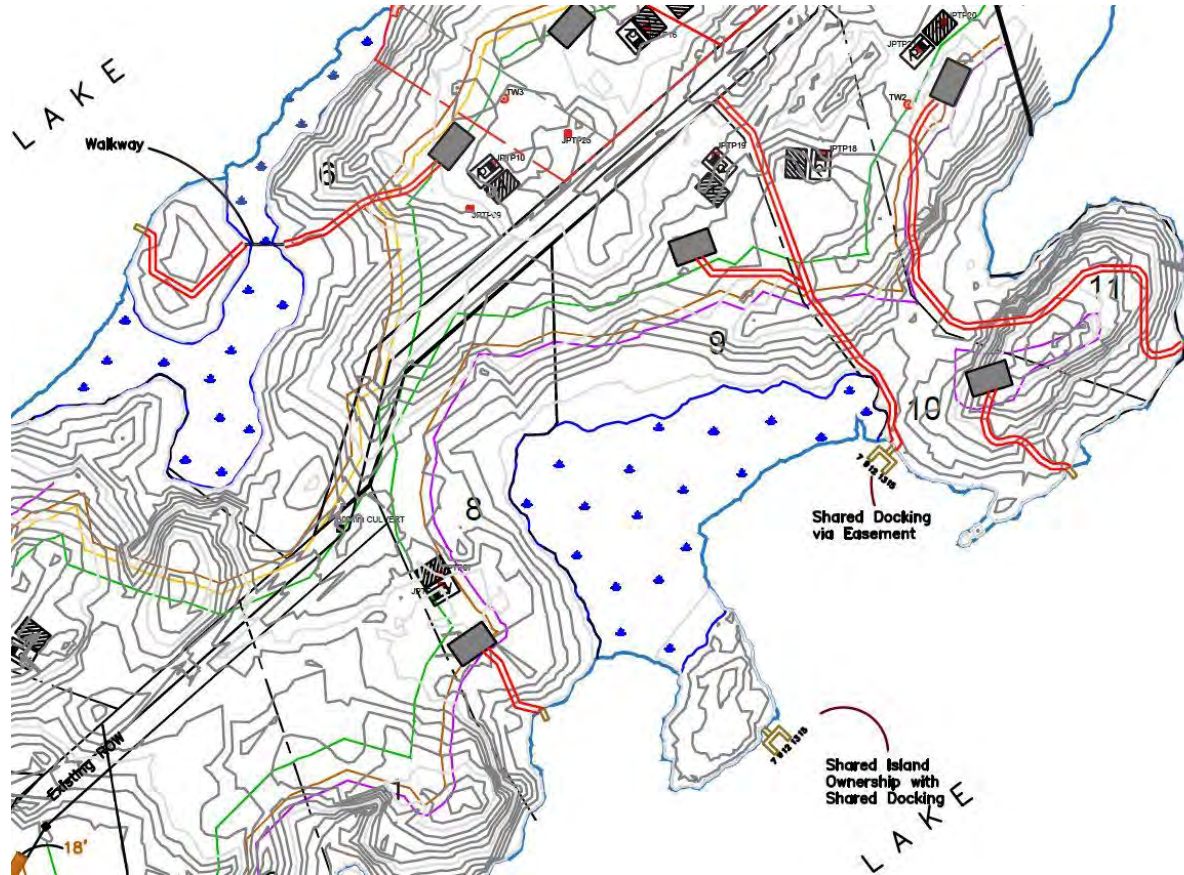
Provincial Policy Statement 2.1.4:

“ Development and site alteration shall not be permitted in: a. significant wetlands in Ecoregions 5E, 6E and 7E1.”

Ontario Regulation 148/06 CRCA:

“2. (1) Subject to section 3, no person shall undertake development or permit another person to undertake development in or on the areas within the jurisdiction of the Authority that are, (d) wetlands”

“3. (1) The Authority may grant permission for development in or on the areas described in subsection 2 (1) if, in its opinion, the control of flooding, erosion, dynamic beaches, pollution or the conservation of land will not be affected by the development.”



Condition 8C of Draft Plan Approval:

“in recognition that access to the open water of Long Bay from proposed Unit 6 is by way of an island within a wetland, a walking bridge be installed under the supervision of the Cataraqui Region Conservation Authority ... to the satisfaction of the CRCA and the Township.”

Plan of Condominium

Note: slide from OMB presentation, April 2016

- 2011 EIA for the initial severance recommended that no DEVELOPMENT take place in the areas shown in red

EIA – Johnston Point

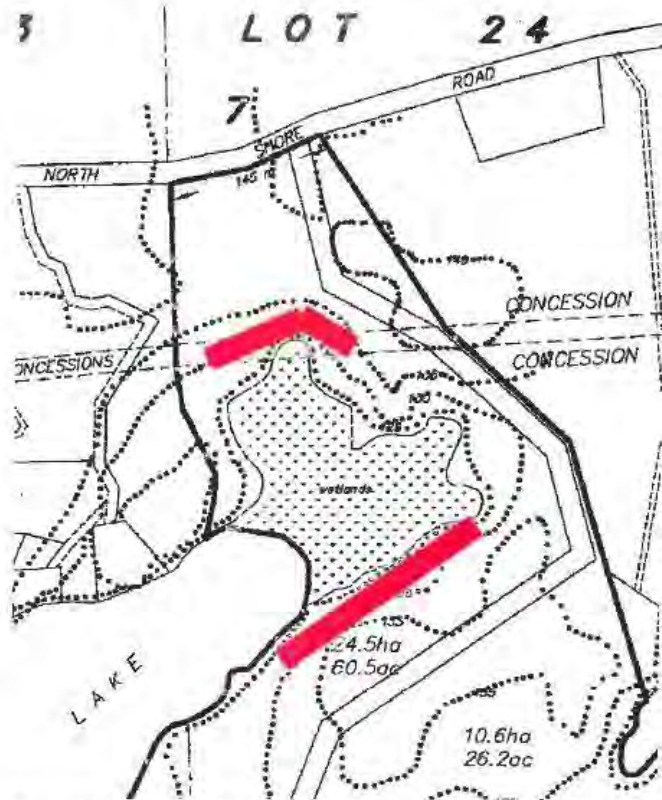
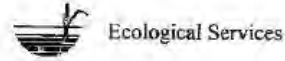
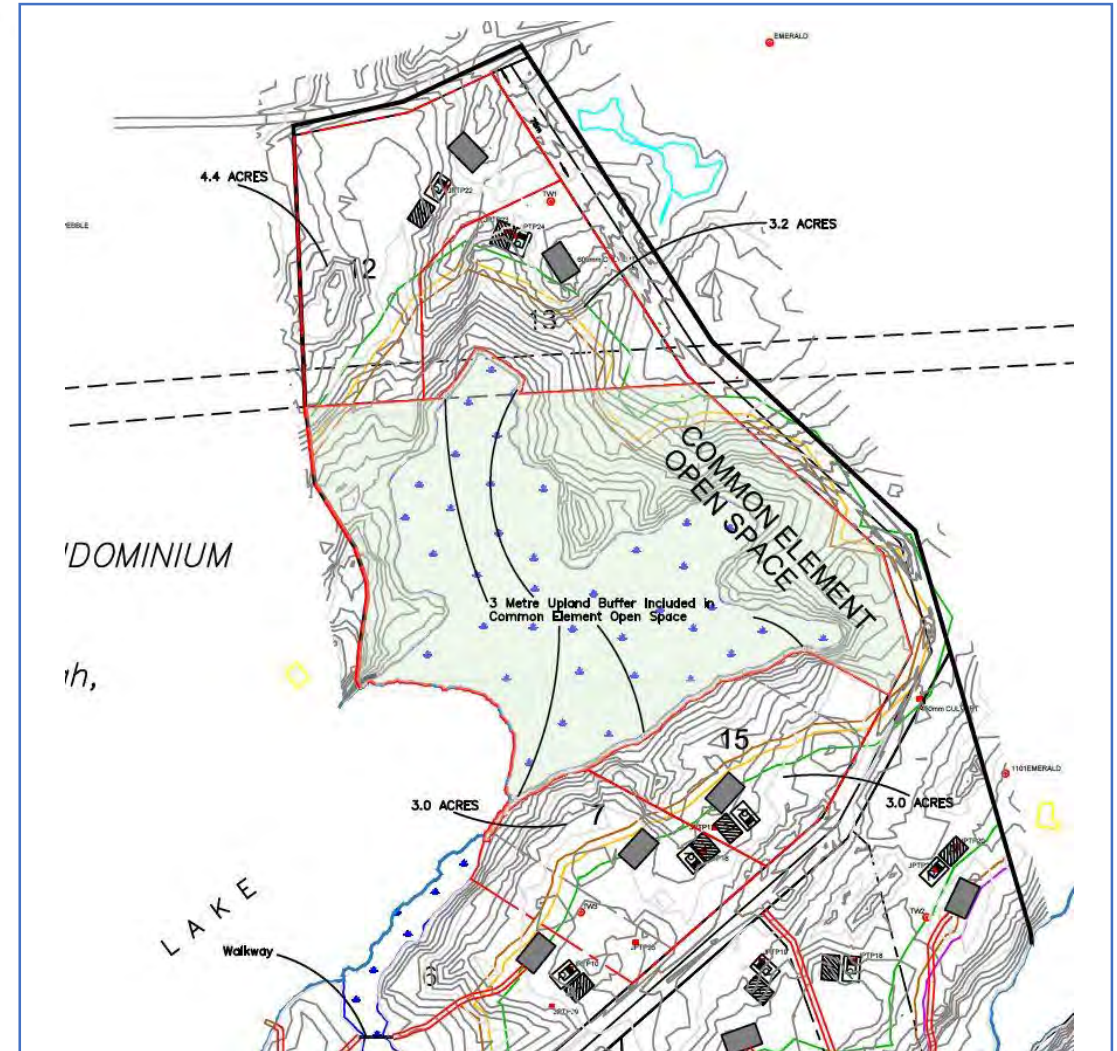


Figure 3. Steeply sloping areas (in red) found at east end of Long Bay. Dotted lines represent contour lines.

2. In order to minimize sediment and erosion impacts, it is recommended that no development take place within any steep slope located above the provincially significant wetland. The steepest slopes are mainly associated with the swamp at the very end of Long Bay.

- 2015 Draft Plan, 5 Units (12,13,15,7,6 and Common Element) are proposed to be developed in this area



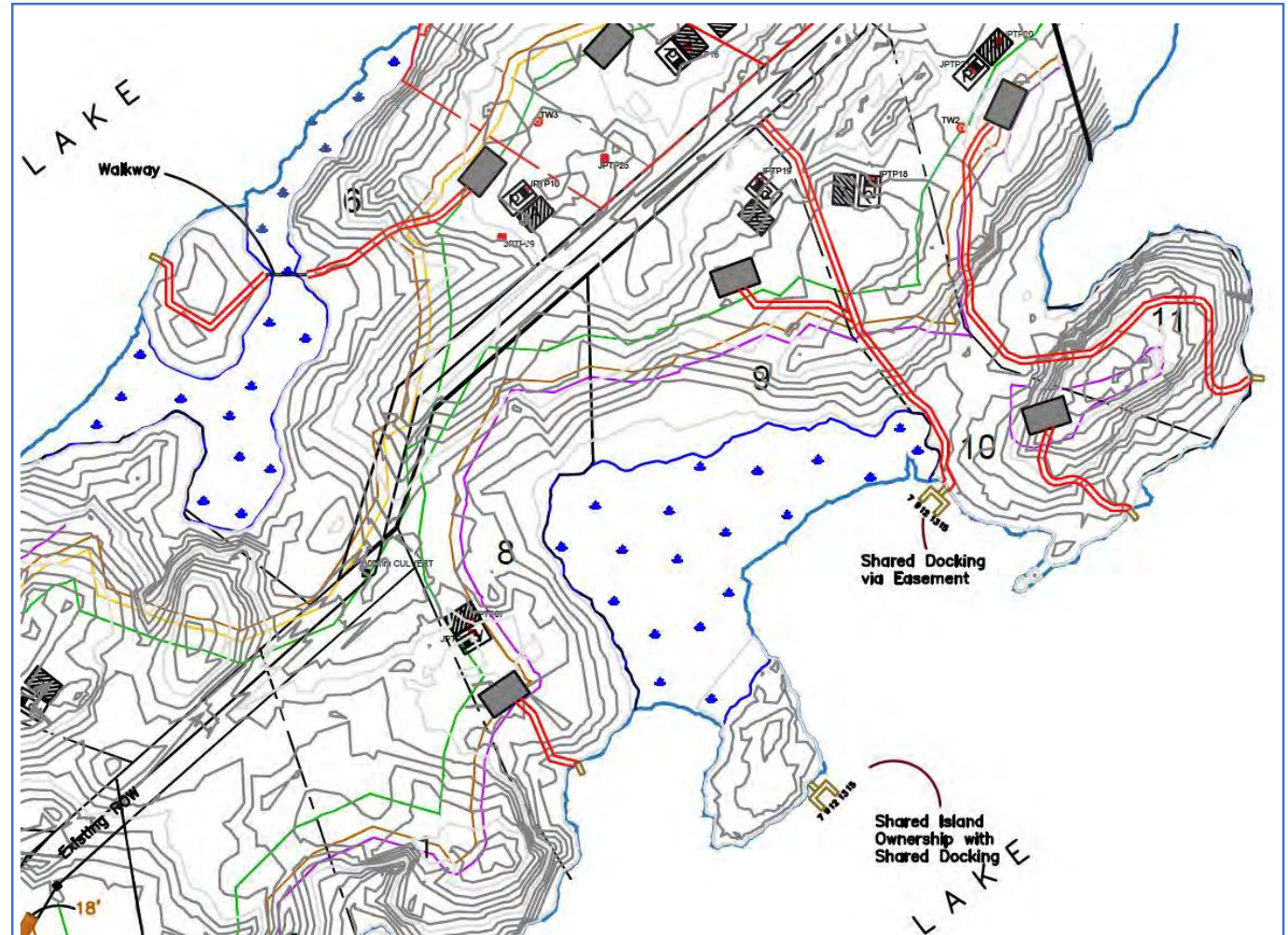
Plan of Condominium

Note: slide from OMB presentation, April 2016

Questions:

1. How can a 15th Unit be thrown into the most sensitive area of the point without any of the required studies?
2. What is the planning rationale for the two communal Docks?
3. How can a Bridge (structure) in the PSW be approved when it is not consistent with PPS 2014?

“2.1.4 Development and site alteration shall not be permitted in: a) significant wetlands in Ecoregions 5E, 6E and 7E1 ; and b) significant coastal wetlands” (PPS 2014, Pg)



2018 Hike CRCA Challenge



CATARAQUI REGION
CONSERVATION AUTHORITY

SEPT. 1 TO OCT. 31

HIKECRCA CHALLENGE

#HikeCRCA Challenge Rules

Challenge Rules:



HIKE CRCA TRAILS

Hike the designated “challenge trail” at each of our Conservation Areas and one “designated section” of the Cataraqi Trail and find the special challenge sign with the #HikeCRCA logo. Family-Friendly Challenge: Hike four out of the nine designated trails. See the list of Conservation Areas and designated trails below.



POST A PHOTO ONLINE

Take a selfie with each of our challenge signs and post it to social media – Facebook, Twitter or Instagram. Your post must include the hashtag #HikeCRCA and your location – the Conservation Area you are in.



ENTER TO WIN

Hike the **eight** locations at our Conservation Areas and at least **one** location on the Cataraqi Trail or **four** locations for the **Family Challenge** and then fill out the challenge form to enter to win some great prizes!

[Challenge Entry Form](#)



Challenge Signs - Turtles



Photo: Nicole Watson Photography



Scan me
info.crca.on.ca

DID YOU KNOW?

Unlike a number of other species that inhabit Ontario's wetlands, waterways and water bodies, the Blanding's Turtle is as at home on land as it is in the water. They are also rare in that they will feed both in the water and on land.

The Blanding's Turtle is the most traveled of the province's turtle species, traversing sometimes several kilometres between their summer homes, nesting sites and winter homes. This means that in areas with human activity and development, they are particularly vulnerable to being struck by vehicles.

The Blanding's Turtle is a Species at Risk in Ontario and Canada.
 STATUS: Endangered (CAN), Threatened (ON)

JOIN THE CHALLENGE WWW.CRCA.CA



Photo: Alarmed Rupp



Scan me
info.crca.on.ca

DID YOU KNOW?

Ferocious looking and a little scary to behold, the Snapping Turtle is the largest freshwater turtle in Canada. Its name comes from the fact that as a protective measure, it's powerful jaws 'snap' together repeatedly to scare off or attempt to injure predators. This adaptation came about because the Snapping Turtle can't pull its head and legs into its shell for protection.

The Snapping Turtle is listed as a Species of Concern by the Ontario Government and Government of Canada.

The Snapping Turtle is a Species at Risk in Ontario and Canada.
 STATUS: special concern

JOIN THE CHALLENGE WWW.CRCA.CA



Photo: Nicole Watson Photography



Scan me
info.crca.on.ca

DID YOU KNOW?

The Northern Map Turtle earned its name because of the unique yellow line markings on its upper shell that look like lines on a topographical map. They also have distinctive yellow stripes on their head and legs and a yellow spot behind each eye.

These turtles like to bask in the sun when not in the water, preferring to live in rivers and lakes that have slow moving water, where they can capture their primary food source, mollusks and crustaceans such as crayfish.

The Northern Map Turtle is a Species at Risk in Ontario and Canada.
 STATUS: special concern

JOIN THE CHALLENGE WWW.CRCA.CA



CATARAQUI REGION
 CONSERVATION AUTHORITY

Prizes & Sponsors



Full Challenge



Family Challenge



Annual Pass Draw



#HikeCRCA. Cataraqi Challenge 2018



Paul 'Curly' Curless
Follow · September 1 · 🌐

#HikeCRCA Family Friendly Challenge completed in one day, with #4 Little Cataraqi Creek. — with Mark Earle, Kayla Mary Curless, Bailey Curless and Shane Curless.

6
Like Share

People You May Know See All

Amy Naklowych
3 mutual friends
Add Friend



Dustin Thorley

October 22 at 2:26 PM · 🌐



Logan and I are completing the #HikeCRCA challenge. There is still time for you to participate too! Today we finished both the Marshlands Conservation Area and Parrott's Bay Conservation Area trails. Our goal is to finish the full challenge this week 😊



👍❤️ 21

← 🔍 Search in Sarah's posts, phot... 🗑️

👍 Like 🗨️ Comment 📄 Share



Sarah Rhoden



Oct 24 at 12:44pm · 👤

Finally completed the family #hikeCRCA challenge on the Cataraqi Trail in SF today! A bit chilly but we managed!



👍❤️ Rachael Mulcahy and 25 others

Challenge Winners



Full Challenge – Megan



Family Challenge - Natalia

Challenge Stats

2017 Challenge

- 12 completed
- 10 partial
- 3 did not follow rules

2018 Challenge

- 42 completed
- 3 partial

HIKE IT BABY - Kingston & Brockville



mamanonthetrail • Following
Little Cataraqui Creek Conservation Area

mamanonthetrail WE DID IT! We completed the entire #HikeCRCA Challenge between September 1st and October 31st! We hiked the designated challenge trails in all 8 of @cataraquiregionca's conservation areas plus a section of the Cataraqui Trail. I tried to have it all done by Thanksgiving and hosted each hike with @hikeitbaby BUT there was a wicked storm one day and I had to cancel a hike – we hiked that trail today and it feels SO GOOD to have accomplished this challenge. Albeit it's not my beloved #FrontenacChallenge (#mamanfrontenac) but it'll do for this year! From 33 weeks pregnant to 1.5 weeks postpartum, here are the details...

- **📍Marble Rock Conservation Area (6km) –** Sept. 6 – the most rugged of the trails!
- **📍Lyn Valley Conservation Area (0.8km/2km)**



1,512 likes

5 DAYS AGO

Add a comment...



MAPLE MADNESS!

March 9 to 17 | March 23 & 24 | March 30 & 31







CATARAQUI REGION CONSERVATION AUTHORITY

RESERVE POLICY

Document No.	CRCA-P0008	Rev.	AMENDED DRAFT
Prepared by:	Cheryl Rider, CPA, CGA	Date:	2019/02/27
	Supervisor, Finance		(yyyy/mm/dd)

Document Revisions

Revision	Date (yyyy/mm/dd)	Description of Changes	Report	Adopted by Full Authority Resolution #
0	2019/02/27	Original Issue	IR-014-19	0XX-19

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LIST OF SCHEDULES

A. List of Reserves

1 POLICY STATEMENT

The Cataraqui Region Conservation Authority (CRCA) uses reserves as part of a comprehensive financial system that includes an annual operating budget, a rolling 10-year capital forecast, regular reporting on variances and an annual third-party audit. Reserves are used to fund capital projects and to address needs that are not anticipated by operating budgets. CRCA may establish a reserve for any purpose for which it has the authority to spend money.

2 DEFINITIONS

In this policy the following definitions are used:

“Board” means the Board of the Cataraqui Region Conservation Authority.

“Business unit” means a functional unit within CRCA’s annual operating budget.

“Conservation Authority” means Cataraqui Region Conservation Authority.

“Deferred revenue” means revenue that is considered a liability on the Conservation Authority’s financial statements, until such time it becomes relevant to current operations. Deferred revenue is set aside for specific purposes by legislation, regulation, or agreement. **Deferred revenue shall not attract interest, unless otherwise specified by a funding provider.**

“Discretionary reserve” means a reserve that is created and managed at the discretion of the Conservation Authority. Discretionary reserves shall attract interest.

“General Levy” means the funds that are levied across all CRCA participating municipalities for operating purposes on an annual basis.

“Obligatory reserve” means a reserve that is required by legislation, regulation, or agreement to be segregated from the Conservation Authority’s general revenues. Obligatory reserves can only be used for their prescribed purpose. Obligatory reserves shall attract interest.

“Reserve” means funds that have been set aside for future purposes for which the Conservation Authority has the authority to spend money.

“Special Levy” means funds that are levied to a CRCA participating municipality for a defined purpose.

3 PURPOSE

The purpose of this policy is to establish consistent principles, standards and guidelines for the maintenance, management and accounting of reserves. In addition, it delineates the responsibilities of Conservation Authority staff for the management and administration of reserves.

As a responsible steward of public funds, the Cataraqui Region Conservation Authority shall:

- a) Ensure that monies are set aside for CRCA's long-term goals to be available when needed;
- b) Adhere to statutory requirements, strategic goals and other policies of the Conservation Authority;
- c) Promote financial stability and flexibility;
- d) Provide for major capital expenditures and projects in CRCA's rolling 10-year capital forecast; and,
- e) Take advantage of financial opportunities.

Where applicable, the specific purpose of each reserve is included in Schedule 'A' to this policy.

4 RESPONSIBILITIES

4.1 Board Members

Board members shall:

- a) Develop and evaluate policies, ensure that practices and procedures are in place to maintain the financial integrity of the Conservation Authority; and,
- b) Approve transactions to and from reserves through the budget process or by specific resolution.

4.2 General Manager & Manager, Corporate Services

The General Manager and the Manager, Corporate Services shall:

- a) Support the Supervisor, Finance in ensuring that the principles and mandatory requirements contained in this policy are applied consistently across all business units.

4.3 Supervisor, Finance

The Supervisor, Finance shall:

- a) Develop and update this policy as necessary and report to the Conservation Authority;
- b) Ensure that the principles and requirements contained in this policy are applied consistently across all business units;
- c) Perform the transfers to and from reserves as authorized by the Board;
- d) Recommend strategies for the adequacy of reserve levels;
- e) Report to the Board the reserve balances and forecast as part of the year end audit process; and,
- f) Invest reserves for a term that will not exceed the expected date of need, and in accordance with CRCA's Investing Policy.

4.4 Managers and Supervisors

The Managers and Supervisors that prepare operating budgets and oversee capital projects shall:

- a) Provide the Supervisor, Finance with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle reserves;
- b) Consult with the Supervisor, Finance when transfers to reserves are required; and,
- c) Consult with the Supervisor, Finance when reserve funds are required for unbudgeted transactions.

5 ESTABLISHMENT OF RESERVES

5.1 Board Approval

Reserves can be established through a Board resolution to amend Schedule 'A' to this policy:

- a) In conjunction with the annual operating budget or 10-year capital forecast which is approved by the Conservation Authority; or,
- b) At other times of the year.

5.2 Information Requirements

The establishment of a new reserve will address the following information:

- a) Reserve name;
- b) Intended purposes;
- c) Funding sources;
- d) Designated business unit to transfer from/settle to in the CRCA Operating Budget, if applicable;
- e) Desired minimum reserve balance; and,
- f) Conditions and/or restrictions that would require the funds to be managed as deferred revenue **or as an obligatory reserve**.

In order to achieve maximum flexibility, when establishing a reserve, the intended purposes should be defined in general terms such as "facilities" rather than "administration building" or "outdoor centre".

The Supervisor, Finance will establish tracking procedures to ensure that funds in the reserve that are earmarked for a specific project are easily identifiable to management and the Board.

6 APPROVAL OF FUNDING ALLOCATIONS TO AND FROM RESERVES

Approval of funding to and from reserves will be approved by the Board through a report with recommendations from the Supervisor, Finance.

7 CLOSING RESERVES

If the purpose or purposes for which the reserve was created have been accomplished and the reserve is determined to be no longer necessary, then staff will prepare a report to the Board with recommendations regarding:

- a) The closure of the reserve;
- b) The disposition or reallocation to another reserve of any remaining funds;
and,
- c) Necessary amendments to Schedule 'A' to this policy.

A Board resolution will be required to close a reserve.

8 MANAGEMENT OF ANNUAL OPERATING SURPLUSES / DEFICITS

8.1 Year-end General Levy

- a) Subject to a Board resolution under Section 6 of this policy, CRCA shall transfer funds to and from reserve to achieve an overall zero balance between actual revenues and expenses in the sum of all operating business units which are primarily funded by General Levy.
- b) Year-end General Levy surpluses shall normally be allocated as follows:
 - a. Funds shall be transferred from the operating accounts to the Corporate Financing Reserve and/or Stabilization Reserve, depending on the balance of those reserves and anticipated needs; and,
 - b. Any remaining surplus will be transferred from the operating accounts to other reserves, with consideration for the latest 10-year Capital Forecast and a prioritization of needs.
- c) Year-end General Levy deficits shall normally be addressed as follows:
 - a. Funds shall be transferred to the operating accounts from the Stabilization Reserve; and,
 - b. If necessary, any remaining operating deficit will be addressed using funds from other reserves, with consideration for the latest 10-year Capital Forecast and a prioritization of needs.

8.2 Year-end Special Levy or Other Revenue

Year-end surpluses/deficits in operating business units that are primarily funded by Special Levy or other revenue will normally settle to the reserve that is associated with that business function; for example, the Special Levy that is collected for a CRCA property would settle to the reserve for that property.

9 INTEREST ALLOCATION

- a) Reserves may be invested in accordance with the Conservation Authority's approved Investing Policy. Earnings shall be credited to each separate reserve from which the funds were invested.
- b) Where multiple reserves are included in one bank account, interest shall be allocated to reserves on an annual basis based on an estimated monthly balance of the reserve.
- c) Deferred revenue shall not be invested and is not allocated interest, **unless otherwise specified by a funding provider.**

10 MINIMUM RESERVE BALANCES

- a) A desired minimum balance for a reserve may be identified in Schedule 'A' to this policy.
- b) The Supervisor, Finance will review the desired minimum balances annually with the Senior Management Team and will seek approval from the Board for any proposed changes.

11 TEMPORARY RESERVE BORROWING

Temporary borrowing to cover a reserve short-term deficit, interim servicing requirements or internal financing may be permitted, when justified, adequately supported and documented, and authorized through a Board resolution.

However, borrowing from reserves is conditional on the following:

- a) Borrowing must not adversely affect the intended purpose of the reserve;
- b) A plan to repay the reserve within a reasonable timeframe is required and must be documented; and,
- c) Interest, equivalent to the Conservation Authority's current interest rate of overdraft on their applicable bank account, will be applied to outstanding amount borrowed.

12 ANNUAL REPORTING

- a) Year-end audit and audited financial statements - balances of reserves will be presented with note disclosure and comparative figures to meet Public Sector Accounting Board reporting standards.
- b) Reporting to CRCA participating municipalities and other agencies may be required related to grants or other contributed funds.
- c) A summary reserve schedule will be included with the Board report regarding proposed funding allocations to and from reserves on an annual basis.

13 APPROVALS

The following resolution was passed at the Board meeting of _____ :

Resolution -19

Moved by:

Seconded by:



**CATARAQUI REGION
CONSERVATION AUTHORITY**

LIST OF RESERVES

**SCHEDULE 'A'
TO
CRCA RESERVE POLICY**

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Document Revisions

Schedule Revision	Date (yyyy/mm/dd)	Description of Changes	Report	Adopted by Full Authority Resolution #
DRAFT	2019/02/27	Original Issue	IR-014-19	0XX-19

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1 CORPORATE RESERVES

These reserves are maintained to support the broader corporate goals and objectives of the Conservation Authority.

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Corporate Financing Reserve	043-18	To address corporate, human resource and legal expenses.	Discretionary	General Levy, City of Kingston development review legal funds	5413-600 Corporate Financing	\$100,000	Provide for unforeseen one-time expenses
Development Review Legal Funds Reserve – City of Kingston	0XX-19	To address legal expenses associated with planning and permitting matters in the City of Kingston.	Obligatory	City of Kingston development review legal funds	N/A		
Fleet (Equipment) Reserve	043-18	To fund capital purchases of equipment.	Discretionary	General Levy	5413-450-002 Fleet		
Fleet (Vehicle) Reserve	043-18	To fund capital purchases related to the CRCA fleet of passenger vehicles, light trucks and utility trucks.	Discretionary	General Levy	5413-450 Fleet		

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
General Reserve	043-18	To fund corporate studies and miscellaneous corporate projects.	Discretionary	General Levy	5413-200 Corporate Services		
Information Technology Reserve	043-18	To fund capital projects related to information technology.	Discretionary	General Levy	5413-210-003 Information Technology		
Stabilization Reserve	043-18	To reduce or eliminate annual deficits related to unanticipated operating revenue shortfalls and/or expenses.	Discretionary	General Levy (via annual operating surpluses)	N/A	\$100,000	Address annual revenue and expense risks
Trust Reserve	043-18	To fund capital projects or initiatives related to CRCA corporate strategy.	Discretionary	Donations	N/A		

2 CONSERVATION LANDS RESERVES

These reserves are maintained to support CRCA properties and facilities.

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Boat Ramp & Water Access Point Reserve	043-18	To fund capital projects at boat ramps and water access points owned and/or operated by CRCA, excluding the Lyndhurst Water Access and Outlet Boat Ramp.	Discretionary	General Levy	5413-532 Boat Ramps, Docks & Access Points		
Boat Ramp & Water Access Point Reserve – Leeds and the Thousand Islands	0XX-19	To fund capital projects at the Lyndhurst Water Access Point on Lyndhurst Lake and the Outlet Boat Ramp on Charleston Lake.	Obligatory	Special Levy to the Township of Leeds and the Thousand Islands	5413-352-LTI Boat Ramps, Docks & Access Points		
Cataraqui Trail Reserve	043-18	To fund capital projects related to the Cataraqui Trail.	Discretionary	Donations, General Levy	5413-340 Cataraqui Trail		

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Conservation Areas Reserve	043-18	To fund capital projects at CRCA properties, excluding the Lemoine Point, Owl Woods and Parrott's Bay Conservation Areas.	Discretionary	General Levy	5413-300 Conservation Lands		
Facilities Reserve	043-18	To fund capital projects at CRCA facilities (buildings, structures and associated site works) excluding facilities at the Lemoine Point, Owl Woods and Parrott's Bay Conservation Areas.	Discretionary	General Levy	5413-360 Facilities	\$50,000	Provide for unforeseen repairs not covered by insurance
Lemoine Point Conservation Area Reserve	0XX-19	To fund capital projects at the Lemoine Point Conservation Area. Annual operating surplus funds (or deficits) in Business Unit 333 Lemoine Point Conservation Area settle to this reserve.	Obligatory	Special Levy to the City of Kingston	5413-333 Lemoine Point Conservation Area		

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Lemoine Point Native Plant Nursery Reserve	043-18	To fund capital projects related to the Native Plant Nursery at the Lemoine Point Conservation Area. Annual operating surplus funds (or deficits) in Business Unit 393 Lemoine Point Native Plant Nursery settle to this reserve.	Obligatory	Other revenue, annual surpluses from CRCA Business Unit 393 Lemoine Point Native Plant Nursery	5413-393-LPN Lemoine Point Native Plant Nursery		
Lemoine Point Workshop Reserve	0XX-19	To fund capital projects at the Lemoine Point Workshop. Annual operating surplus funds (or deficits) in Business Unit 392 Lemoine Point Workshop settle to this reserve.	Obligatory	Special Levy to the City of Kingston	5413-392 Lemoine Point Workshop		
Owl Woods Conservation Area Reserve	043-18	To fund capital projects at the Owl Woods Conservation Area. Annual operating surplus funds (or deficits) in Business Unit 336 Owl Woods Conservation Area settle to this reserve.	Obligatory	Special Levy to Loyalist Township	5413-336 Owl Woods Conservation Area		

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Parrott's Bay Conservation Area Reserve	0XX-19	To fund capital projects at the Parrott's Bay Conservation Area. Annual operating surplus funds (or deficits) in Business Unit 335 Parrott's Bay Conservation Area settle to this reserve.	Obligatory	Special Levy to Loyalist Township	5413-335 Parrott's Bay Conservation Area		
Real Property Reserve	043-18	To fund land acquisition and disposition by CRCA, including any related administrative, legal and survey costs.	Discretionary	Proceeds from insurance settlements and dispositions of real property	N/A	\$25,000	Provide for administrative, legal and survey costs for at least one property transaction

3 WATERSHED MANAGEMENT RESERVES

These reserves are maintained to support CRCA's watershed management programs.

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Forestry Reserve	043-18	To fund the delivery of forestry programs in the Cataraqui Region. Annual operating surplus funds (or deficits) in Business Unit 320 Forestry settle to this reserve.	Discretionary	Other revenue, annual surpluses from CRCA Business Unit 320 Forestry	5413-320 Forestry		
Watershed Management Reserve	0XX-19	To acquire or maintain monitoring equipment and/or procure consulting services to execute watershed management capital projects.	Discretionary	General Levy	5413-520 Engineering		

4 WATER CONTROL STRUCTURES

This subset of Watershed Management Reserves is maintained to support the water control structures (channels, dams, weirs) that are owned and/or operated by the Conservation Authority in partnership with municipalities. Some structures provide water management benefits in more than one municipality. The municipal special levies for the water control structures are therefore apportioned to the benefitting municipalities as outlined in the table below.

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Booths Falls Diversion Reserve	0XX-19	To fund capital projects at the Booths Falls Diversion on Buells Creek. Annual operating surplus funds (or deficits) in Business Unit 540 Booths Falls Diversion settle to this reserve. Owner: City of Brockville	Obligatory	Special Levy to the City of Brockville (100%)	5413-540 Booths Falls Diversion		
Broome-Runciman Dam Reserve	0XX-19	To fund capital projects at the Broome-Runciman Dam on Buells Creek. Annual operating surplus funds (or deficits) in Business Unit 538 Broome-Runciman Dam settle to this reserve. Owner: CRCA	Obligatory	Special Levy to the City of Brockville (100%)	5413-538 Broome-Runciman Dam		

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Buells Creek Detention Basin Reserve	0XX-19	To fund capital projects at the Buells Creek Detention Basin. Annual operating surplus funds (or deficits) in Business Unit 539 Buells Creek Detention Basin settle to this reserve. Owner: City of Brockville	Obligatory	Special Levy to the City of Brockville (100%)	5413-539 Buells Creek Detention Basin		
Fred Grant Dam Reserve	0XX-19	To fund capital projects at the Fred Grant Dam (Lees Pond) on Lyn Creek. Annual operating surplus funds (or deficits) in Business Unit 537 Fred Grant Dam settle to this reserve. Owner: CRCA	Obligatory	Special Levy to the Township of Elizabethtown-Kitley (100%)	5413-537 Fred Grant Dam		

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Highgate Creek Channelization Reserve	0XX-19	<p>To fund capital projects at the Highgate Creek Channelization. Annual operating surplus funds (or deficits) in Business Unit 533 Highgate Creek Channelization settle to this reserve.</p> <p>Owner: City of Kingston</p>	Obligatory	Special Levy to the City of Kingston (100%)	5413-533 Highgate Creek Channelization		
Little Cataraqui Creek Dam Reserve	0XX-19	<p>To fund capital projects at the Little Cataraqui Creek Dam. Annual operating surplus funds (or deficits) in Business Unit 534 Little Cataraqui Creek Dam settle to this reserve.</p> <p>Owner: CRCA</p>	Obligatory	Special Levy to the City of Kingston (100%)	5413-534 Little Cataraqui Creek Dam		

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Marsh Bridge Dam Reserve	0XX-19	To fund capital projects at the Marsh Bridge Dam at Centre Lake on Leeders Creek (Gananoque River). Annual operating surplus funds (or deficits) in Business Unit 536 Marsh Bridge Dam settle to this reserve. Owner: CRCA	Obligatory	Special Levies to the Township of Athens (15%), Township of Front of Yonge (40%), Town of Gananoque (15%) and Township of Leeds and the Thousand Islands (30%)	5413-536 Marsh Bridge Dam		
Sydenham Lake Dam Reserve	0XX-19	To fund capital projects at the Sydenham Lake Dam on Millhaven Creek. Annual operating surplus funds (or deficits) in Business Unit 531 Sydenham Lake Dam settle to this reserve. Owner: CRCA	Obligatory	Special Levies to Loyalist Township (25%) and the Township of South Frontenac (75%)	5413-531 Sydenham Lake Dam		

Name	Board Resolution	Purpose(s)	Reserve Type	Funding Source(s)	Transfer from Operating Business Unit	Desired Minimum Balance	Rationale for Minimum Balance
Temperance Lake Dam Reserve	0XX-19	To fund capital projects at the Temperance Lake Dam on Leeders Creek (Gananoque River). Annual operating surplus funds (or deficits) in Business Unit 535 Temperance Lake Dam settle to this reserve. Owner: CRCA	Obligatory	Special Levies to the Township of Athens (40%), Township of Front of Yonge (15%), Town of Gananoque (15%) and Township of Leeds and the Thousand Islands (30%)	5413-535 Temperance Lake Dam		
Wilton Road Dam Reserve	0XX-19	To fund capital projects at the Wilton Road Dam on Millhaven Creek. Annual operating surplus funds (or deficits) in Business Unit 532 Wilton Road Dam settle to this reserve. Owner: CRCA	Obligatory	Special Levy to Loyalist Township (100%)	5413-532 Wilton Road Dam		

5 APPROVALS

The following resolution was passed at the Board meeting of _____, 2019:

Resolution 0XX-19

Moved by: _____
Seconded by: _____

CRCA 2019 Budget - Update

Board Meeting
February 27, 2019



CATARAQUI REGION
CONSERVATION AUTHORITY

CRCA Budget Overview

- Annual Operating Budget (draft 2019 = \$5.2 Million)
- 10-year Capital Forecast (draft 2019 to 2028 = \$2.8 Million)
- Revenue from participating municipalities (one-half), internal recoveries (one-third), user fees (10%), Province (5%), other

Municipal levies:

- General Levy – regular operations
- Special Levies – specific properties
- Special Levies – water control structures

General Levy to Municipalities - Apportionment

- Based on Modified Current Value Assessment Data
- Per O. Reg. 670/00 under the *Conservation Authorities Act*
- Values provided annually to CRCA by the Ontario Ministry of Natural Resources & Forestry
- Total modified assessment (\$) in each municipality is multiplied by proportion of municipal area in the CA

General Levy Apportionment for 2019

CRCA Member Municipality	Modified Current Value Assessment (\$) in Cataraqui Region	Apportionment %
Township of Athens	302,209,451	0.9
City of Brockville	2,771,245,026	8.0
Township of Elizabethtown-Kitley	418,857,464	1.2
Township of Front of Yonge	355,550,064	1.0
Town of Gananoque	627,982,869	1.8
Town of Greater Napanee	1,006,099,370	2.9
City of Kingston	21,678,894,066	62.3
Leeds & Thousand Islands	2,341,726,418	6.7
Loyalist Township	2,038,268,235	5.9
Township of Rideau Lakes	1,116,434,866	3.2
Township of South Frontenac	2,140,375,319	6.2
TOTAL	34,797,643,147	100.0

Annual Budget Consideration - Weighted Vote

- Recorded vote, specific to the annual budget consideration
- Per O. Reg. 139/96 under the *Conservation Authorities Act*
- Weighting based on General Levy apportionment data
- City of Kingston is capped at 50% of the weighted vote
- **Each member carries a portion of their municipality's vote**
- Majority (51%) of weighted votes required to pass
- Only members who are present contribute to the total

Annual Budget Consideration - Weighted Vote (2019)

CRCA Member Municipality	Apportionment %	Municipal Voting Weight	# of Members	Member Vote Weight
Township of Athens	0.9	1.2	1	1.2
City of Brockville	8.0	10.6	2	5.3 (each)
Township of Elizabethtown-Kitley	1.2	1.6	1	1.6
Township of Front of Yonge	1.0	1.4	1	1.4
Town of Gananoque	1.8	2.4	1	2.4
Town of Greater Napanee	2.9	3.8	1	3.8
City of Kingston	62.3	50.0	4	12.5 (each)
Leeds & Thousand Islands	6.7	8.9	1	8.9
Loyalist Township	5.9	7.8	2	3.9 (each)
Township of Rideau Lakes	3.2	4.3	1	4.3
Township of South Frontenac	6.2	8.2	2	4.1 (each)
TOTAL	100.0	100.0	17	100.0

Annual Budget Consideration - Weighted Vote (2019)

CRCA Member Municipality	Apportionment %	Municipal Voting Weight	# of Members	Member Vote Weight
Township of Athens	0.9	1.2	1	1.2
City of Brockville	8.0	10.6	2	5.3 (each)
Township of Elizabethtown-Kitley	1.2	1.6	1	1.6
Township of Front of Yonge	1.0	1.4	1	1.4
Town of Gananoque	1.8	2.4	1	2.4
Town of Greater Napanee	2.9	3.8	1	3.8
City of Kingston	62.3	50.0	4	12.5 (each)
Leeds & Thousand Islands	6.7	8.9	1	8.9
Loyalist Township	5.9	7.8	2	3.9 (each)
Township of Rideau Lakes	3.2	4.3	1	4.3
Township of South Frontenac	6.2	8.2	2	4.1 (each)
TOTAL	100.0	100.0	17	100.0

Thank you!



Comments to the Board

Facility Review

The general plan as the committee moves forward is to narrow the options that will be presented to the Board. It is the intent of the committee to view a developed property on Sydenham Rd. to consider its fit for us. Other options have not been eliminated, but most of the staff work has been considering a joint venture with the County of Frontenac and the Township of South Frontenac; there is a report before you that speaks to that option.

We have many new faces around the Board table and it is these members who will be asked to vote on proposed actions of that affect CRCA over the next number of years.

There has been some discussion on how our Brand may get watered down, lost or otherwise altered by entering into a joint project. I believe that members of County Council have largely determined that if they are going to move their Administration Building, it will have to be built in the County. At the same time South Frontenac Township would only consider a new administrative facility in their Township, so if any part of the partnership is to survive, the new facility would be in South Frontenac. One of the merits in locating the facility near Sydenham is the opportunity to tap into municipal water.

On the other side, it has been suggested that our "Brand" is really the Outdoor center and its connection to the community, so it doesn't matter where the administration building is located because there are just folks coming here for a specific business purpose. I take issue with that perspective. As a board member, my connection to CRCA is definitely tied to this property; I do not see our administration building as part of a strip mall or frankly a bare flat field near Sydenham. I can believe that our staff might well make a direct connection between the work that they do and an office space that is located in an environment like Little Cat. I see staff out enjoying the property during their lunch.

I have taken a little time to consider the locations of other CA's Administration Buildings throughout eastern Ontario. Rideau Valley CA is on land that leads to water and abuts a park. Ganaraska CA is on land that has the Ganaraska River. Crowe Valley CA is on land that fronts on the Trent River in Marmora. Kawartha CA is on a large land holding in a wooded setting with access to Strugeon Lake. Otonabee CA is on a small urban lot. Mississippi Valley CA has a road presence, but land behind as a park and appears to access the Mississippi River. Raisin CA is urban but close to water. Quinte CA has a large land Holding and is in a mature wooded area with walking trails and across the road from the Bay of Quinte. South Nation is at the south end of the village of Finch on a former school lot. As far as I can tell, each of the aforementioned CA's do not share their facilities with any one else. Location does still matter in my opinion

The report that you see before you this evening does offer a compelling financial rationale for a shared facility, both in terms of reduced capital and life cycle costs. I believe there would certainly be some complexities in meshing all three organizations in some areas like sharing

kitchen and meeting room space.

When CRCA chooses to occupy a new administration facility, the site in my opinion needs to reflect a natural wooded area with water.

The reality that CRCA faces in whatever it chooses to do is the financial circumstances that will dictate how and when we move forward. The message from government officials at a recent ROMA Conference in Toronto suggests belt tightening in the years ahead. We are part of the MUSH sector (Municipal, University, School and Hospital). Government appears likely to tackle the provincial deficit through either holding or reducing transfer payments to the MUSH sector. CRCA gets some of its funding directly from the province, but the largest part comes from levies to our member municipalities. The municipalities collect tax revenue for the school systems and routinely are asked to support local hospitals. Other than Universities, all of the other parts of the sector appear likely to be affected by the limits around transfer payments, rely on the property taxes (hospitals to a lesser extent). A major financial ask at this time to our member municipalities is not likely to be well received. While we do have levy power to push forward, even if no appeal were forthcoming, it would strain the relationship considerably.

Moving forward, we need to demonstrate due diligence in the financial modelling and planning for an updated Administration building, but I believe we need to bring our municipal partners more closely into the discussion. One municipality in particular will face considerable pressure, namely South Frontenac who will be a contributing partner to all three entities.

Options include: A) Moving Forward B) Slow down the program C) Revisit the full range of options