



Cataraqi
conservation

Minutes of the Full Authority Board Annual General Meeting (AGM)

Date: Wednesday, January 29, 2020

Location: Cataraqi Conservation Administration Office Boardroom

Present: Alan Revill, Township of South Frontenac, Chair
Al Barton, Township of Front of Yonge
Leigh Bursey, City of Brockville
Rhonda Ferguson, Township of Athens
Al Hanes, Township of Elizabethtown-Kitley
Matt Harper, Town of Gananoque
Garry Hewett, City of Brockville
Paul McAuley, Loyalist Township
Gordon Ohlke, Township of Leeds and the Thousand Islands
Gary Oosterhof, City of Kingston
Lisa Osanic, City of Kingston
Terry Richardson, Town of Greater Napanee
Claire Smith, Township of Rideau Lakes
Ross Sutherland, Township of South Frontenac, Vice Chair
Nathan Townend, Loyalist Township

Regrets: Simon Chapelle, City of Kingston
Robert Kiley, City of Kingston

Staff Present: Katrina Furlanetto, General Manager
Tom Beaubiah, Manager, Conservation Lands
Donna Campbell, Assistant, Chair & General Manager
John Connolly, Manager, Watershed Planning & Engineering
Laura Dietrich, Financial Analyst
Shawn Fairbank, Technologist, Water Resources
Krista Fazackerley, Supervisor, Communication & Education
Stana Luxford Oddie, Senior Conservation Educator
Cheryl Rider, Supervisor, Finance
Rhonda Roantree, Receptionist/Clerk
Andrew Schmidt, Supervisor, Development Review
Janice Teare, Engineer, Water Resources
Christine Woods, Resource Planner

Guests: Andrew Girouard, Town of Greater Napanee

The meeting commenced at 6:30 p.m. with 2019 Chair, Mr. Alan Revill, in the Chair.

1. Roll Call and Introductions

There were fifteen (15) members present.

2. Adoption of Agenda

Moved By: Leigh Bursey
Seconded By: Gordon Ohlke

That the agenda **Be Adopted** as circulated.

Carried

3. Declaration of Conflict of Interest

There was none.

4. Remarks from Past Chair (Report IR-001-20)

Resolution: 001-20
Moved By: Rhonda Ferguson
Seconded By: Gary Oosterhof

That Report IR-001-20, Remarks from Past Chair, **Be Received**.

Carried

5. Remarks from General Manager (IR-002-20)

Resolution: **002-20**
Moved By: Paul McAuley
Seconded By: Matt Harper

That Report IR-002-20, Remarks from General Manager, **Be Received**

Carried

6. Election of Chair and Vice Chair

Alan Revill turned the Chair over to Katrina Furlanetto, General Manager, for the 2020 election of Chair and Vice Chair of the Cataraqui Conservation at this time.

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

Moved By: Al Barton
Seconded By: Lisa Osanic

That Alan Revill **Be Nominated** for the position of Chair of Cataraqui Conservation Full Authority Board for 2020; and,

That nominations **Be Closed**.

Carried

Alan Revill indicated he was prepared to stand, and with that Katrina Furlanetto, General Manager, declared Alan Revill Chair of Cataraqui Conservation for 2020 by acclamation.

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

Moved By: Al Hanes
Seconded By: Paul McAuley

That Ross Sutherland **Be Nominated** for the position of Vice Chair of Cataraqui Conservation Full Authority Board for 2020; and,

That nominations Be Closed.

Carried

Ross Sutherland indicated he was prepared to stand as Vice Chair, and with that Katrina Furlanetto, General Manager, declared Ross Sutherland Vice Chair of Cataraqui Conservation for 2020 by acclamation.

Resolution: 003-20
Moved By: Rhonda Ferguson
Seconded By: Gordon Ohlke

That Alan Revill and Ross Sutherland **Be Confirmed** as Chair and Vice Chair, respectively, of Cataraqui Conservation Full Authority Board for 2020.

Carried

Alan Revill assumed the Chair at this time.

7. Delegation / Presentation

7.1. Orientation

- Presentation – Katrina Furlanetto, General Manager ([Attachment #1](#))

Katrina Furlanetto noted that a copy of the 2019 orientation presentation from Legal Council will be included with the minutes. It includes Drinking Water Source Protection obligations of the Board, role of the Board in Section 28 of the Conservation Authorities Act for appeals and the Administrative by-law (conflicts and code of conduct). ([Attachment #2](#)).

Resolution:	004-20
Moved By:	Leigh Bursey
Seconded By:	Al Hanes

That Cataraqui Conservation Full Authority Board **Receive** the Orientation presentation by Katrina Furlanetto, General Manager.

Carried

7.2. Programs and Services

- Presentation – Tom Beaubiah, Manager, Conservation Lands ([Attachment #3](#))

Tom Beaubiah noted during his presentation that a copy of 2018 Programs & Services – Supporting Healthy & Resilient Communities annual report for 2018 was provided to each member. Members requested this document be included in the minutes. ([Attachment #4](#)).

Resolution:	005-20
Moved By:	Al Hanes
Seconded By:	Matt Harper

That Cataraqui Conservation Full Authority Board **Receive** the Programs and Services presentation by Tom Beaubiah, Manager, Conservation Lands.

Carried

7.3. 2019 #HikeCRCA Results

- Presentation – Krista Fazackerley, Supervisor, Communications & Education ([Attachment #5](#))

Resolution: **006-20**
Moved By: Gordon Ohlke
Seconded By: Lisa Osanic

That Cataraqui Conservation Full Authority Board **Receive** 2019 #HikeCRCA Results presentation by Krista Fazackerley, Supervisor, Communications & Education.

Carried

Leigh Bursey left the meeting at 7:35 p.m. following the presentations.

7.4. Recognition of Cataraqui Conservation Staff Years of Service

The Chair, Alan Revill, recognized the following staff members for their years of service:

20-years

- Cheryl Rider, Supervisor, Finance
- Stana Luxford Oddie, Senior Conservation Educator

15-years:

- Christine Woods, Resource Planner

The staff being recognized then assembled for a group photo with Alan Revill, Chair and Katrina Furlanetto, General Manager.

8. Approval of Previous Minutes

- 8.1. Minutes of the Cataraqui Conservation Full Authority Board Meeting of December 2, 2019

Moved By: Matt Harper
Seconded By: Paul McAuley

That the minutes of the Cataraqui Conservation Full Authority Board Meeting of December 2, 2019, **Be Approved**.

Carried

9. Business Arising

There was none.

10. Items for Consideration

10.1. Cataraqui Conservation Appointments (report IR-003-20)

Municipal Appointment of Members to Cataraqui Conservation		
Municipality	Member	Term
Township of Athens	Rhonda Ferguson	4 years (2019-2022)
City of Brockville	Leigh Bursey	1 year (2020)
City of Brockville	Garry Hewitt	1 year (2020)
Township of Elizabethtown-Kitley	Al Hanes	4 years (2019-2022)
Township of Front of Yonge	Al Barton	4 years (2019-2022)
Town of Gananoque	Mike Kench	4 years (2019-2022)
Town of Greater Napanee	Terry Richardson	4 years (2019-2022)
City of Kingston	Simon Chapelle	1 year (2020)
City of Kingston	Robert Kiley	1 year (2020)
City of Kingston	Gary Oosterhof	1 year (2020)
City of Kingston	Lisa Osanic	1 year (2020)
Township of Leeds and the Thousand Islands	Gordon Ohlke	4 years (2019-2022)
Loyalist Township	Nathan Townend	3 year (2022)
Loyalist Township	Paul McAuley	3 year (2022)
Rideau Lakes Township	Claire Gunnewiek	2 years (2019-2020)
Township of South Frontenac	Alan Revill	4 years (2019-2022)
Township of South Frontenac	Ross Sutherland	4 years (2019-2022)

Standing Committees	
Budget Review	Personnel
Alan Revill, Chair	Alan Revill, Chair
Ross Sutherland, Vice Chair	Ross Sutherland, Vice Chair
Al Hanes	Al Barton
Rhonda Ferguson	Al Hanes
Garry Hewett	Paul McAuley
Paul McAuley	Clair Smith

Ad Hoc Committees	
Administration Facility	Planning and Permitting
Alan Revill, Chair	Alan Revill, Chair
Ross Sutherland, Vice Chair	Ross Sutherland, Vice Chair
Hewett, Garry	Leigh Bursey
Oosterhof, Gary	Paul McAuley
Matt Harper	Gary Oosterhof
Richardson, Terry	Clair Smith

Partner Organizations	
Cataraqui Source Protection Committee	Gordon Ohlke
Conservation Ontario (CO) Council	Alan Revill, Chair Ross Sutherland, Vice Chair; and Katrina Furlanetto, General Manager or Designate
Frontenac Arch Biosphere Reserve	Gordon Ohlke
Rideau Corridor Strategy Steering	Nathan Townend

Resolution: **007-20**
 Moved By: Terry Richardson
 Seconded By: Nathan Townend

That report IR-003-20, Cataraqui Conservation Appointments, **Be Received;** and,

That the municipal appointments to Cataraqui Conservation Full Authority Board as identified in Table 1 of this report **Be Received;** and,

That the appointment of members to Cataraqui Conservation’s Standing and Ad Hoc Committees **Be Accepted,** as presented; and,

That appointments of members for 2020 to the Cataraqui Source Protection Committee, Frontenac Arch Biosphere Reserve Board, and Rideau Corridor Strategy Steering Committee, **Be Approved,** as presented; and,

That the Cataraqui Conservation Chair as voting delegate, Vice Chair as first alternate and General Manager or designate as second alternate, **Be Appointed,** to Conservation Ontario for 2020.

Carried

10.2. Statutory Administrative Approvals (report IR-004-20)

Alan Reville, Chair, request that Item d under Section 5 Investigation Procedure, of the Workplace Violence and Harassment Policy, be amended so that the appeal process go through the Personnel Committee instead of being brought directly to the Full Authority Board. This would be a less intimidating avenue for an employee to navigate and enable more open discussion.

Members concurred to divide the resolution into two parts in order to defer re-affirmation of the Workplace Violence and Harassment Policy. Staff are to report back with an updated policy at the next regular meeting.

Resolution: **008-20**
Moved By: Nathan Townend
Seconded By: Lisa Osanic

That report IR-004-20, Statutory Administrative Approvals, **Be Received**; and,

That the Cataraqui Conservation Full Authority Board **Re-Affirm** for 2020 the Corporate Health and Safety Policy.

Carried

Resolution: **009-20**
Moved By: Ross Sutherland
Seconded By: Rhonda Ferguson

That the Cataraqui Conservation Full Authority Board **Re-Affirm** for 2020 the Workplace Violence and Harassment Policy.

Deferred

10.3. Cataraqui Region Conservation Authority Board 2020 Meeting Schedule (report IR-005-20)

It was noted that the City of Kingston Board Members had a conflict with the suggested date of December 2, 2020. Members concurred of a new date of December 9, 2020. The Full Authority Board meeting schedule was amended accordingly.

Cataraqui Conservation Full Authority Board Meetings - 2020

Month	Board Meeting Date
January (AGM)	29
February	26
March	25
April	22
May	27
June	24
July	No scheduled meeting
August	26
September	23
October	28
November	No scheduled meeting
December	9

Resolution: **010-20**
 Moved By: Nathan Townend
 Seconded By: Gary Oosterhof

That report (IR-005-20), Cataraqui Conservation 2020 Full Authority Board Meeting Schedule, **Be Received**; and

That the meeting schedule outlined in Table 1 of this report, **Be Approved, As Amended**.

Carried

10.4. Advertising Services (report IR-006-20)

Resolution: **011-20**
Moved By: Al Barton
Seconded By: Lisa Osanic

That Report IR-006-20, Cataraqui Conservation Advertising Services, **Be Received**; and,

That staff **Be Directed** to enter into a one-year contract for advertising services with Post Media and provide an analytics report to the Board at the end of the contract.

Carried

11. Minutes

11.1. Friends of Lemoine Point Minutes

Resolution: **012-20**
Moved By: Lisa Osanic
Seconded By: Al Hanes

That the Friends of Lemoine Point Minutes of November 4, 2019, **Be Received**.

Carried

12. Committee Reports

- 12.1. Report from Planning and Permitting Ad Hoc Committee meeting of December 11, 2019 (IR-007-20)

Resolution: **013-20**
Moved By: Lisa Osanic
Seconded By: Paul McAuley

That report IR-007-20, from Planning and Permitting Ad Hoc Committee meeting of December 11, 2019, **Be Approved.**

Carried

13. Announcements or Inquiries / Information

- 13.1. Report on Communications (IR-008-20)

The Board acknowledged the achievement of Cheryl Rider, Supervisor, Finance, on successfully completing two units of the Municipal Law Program, Unit 1 – Introduction to Municipal Law and Unit 2 – Municipal Torts, through Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).

Katrina Furlanetto, General Manager, spoke to Item 3 Municipal Correspondence regarding Conservation Authorities, Item 4 Conservation Authority Act Amendments and Current Status from Conservation Ontario, and Item 6 - Cat Tales, a newsletter which highlights news and events in the watershed. Members requested that Cat Tales be circulated to our member municipality Mayors.

Katrina Furlanetto informed members that the Ministry of Environment, Conservation and Parks (MECP) is hosting a series of multi-stakeholder consultations sessions to engage municipalities, conservation authorities, development, agricultural, landowner and environmental and conservation organizations to provide input on how to improve the efficiencies, consistency, transparency and oversight of conservation authorities. She indicated that the session for eastern Ontario was being held on Friday, February 7, 2020 and that details would be circulated as they become available. In addition, if member municipalities wished to show support for their conservation authorities, they are encouraged to speak to their Councils on bringing forth a resolution. Sample resolutions are available upon request from the members.

Resolution: **014-20**
Moved By: Nathan Townend
Seconded By: Paul McAuley

That report IR-008-20, Report on Communications, **Be Received.**

Carried

14. Motions / Notice of Motion

There were none.

15. In Camera Session

Resolution: **015-20**
Moved By: Al Hanes
Seconded By: Terry Richardson

That the Cataraqui Conservation Full Authority Board move **In Camera.**

Carried

15.1. Confidential Report – Property Matter (IR-009-20)

15.2. Confidential Report – Property Matter (IR-010-20)

Resolution: **016-20**
Moved By: Al Hanes
Seconded By: Matt Harper

That the Cataraqui Conservation Full Authority Board move out of **In Camera** and report.

Carried

16. Return to Open Session

Resolution: **017-20**
Moved By: Ross Sutherland
Seconded By: Gordon Ohlke

That the Cataraqui Conservation Full Authority Board **Authorize** staff to pursue items of action as discussed at the **In Camera** session on January 29, 2020.

Carried

17. Adjournment

The meeting adjourned at 8:20 p.m. on motion by Al Hanes, seconded by Rhonda Ferguson.

Cataraqui Region Conservation Authority

Katrina Furlanetto, M.Env.Sc.
General Manager

Alan Revill, Chair



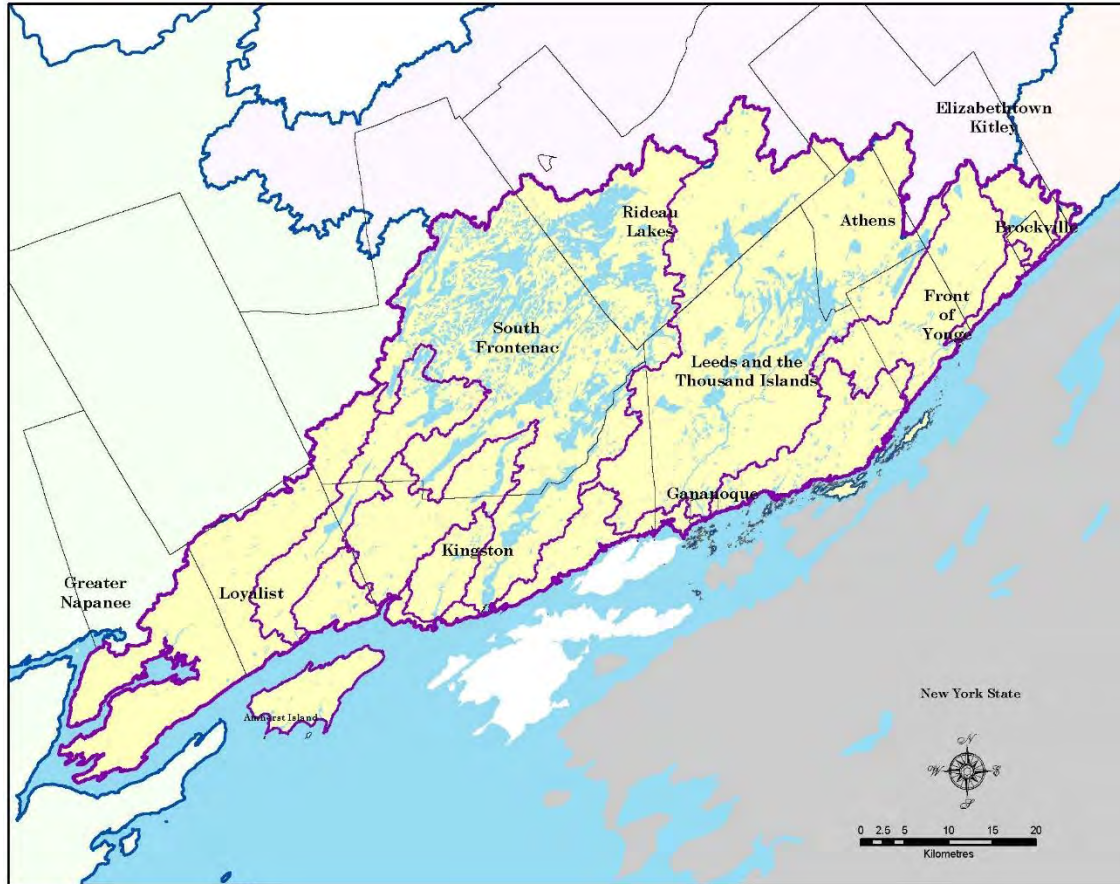
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Full Authority Board Member Administration Overview

Annual General Meeting – January 29, 2020

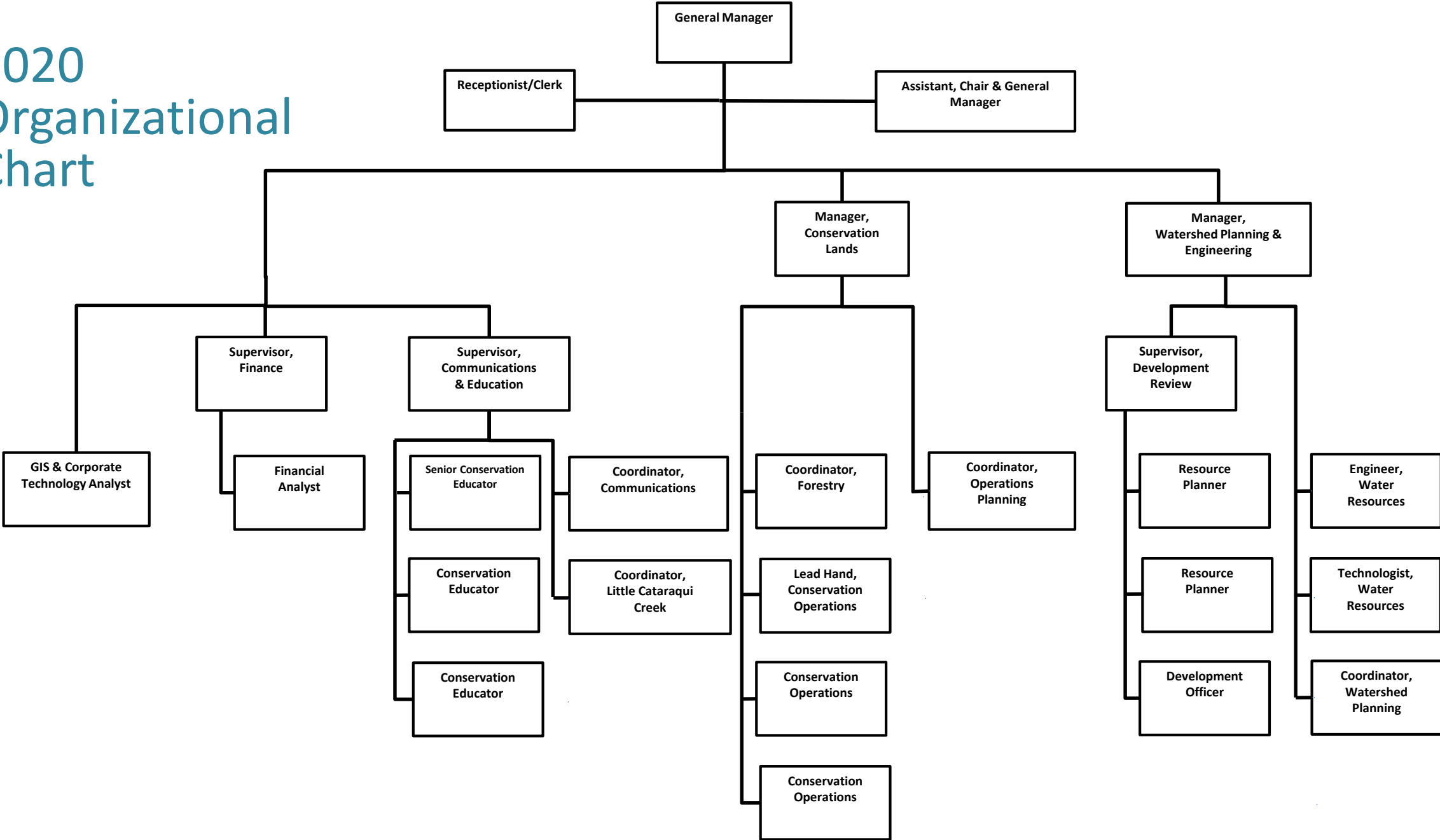


Cataraqui Conservation



- More than 3,800 sq. km of land and water falls within our jurisdiction
- The Region is comprised of 11 watersheds and 11 municipalities, with a population of 210,000 people
- The CRCA itself owns 4,700 hectares of land, 39 parcels including 11 conservation areas, and over 200km of trail networks
- Over 700km of Lake Ontario / St. Lawrence River shoreline and 200+ inland lakes

2020 Organizational Chart



Provincial Landscape

Ontario Ministries

- Ministry of Natural Resources & Forestry
- Ministry of the Environment, Conservation & Parks

A Made-in-Ontario Environment Plan

“Work in collaboration with municipalities and stakeholders to ensure that conservation authorities focus and deliver on their core mandate of protecting people and property from flooding and other natural hazards, and conserving natural resources”

Audit of the Niagara Peninsula Conservation Authority

- Local concerns resulted in an Audit of NPCA in 2018
- All CAs reviewed and support the 24 recommendations



Legislation & Regulations

- Conservation Authorities Act
 - Modernization amendments in 2017 and 2019
 - Section 21.1 speaks to mandated activities
 - Ontario Regulation 148/06
 - Three fundamental principles:
 - (1) local initiative, (2) cost sharing, (3) watershed jurisdiction
- Clean Water Act, 2006
 - Describes requirements for the Drinking Water Source Protection Program for the Cataraqui Source Protection Area

Impact of Proposed Regulation



Could Reshape Natural Hazard Work

- Floodplain Mapping
- Flood Forecasting & Warning
- Plan Review & Regulations
- Water Control Infrastructure
- Protection of Green Infrastructure

Could Reshape Programs & Administration

- Define programs and services
- Require municipal agreement for levy programs
- Revise regulatory scope / tools
- Define fees

Revise Budgets & Workplans

- Develop transition plan
- Review programs and services
- Establish agreements for programs
- Adjust regulatory programs
- Revise fee schedules

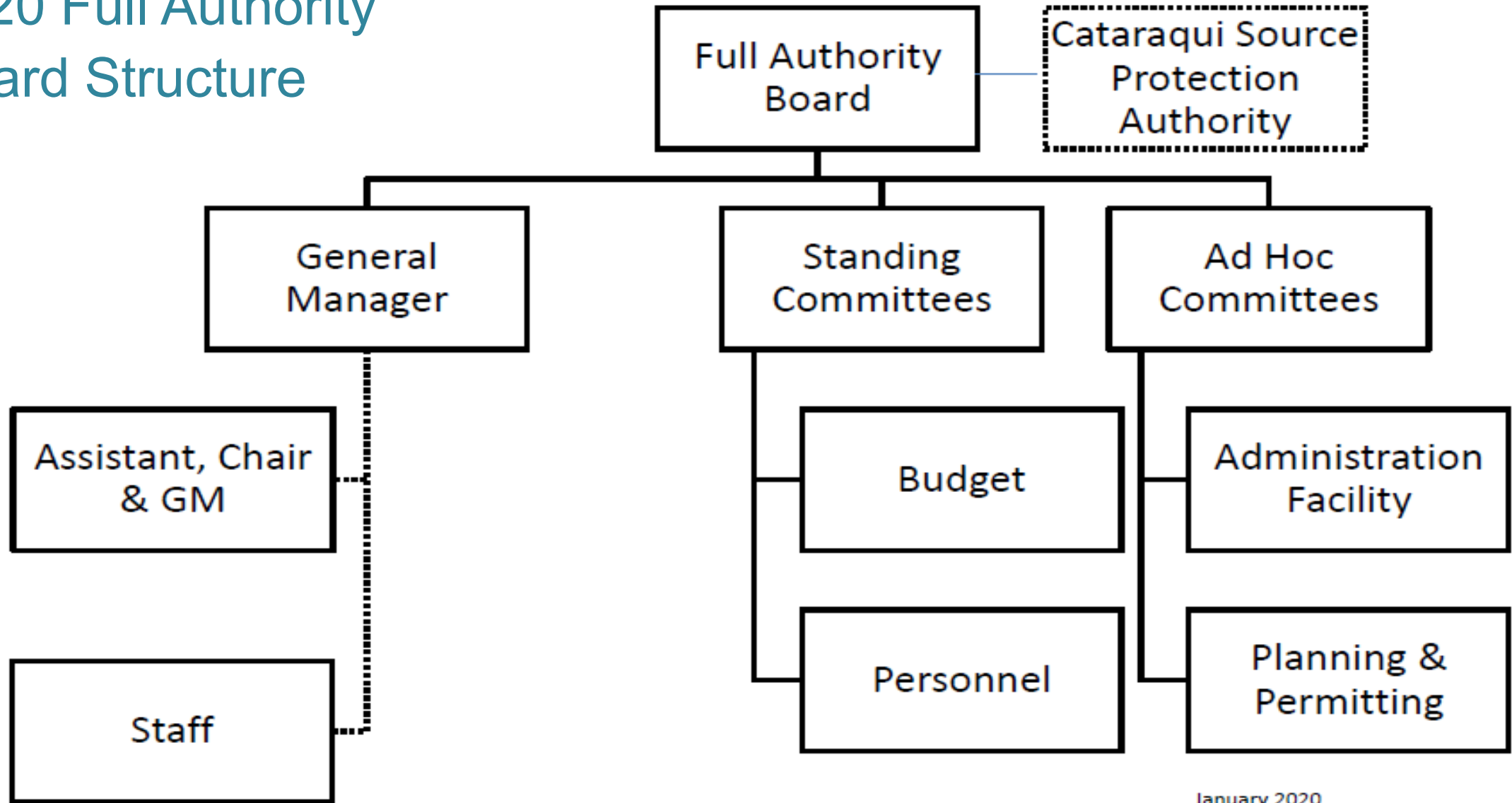
Administration By-Law

For the administration of the Cataraqui Region Conservation Authority

List of Schedules

- **A.** Member Code of Conduct
- **B.** Member Conflict of Interest Policy
- **C.** Responsibilities of the Chair and Vice-Chair
- **D.** Responsibilities of the General Manager
- **E.** Procedure for Election of Officers
- **F.** Signing Authorities
- **G.** Terms of Reference for Advisory Boards and Committees
- **G-1** Budget Review Committee
- **G-2** Personnel Committee
- **H.** Records Retention Policy (to come)

2020 Full Authority Board Structure



January 2020
C:\Documents\CRCA Business

Membership Appointments

Municipality	Member
Township of Athens	1
City of Brockville	2
Township of Elizabethtown-Kitley	1
Township of Front of Yonge	1
Town of Gananoque	1
Town of Greater Napanee	1
City of Kingston	4
Township of Leeds & the Thousand Islands	1

Municipality	Member
Loyalist Township	2
Township of Rideau Lakes	1
Township of South Frontenac	2

- 17 Board members from 11 municipalities within the watershed
- Weighted vote during budget development

Member Responsibilities

- Appointed on behalf of eleven municipalities for up to 4 years
- Fiduciary duties and responsibilities of directors of a corporation
- Core responsibilities
 - a) Attending **all meetings** of the Authority;
 - b) Understanding the **purpose, function and responsibilities** of the Authority (including statutory and legal obligations);
 - c) Uphold the **mandate, vision, and mission** of the CA;
 - d) Consider the **watershed** as a whole when decision-making
 - e) Act as a **liaison** between the CA and member municipalities
 - f) Setting **strategic direction** for the Authority.

Cataraqui Source Protection Authority

- Delegated authority from the Province of Ontario
- Comprised of the Full Authority Board and a representative of the Township of Frontenac Islands
- Created under Ontario Regulation 284/07 under the Clean Water Act, 2006
- Meet 2-3 times per year
- Cataraqui SPA is responsible for:
 - Providing administration support
 - Reviewing completed work
 - Implementing policies
 - Reporting to MECP



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Cataraqui Full Authority Board - Hearing

- Under section 28 of the Conservation Authorities Act, the Board may hold a hearing to determine whether a permit is to be issued
- Hearings will be conducted according to the Statutory Powers Procedure Act (1990)



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2020 Budget Overview

- \$5.2 Million Operating budget, approved December 2, 2019
- Overall 1.2% year-over-year decrease in Operating expenses
- 2.2% increase in General Levy, 0% increase in Special Levies
- Year-over-year decline in Federal and Provincial transfer payments
- Reflects efficiencies and maintains reserve transfers for capital projects
- No reserve draw for regular operations

Looking Ahead

- Approval and implementation of the Cataraqui Signage Strategy
- Planning and permitting policy review
- Administration facility architectural procurement
- Planning for Maple Madness
- Navigate Provincial regulatory changes
- Stakeholder consultation and municipal engagement
- Messaging for spring freshet flood forecasting
- Execution of capital projects and program reporting
- And much more...

Thank you!

Katrina Furlanetto, M.Env.Sc
General Manager

Questions? – Ask Donna



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BOARD ORIENTATION

Cataraqui Region Conservation Authority

OVERVIEW

- Source water protection obligations of the Board
- S. 28 Board role/process for appeals
- Administrative by-law (conflicts and code of conduct)

DRINKING WATER SOURCE PROTECTION

Ultimately, the CRCA has the following obligations under the *Clean Water Act*: (1) it must create a drinking water source protection committee; (2) formulate terms of reference; (3) create an assessment report; (4) develop a source protection plan to protect and preserve drinking water resources in the Cataraqui Region; and (5) submit annual reports to the Committee and Director.

The annual report must describe the measures that have been taken to implement the source protection plan (*i.e.* measures taken to ensure that activities that cease to be a drinking water threat or measures taken to ensure activities do not become a drinking water threat), the results of any monitoring program that may have been required under the Plan, the extent to which the objectives of the Plan are being met, and any other information that may be prescribed by the regulations.

PERMITS

1. Under section 28(1) of the *Conservation Authorities Act*, an authority may make regulations prohibiting, regulating, or requiring the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development.
2. Section 28(2) further provides that permission shall not be refused or granted with contentious conditions without a hearing.
3. Section 28(12) gives appeal rights to any person denied a permit or whose permit contains conditions that they dispute

PERMITS

- A section 28(12) hearing must be held in public. This means that the Board is not entitled to hold a hearing in private.
- There are narrow exceptions where the public interest in a public hearing is outweighed by the fact that personal, private, or confidential information could be disclosed during the hearing.

APPEALS

The Decision

- **Decision by persons who have heard all of the evidence:** In order to validly participate in the decision-making process, Members must have heard all of the evidence and considered all of the arguments on both sides. A majority of the members of the Board who heard all of the evidence may render a decision. Any Member of the quorum who did not hear *all* of the evidence cannot participate in the decision.
- **Decision based substantially on the evidence heard at the hearing:** The decision must solely rely on the evidence presented at the hearing.
- **Reasons for the decision:** The Board must set out its reasons for the decision *in writing* and the decision shall be signed by the Members who concur with the decision. Reasons must sufficiently allow the party to determine how the body came to its conclusion. (consider all 4 tests)

APPEALS

- The two core principles of natural justice are as follows:
- **The Right to be Heard:** This principle enshrines the duty on a decision-making body to allow parties affected by a decision to reasonably present their case.
- **The Rule Against Bias:** This principle exemplifies the duty on the decision-making body to act fairly, listen to arguments, and reach a decision free from bias.

APPEALS

Notice of hearing

- A party must receive prior notice of the facts on which the decision will be based such that they may properly present their side. Failure to give proper notice is a denial of natural justice.
- The Board must give notice to the interested party sufficiently in advance of the hearing. Notice must contain the following information for an oral hearing:
 - the time, place, and purpose of the hearing; and
 - a statement that if the party notified does not attend the hearing then the Board may proceed in their absence and the party will not be entitled to any further notice in the proceeding.
- Notice may also include the relevant facts, who will be present at the hearing, and consequences of the decision.

APPEALS

Preparation for the Hearing

- A party must be given sufficient information to prepare his/her case. They should have access to all of the information upon which the Board will make its decision. Information should be disclosed with sufficient time for the party to prepare.
- Note: the Board need not disclose confidential information or facts in the public domain.

Evidence

- A party is entitled to present any evidence relating to the matters set out in the notice of the hearing.
- Nothing that would be inadmissible in a court of law by reason of privilege (solicitor/client privilege, for example) is admissible during a hearing before the Board.
-

APPEALS

Witnesses

- A party has the right to call witnesses and question people giving evidence. The procedural by-law may contain more detailed procedures that govern evidence and witnesses.

Adjournment

- A party may request an adjournment to respond to new facts adequately. The Board generally has the authority to either grant or deny the request, but note that a refusal to grant an adjournment may be an infringement of natural justice if it prejudices the party requesting the adjournment.
- The Board has the authority to adjourn a matter on its own motion and reserve its decision until a later date.

Representation by Counsel

- A party appearing before the Board may be represented by counsel as part of the “right to be heard”.

APPEALS

Decision-making bodies are expected to render their decisions untainted by bias. There must be a *reasonable apprehension* that a decision-making body or officer of the body did not or will not act impartially for a decision to be set aside for bias—mere suspicion will not suffice.

- **Personal, Family, or Professional Relationship:** A member should not hear or ought to step down from hearing any application dealing with a family member, even if it would not offend the Municipal Conflict of Interest Act.
- **Attitudinal Bias:** A member of the Board may raise a reasonable apprehension of bias by the way in which he/she acts towards a party. This can occur prior to or during a hearing, or at the time a decision is made. No member hearing an application before the Board may pre-judge the matter or express an opinion in public before the decision is rendered.
- **Communications:** Private communication among members of the Board will likely give rise to a reasonable apprehension of bias. This is equally applicable to communication between members and parties. All communication between such individuals should be restricted to the formal proceedings before the Board until after a decision is made.

ADMINISTRATIVE BY-LAW

Code of Conduct

- Gifts and benefits cannot be accepted
- Hold confidential information in confidence – even after you are no longer a Member
- No use of Authority property except as authorized (including election campaigning)
- Be respectful of the public and staff

ADMINISTRATIVE BY-LAW

Code of Conduct – conflict of Interest Policy

- A conflict of interest refers to situations in which personal, occupational or financial considerations may affect, or appear to affect, the objectivity, judgment or ability of a Member to act in the best interests of the Authority – it may be real, potential or perceived
- Pecuniary interests of the Member or their family member
- Extended definition of family member:
 - Spouse, child, parent
 - Sibling
 - Grandchild, grandparent, aunt, uncle, niece or nephew
 - Parent in-law
 - Any person living with the Member on a permanent basis

ADMINISTRATIVE BY-LAW

Code of Conduct – conflict of Interest Policy

- In addition to pecuniary conflict of interest, non-financial interests may also create a conflict where relationships create a reasonable perception that the Member is not acting impartially
- Consider conflicts broadly
- If in doubt seek advice
- Do not participate in decisions where you will be obligated to any person as a result or give preferential treatment to friends or family
- Follow the process under the MCI Act for disclosure and conduct in the event of a non-pecuniary conflict

MUNICIPAL CONFLICT OF INTEREST ACT

- S. 3.1.5 of the Administrative By-law provides that Board Members are subject to the Act
- Governs individual Members, not the Board/CRCA
- Duty of each Member to comply with the Act
- Failure to comply can result in the following:
 - seat declared vacant
 - disqualified from holding office for up to 7 years
 - required to make restitution to any person suffering loss or the municipality

WHAT IS A CONFLICT OF INTEREST?

- Any pecuniary interest, direct or indirect, in any matter under consideration by Board
 - Any financial or monetary interest
 - The pecuniary interest can be positive or negative
- A pecuniary interest of the following persons is an indirect interest:
 - Member's parent, spouse, same sex partner or natural, adopted or step-child
 - Member's employer or business partner
 - A private corporation in which the Member is a shareholder, director or senior officer
 - A public corporation in which the Member has a controlling interest

A MEMBER'S OBLIGATIONS

- Disclose the nature of your interest prior to any consideration of the matter at the meeting
- Not take part in the discussion or vote on the matter
- Do not attempt in any way before, during, or after the meeting to influence the vote
- If in closed meeting, immediately leave the room during the discussion
- If absent from the meeting, declare the conflict at the next meeting

EXCEPTIONS TO CONFLICT OF INTEREST

- Having a pecuniary interest in common with members of the public generally (e.g; property owner, utility customer)
- Receiving an allowance, honorarium, remuneration, salary or benefit as a member
- Having a pecuniary interest that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member

Role of the Integrity Commissioner

- Appointed by the Authority
- Role established by written agreement with the Authority
- Investigate any complaints from members of the public or other members or staff that a member has allegedly breached the Code of Conduct
- Provide advice and opinions to Members about whether they have a conflict of interest or whether they should participate in a matter
 - In advance of a decision or participation
 - In writing
 - Confidential
- The result of an investigation is a report with recommendations to the Authority
 - The Integrity Commissioner does not impose any penalties – only recommends to the Authority
 - Penalty includes up to 90 days remuneration suspended or a reprimand
 - Sanctions can include matters as described in the Code of Conduct intended to deal with modifying the offending behaviour

PROFILE

Tony Fleming is a Partner in the Land Use Planning, Development and Environmental Group and the Municipal Group at Cunningham Swan. Tony is recognized by the Law Society of Upper Canada as a Certified Specialist in Municipal Law (Local Government/ Land Use Planning and Development). As a Certified Specialist, Tony has demonstrated expertise in the fields of municipal law and land use planning and development law.

Tony provides advice to municipalities and private sector companies on all aspects of land use planning and development as well as environmental law. Our municipal clients consult Tony on all aspects of municipal governance and complex land use planning matters. Tony appears frequently before the Ontario Municipal Board to defend decisions of municipal Councils and Committees of Adjustment. Tony also appears regularly before the Assessment Review Board and the Environmental Review Tribunal. In addition, Tony appears in all levels of Ontario Courts on administrative law matters, including defending challenges to municipal by-laws.

Prior to joining Cunningham Swan, Tony was Senior Legal Counsel with the City of Kingston. Tony focused on providing advice on land use planning and development and environmental law with the City of Kingston, building on his experience in private law firms in Toronto where Tony practised as a land use planning and environmental lawyer.

To contact Tony, please email tfleming@cswan.com, or call 613.546.8096



Cataraqui
conservation

Programs and Services

Supporting Healthy & Resilient Communities



Programs & Services

The programs and services of Cataraqi Conservation are varied and comprehensive and are all created with the overarching principle of conserving, protecting and enhancing our natural environment.

- Administration and corporate services
- Flood forecasting & warning
- Low water response
- Dam operations
- Drinking water source protection
- Watershed monitoring and reporting
- Planning & regulations
- Information services
- Communications & public outreach
- Conservation education
- Conservation Areas & protected lands
- Forestry

Administration and Corporate Services

- Administration

- Meetings, agendas, minutes
- Freedom of information requests
- Correspondence
- Reporting

- Corporate Services

- Budget development/monitoring/reporting
- Human Resources
- Accounting (expenses and revenues)
- Serving our clients/partners



Flood Forecasting & Warning

Cataraqui Conservation, in co-operation with local municipalities and the Province of Ontario, plays an important role in protecting life and property from natural hazards such as flooding.

Services provided:

- Floodplain mapping
- Monitoring and modelling flood flows and water levels
- Operating water control structures
- Issuing flood messages



Low Water Response

Low water declarations are determined by the Cataraqui Region Low Water Response Team convened by Cataraqui Conservation.

Services provided:

- Monitoring precipitation and stream flows
- Operating water control structures
- Issuing drought messages



Dam Operations

Water control structures, dams, reservoirs, channels and detention basins are used to protect natural waterways, mitigate flooding, maintain water levels during drier times and provide seasonal recreation.

Cataraqui Conservation operates 10 water control structures in partnership with local municipalities.



Drinking Water Source Protection

- Ensure clean, safe and sustainable drinking water sources are protected from over-use and contamination
- Carried out under the *Clean Water Act*
- Funded and directed by the Ministry of the Environment Conservation & Parks
- Working with local stakeholders, Cataraqui Conservation facilitated and implemented the Cataraqui Source Protection Plan
- www.cleanwatercataraqui.ca

DRINKING WATER
SOURCE PROTECTION
Our Actions Matter



Watershed Monitoring & Reporting

Cataraqui Conservation monitors and reports on water quality and quantity to better understand the health of our watershed.

- **9 stream gauges** to measure water levels and flows
- **9 rain gauge station** to measure precipitation
- **7 snow course survey sites** to measure snow depth
- **14 Provincial Water Quality Monitoring Network sites**
- **7 Provincial Groundwater Monitoring Network sites**
- **13 monitoring stations** for aquatic insect indicators
- **4 fish survey sites** and **1 climate station**
- Mapping of forest and wetland cover
- Create watershed report cards and lake reports



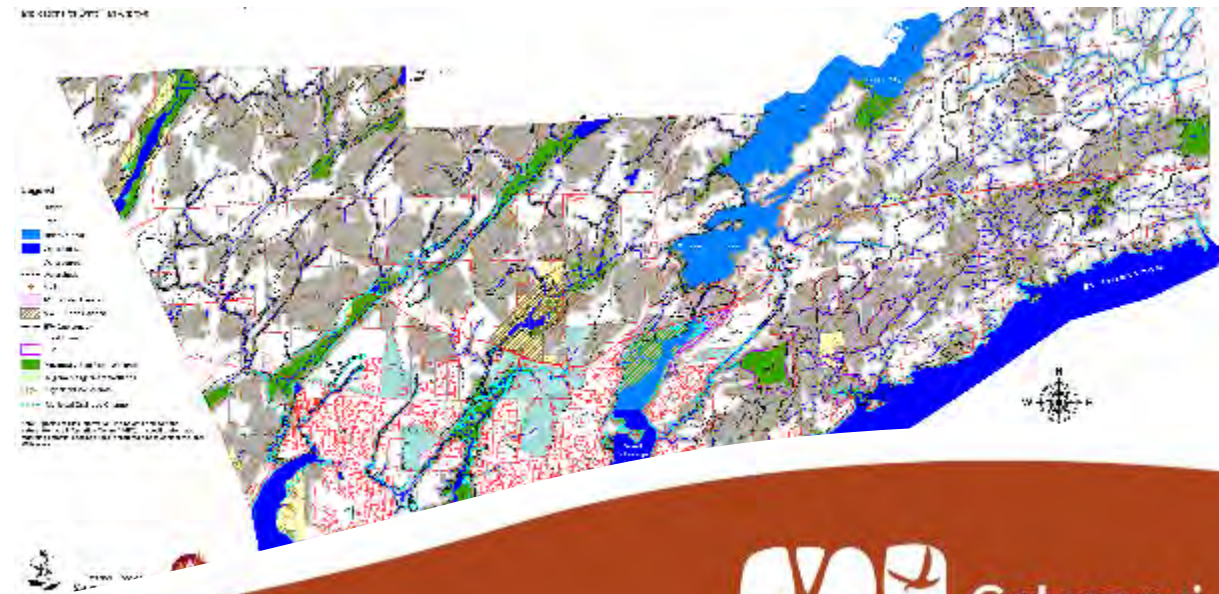
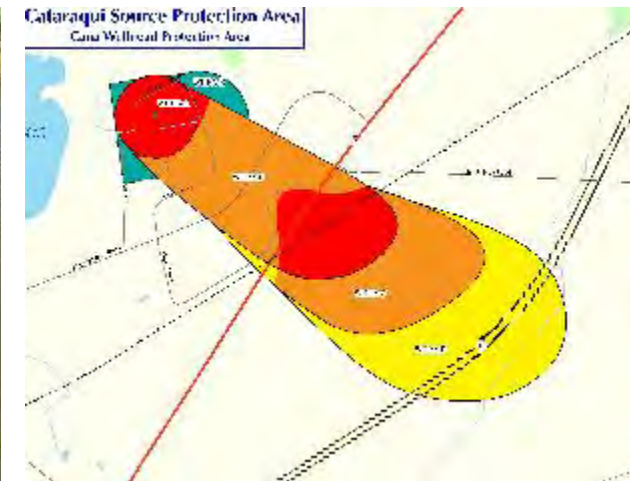
Planning & Regulations

- Review development applications and provide technical advice
- Regulate projects in and around watercourses, shorelines and wetlands
- Provide input on municipal official plans, zoning by-laws and environmental studies
- Work with stakeholders to identify development solutions that meet community needs and avoid environmental impacts



Information Technology

- Provide Geographical Information
 - Floodplain mapping
 - Air photos
 - Topography
 - Property Information
 - Data
- Technology
 - Hardware, software, support



Communications & Public Outreach

- Work with local community groups and organizations to offer conservation and environmental focused special events
- Organize and host a wide range of public workshops, hikes and presentations on wildlife, conservation and environmental topics
- Provide timely environmental information to the media, public and municipalities via new releases, interviews, social media and our website



Conservation Education

- Operate outdoor & environmental conservation education programs for all ages at Little Cataraqui Creek Conservation Area in Kingston & Mac Johnson Wildlife Area in Brockville
- Programs compliment and enhance classroom learning by providing students with hands-on learning activities and experiences
- Provide educational talks and outreach to lake associations and community groups
- Forest Therapy Program



Conservation Areas

Connecting people with nature

- Over 4,700 hectares of land
- 11 conservation areas
- 122 km of trails
- Paddle, hike, ski, snowshoe, swim, cycle, birdwatch, photography
- Picnic areas and facilities
- Family friendly educational events
 - Maple Madness
 - Winter Recreation



Forestry

- Operate a tree planting program to rural landowners on a cost-sharing basis
- Provide seedling sales and large stock tree sales
- Host community tree planting events
- Operate native plant nurseries at Lemoine Point Conservation Area in Kingston and Mac Johnson Wildlife Area in Brockville
- Over **3.5 million trees** planted
- **Top 10 largest planter in Ontario**



Partnerships and Volunteers

- Provincial
- Municipal
- Non-Government
- Local



Thank You

Tom Beaubiah

Manager, Conservation Lands

tbeaubiah@crca.ca





Cataraqui
conservation

Supporting Healthy & Resilient Communities

2018 Programs & Services



210,000

Residents

3,800 KM²

Jurisdiction

**Cataraqui
Watershed**

200 +

Inland Lakes

4,725 Hectares

Authority owned lands

11

Watersheds

11

Municipalities

770 KM

Shoreline - Lake Ontario
& St. Lawrence River

**Cataraqui
Conservation
by the
numbers**

About

Cataraqui Conservation is a community-based environmental protection and advisory agency, created in 1964 by the Province of Ontario at the request of municipalities within the Cataraqui watershed, to provide expertise and resources to aid in the protection of life and property from the growing risk of flooding and erosion of shorelines and waterways .

Out of necessity and to include the needs of our partners and community, Cataraqui Conservation's programs and services have expanded to include collaboration with local municipalities, provincial and federal government agencies, environmental organizations and the general public to monitor and protect water, natural habitats, shorelines and promote sustainable living in our community.

Our Vision

That the natural environment of our watershed be conserved, that degraded natural resources be restored, that our regional diversity will be valued by watershed residents, and that the public will understand the role that everyone plays in resource management and enjoyment.



Conservation Lands

Protecting lands and enhancing the ecosystem for generations to come

Cataraqui Conservation owns and manages over 4,700 hectares of environmentally significant lands for the protection of vulnerable habitat, watershed management, and valuable natural resources. This land includes developed Conservation Areas that provide affordable recreation opportunities to our watershed community and connects people with nature.

Our Conservations Areas are maintained and monitored by our lands staff to encourage residents and visitors to the Cataraqui Region to take time out of their busy lives to spend some quiet, quality time surrounded by nature alongside family and friends. Each conservation area is a unique experience, offering a chance to see a variety of flora and fauna, as well as offering proximity to lakes, rivers and streams.

Cataraqui Conservation properties fulfil both this important recreational purpose, but many of our lands are key in preserving and improving the sustainability of native plant and animal species, offering protected spaces for them to thrive and grow, as well as continuing to enhance the important concept of biodiversity throughout the Cataraqui watershed.

11 Conservation Areas

226 kilometres of trails

1,820 hectares of environmentally protected lands

50+ conservation themed community programming events for all ages

10,000+ attendance at annual Maple Madness festival

600 annual passes sold in 2018



Planning & Development Review

Community partners in sustainability and protection

Following the mandate outlined in provincial legislation and ministry policy statements, Cataraqui Conservation's Planning and Development Review duties include identifying potential natural hazards and natural resources such as floodplains, wetlands, sensitive habitat, and shorelines. We strive to protect the public from danger and property damage posed by natural hazards such as flooding and erosion, as well as conserving the area's natural resources.

Our planning and regulation services complement other Cataraqui Conservation resource management activities: by directing development to areas that are not hazardous, maintaining natural features and ecological functions and protecting water quality and quantity. Last year, our team of planners, engineers and development experts achieved the following results.

262
Plan review
applications

35
Enforcement
files reviewed

728
Permits
Issued
(total)

17
Violations
resolved

12 Remediation
requests issued

1 File requiring
legal action



Forestry

Demonstrated leadership in tree planting, rural forestry management and shoreline protection

Cataraqui Conservation understands that proper forestry practices can provide wind and water erosion protection, can make poor land more productive and can create wildlife habitat. Trees can provide windbreaks and shade, helping to reduce heating and cooling costs. Trees also take in carbon dioxide and release oxygen, helping to reduce greenhouse gas emissions.

Cataraqui Conservation works with landowners and various forestry management partners to encourage stewardship of land and water. Staff provide information about tree planting, shoreline naturalization and invasive species. Our main focus is on reforestation and contributing to the overall forest cover in the Cataraqui Region. Highlights of our work include:

3.5+ million trees planted
top 10 largest planter in Ontario

150,000+ trees planted per year

Operate **two** native plant nurseries to provide stock for local planting initiatives

900 trees planted as part of 2018 TD Tree Days community planting events



Watershed Science & Engineering

Maintaining the viability and sustainability of our most precious resource

An adequate water supply is critical for all life. Cataraqui Conservation monitors and reports on water quality and quantity throughout our watershed.

In conjunction with the Province of Ontario, Cataraqui Conservation operates a water quality monitoring program in local lakes and rivers. Water and benthic invertebrate samples are collected by staff at various stations around the 11 watersheds that comprise the Cataraqui Region.

Cataraqui Conservation is also responsible for monitoring and predicting flood flows and water levels within our jurisdiction, operating water control structures such as dams and disseminating flood and low water messages to local municipalities and the public. We use data gathered from stream gauges, weather stations, snow surveys, meteorological forecasts and computer models to forecast potential floods and drought conditions.

Own and or/operate **10** water control structures

in 2018
Issued

- 9** Flood messages
- 4** Low water messages

9 **Stream gauges** to measure water levels and flows on creeks

9 **Rain gauge** stations to measure precipitation

7 **Snow course** survey sites to measure snow depth

14 **Surface water** monitoring stations (Provincial Water Quality Monitoring Network)

7 **Ground water** monitoring stations (Provincial Groundwater Monitoring Network)

13 Monitoring stations for aquatic insect indicators

4 Fish survey sites

1 **Climate station** (air & soil temp, wind speed, humidity & wind direction)



Drinking Water Source Protection

Dedicated to the quality of our drinking water at its source

Clean, sustainable and abundant drinking water is important to us all. Under the Drinking Water Source Protection Program, Cataraqui Conservation staff work with local municipalities and stakeholders to implement the Cataraqui Source Protection Plan to ensure clean, safe and sustainable drinking water sources (rivers, lakes, aquifers) are protected.

The Cataraqui Source Protection Plan is a locally developed plan of action to keep sources of drinking water clean and plentiful. Implementation of the Plan is being carried out cooperatively amongst implementing bodies, including municipalities, local health units, provincial ministries, Cataraqui Conservation, and others.

2 Risk management plans updated

2 Public well and septic workshops

65 Policies addressing drinking water threats

80% of Cataraqui residents rely on municipal drinking water systems

14 Drinking water protection road signs installed

Launched the groundwater protection workbook



Environmental Education

Cultivating a culture of conservation for students of today and tomorrow

Instilling awe and respect for the natural environment today leads to a conservation ethic in decision making tomorrow. Cataraqui Conservation offers a wide range of curriculum enriched education programs for learners of all ages that enhance classroom learning by providing students with hands-on activities and experiences. All Cataraqui Conservation programs foster a strong connection to nature by guiding learners with their head, heart and hands.

For many years, two of the largest school boards in the region, the Algonquin & Lakeshore District School Board, and Limestone District School Board have recognized the value of outdoor education and the programs offered by Cataraqui Conservation by instituting an internal subsidy program to help offset a portion of the per-student cost of each participating school within their jurisdiction, making our programs more accessible to their students and ensuring the viability and significance of these programs for generations of students to come.

Cataraqui Conservation has also developed programs for adults, home learners and pre-schoolers and is a pioneer in bringing the innovative Forest Therapy program to Ontario. Over the past year, Cataraqui Conservation has been a leader in conservation education programs throughout the region as demonstrated by these statistics:

7,260
students

Participated in Cataraqui Conservation education programs

240

Children attended the Nature Explorers Summer Day Camp

70

Children participated in Nature Programs for early & home learners

Innovator of **Forest Therapy** walks in Ontario. Encourages spending time in nature in a way that invites healing interactions and features many health and wellness benefits.

50+

Forest Therapy walks per year offered to the community



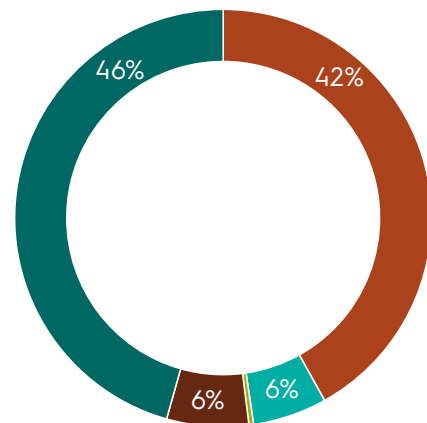
Financing Conservation

2018 Cataraqui Conservation Budget Summary

Budget: \$5.1 M

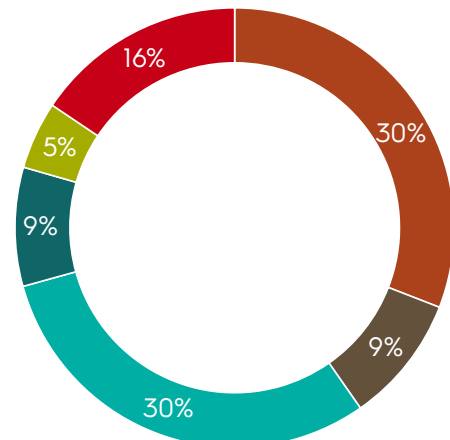
Revenues

- General Levy (\$2.1 M)
- Special Levy (\$289k)
- Federal (\$18k)
- Provincial (\$319k)
- Authority Generated (\$2.2 M)



Expenses

- Corporate Services & Programs (\$1.5 M)
- Public Programs & Education (482k)
- Conservation Lands (\$1.5 M)
- Planning & Development Review (\$447k)
- Forestry (\$254k)
- Watershed Science & Engineering (\$798k)





Cataraqui
conservation

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www.crca.ca
info@crca.ca



Cataraqui
conservation

2019 Hike CRCA Challenge - Winners

January 29, 2020



SEPT. 1 TO OCT. 31

HIKECROCA

CHALLENGE

#Hike CRCA Challenge Rules



HIKE CRCA TRAILS

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



POST A PHOTO ONLINE

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

Not on social media, no worries. When participants have completed the challenge you will be asked to upload your photos when you fill out the entry form. Put N/A on the social media questions and upload your photos to be entered.



ENTER TO WIN

Once you have completed the 9 designated trails for the Full Challenge or the 4 trails for the Family Challenge fill out the Entry Form by clicking the button below to be entered to win some great prizes. Good luck and happy trails!

[Challenge Entry Form](#)

Challenge Signs - Birds

#HIKECRCA challenge

CATARAQUI REGION CONSERVATION AUTHORITY



DID YOU KNOW? Like the Barn Owl and Long-eared Owl, the Great Gray Owl has asymmetrical ear openings that help them find prey by sound alone. The left ear opening is higher on the head than the right ear opening which enables precise directional hearing and lets them hunt invisible prey.

Scan & post your photo

High five to our prize sponsors - tag them in your photos!

ATMOSPHERE TRAILHEAD

JOIN THE CHALLENGE WWW.CRCA.CA

#HIKECRCA challenge

CATARAQUI REGION CONSERVATION AUTHORITY



DID YOU KNOW? Osprey toes are curved on the inside of their feet to help them grip fish. They also have a unique reversible outer toe that lets them grip a webbed foot in the front and back of the foot. An Osprey will line up its catch head first when flying for less wind resistance.

Scan & post your photo

High five to our prize sponsors - tag them in your photos!

ATMOSPHERE TRAILHEAD

JOIN THE CHALLENGE WWW.CRCA.CA

#HIKECRCA challenge

CATARAQUI REGION CONSERVATION AUTHORITY



DID YOU KNOW? The Cedar Waxwing can survive on only fruit for several months. It is one of only a few species of birds in North America that doesn't eat anything but fruit. Because they eat so much of it, they can occasionally become intoxicated when eating nest ripe berries that have started to ferment.

Scan & post your photo

High five to our prize sponsors - tag them in your photos!

ATMOSPHERE TRAILHEAD

JOIN THE CHALLENGE WWW.CRCA.CA

#HIKECRCA challenge

CATARAQUI REGION CONSERVATION AUTHORITY



DID YOU KNOW? The Green Heron is one of the few bird species in the world that can travel to catch its prey. The Green Heron will wade to the surface of the water by dropping its neck, wings, tailfeathers, and other objects to catch small fish.

Scan & post your photo

High five to our prize sponsors - tag them in your photos!

ATMOSPHERE TRAILHEAD

JOIN THE CHALLENGE WWW.CRCA.CA

Prizes and Sponsors

- Draw for:
 - Full Challenge
 - Family Challenge
 - Annual Passes
- Prize Sponsors:

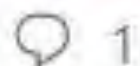
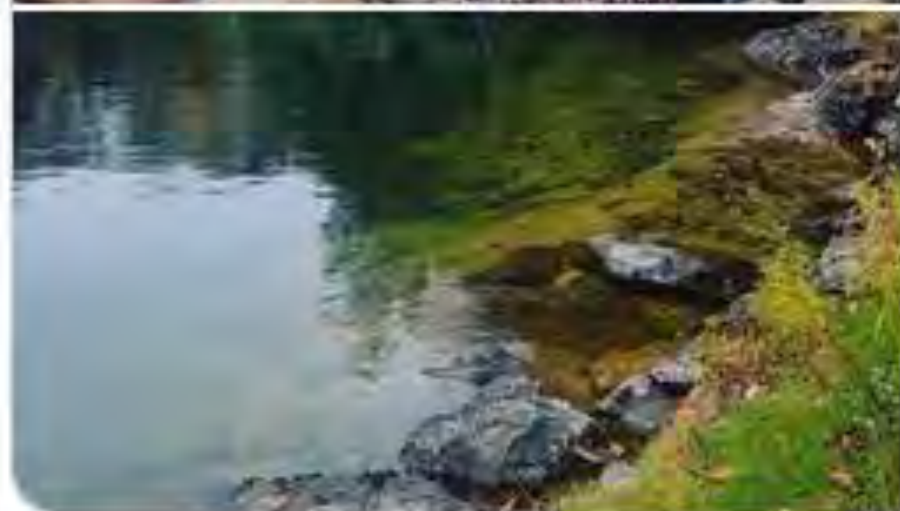






Monica  @MoRadio_

Trail 9 of 9 complete & I avoided the rain. Yay! Proud to finish the [#HikeCRCA](#) Challenge. [#Hikehealthy](#) @CatarauquiRCA



2019 Challenge Winners

Full Challenge Winner



Family Challenge Winner



Challenge Statistics

2017

- 12 completed
- 13 partial

2018

- 42 completed
- 3 partial

2019

- 44 completed
- 5 partial





mamanonthetrail • Following
Little Cataraqui Creek Conservation Area

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

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



1,512 likes

5 DAYS AGO

Add a comment...

Maple Madness

March 7 & 8 | March 14 to 22 (march break) | March 28 & 29



