

CATARAQUI REGION CONSERVATION AUTHORITY

MINUTES OF THE FULL AUTHORITY BOARD

WEDNESDAY, OCTOBER 23, 2019

CRCA ADMINISTRATION OFFICE BOARDROOM

Present: Alan Revill (Chair), Alan Barton, Leigh Bursey, Rhonda Ferguson, Claire Gunnewiek, Al Hanes, Matt Harper, Bert Herfst, Garry Hewett, Paul McAuley, Gary Oosterhof, Terry Richardson, Ross Sutherland (Vice Chair)

Regrets: Wayne Hill, Robert Kiley, Gordon Ohlke, Lisa Osanic

Staff Present: Geoff Rae, General Manager; Donna Campbell, Assistant, Chair & General Manager; Krista Fazackerley, Supervisor, Communications & Education; Katrina Furlanetto, Manager, Watershed Planning & Engineering; Rob McRae, Manager, Corporate Services; Rhonda Roantree, Receptionist/Clerk; Andrew Schmidt, Supervisor, Development Review

Guests: Christine Brennan, Cataraqui Source Protection Committee Member, John Williamson, Chair Cataraqui Source Protection Committee, Pat McNamee, Friends Cataraqui Trail

The meeting commenced at 7:06 P.M. following the Cataraqui Region Conservation Authority Full Authority Board Hearing meeting.

1. ROLL CALL

There were thirteen (13) members present.

2. ADOPTION OF AGENDA

Moved by: Claire Gunnewiek
Seconded by: Al Barton

THAT the agenda BE ADOPTED.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were none.

4. DELEGATION / PRESENTATION

There was none.

5. APPROVAL OF PREVIOUS MINUTES

5.1. Minutes of September 25, 2019

Moved by: Leigh Burse
Seconded by: Rhonda Ferguson

THAT the minutes of the September 25, 2019 meeting of the Cataraqui Region Conservation Authority, BE APPROVED.

CARRIED

6. BUSINESS ARISING

There was none.

7. ITEMS FOR CONSIDERATION

7.1. Administration By-Law – Amendments to Schedules ‘D’ and ‘F’ (report IR-080-19)

Resolution: 094-19
Moved by: Al Hanes
Seconded by: Paul McAuley

THAT Report IR-080-19, Administration By-Law – Amendments to Schedules ‘D’ and ‘F’, BE RECEIVED; and,

THAT Revision 0 of Schedules ‘D’ and ‘F’ to Cataraqui Region Conservation Authority By-Law No. 1 (Administration By-Law), BE REPEALED, and Revision 1 of Schedules ‘D’ and ‘F’ to Cataraqui Region Conservation Authority By-Law No. 1 (Administration By-Law), BE ADOPTED.

CARRIED

7.2. Permit F-303/17-LO – 122 Nicholson Point Road, Loyalist Township Update (report IR-081-19)

Resolution: 095-19
Moved by: Bert Herfst
Seconded by: Al Hanes

THAT Report IR-081-19, Permit F-303/17-LO – 122 Nicholson Point Road, Loyalist Township Update, BE RECEIVED.

CARRIED

7.3. Formation of Planning and Permitting Ad Hoc Committee (report IR-082-19)

The Chair called for interest from the floor to fill the four positions on the Planning and Permitting Ad Hoc Committee.

Resolution: 096-19
Moved by: Leigh Bursey
Seconded by: Al Barton

THAT Report IR-082-19, Formation of a Planning and Permitting Ad Hoc Committee, BE RECEIVED; and,

THAT the appointment of Cataraqui Region Conservation Authority Chair, Vice Chair, Leigh Bursey, Claire Gunnewiek, Paul McAuley and Gary Oosterhof as members to the Cataraqui Region Conservation Authority's Planning and Permitting Ad Hoc Committee, BE APPROVED.

CARRIED

7.4. Update to Cataraqui Region Conservation Authority 2019 Full Authority Board Meeting Schedule (report IR-083-19)

The next meeting is scheduled for Monday, December 2, 2019.

Resolution: 097-19
Moved by: Paul McAuley
Seconded by: Terry Richardson

THAT Report (IR-083-19), 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.

CARRIED

8. MINUTES

There were no Friends Minutes in October.

9. COMMITTEE REPORTS

9.1. Report from Personnel Committee meeting of October 23, 2019 (report IR-084-19)

Report IR-084-19, Report from the Personnel Committee meeting of October 23, 2019 was distributed at the meeting. ([Attachment #1](#))

Resolution: 098-19
Moved by: Bert Herfst
Seconded by: Garry Hewett

THAT Report (IR-084-19), Report from Personnel Committee meeting of October 23, 2019, BE APPROVED.

CARRIED

10. ANNOUNCEMENTS OR INQUIRIES/INFORMATION

10.1. Report on Communications (report IR-085-19)

Resolution: 099-19
Moved by: Leigh Burse
Seconded by: Claire Gunnewiek

THAT the Report on Communications (IR-085-19), BE RECEIVED.

CARRIED

11. MOTIONS / NOTICES OF MOTIONS

There were none.

12. IN CAMERA SESSION

Resolution: 100-19
Moved by: Bert Herfst
Seconded by: Garry Hewett

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

CARRIED

12.1. Confidential Report – Legal Matter (report IR-086-19)

12.2. Confidential Report - Full Authority Confidential In-Camera Minutes of September 25, 2019 (report IR-087-19)

Resolution: 101-19
Moved by: Leigh Burse
Seconded by: Matt Harper

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

CARRIED

13. RETURN TO OPEN SESSION

Resolution: 102-19
Moved by: Al Hanes
Seconded by: Rhonda Ferguson

THAT Cataraqui Region Conservation Authority AUTHORIZE staff to pursue items of action as discussed at the **IN CAMERA** session on October 23, 2019.

CARRIED

14. ADJOURNMENT

The meeting adjourned at 7:30 P.M. on a motion by Claire Gunnewiek, seconded by Al Barton.

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

Geoff Rae, MBA, P.Eng.
General Manager

Alan Revill
Chair

- d) **THAT** Report IR-076-19-PC, Personnel Committee Confidential In-Camera Minutes of September 16, 2019, BE APPROVED.

Respectfully submitted,

(Original signed by)

Bert Herfst, Chair
Personnel Committee

Attachment - Report IR-075-19-PC, Job Description Update

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.

7.0 INPUT FROM OTHER SOURCES

The Manager of Watershed Planning & Engineering, Engineer of Water Resources, Technologist of Water Resources, and General Manager provided input to the proposed changes to the job descriptions.

8.0 ANALYSIS

The provincial government has cut transfer payments to Cataraqui Conservation necessitating permanent consolidation of the Source Protection Coordinator role with that of the Manager of Watershed Planning & Engineering. Also, the new Water Resources Engineer has suggested a refined division of responsibilities between that position and the Water Resources Technologist position to add clarity to each role. As such, the job description for each of the positions ([attached](#)) has been updated and is recommended for approval by the Personnel Committee.

9.0 FINANCIAL IMPLICATIONS

N/A

10.0 CONCLUSION

Updates to the job descriptions for the following positions are recommended for approval:

- Manager, Watershed Planning & Engineering
- Engineer, Water Resources
- Technologist, Water Resources

Approved for circulation,

(Original signed by)

Geoff Rae, MBA, P.Eng.
General Manager

Attachments:

- #1 - Job Description - Manager, Watershed Planning & Engineering (draft)
- #2 - Job Description - Engineer, Water Resources (draft)
- #3 - Job Description - Technologist, Water Resources (draft)



22. Job Description - Manager, Watershed Planning & Engineering

Summary

The leader of the Watershed Planning and Engineering Team, the Manager, Watershed Planning & Engineering advances the overall progress of the watershed environmental planning and engineering services. Services are related to natural hazards, natural heritage, water quality and quantity. Programs focus on science, policy and action and include Development Review, Flood and Erosion Management, Natural Heritage Systems, Watershed Planning and Transformation and Watershed Stewardship and Restoration. To support watershed management practices, the position is also responsible to execute studies and develop policy.

As a member of the senior management team, the position actively participates in the development of long term strategic plans, the development and management of the departmental budget, the execution of annual operational plans and the leadership and supervision of staff.

Overview of Responsibilities

1. As a member of the Management Team, responsible to
 - a. lead departmental staff which includes hiring, training, coaching, motivating, developing and managing the performance of staff
 - b. develop and manage the departmental budget which includes anticipating budget variances, and recommendations to deal with same
 - c. participate in the development of long term strategic plans, and develop and execute annual operational objectives and budgets
 - d. ensure the continuing quality of programs and service delivery
 - e. seek opportunities and, as necessary, coordinate efforts to secure alternative funding for departmental activities
 - f. ensure the appropriate collection, analysis and maintenance of information which is often complex, sensitive and confidential
2. Provide leadership in programs such as the Development Review, Flood and Erosion Management, Natural Heritage Systems, Watershed Monitoring & Reporting, Watershed Planning and Transformation (including delivery of Drinking Water Source Protection) and Watershed Stewardship and Restoration
3. Advance conservation outcomes and CRCA service delivery by introducing best practices and innovation to operations and capital projects, and by helping local communities mitigate their greenhouse gas emissions and adapt to a changing climate
4. Lead departmental programs to gather, analyze, and document the health of the CRCA watersheds to influence the development of local planning policy relating to the conservation and protection of natural assets



Provide project planning and management including the development of terms of reference, invitation of proposals or call for tenders, selection and supervision of contractors/consultants and overall contract administration

5. Support the Board of Directors, and maintain positive working relationships with, municipalities and other levels of government, community organizations, academia and the public
6. Determine the need for departmental policy, draft and/or oversee the development of policy, ensure appropriate consultation, communication and implementation

Skill

- Accreditation as a Registered Professional Planner, Ontario Professional Planners Institute
- Full Membership, Canadian Institute of Planners (asset)
- University degree in environmental policy, environmental science or studies, geography, planning or equivalent
- 5+ years progressive experience ideally including municipal or environmental planning, water or natural resource management, and 1-2 years management experience
- Demonstrated experience in staff development, financial and program management
- Advanced knowledge of applicable legislation and relevant departmental policies and procedures
- Excellent verbal and written communication, interpersonal, problem solving, presentation and organizational skills including the demonstrated ability to build relationships with internal and external stakeholders and partners
- Valid Class G Driver's License or equivalent required
- Ability to perform under pressure, and address multiple priorities
- Proficiency with the full suite of Microsoft Office software and familiarity with geographic information systems (GIS)
- Accuracy and attention to detail
- Demonstrated flexibility and the ability to adapt to a fast-paced changing environment

Effort

- Demand on energy as a result of developing relationships with and responding to multiple stakeholders, making public presentations and addressing multiple and different areas of responsibility
- Work does not require extended physical effort; however, driving and visiting sites and inspecting work may require some physical effort



Working Conditions

- Most working hours are in an indoor office environment; however, there may be exposure to difficult terrain, insects, noxious weeds, extreme temperatures and/or inclement weather when visiting sites
- Occasionally exposed to difficult or demanding clientele
- Required to respond to emergencies, and regularly attend meetings and make presentations outside normal business hours
- Occasionally required to travel out of town for short periods of time



16. Job Description – Engineer, Water Resources

Summary

A key member in the Watershed Planning and Engineering Team, the Engineer, Water Resources provides engineering expertise to guide CRCA programs and services. Related efforts are focused on the Flood and Erosion Management program and the Development Review program.

Overview of Responsibilities

1. CRCA Flood & Erosion Management Program
 - a. Lead the flood forecasting and warning conditions analysis and communications
 - b. Manage natural hazards data and mapping projects (e.g. floodplain mapping)
 - c. Coordinate the hydrometric network (e.g. stream gauges)
 - d. Act as Flood Duty Officer on rotation
2. Water Control Structure Asset Management Program
 - a. Support the maintenance and operations of water control structures
3. Low Water Response Program
 - a. Lead the Provincial program analysis and communications
4. Development Review Program
 - a. Lead the review and responses for development proposals
 - b. Provide technical advice regarding development proposals and related approvals under the *Condominium Act*, *Conservation Authorities Act* (Ontario Regulation 148/06), *Environmental Assessment Act* and *Planning Act* (water resources aspects such as flooding, erosion and stormwater management)
5. Provide technical advice to municipalities, other levels of government, community organizations and the public regarding environmental conservation (water resources aspects)

Skill

- Certification as a licensed Professional Engineer in Ontario, and a full member in good standing of the Professional Engineers of Ontario
- University degree in civil engineering or equivalent
- 3+ years related experience
- Demonstrated project management experience
- Advanced knowledge of applicable legislation and relevant departmental policies and procedures



- Excellent verbal and written communication, interpersonal, problem solving, presentation and organizational skills including the demonstrated ability to describe technical content in clear-language terms when addressing outside agencies and the public as well as the ability to make technical presentations to municipal/provincial officials and write technical reports and policy
- Ability to perform under pressure, and address multiple priorities
- Proficiency with the full suite of Microsoft Office software and with water information systems, and familiarity with geographic information systems (GIS)
- Proficiency with aerial photographs, maps and development plans
- Accuracy and attention to detail
- Demonstrated flexibility and the ability to adapt to a fast-paced changing environment
- Valid Class G Driver's License or equivalent required
- Working at Heights safety training required

Effort

- Demand on energy as a result of developing relationships with and responding to multiple stakeholders and addressing multiple priorities
- Work does not require extended physical effort; however, visiting sites may require some physical effort

Working Conditions

- Most working hours are in an indoor office environment; however, there may be exposure to difficult terrain, insects, noxious weeds, extreme temperatures and/or inclement weather when visiting sites
- Occasionally exposed to difficult or demanding clientele
- Occasionally required to attend meetings and make presentations outside normal business hours
- Occasionally required to travel out of town for short periods



31. Job Description – Technologist, Water Resources

Summary

A key member of the Watershed Planning and Engineering Team, the Technologist, Water Resources supports the Development Review and Flood & Erosion Management programs. The Development Review work is focused on providing technical advice regarding development proposals (engineering aspects). The CRCA Flood & Erosion Management program which includes forecasting flood conditions and issuing flood messages to local communities, coordinating water control structure asset management, maintenance and operations, and managing natural hazards data and mapping projects (e.g. floodplain mapping).

Overview of Responsibilities

1. CRCA Flood & Erosion Management Program
 - a. Forecast flood conditions and issue flood messages to local communities
 - b. Assist with natural hazards data and mapping projects
 - c. Support management of the the hydrometric network (e.g. stream gauges)
 - d. Act as Flood Duty Officer on rotation
2. Water Control Structure Asset Management Program
 - a. Lead the maintenance and operations of water control structures
3. Development Review Program
 - a. Provide technical advice regarding development proposals and related approvals under the *Condominium Act*, *Conservation Authorities Act* (Ontario Regulation 148/06), *Environmental Assessment Act* and *Planning Act* (water resources aspects such as flooding, erosion and stormwater management)
4. Provide technical advice to municipalities, other levels of government, community organizations and the public regarding environmental conservation (water resources aspects)

Skill

- Accreditation as a Certified Engineering Technologist (CET)
- Diploma in civil engineering technology or equivalent
- 2 + years related experience
- Advanced knowledge of applicable legislation and relevant departmental policies and procedures
- Excellent verbal and written communication, interpersonal, problem solving, presentation and organizational skills including the demonstrated ability to describe technical content in clear-language terms when addressing outside



agencies and the public as well as the ability to make technical presentations to municipal/provincial officials and write technical reports and policy

- Ability to perform under pressure, and address multiple priorities
- Proficiency with the full suite of Microsoft Office software, and geographic information systems (GIS),
- Proficiency with aerial photographs, maps and development plans
- Accuracy and attention to detail
- Demonstrated flexibility and the ability to adapt to a fast-paced changing environment
- Valid Class G Driver's License or equivalent required
- Working at Heights safety training required

Effort

- Demand on energy as a result of developing relationships with and responding to multiple stakeholders and addressing multiple priorities
- Work does not require extended physical effort; however, visiting sites and operating water control structures may require some physical effort (e.g. raising stoplogs, in-water work)

Working Conditions

- Most working hours are in a normal indoor working environment; however, there may be exposure to difficult terrain, insects, noxious weeds and/or inclement weather when visiting sites
- Occasionally exposed to difficult or demanding clientele
- Regularly required to act as a Flood Duty Officer (on-call) outside of normal working hours
- Occasionally required to attend meetings and make presentations outside normal business hours
- Occasionally required to travel out of town for short periods