

CATARAQUI REGION CONSERVATION AUTHORITY

FULL AUTHORITY BOARD MEETING

AGENDA

DATE: WEDNESDAY, SEPTEMBER 25, 2019

TIME: 6:30 P.M.

LOCATION: CATARAQUI REGION CONSERVATION AUTHORITY
ADMINISTRATION OFFICE BOARDROOM

1. ROLL CALL

2. ADOPTION OF AGENDA

A. THAT the agenda be ADOPTED as circulated.

3. DECLARATION OF CONFLICT OF INTEREST

4. DELEGATION / PRESENTATION

4.1. Steve Dyer, Cataraqui Conservation Foundation

Recommendation:

B. THAT the verbal presentation by Steve Dyer, Cataraqui Conservation Foundation, BE RECEIVED.

5. APPROVAL OF PREVIOUS MINUTES

5.1. [Minutes of August 28, 2019](#)

C. THAT the minutes of the August 28, 2019 meeting of the Cataraqui Region Conservation Authority, BE APPROVED.

6. BUSINESS ARISING

7. ITEMS FOR CONSIDERATION

7.1. [Summer Day Camp at Mac Johnson Wildlife Area – Update \(report IR-067-19\)](#)

D. THAT Report IR-067-19, Summer Day Camp at Mac Johnson Wildlife Area – Update, BE RECEIVED.

7.2. [Operating Variance Report to End of August 2019 \(report IR-068-19\)](#)

E. THAT report IR-068-19, Operating Variance Report to End of August 2019, BE RECEIVED.

7.3. [Capital Variance Report to End of August 2019 \(report IR-069-19\)](#)

F. THAT Report IR-069-19, Capital Variance and Closure Report to End of August 2019, BE RECEIVED; and,

THAT 2019 and prior years capital projects, as indicated in Section 9.0 Financial Implications of the Capital Variance and Closure Report to End of August 2019, BE CLOSED, and recommended reserve transfers BE APPROVED.

7.4. [Water Control Structure Operation Maintenance Safety and Surveillance Manuals \(PR00032\) \(report IR-070-19\)](#)

G. THAT Report IR-070-19, Water Control Structure Operation Maintenance Safety and Surveillance Manuals (PR00032), BE RECEIVED; and,

THAT staff BE DIRECTED to fund project PR00032, Water Control Structure – Operation, Maintenance, Safety, and Surveillance Manuals as per Table 2, Section 9.0 of the report; and,

THAT staff BE DIRECTED to procure the services of D.M. Wills Associates Limited to complete the capital project as outlined in the approved 2019 capital forecast.

7.5. [Update to Cataraqui Region Conservation Authority 2019 Full Authority Board Meeting Schedule \(report IR-071-19\)](#)

H. **THAT** report (IR-071-19), Update to Cataraqui Region Conservation Authority 2019 Full Authority Board Meeting Schedule, BE RECEIVED; and,

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

8. MINUTES

8.1. [Friends of Lemoine Point](#)

I. **THAT** the Friends of Lemoine Point minutes of May 6, 2019 and June 3, 2019, BE RECEIVED.

9. COMMITTEE REPORTS

There are no Committee Reports.

10. ANNOUNCEMENTS OR INQUIRIES / INFORMATION

There is no report on Communications.

11. MOTIONS / NOTICE OF MOTION

12. IN CAMERA SESSION

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

- 12.1. Confidential Report - Full Authority Confidential In-Camera Minutes of August 28, 2019 (Report IR-072-19)
- 12.2. Confidential Report – Report from Personnel Committee Meetings of September 4 and September 16, 2019 (report IR-073-19)
- 12.3. Confidential Report – Recruitment - General Manager (report IR-074-19) – to be distributed

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

13. RETURN TO OPEN SESSION

L. THAT Cataraqui Region Conservation Authority AUTHORIZE staff to pursue items of action as discussed at the **IN CAMERA** session on September 25, 2019.

14. ADJOURNMENT

CATARAQUI REGION CONSERVATION AUTHORITY

MINUTES OF THE FULL AUTHORITY BOARD

WEDNESDAY, AUGUST 28, 2019

CRCA ADMINISTRATION OFFICE BOARDROOM

Present: Alan Revill (Chair), Alan Barton, Leigh Bursey, Claire Gunnewiek, Al Hanes, Matt Harper, Bert Herfst, Garry Hewett, Paul McAuley, Gordon Ohlke, Gary Oosterhof

Regrets: Rhonda Ferguson, Wayne Hill, Robert Kiley, Lisa Osanic, Terry Richardson, Ross Sutherland (Vice Chair)

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

Guests: Pat McNamee, Meela Melnik-Proud and Evonne Potts General Public

Delegation: Brian Dodo and Jen Cameron, BMDODO

The meeting commenced at 6:30 P.M.

1. ROLL CALL

There were eleven (11) members present.

2. ADOPTION OF AGENDA

Moved by: Gordon Ohlke
Seconded by: Paul McAuley

THAT the agenda BE ADOPTED.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were none.

4. DELEGATION / PRESENTATION

4.1. Brian Dodo, BMDODO

- Presentation – Cataraqui Region Conservation Authority Recommended Corporate Logo

Resolution: 068-19
Moved by: Paul McAuley
Seconded by: Al Hanes

THAT the presentation by Brian Dodo of BMDODO on Cataraqui Region Conservation Authority Recommended Corporate Logo, BE RECEIVED.

CARRIED

5. APPROVAL OF PREVIOUS MINUTES

5.1. Minutes of June 26, 2019

Moved by: Leigh Burse

Seconded by: Garry Hewett

THAT the minutes of the June 26, 2019 meeting of the Cataraqui Region Conservation Authority, BE APPROVED.

CARRIED

6. BUSINESS ARISING

There was none.

7. ITEMS FOR CONSIDERATION

7.1. Signage Standards – Corporate Logo (report IR-055-19)

Leigh Bursey requested a recorded vote.

Resolution: 069-19
 Moved by: Paul McAuley
 Seconded by: Claire Gunnewiek

THAT report IR-055-19, Signage Standards – Corporate Logo, BE RECEIVED; and,

THAT a new corporate logo for the Cataraqui Region Conservation Authority, as presented to the Board at the August 28, 2019 meeting by consultant BMDODO Strategic Design, BE APPROVED.

CARRIED

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

7.2. Information Technology Services - Draft Shared Services Agreement (report IR-056-19)

Resolution: 070-19
Moved by: Bert Herfst
Seconded by: Leigh Burse

THAT Report IR-056-19, Information Technology Services – Draft Shared Services Agreement, BE RECEIVED; and,

THAT the Cataraqui Region Conservation Authority enter into a Shared Services Agreement with the County of Frontenac for Information Technology Services.

CARRIED

8. MINUTES

8.1. Friends of Lemoine Point

Resolution: 071-19
Moved by: Claire Gunnewiek
Seconded by: Paul McAuley

THAT the Friends of Lemoine Point minutes of April 1, 2019, BE RECEIVED.

CARRIED

9. COMMITTEE REPORTS

9.1. Report from Administration Facility Committee meeting of July 31, 2019 (IR-057-19)

- Presentation – Tom Beaubiah, Manager, Conservation Lands ([Attachment #1](#))

Resolution: 072-19
Moved by: Leigh Burse
Seconded by: Bert Herfst

THAT the presentation on Administration Facility by Tom Beaubiah, Manager, Conservation Lands, BE RECEIVED.

CARRIED

Resolution: 073-19
Moved by: Leigh Burse
Seconded by: Matt Harper

THAT the report from the Administration Facility Committee meeting of July 31, 2019 (IR-057-19) BE APPROVED.

CARRIED

9.2. Report from Budget Review Committee meetings of August 16 and 26, 2019 (IR-058-19)

- Presentation – Rob McRae, Manager, Corporate Services ([Attachment #2](#))

Resolution: 074-19
Moved by: Bert Herfst
Seconded by: Claire Gunnewiek

THAT the presentation on Cataraqui Region Conservation Authority 2020 Budget and Capital Forecast by Rob McRae, Manager, Corporate Services, BE RECEIVED.

CARRIED

Resolution: 075-19
Moved by: Bert Herfst
Seconded by: Gary Oosterhof

THAT the report from the Budget Review Committee meetings of August 16 and 26, 2019 (IR-058-19) BE APPROVED.

CARRIED

10. ANNOUNCEMENTS OR INQUIRIES/INFORMATION

10.1. Report on Communications (report IR-059-19)

The Board acknowledged the achievement of Donna Campbell, Assistant, Chair & General Manager, on successfully completing the Parliamentary Meeting Protocol Course (PMPC) through the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).

Resolution: 076-19
Moved by: Al Hanes
Seconded by: Matt Harper

THAT the Report on Communications (IR-059-19), BE RECEIVED.

CARRIED

11. MOTIONS / NOTICES OF MOTIONS

The following Motion was presented after the In Camera Session discussion regarding the retirement of the General Manager effective December 31, 2019.

Resolution: 077-19
Moved by: Bert Herfst
Seconded by: Gordon Ohlke

THAT the Full Authority Board of Cataraqui Region Conservation Authority RECEIVE the notice of retirement from the General Manager effective December 31, 2019; and,

THAT the Personnel Committee BE DIRECTED to recruit a new General Manager; and,

THAT the Personnel Committee BE AUTHORIZED to spend up to \$10,000 for consultant, legal and advertising costs related to the recruitment of a new General Manager; and,

THAT the expense BE CHARGED to Business Unit 100 – General Manager's Office.

CARRIED

12. IN CAMERA SESSION

Resolution: 078-19
Moved by: Bert Herfst
Seconded by: Al Hanes

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

CARRIED

Resolution: 079-19
Moved by: Al Hanes
Seconded by: Gary Oosterhof

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

CARRIED

13. RETURN TO OPEN SESSION

Resolution: 080-19
Moved by: Paul McAuley
Seconded by: Bert Herfst

THAT Cataraqui Region Conservation Authority **AUTHORIZE** staff to pursue items of action as discussed at the **IN CAMERA** session on August 28, 2019.

CARRIED

14. ADJOURNMENT

The meeting adjourned at 8:55 P.M. on a motion by Matt Harper, seconded by Garry Hewett.

Katrina Furlanetto,
Manager, Watershed Planning
& Engineering

Geoff Rae, MBA, P.Eng.
General Manager

Alan Revill
Chair

CRCA Administration Facility Options Assessment

Full Authority Board
August 28, 2019

History

- The review of the CRCA Administration Building has been ongoing since 2008.
 - Office Addition (IR-029-08)
 - Office Building Potential Addition (IR-051-14)
 - CRCA Administration Building CS-1 (CRCA Work Plan 2017-20)
 - CRCA Facility Investigation (IR-043-17)
 - CRCA Administration Facility – Options Development (IR-078-17)
 - Directed staff to assess options and established the Administration Building Committee

Replacement Considerations

- Organizational structure
- Operational processes
- Culture and image
- Operational costs
- Opportunities for partnerships/shared services
- Customer service
- Security
- Meeting spaces
- Storage
- Collaboration space
- Parking
- Capital maintenance backlog

Options

- Rehabilitate the current building
- Purchase an existing building to repurpose
- Construct new on or off-site
- Partner with another organization to build or renovate space



Current CRCA Administration Facility

- Inefficient building
- Safety Concerns
- Security
- Accessibility limitations
- Overflow office space within a construction trailer
- Infrastructure repairs on hold



- | | |
|----------------------------|-----------|
| • Septic Replacement | \$ 40,000 |
| • Roof Repair (Flat/leaks) | \$ 12,000 |
| • Trailer HVAC | \$ 10,000 |
| • Retaining Wall(s) | \$ 20,000 |
| • AODA | \$? |

Purchase Existing - 1555 Sydenham Road - 12,900 ft²

- Older structure
- Flat roof construction
- Efficiency limitations
- Well and septic assumed to be adequate
- Financing challenges



• Site Purchase	\$ 1,800,000
• Building Renovation	\$ 1,918,775
• Total Cost	\$ 3,718,775
• 20% LEED Upcharge	\$ 4,462,530

New Construction - Little Cataraqui Creek 10,118 ft²

- Near existing administration building footprint or operations shop
- Avoids land purchase cost (can be invested in new build)
- New construction with efficiency considerations (energy)
- New build meeting current construction standards (incl. AODA)
- Financing challenges



Joint Facility - Frontenac County/CRCA

- CRCA tenant agreement
- Construction financed through the County
 - Amortization of costs
- Minimized risk
 - Construction overruns
 - Service sharing opportunity
 - Asset Management (County Building)
- Opportunities for shared space



- Building Renovation/Construction
 - County \$ 1,844,500
 - CRCA \$ 1,860,000
- Total Cost \$ 3,704,500
- 20% LEED Upcharge \$ 4,445,400

Outcome

- Findings
 - The preferred option is to participate in the joint administration facility project.
- Next Steps
 - **Advising the County of the CRCA's intent to participate**
 - Development of agreements (tenancy, financial, etc.)
 - Design & Construction

Thank you!



Tom Beaubiah - Manager, Conservation Lands



Proposed CRCA 2020 Budget and Capital Forecast

CRCA Board Meeting
August 28, 2019



CATARAQUI REGION
CONSERVATION AUTHORITY

Presentation Overview

- Proposed CRCA 2020 Operating Budget and Capital Forecast
 - Considerations
 - Operating Budget
 - Capital Forecast for 2020 to 2029
- Proposed Next Steps

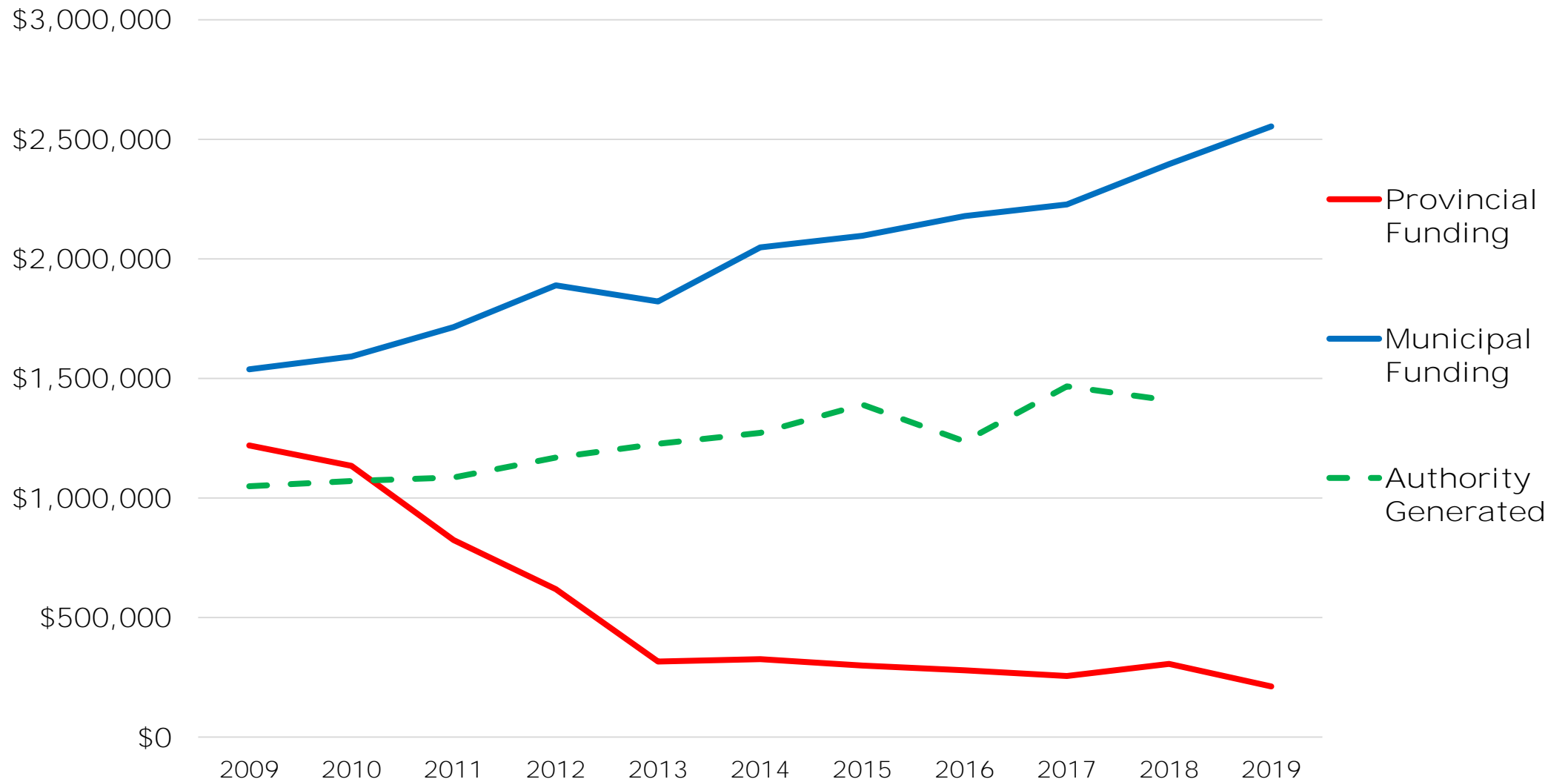
CRCA Budget Multi-Year Forecast - Fall 2018

Levy % Change	2019 Approved	2020	2021	2022	2023
General Levy	5.3	6.1	6.0	5.0	3.7
Special Levies (properties)	0	1.5	1.5	1.5	1.5
Special Levies (water control structures)	101.9	1.5	1.5	1.5	1.5
TOTAL LEVY	6.6	5.5	5.5	4.6	3.4

CRCA 2020 Operating Budget - Considerations

- Uncertain, diminishing Federal & Provincial funding
 - 2019: overall decrease of almost \$80,000 vs. budget
- Letter from Ontario Minister of the Environment, Conservation & Parks (August 16, 2019)
- Continued implementation of 2017 compensation review
- Uncontrollable expenses from external providers
- Drive for efficiencies across the organization

Trend in Primary CRCA Operating Revenue Sources, 2009 to 2019



Information Technology - New Service Model

- Frontenac Municipal Information System – pending shared services agreement
- Overall cost increase of \$25,900 (2020, proposed)
- Participation cost will decline on a sliding scale across 5 years
- Benefits:
 - Improved security of corporate data
 - Better reliability (e.g. recovery from disruptions)
 - Access to group procurement
 - Access to business workflow analyses and new tools

Fleet Optimization - Ongoing Progress

- Optimized vehicle fleet:
 - Reduced fleet from 10 to 7 vehicles
 - Efficient use of all vehicles
- Consolidated equipment:
 - Sold 9 machines
 - Purchased 3 multi-purpose Utility Vehicles
- Proposed for 2020:
 - Sell 3 tractors
 - Purchase 2 new tractors, float, mower
 - Proposed draw from Real Property Reserve (up to \$55k)



Municipally-Owned Water Control Structures

- Potential transfer of operations and maintenance from CRCA to municipalities
- CRCA has limited operating funding and insufficient reserve funds for capital projects
- Three structures:
 - Booth Falls Diversion (Brockville)
 - Buells Creek Detention Basin (Brockville)
 - Highgate Creek Channelization (Kingston)

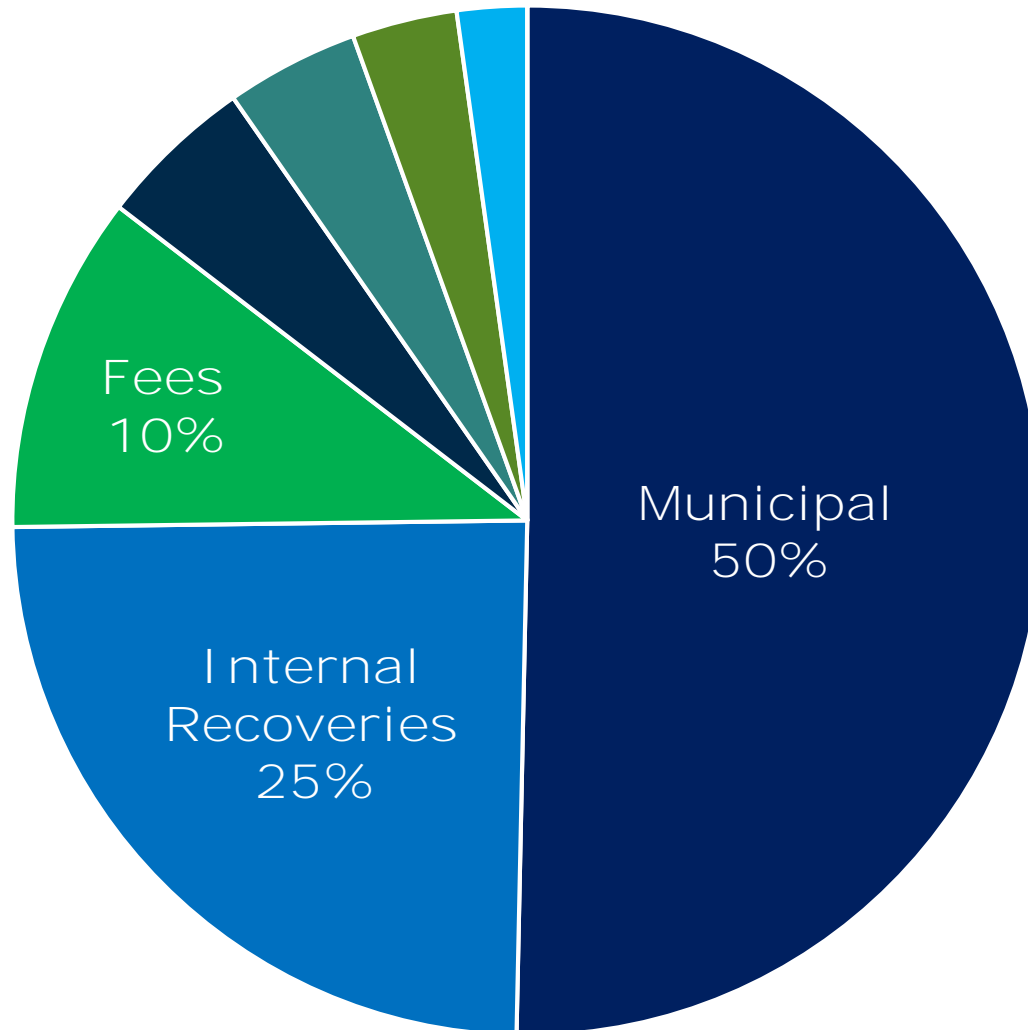


Highgate Creek Channelization

Proposed CRCA 2020 Operating Budget

- Proposed \$5.2 Million Operating budget
- Overall 1.2% year-over-year decrease in expenses (\$61,820 less)
- Addresses revenue challenges, staff costs, uncontrollable expenses
- Reflects efficiencies
- Capital reserve transfers:
 - Modest increase to contributions
 - Insufficient for long-term sustainability (e.g. water control structures)
- Limited options for further line-by-line reduction

Proposed CRCA 2020 Operating Revenue (\$5.2 M)



- Municipal (\$2.60 M)
- Internal Recoveries (\$1.3 M)
- Fees (\$549k)
- Forests Ontario (\$253k)
- Provincial (\$216k)
- Reserve Transfer (\$170k)
- Other (\$113k)
- Federal (\$0k)

Proposed 2020 Operating Budget - Change in Levies

Levy	Proposed Budget	\$ Change from 2019	% Change from 2019
General Levy	2,267,958	48,442	2.2
Special Levies (properties)	244,750	0	0.0
Special Levies (water control structures)	89,650	0	0.0
TOTAL LEVY	2,602,358	48,442	1.9

Proposed 2020 Operating Budget - Program Changes

- Four program changes (Options # 1 through # 4)
- Proposed 2020 Operating Budget reflects all options
- Reduction in General Levy increase:
 - 2nd Draft Budget = 16.2%
 - Proposed Budget = 2.2%
- No reserve draw to fund regular operations

CRCA Operating Budget - Future Years

- Year-over-year increases to General and Special Levies:
 - Estimated to be approximately 2.5%
- Multi-year budget forecasting:
 - Anticipated factors (e.g. IT service agreement)
 - Unknown factors (e.g. Provincial transfer payments)
- Other influencing factors:
 - Forthcoming Provincial regulations
 - Service agreements with municipalities

Proposed CRCA Capital Forecast for 2020 to 2029

- Fully funded forecast over ten years
- Primary revenue source is CRCA reserves
- Some projects depend on Federal and Provincial grants
 - Declining access to Water & Erosion Control Infrastructure funding
- 137 projects proposed over 10 years (\$2.5 M overall)
- Proposed for 2020:
 - 33 capital projects
 - \$543,900 overall

2020 Budget Development - Proposed Next Steps

Step	August	September	October	November	December
Board consideration (circulation)	28 th				
Municipal review period		●	●	●	
Municipal presentations		●	●	Kingston 26 th	
Budget Review Committee meeting regarding final draft				BRC 27 th	
Board consideration (adoption)					Board 4 th

2020 Budget Development - Proposed Next Steps

Step	August	September	October	November	December
Board consideration (circulation)	28 th				
Municipal review period		●	●	●	
Municipal presentations		●	●	Kingston 26 th	
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2020 Budget Development - Proposed Next Steps

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2020 Budget Development - Proposed Next Steps

Step	August	September	October	November	December
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Municipal review period		●	●	●	
Municipal presentations		●	●	Kingston 26 th	
Budget Review Committee meeting regarding final draft				BRC 27 th	
Board consideration (adoption)					Board 4 th

Budget Review Committee Recommendation

THAT the Cataraqui Region Conservation Authority Proposed 2020 Budget and Capital Forecast (August 26, 2019), BE APPROVED, AS AMENDED, for presentation to member municipalities; and,

THAT staff BE AUTHORIZED to draw up to \$55,000 from the Real Property Reserve as supplemental funding for capital projects PR 00046 (Equipment – Tractor 50hp – Cab w/plow), PR 00049 (Equipment – Tractor 50hp – Cab w/plow), PR 00269 Equipment – Aluminum Trailer), and PR 00270 Equipment -- Offset Flail Attachment 3 pt) in 2020; and,

THAT staff BE DIRECTED to enter into discussions to negotiate a transfer of responsibility from the Cataraqui Region Conservation Authority to the City of Brockville and City of Kingston, for the operation and maintenance of municipally-owned water control structures in those municipalities; and,

THAT staff BE DIRECTED to report to the Board on the municipally-owned water control structures in fall 2019.

Thank you - Rob McRae, MCIP, RPP, Manager, Corporate Services





**CATARAQUI REGION
CONSERVATION AUTHORITY**

DATE: SEPTEMBER 25, 2019

REPORT # IR-067-19

TO: FULL AUTHORITY BOARD

**FROM: KRISTA FAZACKERLEY
SUPERVISOR, COMMUNICATIONS AND EDUCATION**

1.0 TYPE OF REPORT CONSENT ITEM
ITEM FOR BOARD CONSIDERATION

2.0 TOPIC

SUMMER DAY CAMP AT MAC JOHNSON WILDLIFE AREA - UPDATE

3.0 RECOMMENDATION

THAT Report IR-067-19, Summer Day Camp at Mac Johnson Wildlife Area – Update, BE RECEIVED.

4.0 PURPOSE

The purpose of this report is to update the Board about the summer day camp (“nature camp”) that was operated by the Frontenac Arch Biosphere Network (FABN) during July and August 2019 at the Mac Johnson Wildlife Area.

5.0 BACKGROUND

For many years the Frontenac Arch Biosphere Network has operated two successful nature camp programs in the Cataraqui Region Conservation Authority (CRCA) region, one at Kendrick's Park near Lyndhurst and the other at Landon Bay near Gananoque. As described in Report IR-032-19, Summer Camp at Mac Johnson Wildlife Area (dated April 24, 2019), FABN staff contacted CRCA in 2017 about piloting an additional nature camp at the Mac Johnson Wildlife Area in Brockville pending a grant from the Ontario Trillium Foundation.

FABN operated a nature camp at the Mac Johnson Wildlife Area over the summer of 2019 that ran for seven weeks starting July 1, 2019. Each week of camp consisted of three days at the Mac Johnson Wildlife Area and two days at the Lyn Valley Conservation Area for swimming and exploring the trails.

FABN staff promoted the new camp at the Township of Elizabethtown-Kitley recreation program registration days and other community events, and via the FABN and CRCA social media platforms and websites.

6.0 STRATEGIC PLAN

This report supports Goal E in the Strategic Plan, Cataraqui to 2020.

To provide opportunities for the public to learn from the public open spaces within the jurisdiction, and to respect the local natural environment.

- Promote a range of conservation education opportunities for watershed residents
- Promote our role and message to watershed residents, member municipalities, and partner agencies

7.0 INPUT FROM OTHER SOURCES

Staff consulted with:

- Manager, Conservation Lands;
- Manager, Corporate Services; and,
- Camp Program Manager, Frontenac Arch Biosphere Network.

8.0 ANALYSIS

Given that this was the first year in which the program was offered, camp registration during the seven weeks was at only 29% of capacity. However, the nature camp was able to operate owing to the Ontario Trillium Foundation grant and other funds from the Canada Summer Jobs program.

CRCA staff met with FABN representatives at the end of the 2019 nature camp season and staff are able to report the following:

- CRCA and FABN staff were pleased with the partnership between the organizations and how the camp fit in with other activities happening over the summer such as group bookings at Mac Johnson Wildlife Area and the swim programs offered by the Township of Elizabethtown-Kitley at Lyn Valley Conservation Area.
- The nature camp operated in areas already in use by CRCA education programs, meaning there was no extra work for Conservation Authority operations staff on their weekly scheduled maintenance visits to the properties. Both locations were well suited to host camp participants and activities by offering a variety of field, wetland and forest spaces to explore and learn.
- Partnering with FABN to host the nature camp enabled CRCA to offer enhanced service to the eastern part of the jurisdiction, build on our education programs and continue to raise the profile of Mac Johnson Wildlife Area and Lyn Valley Conservation Area.
- FABN staff received positive feedback from participants and their caregivers with regards to the program, site and staff.
- FABN staff see a demand and need for this type of program in the community. The other two nature camps also experienced low enrollment at first, but registration increased to sustainable numbers over time. Cost may be a challenge for some families. FABN will be reaching out to community groups before the 2020 season to help offset the registration cost for families by raising funds through donations and/or sponsorships.

Despite low enrollment, CRCA staff see potential for the nature camp program to grow during the 2020 season and see a benefit to the community by continuing the partnership with FABN. The Ontario Trillium Foundation grant extends until December 2020 and there are several avenues to help promote the camp and build on participant numbers for next summer. FABN will reach out to teachers on professional development days, and host PA Day programs at camp locations as well as March Break camps. CRCA programs will benefit from this outreach as FABN will be promoting and raising awareness of the Conservation Areas as well as CRCA education programs.

9.0 FINANCIAL IMPLICATIONS

CRCA does not incur costs to run the summer day camp. FABN pays an annual contribution to CRCA to use the property during the camp season.

10.0 CONCLUSION

Overall the partnership between FABN and CRCA to deliver a summer day camp at Mac Johnson Wildlife Area was a success. It allowed CRCA to offer enhanced service to the eastern part of the jurisdiction and strengthen relationships with existing partners to offer programs that are beneficial to both organizations.

Respectfully submitted,

(Original signed by)

Krista Fazackerley
Communications Coordinator

Respectfully submitted,

(Original signed by)

Rob McRae, MCIP, RPP
Manager, Corporate Services

Approved for circulation,

(Original signed by)

Geoff Rae, MBA, P.Eng
General Manager



**CATARAQUI REGION
CONSERVATION AUTHORITY**

DATE: SEPTEMBER 25, 2019

REPORT # IR-068-19

TO: FULL AUTHORITY BOARD

**FROM: CHERYL RIDER, CPA, CGA
SUPERVISOR, FINANCE**

1.0 TYPE OF REPORT CONSENT ITEM
ITEM FOR BOARD CONSIDERATION

2.0 TOPIC

OPERATING VARIANCE REPORT TO END OF AUGUST 2019

3.0 RECOMMENDATION

THAT report IR-068-19, Operating Variance Report to End of August 2019, BE RECEIVED.

4.0 PURPOSE

The purpose of this report is to update the Board on any significant surpluses or deficits to August 31, 2019. The report also includes a forecast of CRCA's revenues and expenses to year-end at December 31, 2019.

5.0 BACKGROUND

Throughout each year the Cataraqui Region Conservation Authority (CRCA) leadership team reviews actual revenue and expense values for the operating business units and identifies any significant surpluses or deficits. Staff also quantify all projected variances from the approved budget for the full year and, if a significant variance is forecast, provide an explanation as to the cause of the variance.

6.0 STRATEGIC PLAN

This report supports Goal F in the Strategic Plan, Cataraqui to 2020.

To operate an efficient and financially sound organization that provides excellent service to the community; promotes best environmental practices; and that offers a healthy, positive and nurturing workplace environment for staff, members and volunteers.

- Maintain a positive image in the community.
- Make customer service a top priority in all work areas.
- Maximize the efficient use of time and resources to avoid waste.
- Demonstrate leadership in environmental design as well as energy and materials conservation.
- Foster the health, safety, morale and career development of our staff.
- Maintain up-to-date corporate policies.
- Maintain internal capacity in support services such as accounting, communications, document management, geomatics and information technology.
- Manage capital assets in a long-term, sustainable way.

7.0 INPUT FROM OTHER SOURCES

The Leadership Team has examined the statement of expenses and revenues up to and including August 31, 2019 and provided input to the Supervisor, Finance for the business units for which they are responsible.

8.0 ANALYSIS

The Operating Variance Report to End of August 2019 is [Attachment #1 - Operating Variance Report to End of August 2019](#) to this report. Based on an analysis of all CRCA operating accounts, as at August 31, 2019, the projected position for CRCA at December 31, 2019 is estimated to be favourable by approximately \$36,800.

The projected position is the net result of several factors, as outlined below:

- **Revenue shortfalls.** Shortfalls in budgeted revenue from the Federal and Provincial governments were previously indicated to the Board via Reports IR-046-19 Operating Variance Report to End of May 2019 (June 26, 2019) and IR-058-19-BRC Report from Budget Review Committee meeting of August 16 and 26, 2019 (August 28, 2019). Overall, CRCA received almost \$80,000 less than budgeted from Provincial transfer payments (drinking water source protection, low water response, watershed management) and Federal and Provincial grants for summer students.
- **Staffing changes.** The new delivery model for CRCA's Information Technology services, ongoing gapping for a vacant position in the Conservation Lands department, and in-year staffing reductions that were identified during the 2020 budget development process have resulted in overall net savings to the Conservation Authority's labour costs for 2019.
- **Efficiencies.** In light of the revenue shortfalls, CRCA's Senior Management Team has contained discretionary spending wherever possible. Staff also continue to seek opportunities for efficiency. As an example, CRCA has reduced spending on postage costs through the expanded use of digital documents and communication.
- **Draw on reserves.** The year end forecast assumes no draw on reserves to fund regular operations (\$55,000 was budgeted).

9.0 FINANCIAL IMPLICATIONS

There are no specific financial implications arising directly from this report. There are no additional funding requests.

10.0 CONCLUSION

Shortfalls in budgeted revenue from the Federal and Provincial governments will affect CRCA's operations in 2019 but can be addressed through in-year spending reductions across all operations. The projected variance to year end 2019 for CRCA is approximately \$36,800 favourable.

Respectfully submitted,

(Original signed by)

Cheryl Rider, CPA, CGA
Supervisor, Finance

Respectfully submitted,

(Original signed by)

Rob McRae, MCIP, RPP
Manager, Corporate Services

Approved for circulation,

(Original signed by)

Geoff Rae, MBA, P.Eng.
General Manager

Attachment: #1 - Operating Variance Report to End of August 2019

Attachment #1 - Report IR-068-19 - Operating Variance Report to End of August 2019

Cataraqui Region Conservation Authority Operating Variance Report to End of August 2019

	Revenue				Expenses				Actual	Year End
									(Surplus/Deficit)	Forecast
	2019 Budgeted Revenues	2019 Actual YTD	2019 Year End Forecast	2019 Variance %	2019 Budgeted Expenses	2019 Actual YTD	2019 Year End Forecast	2019 Variance %	2019 Actual (Surplus)/Deficit	2019 Year End Forecast (Surplus)/Deficit
GENERAL MANAGER'S OFFICE										
100: GENERAL MANAGER'S OFFICE	(249,950.00)	(175,994.05)	(194,450.00)	70.41%	289,850.00	191,193.52	294,067.53	65.96%	15,199.47	99,617.53
TOTAL GENERAL MANAGER'S OFFICE	(249,950.00)	(175,994.05)	(194,450.00)	70.41%	289,850.00	191,193.52	294,067.53	65.96%	15,199.47	99,617.53
FULL AUTHORITY BOARD & EXECUTIVE										
150: FULL AUTHORITY BOARD	(10,000.00)	(10,000.00)	(10,000.00)	100.00%	10,000.00	9,099.28	11,839.34	90.99%	(900.72)	1,839.34
TOTAL FULL AUTHORITY BOARD & EXECUTIVE	(10,000.00)	(10,000.00)	(10,000.00)	100.00%	10,000.00	9,099.28	11,839.34	90.99%	(900.72)	1,839.34
CORPORATE SERVICES										
200: CORPORATE SERVICES	(204,450.00)	(178,841.83)	(184,872.56)	87.47%	204,450.00	132,996.43	192,457.07	65.05%	(45,845.40)	7,584.51
205: HUMAN RESOURCES	(31,600.00)	(31,600.00)	(31,600.00)	100.00%	31,600.00	15,148.55	30,950.00	47.94%	(16,451.45)	(650.00)
210: INFORMATION TECHNOLOGY	(331,650.00)	(238,733.34)	(333,150.00)	71.98%	331,650.00	173,414.65	291,141.13	52.29%	(65,318.69)	(42,008.87)
220: FINANCE	(203,750.00)	(145,949.72)	(199,400.00)	71.63%	203,750.00	130,129.40	203,630.00	63.87%	(15,820.32)	4,230.00
230: COMMUNICATION	(151,950.00)	(146,255.45)	(153,127.76)	96.25%	151,950.00	96,095.48	151,430.14	63.24%	(50,159.97)	(1,697.62)
232: PUBLIC PROGRAMMING	(302,700.00)	(282,604.20)	(310,607.54)	93.36%	302,700.00	196,618.34	252,085.16	64.95%	(85,985.86)	(58,522.38)
235: EDUCATION	(240,550.00)	(230,257.43)	(247,875.00)	95.72%	240,550.00	150,668.66	236,379.29	62.64%	(79,588.77)	(11,495.71)
TOTAL CORPORATE SERVICES	(1,466,650.00)	(1,254,241.97)	(1,460,632.86)	85.52%	1,466,650.00	895,071.51	1,358,072.79	61.03%	(359,170.46)	(102,560.07)
CONSERVATION LANDS										
300: CONSERVATION LANDS	(221,350.00)	(187,821.69)	(221,010.53)	84.85%	221,350.00	134,942.74	220,762.88	60.96%	(52,878.95)	(247.65)
310: OPERATIONS & MAINTENANCE	(502,100.00)	(375,241.73)	(516,560.00)	74.73%	502,100.00	272,978.21	445,215.00	54.37%	(102,263.52)	(71,345.00)
320: FORESTRY	(270,750.00)	(315,181.92)	(321,458.04)	116.41%	270,750.00	308,009.08	330,953.64	113.76%	(7,172.84)	9,495.60
TOTAL CONSERVATION LANDS	(994,200.00)	(878,245.34)	(1,059,028.57)	88.34%	994,200.00	715,930.03	996,931.52	72.01%	(162,315.31)	(62,097.05)
CONSERVATION AREAS										
331: LITTLE CATARAQUI CREEK CONSERVATION AREA	(113,500.00)	(117,359.07)	(124,514.51)	103.40%	113,500.00	69,126.84	114,304.18	60.90%	(48,232.23)	(10,210.33)
332: MAC JOHNSON WILDLIFE AREA	(103,150.00)	(103,215.85)	(103,561.99)	100.06%	103,150.00	64,944.08	107,388.69	62.96%	(38,271.77)	3,826.70
333: LEMOINE POINT CONSERVATION AREA	(181,100.00)	(174,831.06)	(183,000.00)	96.54%	181,100.00	109,973.69	183,000.00	60.73%	(64,857.37)	-
334: MARBLE ROCK CONSERVATION AREA	(2,600.00)	(2,600.00)	(2,600.00)	100.00%	2,600.00	2,183.38	2,671.38	83.98%	(416.62)	71.38
335: PARROTT'S BAY CONSERVATION AREA	(50,950.00)	(50,950.00)	(50,979.53)	100.00%	50,950.00	30,697.23	50,979.53	60.25%	(20,252.77)	-
336: OWL WOODS CONSERVATION AREA	(2,700.00)	(2,700.00)	(2,700.00)	100.00%	2,700.00	1,482.94	2,700.00	54.92%	(1,217.06)	-
337: GOULD LAKE CONSERVATION AREA	(64,700.00)	(52,021.92)	(63,562.76)	80.40%	64,700.00	39,230.64	64,060.61	60.63%	(12,791.28)	497.85
338: LYN VALLEY CONSERVATION AREA	(15,900.00)	(15,900.00)	(15,900.00)	100.00%	15,900.00	7,594.27	15,600.00	47.76%	(8,305.73)	(300.00)
339: MARSHLANDS	(17,100.00)	(17,100.00)	(17,100.00)	100.00%	17,100.00	12,035.12	17,222.53	70.38%	(5,064.88)	122.53
340: CATARAQUI TRAIL	(31,500.00)	(33,307.56)	(34,615.00)	105.74%	31,500.00	20,134.99	35,452.26	63.92%	(13,172.57)	837.26
350: MISCELLANEOUS PROPERTIES	(25,550.00)	(25,350.00)	(25,350.00)	99.22%	25,550.00	16,889.38	25,550.00	66.10%	(8,460.62)	200.00
352: BOAT RAMPS, ACCESS POINTS & DOCKS	(31,200.00)	(31,200.00)	(31,200.00)	100.00%	31,200.00	14,139.90	30,409.77	45.32%	(17,060.10)	(790.23)
TOTAL CONSERVATION AREAS	(639,950.00)	(626,535.46)	(655,083.79)	97.90%	639,950.00	388,432.46	649,338.95	60.70%	(238,103.00)	(5,744.84)
FACILITIES										
360: FACILITIES	(15,000.00)	(15,000.00)	(15,000.00)	100.00%	15,000.00	15,000.00	15,000.00	100.00%	-	-
361: LCCA OUTDOOR CENTRE	(72,700.00)	(50,797.20)	(68,200.00)	69.87%	72,700.00	33,436.82	71,802.55	45.99%	(17,360.38)	3,602.55
362: LCCA ADMINISTRATION FACILITY	(49,000.00)	(41,504.10)	(44,932.47)	84.70%	49,000.00	24,107.50	45,925.00	49.20%	(17,396.60)	992.53
363: LCCA WORKSHOP	(17,500.00)	(17,500.00)	(17,500.00)	100.00%	17,500.00	13,213.77	18,702.03	75.51%	(4,286.23)	1,202.03
364: COLD STORAGE	(1,900.00)	(400.00)	(1,900.00)	21.05%	1,900.00	627.14	1,550.00	33.01%	227.14	(350.00)
366: SUGAR SHACK	(1,950.00)	(1,950.00)	(1,950.00)	100.00%	1,950.00	761.22	1,946.76	39.04%	(1,188.78)	(3.24)
390: MJWA OUTDOOR CENTRE	(9,650.00)	(9,650.00)	(9,650.00)	100.00%	9,650.00	3,036.60	9,657.56	31.47%	(6,613.40)	7.56
391: MJWA WORKSHOP	(7,750.00)	(7,750.00)	(7,750.00)	100.00%	7,750.00	4,308.91	8,950.00	55.60%	(3,441.09)	1,200.00
392: LPCA WORKSHOP	(17,500.00)	(17,500.00)	(17,500.00)	100.00%	17,500.00	7,332.89	17,500.00	41.90%	(10,167.11)	-
393: LEMOINE POINT NATIVE PLANT NURSERY (LPNP)	(11,000.00)	(6,265.92)	(11,739.29)	56.96%	11,000.00	4,507.34	11,739.29	40.98%	(1,758.58)	-
395: GOULD LAKE BARN	(1,250.00)	(1,250.00)	(1,250.00)	100.00%	1,250.00	-	1,250.00	0.00%	(1,250.00)	-
TOTAL FACILITIES	(205,200.00)	(169,567.22)	(197,371.76)	82.64%	205,200.00	106,332.19	204,023.19	51.82%	(63,235.03)	6,651.43

Attachment #1 - Report IR-068-19 - Operating Variance Report to End of August 2019

Cataraqui Region Conservation Authority Operating Variance Report to End of August 2019

		Revenue				Expenses				Actual	Year End
										(Surplus/Deficit)	Forecast
		2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
		Budgeted	Actual	Year End	Variance	Budgeted	Actual	Year End	Variance	Actual	Year End Forecast
		Revenues	YTD	Forecast	%	Expenses	YTD	Forecast	%	(Surplus)/Deficit	(Surplus)/Deficit
FLEET											
450: FLEET		(153,700.00)	(149,875.10)	(199,950.00)	97.51%	113,800.00	52,806.49	176,447.23	46.40%	(97,068.61)	(23,502.77)
451: VEHICLES		-	-	-	0.00%	-	25,413.79	-	0.00%	25,413.79	-
452: EQUIPMENT		-	-	-	0.00%	-	10,159.31	-	0.00%	10,159.31	-
TOTAL FLEET		(153,700.00)	(149,875.10)	(199,950.00)	97.51%	113,800.00	88,379.59	176,447.23	77.66%	(61,495.51)	(23,502.77)
WATERSHED PLANNING & ENGINEERING											
500: WATERSHED PLANNING & ENGINEERING		(154,950.00)	(124,828.05)	(150,345.87)	80.56%	154,950.00	95,934.17	154,047.57	61.91%	(28,893.88)	3,701.70
510: DEVELOPMENT REVIEW		(466,350.00)	(374,600.41)	(463,145.98)	80.33%	466,350.00	266,558.20	455,008.93	57.16%	(108,042.21)	(8,137.05)
520: ENGINEERING		(201,150.00)	(155,174.75)	(201,150.00)	77.14%	201,150.00	128,448.70	199,550.00	63.86%	(26,726.05)	(1,600.00)
525: WATER RESOURCE MANAGEMENT		(86,150.00)	(62,279.80)	(62,279.80)	72.29%	86,150.00	46,390.75	86,152.16	53.85%	(15,889.05)	23,872.36
TOTAL WATERSHED PLANNING & ENGINEERING		(908,600.00)	(716,883.01)	(876,921.65)	78.90%	908,600.00	537,331.82	894,758.66	59.14%	(179,551.19)	17,837.01
WATER CONTROL STRUCTURES											
531: SYDENHAM LAKE DAM		(9,450.00)	(9,450.00)	(9,450.00)	100.00%	9,450.00	7,516.43	9,450.00	79.54%	(1,933.57)	-
532: WILTON ROAD/ODESSA DAM		(15,800.00)	(15,800.00)	(15,800.00)	100.00%	15,800.00	12,316.37	15,800.00	77.95%	(3,483.63)	-
533: HIGHGATE CREEK CHANNELIZATION		(3,300.00)	(3,300.00)	(3,300.00)	100.00%	3,300.00	3,129.23	3,300.00	94.83%	(170.77)	-
534: LITTLE CATARAQUI CREEK DAM		(9,650.00)	(9,650.00)	(9,650.00)	100.00%	9,650.00	5,621.11	9,650.00	58.25%	(4,028.89)	-
535: TEMPERANCE LAKE DAM		(8,950.00)	(8,950.00)	(8,950.00)	100.00%	8,950.00	6,608.00	8,950.00	73.83%	(2,342.00)	-
536: MARSH BRIDGE DAM		(8,650.00)	(8,650.00)	(8,650.00)	100.00%	8,650.00	4,653.97	8,650.00	53.80%	(3,996.03)	-
537: LEES POND/FRED GRANT DAM		(8,400.00)	(8,400.00)	(8,400.00)	100.00%	8,400.00	5,249.82	8,400.00	62.50%	(3,150.18)	-
538: BROOME-RUNICMAN DAM		(11,150.00)	(11,150.00)	(11,150.00)	100.00%	11,150.00	8,095.75	11,150.00	72.61%	(3,054.25)	-
539: BUELLS CREEK DETENTION BASIN		(10,900.00)	(10,900.00)	(10,900.00)	100.00%	10,900.00	12,443.97	10,900.00	114.16%	1,543.97	-
540: BOOTH FALLS DIVERSION		(3,400.00)	(3,400.00)	(3,400.00)	100.00%	3,400.00	4,174.65	3,400.00	122.78%	774.65	-
TOTAL WATER CONTROL STRUCTURES		(89,650.00)	(89,650.00)	(89,650.00)	100.00%	89,650.00	69,809.30	89,650.00	77.87%	(19,840.70)	-
WATERSHED SCIENCE											
550: WATERSHED SCIENCE		(169,350.00)	(145,768.00)	(156,255.42)	86.07%	169,350.00	88,743.02	170,818.94	52.40%	(57,024.98)	14,563.52
560: DRINKING WATER SOURCE PROTECTION		(164,520.00)	(137,187.97)	(158,450.00)	83.39%	164,520.00	108,892.13	158,450.00	66.19%	(28,295.84)	-
TOTAL WATERSHED SCIENCE		(333,870.00)	(282,955.97)	(314,705.42)	84.75%	333,870.00	197,635.15	329,268.94	59.20%	(85,320.82)	14,563.52
CORPORATE FINANCING											
600: CORPORATE FINANCING		(180,300.00)	(169,753.92)	(244,007.60)	94.15%	180,300.00	197,642.89	260,642.64	109.62%	27,888.97	16,635.04
TOTAL CORPORATE FINANCING		(180,300.00)	(169,753.92)	(244,007.60)	94.15%	180,300.00	197,642.89	260,642.64	109.62%	27,888.97	16,635.04
TOTALS		(5,232,070.00)	(4,523,702.04)	(5,301,801.65)	86.46%	5,232,070.00	3,396,857.74	5,265,040.79	64.92%	(1,126,844.30)	(36,760.86)

5.0 BACKGROUND

The Cataraqui Region Conservation Authority (CRCA) Board approved 27 new capital projects for 2019 and 31 prior years projects were carried over into 2019. The new and prior years projects were listed in the approved CRCA 2019 to 2028 Capital Forecast that was referenced in IR-007-19 Report from the Budget Review Committee Meeting of January 23, 2019 (dated January 30, 2019).

The Board has given direction to close capital projects on two occasions this year. CRCA closed 16 prior years projects per Report IR-016-19 Variance Report to the End of December 2018 – Capital (February 27, 2019). Two 2019 and one prior years projects were closed per Report IR-047-19 Variance Report to the End of May 2019 – Capital (June 26, 2019).

This report provides an update regarding the status of the 39 open capital projects to the end of August 2019. Staff will report the status of capital projects to December 31, 2019 in early 2020 and will recommend that additional projects be closed at that time.

6.0 STRATEGIC PLAN

This report supports Goal F in the Strategic Plan, Cataraqui to 2020.

To operate an efficient and financially sound organization that provides excellent service to the community; promotes best environmental practices; and that offers a healthy, positive and nurturing workplace environment for staff, members and volunteers.

- Maintain a positive image in the community.
- Make customer service a top priority in all work areas.
- Maximize the efficient use of time and resources to avoid waste.
- Demonstrate leadership in environmental design as well as energy and materials conservation.
- Foster the health, safety, morale and career development of our staff.
- Maintain up-to-date corporate policies.
- Maintain internal capacity in support services such as accounting, communications, document management, geomatics and information technology.
- Manage capital assets in a long-term, sustainable way.

7.0 INPUT FROM OTHER SOURCES

CRCA senior management team, Supervisor, Finance, and respective project managers have reviewed the project status and expenses up to and including August 31, 2019.

8.0 ANALYSIS

The Capital Variance Report to End of August 2019 can be referenced in [Attachment #1 - Capital Variance and Closure Report to End of August 2019](#) to this report. The attachment lists the status of the open 2019 and prior years capital projects. It includes information on project finances and completion percentages, along with comments and recommendations for closure.

The overall status of the open CRCA 2019 and prior years projects as at August 31, 2019 is summarized in Table 1 below.

TABLE 1: OVERALL STATUS OF OPEN CRCA 2019 AND PRIOR YEARS CAPITAL PROJECTS AS AT AUGUST 31, 2019

Project Status	Number of Projects	Percentage
On Hold	8	20%
Not Initiated	9	23%
Completed	3	8%
In Progress	19	49%
TOTAL	39	100%

The projects listed have been funded from various sources including dedicated reserve funds, senior levels of government, donations, or other direct funding sources.

Some capital projects are forecast to take more than one year to complete. An example is PR 00169 Buells & Butlers Creeks Floodplain Mapping Update, which commenced in 2018 but is not scheduled for completion until the Spring of 2020.

A total of three (3) completed projects are recommended for closure, per the Financial Implications Section (below) and the “Recommendations / Comments” column in [Attachment #1 - Capital Variance and Closure Report to End of August 2019](#).

9.0 FINANCIAL IMPLICATIONS

As indicated in Table 2 below, there are three (3) projects proposed for closure, and a total of \$10,138.40 in surplus funds may be returned to the appropriate reserves for future capital projects.

**TABLE 2: RECOMMENDED PROJECT CLOSURES
AND RESERVE TRANSFERS**

Project Number	Project Name	Reserve Transfer: Return / (Draw)	Reserve Name	Further Project Action
PR00067	Little Cataraqui Creek Conservation Area Workshop - Furnace Replacement	\$3,166.40	Facilities Reserve	Close
PR00077	Little Cataraqui Creek - Outdoor Centre Facility Condition Assessment	\$7,500.00	Facilities Reserve	Close
PR00168	Ontario Reg. 148/06 - Lake Ontario/St. Lawrence River Shoreline Guidance	(\$528.00)	Watershed Management Reserve	Close

10.0 CONCLUSION

The Capital Variance and Closure Report to End of August 2019 identifies project status, recommended project closures and associated reserve transfers.

Respectfully submitted,

(original signed by)

Steve Knapton
Coordinator, Operations Planning

Respectfully submitted,

(original signed by)

Rob McRae, MCIP, RPP
Manager, Corporate Services

Approved for circulation,

(original signed by)

Geoff Rae, MBA, P.Eng.
General Manager

Attachment #1 - Capital Variance and Closure Report to End of August 2019

Cataraqui Region Conservation Authority - Capital Variance and Closure Report to End of August 2019

Department	Year	Project Number	Description	Approved Budget	Total Expenses at 31/08/2019	% of Budget Spent To-Date	Budget Remaining	Project Status	% of Project Complete	Recommendations / Comments
Corporate Services	2018	PR00069	Little Cataraqui Creek Administration Building - Feasibility Study	\$ 35,000	\$ 22,255.88	63.6%	\$ 12,744.12	IN PROGRESS	80%	Draft report received, awaiting final report and invoice.
Corporate Services	2018	PR00219	Information Technology Strategy	\$ 35,000	\$ -	0.0%	\$ 35,000.00	ON HOLD	0%	Deferred pending ongoing IT services review.
Conservation Lands	2018	PR00062	Little Cataraqui Creek Outdoor Center - Repair to Roof	\$ 5,000	\$ -	0.0%	\$ 5,000.00	ON HOLD	0%	Deferred until completion of PR00259 CRCA Building Condition Assessments.
Conservation Lands	2018	PR00077	Little Cataraqui Creek - Outdoor Centre Facility Condition Assessment	\$ 7,500	\$ -	0.0%	\$ 7,500.00	COMPLETE	0%	CLOSE project and return \$7,500 to the Facilities Reserve. For efficiency and consistency, the Outdoor Centre Facility Condition Assessment is included in the ongoing PR00259 CRCA Building Condition Assessments project.
Conservation Lands	2018	PR00078	Lemoine Point - Shoreline Trail Rehabilitation/Resurface	\$ 60,000	\$ -	0.0%	\$ 60,000.00	ON HOLD	0%	Deferred pending completion of PR00079 Lemoine Point - Shoreline Erosion Study (anticipated completion in 2020 due to high Lake Ontario water levels in 2019).
Conservation Lands	2018	PR00079	Lemoine Point - Shoreline Erosion Study	\$ 30,000	\$ -	0.0%	\$ 30,000.00	IN PROGRESS	50%	Awarded contract - study underway with anticipated completion in fall 2019.
Conservation Lands	2018	PR00081	Lemoine Point - South Parking/Laneway Condition Assessment	\$ 7,500	\$ -	0.0%	\$ 7,500.00	IN PROGRESS	50%	Awarded contract - study underway with anticipated completion in fall 2019.
Conservation Lands	2018	PR00146	Conservation Areas Master Plan	\$ 40,000	\$ -	0.0%	\$ 40,000.00	ON HOLD	5%	On hold pending release of Conservation Authorities Act regulations by the Province of Ontario.
Conservation Lands	2018	PR00147	Gould Lake -Kiosk and Map Wayfinders	\$ 2,500	\$ -	0.0%	\$ 2,500.00	ON HOLD	0%	Deferred until completion of PR00233 CRCA Signage Strategy.
Conservation Lands	2018	PR00153	Trail Monitoring Equipment (Trail Counters)	\$ 13,000	\$ 12,144.06	93.4%	\$ 855.94	IN PROGRESS	95%	Final invoices being processed.
Conservation Lands	2018	PR00162	Cataraqui Trail - Strategic Plan	\$ 5,000	\$ -	0.0%	\$ 5,000.00	ON HOLD	0%	Cataraqui Trail Management Board transitioning to Friends of the Cataraqui Trail (project deferred until governance finalized).
Watershed Planning & Engineering	2018	PR00168	Ontario Reg. 148/06 - Lake Ontario/St. Lawrence River Shoreline Guidance	\$ 30,000	\$ 30,528.00	101.8%	\$ (528.00)	COMPLETE	100%	CLOSE project and draw \$528.00 from the Watershed Management Reserve. Final report received.
Watershed Planning & Engineering	2018	PR00169	Buell's & Butler's Creek Floodplain Mapping Update	\$ 107,500	\$ 40,106.46	37.3%	\$ 67,393.54	IN PROGRESS	70%	Ongoing, scheduled completion in spring 2020; draft mapping received.
Watershed Planning & Engineering	2018	PR00025	Fred Grant Dam - Access Road Rehabilitation	\$ 20,500	\$ -	0.0%	\$ 20,500.00	ON HOLD	0%	Deferred pending sufficient funding, Provincial grant funding was not approved.
Conservation Lands	2019	PR00067	Little Cataraqui Creek Conservation Area Workshop - Furnace Replacement	\$ 8,000	\$ 4,833.60	60.4%	\$ 3,166.40	COMPLETE	100%	CLOSE project and return \$3,166.40 to the Facilities Reserve. Furnace installed.
Conservation Lands	2019	PR00010	Mac Johnson Wildlife Area - Washroom Replacement	\$ 38,000	\$ -	0.0%	\$ 38,000.00	IN PROGRESS	5%	Building design and permit process initiated. Installation to be completed in 2020.
Conservation Lands	2019	PR00259	CRCA Building Condition Assessment	\$ 60,000	\$ -	0.0%	\$ 60,000.00	IN PROGRESS	30%	Awarded contract - study underway with anticipated completion in fall 2019.
Conservation Lands	2019	PR00083	Lemoine Point Conservation Area - Trail Upgrades/Repairs	\$ 10,000	\$ -	0.0%	\$ 10,000.00	NOT INITIATED	0%	Project scheduled for fall 2019.
Conservation Lands	2019	PR00090	Lemoine Point Conservation Area - Deer Management Fencing	\$ 10,000	\$ -	0.0%	\$ 10,000.00	IN PROGRESS	50%	Materials received, awaiting invoice, installation of materials fall of 2019.
Conservation Lands	2019	PR00107	Parrott's Bay Conservation Area - Gate Replacements	\$ 8,000	\$ -	0.0%	\$ 8,000.00	NOT INITIATED	0%	To be completed in 2020.
Conservation Lands	2019	PR00109	Parrott's Bay Conservation Area - Property Cleanup	\$ 10,000	\$ -	0.0%	\$ 10,000.00	NOT INITIATED	0%	Project scheduled for fall 2019.
Corporate Services	2019	PR00233	CRCA Signage Standards	\$ 75,000	\$ 10,982.75	14.6%	\$ 64,017.25	IN PROGRESS	40%	Contract has been awarded, and work by the consultant is underway. As part of the project, the CRCA Board approved a new CRCA logo at the August 28, 2019 meeting.

Attachment #1 - Report IR-069-19 - Capital Variance and Closure Report to End of August 2019

Cataraqui Region Conservation Authority - Capital Variance and Closure Report to End of August 2019

Department	Year	Project Number	Description	Approved Budget	Total Expenses at 31/08/2019	% of Budget Spent To-Date	Budget Remaining	Project Status	% of Project Complete	Recommendations / Comments
Conservation Lands	2019	PR00157	Cataraqui Trail - OSIM Bridge Inspections	\$ 10,000	\$ -	0.0%	\$ 10,000.00	IN PROGRESS	50%	Contracts have been awarded for Ontario Structure Inspection Manual (OSIM) inspections; project underway.
Conservation Lands	2019	PR00262	Cataraqui Trail - Washout/ Erosion Repairs	\$ 90,000	\$ -	0.0%	\$ 90,000.00	ON HOLD	0%	Deferred until completion of PR00263 Cataraqui Trail - Washout/ Erosion Study - works to commence in 2020.
Conservation Lands	2019	PR00263	Cataraqui Trail - Washout/ Erosion Study	\$ 40,000	\$ -	0.0%	\$ 40,000.00	IN PROGRESS	10%	RFP prepared in draft.
Conservation Lands	2019	PR00264	Cataraqui Trail - Bridge Condition Assessments	\$ 75,000	\$ -	0.0%	\$ 75,000.00	IN PROGRESS	10%	RFP prepared in draft - awaiting Ontario Structure Inspection Manual (OSIM) reports from the ongoing PR00157 Cataraqui Trail - OSIM Bridge Inspections project.
Conservation Lands	2019	PR00163	Fleet - 1 Ton Extended Cab Truck	\$ 50,000	\$ 38,972.95	77.9%	\$ 11,027.05	IN PROGRESS	90%	Truck has been purchased and delivered, winter maintenance equipment (sander) to be installed fall 2019.
Corporate Services	2019	PR00222	Little Cataraqui Creek Conservation Area Admin Building - Feasibility Study Phase 2	\$ 50,000	\$ -	0.0%	\$ 50,000.00	NOT INITIATED	0%	Project scheduled for fall 2019.
Corporate Services	2019	PR00187	DRAPE Aerial Photography	\$ 98,000	\$ -	0.0%	\$ 98,000.00	IN PROGRESS	50%	Imagery data have been collected, and will now be processed by the consultant.
Corporate Services	2019	PR00231	Corporate Leadership Development	\$ 10,000	\$ 24,090.63	240.9%	\$ (14,090.63)	IN PROGRESS	80%	Total cost of training \$24,090.63. Canada-Ontario Job Grant will be approximately \$19,200. Grant will be received after final invoice is paid. Project will be closed with a favourable balance.
Corporate Services	2019	PR00190	PC Replacement Program	\$ 11,500	\$ -	0.0%	\$ 11,500.00	NOT INITIATED	0%	Project scheduled for fall 2019.
Corporate Services	2019	PR00200	Servers Replacement Program	\$ 24,000	\$ -	0.0%	\$ 24,000.00	IN PROGRESS	25%	Procurement is in progress.
Corporate Services	2019	PR00212	Network Replacement Program	\$ 1,000	\$ -	0.0%	\$ 1,000.00	NOT INITIATED	0%	Project scheduled for fall 2019.
Watershed Planning & Engineering	2019	PR00032	Water Control Structures - Operations, Maintenance, Safety, and Surveillance Manuals	\$ 55,000	\$ -	0.0%	\$ 55,000.00	IN PROGRESS	5%	Provincial grant funding was not approved. An additional reserve draw is recommended in Report IR-070-19 Water Control Structure Operation Maintenance Safety and Surveillance Manuals (September 25, 2019).
Watershed Planning & Engineering	2019	PR00002	Booth's Falls Diversion - Public Safety Signage	\$ 8,800	\$ -	0.0%	\$ 8,800.00	NOT INITIATED	0%	To be initiated in fall 2019, with input from PR00233 CRCA Signage Strategy.
Watershed Planning & Engineering	2019	PR00014	Buell's Detention Basin - Function Assessment	\$ 35,000	\$ -	0.0%	\$ 35,000.00	IN PROGRESS	35%	Provincial funds were not approved for this project but completion is a priority for 2019. The project was awarded to a consultant and work is underway.
Watershed Planning & Engineering	2019	PR00026	Highgate Creek Channelization - Safety Signage	\$ 9,300	\$ -	0.0%	\$ 9,300.00	NOT INITIATED	0%	To be initiated in fall 2019, with input from PR00233 CRCA Signage Strategy.
Watershed Planning & Engineering	2019	PR00178	Hydrometric Network - Gananoque River Stations (1 of 2)	\$ 3,500	\$ -	0.0%	\$ 3,500.00	NOT INITIATED	0%	Project scheduled for fall 2019.
Watershed Planning & Engineering	2019	PR00037	Cataraqui Floodplain Mapping Strategy	\$ 60,000	\$ 1,203.32	2.0%	\$ 58,796.68	IN PROGRESS	35%	Project awarded, study underway with model analysis commenced.



**CATARAQUI REGION
CONSERVATION AUTHORITY**

DATE: SEPTEMBER 25, 2019 **REPORT # IR-070-19**
TO: FULL AUTHORITY BOARD
FROM: KATRINA FURLANETTO,
MANAGER WATERSHED PLANNING & ENGINEERING

1.0 TYPE OF REPORT **CONSENT ITEM**
ITEM FOR BOARD CONSIDERATION

2.0 TOPIC

**WATER CONTROL STRUCTURE OPERATION MAINTENANCE SAFETY
AND SURVEILLANCE MANUALS (PR00032)**

3.0 RECOMMENDATION

THAT Report IR-070-19, Water Control Structure Operation Maintenance Safety and Surveillance Manuals (PR00032), BE RECEIVED; and,

THAT staff BE DIRECTED to fund project PR00032, Water Control Structure – Operation, Maintenance, Safety, and Surveillance Manuals as per Table 2, Section 9.0 of the report; and,

THAT staff BE DIRECTED to procure the services of D.M. Wills Associates Limited to complete the capital project as outlined in the approved 2019 capital forecast.

4.0 PURPOSE

The purpose of this report is to request the approval to sole source the services of D.M. Wills Associates Limited (D.M. Wills) for the completion of capital project PR00032, Water Control Structure – Operations, Maintenance, Safety and Surveillance Manuals. This project will update and finalize Operation Maintenance Safety and Surveillance (OMSS) Manuals for the ten (10) operated water control structures within the Cataraqui Region Conservation Authority (CRCA) watershed.

5.0 BACKGROUND

In 2018, D.M. Wills completed project PR0004, Water Control Structure Condition Assessment and 10-year capital maintenance plan for ten Water Control Structures (WCS) operated and maintained by CRCA. The assessment identified the need for Operating Maintenance Safety and Surveillance (OMSS) manuals to be updated, finalized, and approved to effectively document the responsible operation of these assets and to assist staff with daily management decisions. Out of the ten (10) structures, eight (8) have draft manuals that were last modified in 2012.

The objective for updating and finalizing the OMSS manuals is to provide both experienced and new CRCA dam operators and municipalities within the respective watersheds with the appropriate information required to support the safe operation and management of the structures. OMSS manuals outline the roles and responsibilities of staff, on-site operational procedures (e.g., normal, flood vs. drought conditions, log adjustments, emergencies), flow control measures (e.g., emergency systems, gauges), maintenance program requirements, operator and public safety measures, and surveillance methods (e.g., visual inspections, instrumentation, documentation). This is exceptionally important for managing the assets during flooding and drought conditions.

This project was identified and approved as PR00032, Water Control Structure – Operations, Maintenance, Safety and Surveillance Manuals, in the 2019 capital forecast.

6.0 STRATEGIC PLAN

This report supports Goal F in the Strategic Plan, Cataraqui 2020.

Goal F: *To operate an efficient and financially sound organization that provides excellent service to the community; promotes best environmental practices; and that offers a healthy, positive and nurturing workplace environment for staff, members and volunteers.*

- Make customer service a top priority in all work areas.
- Maximize the efficient use of time and resources to avoid waste.
- Demonstrate leadership in environmental design as well as energy and materials conservation.
- Foster the health, safety, morale and career development of our staff.
- Manage capital assets in a long-term, sustainable way.

7.0 INPUT FROM OTHER SOURCES

CRCA staff spoke with project managers from D.M. Wills to draft a proposal for consideration. Input for this report was provided from the following CRCA staff:

- Manager, Watershed Planning & Engineering
- Engineer, Water Resources
- Technologist, Water Resources
- Manager, Conservation Lands
- General Manager

8.0 ANALYSIS

Recent CRCA experience working with D.M. Wills confirms the company has a strong customer service standard, provides high quality submissions, and ensures projects are delivered on time and on budget.

Past proposal submissions have been well scored with acceptable budgets that have been competitive with other bids. Within Ontario, there are very few consulting groups with qualifications for WCS asset management, repair, assessment, and regulatory experience that also have an in-depth knowledge of CRCA's structures. Through completing project PR00004, Water Control Structure Condition Assessment, D.M. Wills has a thorough inventory of photos, inspections logs, staff interviews, and measurements to complete the OMSS manuals over the next several months.

The scope of work provided by D.M. Wills for consideration can be found in [Attachment #1 - OMSS Manual Preparation and Updates Proposal](#). Buell's Creek Detention Basin OMSS manual has been deferred until project PR00014, Buell's Creek Detention Basin - Function Assessment is completed to determine the future design and operation requirements of the structure. D.M. Wills has recently been retained through a competitive process to complete this assessment with a final report to be submitted by the end of January 2020. This manual has therefore been excluded from the total cost of the project at this time. If deemed to be appropriate, the Buell's Detention Basin OMSS manual will be added to the scope of this project, with additional costs being within the approved project budget of \$55,000.

In lieu of tendering for this procurement, CRCA staff recommend sole-sourcing the services of D.M. Wills Associates Limited for timely and effective completion of the project. Should D.M. Wills be retained for the project, services would begin in October 2019 with planned completion by March 2020.

9.0 FINANCIAL IMPLICATIONS

The estimated cost to complete the project is \$37,000 (HST excluded) for nine (9) out of ten (10) structures; less than the approved budget of \$55,000.

As detailed in the 2019 capital forecast, CRCA applied to the Ontario Ministry of Natural Resources and Forestry for the Water Erosion and Control Infrastructure (WECl) Fund in early 2019 for financial support with approved matching funds to be divided evenly between all ten (10) individual water control structure reserves (\$5,500 each). However, CRCA was not successful in acquiring these funds.

Due to the loss of the WECl funding and high prioritization of the project for effective and safe operation of the structures, CRCA staff recommend the project move forward with funding entirely from each of the water control structure reserves. See Table 2 below for details.

Table 2: Funding allocation for PR00032, Water Control Structures – Operations, Maintenance, Safety, and Surveillance Manuals

Funding Source	Approved Project Budget		Recommended Project Budget	
	Reserve	WECI Grant	Reserve	WECI Grant
Booths Falls Diversion	\$3,300	\$2,200	\$5,000	\$0
Broome-Runciman Dam	\$3,300	\$2,200	\$5,000	\$0
Buell's Creek Detention Basin	\$3,300	\$2,200	\$0	\$0
Fred Grant Dam	\$3,300	\$2,200	\$5,000	\$0
Marsh Bridge Dam	\$3,300	\$2,200	\$5,000	\$0
Temperance Dam	\$3,300	\$2,200	\$5,000	\$0
Highgate Creek Channelization	\$3,300	\$2,200	\$5,000	\$0
Little Cataraqui Creek Dam	\$3,300	\$2,200	\$5,000	\$0
Sydenham Lake Dam	\$3,300	\$2,200	\$5,000	\$0
Wilton Road Dam	\$3,300	\$2,200	\$5,000	\$0
TOTAL	\$33,000	\$22,000	\$45,000	\$0

Funding this project entirely out of the WCS reserves does not defer any other 2019 or 2020 approved projects in the capital forecast.

The proposed budget to complete the OMSS manuals through D.M. Wills is outlined in the attached proposal at \$34,535 (HST excluded). This is within the \$55,000 approved budget for capital project PR00032, Water Control Structures – Operations, Maintenance, Safety, and Surveillance Manuals. To ensure successful project implementation, 13% HST was added with an additional 10% contingency to address disbursements and any unforeseen costs, while maintaining a reduced reserve draw. CRCA staff therefore recommend a project budget of \$45,000 (including HST and contingency) funded from the water control structure reserves. Any excess funds will be divided and returned to each of the water control structure reserves once the project is closed.

As noted in Section 8.0 of this report, the completion of the Buell's Creek Detention Basin manual will be deferred until a function assessment is completed on the structure. There are sufficient funds within the Buell's Creek Detention Basin Reserve to add this final manual to the scope of work in spring 2020 if required.

10.0 CONCLUSION

Based on a high value for service, in-depth knowledge of CRCA's ten water control structures, timely completion of previous projects, within the budget, CRCA staff recommend the procurement of D.M. Wills Associates Limited to complete capital project PR00032, Water Control Structure – Operations, Maintenance, Safety, and Surveillance.

Respectfully submitted,

(Original signed by)

Katrina Furlanetto, M.Env.Sc
Manager, Watershed Planning &
Engineering

Approved for circulation,

(Original signed by)

Geoff Rae, MBA, P.Eng.
General Manager

Attachment 1: OMSS Manual Preparation and Updates Proposal



Attachment #1 - Report IR-070-19 - Water Control Structure Operation Maintenance Safety and Surveillance Manuals (PR00032),

September 11, 2019

Cataraqui Region Conservation Authority
1641 Perth Road, PO Box 160
Glenburnie ON
K0H 1S0

Attention: Katrina Furlanetto, M.Env.Sc.
Manager, Watershed Planning and Engineering

Dear Ms. Furlanetto:

Re: Scope of Work and Cost Estimate for Engineering Services - Rev.01
OMSS Manual Preparation and Updates for
Cataraqui Region Conservation Authority Water Control Structures
CRCA Project No. PR-00032
D.M. Wills Project No. 19-5366

Further to our previous discussions and correspondence, D.M. Wills Associates Limited (Wills) is pleased to submit this Scope of Work and Cost Estimate for Engineering Services related to the Operation, Maintenance, Safety and Surveillance (OMSS) Manual Preparation and Updates for the Cataraqui Region Conservation Authority (CRCA) owned water control structures.

We are confident that our scope of work and cost estimate demonstrates our knowledge and understanding of the assignment and confirms our commitment to meeting the CRCA's specific project goals and objectives. You will find the Wills Team to be knowledgeable in all areas of the project, with team players who approach each project with the intent of **developing the best solution to suit our client's needs and the needs of their community.**

In general, the scope of work for the project will include operator interviews, updates to dam rating (stage-discharge) curves, confirmation of the rule (operating range) curves and updates to or the preparation of new OMSS manuals. Additional information regarding our project understanding, approach and work plan is included below.

1.0 Project Understanding and Objectives

1.1 Project Understanding

Wills completed the CRCA Water Control Structure Conditions Assessments and 10-Year Capital Maintenance Plan in 2018. The study identified that the existing OMSS manuals were not formally adopted by the organization



and that they may be out of date. Wills recommended that the OMSS Manuals be updated, finalized and approved for use by CRCA staff during their daily work. Wills was approached by the CRCA to provide a scope of work and cost estimate to complete the work based on the existing working relationship between Wills and the CRCA and Wills' knowledge of the water control structure sites.

1.2 Objective

The objective of this project is to develop OMSS Manuals that provide both experienced and new dam operators and other CRCA staff with the information they need to support the safe operation and management of the water control structures.

2.0 Methodology

2.1 Work Plan

2.1.1 Field Work and Operator Interviews

Working with CRCA staff, Wills shall develop a contract for engineering services for the project. We anticipate that Wills' Standard Terms and Conditions can be used as on past projects.

Wills shall organize a start-up meeting with CRCA staff via teleconference to kick-off the project and ensure that the scope, schedule and budget is understood by all parties. During the start-up meeting, Wills shall also review the previously completed Dam Safety Operator's Questionnaires and discuss the general operation of the dam and any operating concerns with CRCA Staff.

All existing OMSS Manuals, and other available background material, will be thoroughly reviewed.

2.1.2 Preparation and Update of OMSS Manuals

The CRCA has existing OMSS Manuals (Draft, 2012) for eight (8) of their ten (10) water control structures, leaving two (2) water control structures without any OMSS Manual. Table 1 outlines which water control structures have Draft OMSS Manuals as well as the priority identified by the CRCA for updates/development. Wills shall prepare new or update existing OMSS Manuals for all water control structures with the exception of the Buell's Creek Detention Basin; which is currently the subject of a function assessment.



The OMSS Manuals will be prepared using the most current information and standards available. Wills shall utilize standards and guidelines developed by the MNR (2011 LRIA Best Management Practices, 1999 draft Ontario Dam Safety Guidelines) and the Canadian Dam Association (CDA) (2013 Dam Safety Guidelines). The OMSS Manuals will generally include the following items/sections:

1. Project Description
 - a. Overview
 - b. Infrastructure
 - i. Communications
 - ii. Access Routes
 - iii. Public Safety
 - iv. Site Security
2. Operation
 - a. Roles and Responsibilities
 - b. Water Management
 - c. Operation Procedures
 - i. Normal Operations
 - ii. Flood or Drought Operations
 - iii. Unusual Operations
 - iv. Emergency Operations
 - v. Records (Logs)
 - d. Flow Control
 - i. Equipment and Facilities
 - ii. Water Level Gauge Systems
 - iii. Supervisory Control Systems
 - iv. Emergency Systems
3. Maintenance
 - a. Maintenance Program
 - b. Maintenance and Testing of Flow Control Equipment
4. Safety
 - a. Operator Safety Measures
 - b. Public Safety Measures
5. Surveillance
 - a. Visual Inspections
 - b. Dam Instrumentation
 - c. Response to Unusual Conditions
 - d. Documentation and Follow-up

It is noted, based on a brief review, that the Draft OMSS Manuals generally provide the above information. Any missing information from the list above will be added as part of Wills' scope of work. Wills shall ensure consistency between the OMSS Manuals and also with the CDA Dam Safety Guidelines. This may mean a slight reorganization of the existing draft manuals (if acceptable to the CRCA). We have assumed that the CRCA will be responsible for providing the operating water level ranges (rule curves) while Wills shall be responsible for preparing updated rating (stage-discharge) curves for the water control structures.

Wills shall submit drafts of each of the OMSS Manuals and will then meet (in person) to review them with CRCA staff to receive feedback and comments. Once all of the comments have been addressed, Wills shall issue the Final OMSS Manuals.

Table 1 – OMSS Manual Requirements

Region / Structure	OMSS Manual Status	Priority
Brockville Area		
Booths Falls Diversion	None	2020
Broome-Runciman Dam	Draft 2012	2019
Buell's Creek Detention Basin	Draft 2012	Deferred
Fred Grant Dam	Draft 2012	2020
Marsh Bridge Dam	Draft 2012	2020
Temperance Dam	Draft 2012	2020
Kingston Area		
Highgate Creek Channelization	None	2020
Little Cataraqui Creek Dam	Draft 2012	2020
Sydenham Lake Dam	Draft 2012	2019
Wilton Road Dam	Draft 2012	2019

2.2 Project Schedule

Wills shall commence this work upon authorization by the CRCA. We would recommend completing the start-up meeting / operator interviews this fall, followed by the preparation of the OMSS Manuals. Wills shall prepare and submit the updated OMSS Manuals for the 2019 Priority Water Control Structures (Broome-Runciman Dam, Sydenham Lake Dam and Wilton Road Dam) by the end of January 2020 and would complete the



Ms. Katrina Furlanetto
Page 5 of 6
September 11, 2019

remainder of the OMSS Manuals by the end of March 2020. In the event that all OMSS Manuals cannot be completed by the end of March 2020, it is recommended that the CRCA identify a priority order in which the OMSS Manuals should be completed. This will ensure that the CRCA has the information required to operate their structures during the spring freshet.

3.0 Fee Schedule and Invoicing

Our total fee to provide the services described above will be \$34,535.00 (exclusive of applicable tax). The Fee Schedule breakdown is attached for your information and review.

Subject to the agreement of the CRCA, additional work will be billed on a time and expense basis. No additional work will be completed without written authorization from the CRCA.

Unless otherwise agreed or requested, invoices will be submitted generally once a month for services performed and expenses incurred during the previous month. Payment will be due upon receipt.

4.0 Closing

We trust that this scope of work and cost estimate is satisfactory for your present requirements. If you are in agreement with the contents of this scope of work and cost estimate, we ask that you provide written authorization to proceed in a format suitable to you. We can also provide our Standard Terms and Conditions.

Thank you for the opportunity to provide engineering services to the CRCA. We look forward to working with you and your team on this project.

If you have any questions regarding this scope of work and cost estimate, please do not hesitate to contact the undersigned.

Sincerely,

A handwritten signature in blue ink that reads "David Green".

David Green, P.Eng.
Assistant Manager,
Water Resources Engineering

DG/kr



Fee Schedule

Scope of Work and Cost Estimate for Engineering Services
 OMSS Manual Preparation and Updates for
 Cataraqui Region Conservation Authority Water Control Structures
 D.M. Wills Project No. 19-5366

Task	Estimated Fees
Brockville Area	
Booths Falls Diversion	\$4,055.00
Broome-Runciman Dam	\$3,775.00
Fred Grant Dam	\$3,775.00
Marsh Bridge Dam	\$3,775.00
Temperance Dam	\$3,775.00
Kingston Area	
Highgate Creek Channelization	\$4,055.00
Little Cataraqui Creek Dam	\$3,775.00
Sydenham Lake Dam	\$3,775.00
Wilton Road Dam	\$3,775.00
Total Estimated Fees (excl. disbursements and HST)	\$34,535.00

If you wish to pay the retainer and/or the invoice(s) by credit card, a 5% administrative fee will be applied for each transaction. Please contact **Wills' Accounting Department at 705-742-2297 X223** to provide your credit card details and make payment.



**CATARAQUI REGION
CONSERVATION AUTHORITY**

DATE: SEPTEMBER 25, 2019

REPORT # IR-071-19

*(Supplementary to
Report IR-004-19)*

TO: FULL AUTHORITY BOARD

**FROM: DONNA CAMPBELL
ASSISTANT, CHAIR & GENERAL MANAGER**

1.0 TYPE OF REPORT CONSENT ITEM
ITEM FOR BOARD CONSIDERATION

2.0 TOPIC

**UPDATE TO CATARAQUI REGION CONSERVATION AUTHORITY
2019 FULL AUTHORITY BOARD MEETING SCHEDULE**

3.0 RECOMMENDATIONS

THAT report (IR-071-19), Update to Cataraqui Region Conservation Authority 2019 Full Authority Board Meeting Schedule, BE RECEIVED; and,

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

4.0 PURPOSE

This report outlines a proposed change to the Cataraqui Region Conservation Authority (CRCA) Board Meeting Schedule for 2019. As a result of budget deliberations at the City of Kingston, there is a need to change the November Full Authority Board meeting to December 4, 2019.

5.0 BACKGROUND

CRCA's Board typically meets at 6:30 P.M. on the fourth Wednesday of each month, with the exception of July and December. Allowances in the schedule are made to avoid conflict with municipal conferences such as the Ontario Good Roads Association/Rural Ontario Municipal Association (OGRA/ROMA) conference held each year in February.

CRCA received an invitation to present its draft 2020 Budget at the City of Kingston budget deliberation meetings being held November 25-27, 2019. These dates coincide with a scheduled Full Authority Board meeting of November 27, 2019. As such, it is recommended that the meeting be moved to December 4, 2019 at 6:30 P.M.

6.0 STRATEGIC PLAN

This report supports Goal F in the Strategic Plan, Cataraqui 2020.

To operate an efficient and financially sound organization that provides excellent service to the community; promotes best environmental practices; and that offers a healthy, positive and nurturing workplace environment for staff, members and volunteers.

- Maintain a positive image in the community.
- Make customer service a top priority in all work areas.
- Maximize the efficient use of time and resources to avoid waste.
- Demonstrate leadership in environmental design as well as energy and materials conservation.
- Foster the health, safety, morale and career development of our staff.
- Maintain up-to-date corporate policies.
- Maintain internal capacity in support services such as accounting, communications, document management, geomatics and information technology.
- Manage capital assets in a long-term, sustainable way.

This report strives to ensure that Cataraqui Region Conservation Authority adheres to its corporate policy framework.

In accordance with Section 4.2 Notice of Meeting of Cataraqui Region Conservation Authority By-law No. 1 (Administration By-law), The Board shall approve a schedule for regular meetings in advance.

7.0 INPUT FROM OTHER SOURCES

N/A

8.0 ANALYSIS

Staff recommend that the following updated schedule be used for 2019.

**Table 1 – Updated Cataraqui 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	No scheduled meeting
December	4
January (2020)	29

9.0 FINANCIAL IMPLICATIONS

N/A

10.0 CONCLUSION

In order to ensure the flow of CRCA business, staff recommend the updated schedule suggested in this report.

Respectfully submitted,

(Original signed by)

Donna Campbell
Assistant, Chair & General Manager

Approved for Circulation,

(Original signed by)

Geoff Rae, MBA, P.Eng.
General Manager



Friends of Lemoine Point

Minutes of Board Meeting: May 06, 2019

Present: John Diemer, Ron Bettney, Paul Musiol, Karen Samis, Rick Knapton, Paul Marriott.

Regrets: Jane Murphy, Peter Butler.

The meeting opened at 13:30 hrs with President John Diemer in the chair.

1. Approval of Agenda: The Agenda had been circulated by email. There being no comments, the agenda was adopted.

2. Minutes of Previous Meeting: The Minutes of the April 2019 Meeting had been circulated by email. The minutes were accepted by consensus.

3. Business Arising:

Memorial tree requests: future requests will now be directed to Peter Butler in addition to Jane Murphy.

4. Treasurer's Report: Financial details as of the end of April 2019 were circulated separately via e-mail. Membership currently stands at 150 including 106 primary (\$20) memberships.

An application for the financial reviewer role, advertised in the Spring 2019 newsletter, has been received and the candidate has been interviewed by Ron Bettney and John Diemer. Following discussion of the interview the Board voted unanimously to appoint Brian Melody as the independent financial reviewer for the Friends of Lemoine Point. The results of the review of the 2019 accounts will be sent directly to the President, John Diemer.

5. CRCA Report: Rick Knapton provided a copy of an e-mail from the Kingston Rotary expressing their desire to plant 100 trees in Rotary Park in 2020/21 as part of their celebration of "100 Years of Rotary in Kingston". Currently the project is at the early planning stage: Rick Knapton was asked to coordinate with the Native Plant Nursery Group to determine whether the Nursery could provide trees for the project given the transition of the Nursery to growing larger tree stock. Rick Knapton is looking to invite Tom Beaubiah and nursery representatives to future Rotary planning meetings.

Rick Knapton reported that the water levels in Lake Ontario are beginning to adversely affect the waterfront trail.

The Catarauqui Conservation Foundation enquired whether any board members would be interested in joining their organization. No immediate interest was expressed.

6. Education / Enforcement: No report.

7. Biodiversity Projects: Kingston Field Naturalists report that there has been some evidence of nest building in the barn swallow structure.

8. Trail Maintenance & Accessibility: Clean –up Day took place on April 27, 2019. John Diemer covered the south car park and Jane Murphy and Karen Samis the north car park, where participation included people coming specifically for the clean-up event. The suggestion was made to include an article on the issue of garbage at Lemoine Point in the Spring newsletter next year in an attempt to increase participation.

The possibility of the Friends supporting the acquisition of a 3pt hitch land plane for Lemoine Point was discussed. It was decided the overall trail strategy for the maintenance of the trails should be discussed at a future meeting in order to determine the most effective deployment of resources. As input to this discussion Peter Butler is due to summarise his concerns about the state of the trails in an e-mail to Rick Knapton as noted in the minutes to the April 2019 meeting.

9: Native plant Nursery: Problems with the water supply are expected to be resolved this week.

10: Trees & Heritage Forest: An assessment of extending the deer fencing to encompass the extension areas will be made by Rick Knapton and Peter Butler as the weather conditions allow.

11. Invasive Species: Paul Musiol provided a summary of his findings from his investigation of buckthorn along trail #2.

While buckthorn tends to be a focus of the discussions of invasive species it should be remembered that the Invasive species team have had success in eliminating garlic mustard from their areas of attention.

The Board noted four main invasive species of concern at Lemoine Point:

European Buckthorn

Dog Strangling Vine

Garlic Mustard

Wild Parsnip

While it was accepted that the resources were not available to address the whole of the Lemoine Point property, the concept of designating an area as an invasive species free zone was discussed. This area could be a demonstration plot to show what an area free of invasives could look like: the size of the area could be tailored to the available resources. Following a discussion of the concept it was decided to include an assessment of potential locations for such an area in the June Board meeting tour of Lemoine Point.

12. Membership, Volunteers & Publicity: The current process for following up with non-renewing members was discussed as was the potential for contacting the membership via e-mail. No specific changes were proposed at this time.

13. Exclosure Project: Discussion of the exclosure project was postponed to a future meeting.

14. Bench Maintenance: Assessment of the benches requiring attention in 2019 will be made as weather conditions allow.

15. Bobolink Meadow Report: The conclusions from the April 2019 meeting were summarised, namely that cutting at a frequency of 3 – 5 years in order to keep the pasture nature of the field would appear reasonable with the cutting taking place around September in order to allow the wild flowers to go seed.

16. Memorial/Fundraising Program: No new developments.

17: Other Business: None

18. "Retreat" Issues – Invasive Species & Board Effectiveness:

Invasive species: See the above item #11 for summary of discussion

Board Effectiveness: To be covered at future meeting.

19. Next Meeting:

09:00 hrs on Monday June 03, 2019 at the South Parking Lot of Lemoine Point.

Meeting closed at 15:50 hrs



Friends of Lemoine Point

Minutes of Board Meeting: June 03, 2019

Present: John Diemer, Jane Murphy, Ron Bettney, Paul Musiol, Karen Samis, Rick Knapton, Peter Butler, Paul Marriott.

Visitors: Tom Beaubiah.

Prior to the regular monthly meeting the attendees minus Jane Murphy gathered at the North parking lot at 09:00 hrs in order to physically audit the following areas:

Proposed extensions of the Heritage Tree programme (Area 2 and Area 3, as per Item 6, January minutes)

Potential locations for an Invasive Species Free demonstration plot (as per Item 11, May 2019 minutes)

Following the audit the meeting attendees reconvened at the CRCA building at Lemoine Point to continue with this month's business with President John Diemer in the chair.

1. Minutes of Previous Meeting: The Minutes of the May 2019 Meeting had been circulated by email. The minutes were accepted by consensus.

2. Business Arising: None.

3. Treasurer's Report: Financial details as of the end of May 2019 were circulated separately via e-mail.

The renewal of the GIC's maturing in July (ca. \$16000) and August (ca. \$5600) was approved.

4. CRCA Report: John Diemer summarized the e-mail from Peter Butler concerning the condition of the trails. Tom Beaubiah replied that the 2019 budget for trail remediation at Lemoine Point is \$10K. Gravel is scheduled to be brought on site for storage on the flat rock area prior to use, once the conditions allow (currently too wet).

The shoreline study is underway and should be completed by the end of June. A budget of \$70K has been set aside to address the recommendations.

Rick Knapton reported that trail #2 has muddy sections which he has tried to address with additional gravel ; however these efforts have been hampered by the waterlogged conditions. Peter Butler suggested that a 10 year plan for trail maintenance be developed with a focus each year to bring a section of the trail up to a 20 year standard.

Natural Resources Canada will be at Lemoine Point later this week to begin the parasitic wasp release programme against the Emerald Ash Borer.

5. Trail Maintenance & Accessibility: Jane Murphy proposed that the Friends of Lemoine Point purchase a 3 point hitch land plane for use in maintaining and improving the state of the trails at Lemoine Point. The cost of such equipment is \$1500. After a discussion of the pros and cons the matter was put to a vote and the purchase approved.

6. Invasive Species:

The Invasive Species team will meet on June 04 for the last time until the Fall.

7: Membership, Volunteers & Publicity: The AGM is scheduled for 7 PM on 13 November 2019 at Ongawanada

Possible presentation topics: Invasive Species – Speaker to be determined

Emerald Ash Borer Demonstration Site - CRCA

8: Other Business:

Reflections on this morning's physical audit:

Heritage Forest Expansion Sites: It was agreed that the expansion in Area 2 (Item 6, January minutes) should proceed while any activity concerning Area 3 (Item 6, January minutes) should be put on hold pending a review in 5 years time .

Invasive Species Free Demonstration Site: Following a discussion of possible locations it was decided to adopt the area at the north-end. Paul Marriott agreed to pilot over the next three months (June – August) the effort required to address the European Buckthorn and the extent of the area which could be addressed and report on his findings at the September Board Meeting.

John Diemer to forward a copy of the Permit for Invasive Species activities to Paul Marriott – Complete.

Tom Beaubiah to look into getting business card versions of the permit for easier carrying on person.

9. "Retreat" Issues –Board Effectiveness:

Board Effectiveness: To be covered at future meeting.

10. Next Meeting:

10:00 hrs on Monday September 09, 2019

Meeting closed at 11:45 hrs