



Date: Wednesday, March 4, 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
Simon Chapelle, City of Kingston
Al Hanes, Township of Elizabethtown-Kitley
Garry Hewett, City of Brockville
Paul McAuley, Loyalist Township
Gordon Ohlke, Township of Leeds and the Thousand Islands
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: Rhonda Ferguson, Township Athens,
Matt Harper, Town of Gananoque,
Gary Oosterhof, 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
Cheryl Rider, Supervisor, Finance
Rhonda Roantree, Receptionist/Clerk
Andrew Schmidt, Supervisor, Development Review
Steve Knapton, Coordinator, Operations Planning

It was noted that due to inclement weather conditions the regular monthly meeting of the Cataraqi Conservation Full Authority Board scheduled for Wednesday, February 26, 2020 was rescheduled to Wednesday, March 4, 2020.

The meeting commenced at 6:30 p.m.

1. Roll Call

There were thirteen (13) members present.

The Chair notified the board that Robert Kiley has stepped down due to conflicting commitments.

2. Adoption of Agenda

It was noted that the presentation on Development Review 2019 Statistics was presented by Andrew Schmidt, Supervisor, Development Review in place of Kristen Wozniak, Development Officer.

Moved By: Paul McAuley
Seconded By: Al Hanes

That the agenda Be Adopted, As Amended.

Carried

3. Declaration of Conflict of Interest

There was none.

4. Delegation / Presentation

4.1 Development Review 2019 Statistics

- Presentation – Andrew Schmidt, Supervisor, Development Review
(Attachment #1)

Resolution: **018-20**
Moved By: Nathan Townend
Seconded By: Lisa Osanic

That Cataraqui Conservation Full Authority Board **Receive** the Development Review presentation Andrew Schmidt, Supervisor, Development Review.

Carried

5. Approval of Previous Minutes

5.1 Minutes of the Cataraqui Conservation Full Authority Board Annual General Meeting of January 29, 2020

Moved By: Nathan Townend
Seconded By: Lisa Osanic

That the minutes of the Cataraqui Conservation Full Authority Board Annual General Meeting of January 29, 2020, **Be Approved**.

Carried

6. Business Arising

There was none.

7. Items for Consideration

7.1 Cataraqui Conservation Development Review Activity Report - 2019 (report IR-014-20)

Resolution: **019-20**
Moved By: Simon Chapelle
Seconded By: Paul McAuley

That Report IR-014-20, Cataraqui Conservation Development Review Activity Report – 2019, **Be Received**.

Carried

7.2 Proposed Workplace Violence and Harassment Policy updates (report IR-015-20)

Resolution: **020-20**
Moved By: Al Barton
Seconded By: Simon Chapelle

That report IR-015-20, –Proposed Workplace Violence and Harassment Policy updates, **Be Received**; and,

That the Workplace Violence and Harassment Policy, Revision 2, dated February 2020 **Be Adopted**; and,

That the Cataraqui Conservation Full Authority Board **Affirm** for 2020 the Workplace Violence and Harassment Policy, Revision 2, dated February 2020.

Carried

7.3 2019 year-end reserve and transfers, and deferred revenue (report IR-016-20)

Resolution: **021-20**
Moved By: Lisa Osanic
Seconded By: Gary Hewett

That Report IR-016-20, 2019, Year-End – Recommended Reserve and Obligatory Reserve Transfers, **Be Received**; and,

That 2019 Year-End – Recommended Reserve and Obligatory Reserve Transfers identified in Attachment #1 to this report **Be Approved**.

Carried

7.4 Capital Variance Report to January 31, 2020 (report IR-017-20)

Resolution: **022-20**
Moved By: Nathan Townend
Seconded By: Simon Chapelle

That Report IR-017-20, Capital Variance Report to January 31, 2020, **Be Received**; and,

That completed capital projects, as outlined in Attachment #1: Capital Variance Report to January 31, 2020, **Be Closed**; and,

THAT recommended reserve transfers **Be Completed** as outlined in Attachment #1 to this report.

Carried

7.5 Proposed Furnace Replacement - Capital Projects (report IR-018-20)

Resolution: **023-20**
Moved By: Terry Richardson
Seconded By: Lisa Osanic

That Report IR-018-20, Proposed Furnace Replacement Capital Projects **Be Received**; and,

That Project PR 00297 Little Cataraqui Creek Conservation Area, Rental Residence – Heating System Replacement **Be Created**; and,

That \$9,500 **Be Transferred** from the Facilities Reserve to PR 000297 Little Cataraqui Creek Conservation Area, Rental Residence – Heating System Replacement; and,

That Project PR 00298 Mac Johnson Wildlife Area, Workshop - Heating System Replacement **Be Created**; and,

That \$6,000 **Be Transferred** from the Facilities Reserve to PR 000298 Mac Johnson Wildlife Area, Workshop - Heating System Replacement.

Carried

8. Minutes

8.1 Friends of Lemoine Point Minutes

Resolution: **024-20**
Moved By: Lisa Osanic
Seconded By: Paul McAuley

That the Friends of Lemoine Point Minutes of December 2, 2019, **Be Received**.

Carried

9. Committee Reports

There were none.

10. Announcements or Inquiries / Information

10.1 Report on Communications (IR-019-20)

Katrina Furlanetto reminded members of a Ministry of Environment Conservation and Parks survey, available until March 13th, 2020, requesting feedback on mandated activities for Conservation Authorities and overall governance. She encouraged members to take the time to provide comments and feedback to the Province through the survey and circulate to their respective networks.

The Chair gave a summary from Eastern Municipal Engagement Session held in Colborne by the Ministry of Environment Conservation and Parks. This was one of three sessions held by the Ministry as part of ongoing consultations to inform review and development of regulations pertaining to Conservation Authority governance and programs and services.

Councillor Chapelle then informed the Board of an ongoing discussion regarding understanding the quantity and quality of groundwater resources within the City of Kingston following a motion passed in late 2019. Discussions have taken place with the City, Cataraqui Conservation, Kingston, Frontenac, Lennox & Addington Health Unity, and the Township of South Frontenac on exploring possible studies for better understanding groundwater vulnerability in rural areas of the watershed.

Resolution:	025-20
Moved By:	Lisa Osanic
Seconded By:	Gordon Ohlke

That report IR-019-20, Report on Communications, **Be Received.**

Carried

11. Motions / Notice of Motion

There were none.

12. In Camera Session

Resolution: **026-20**
Moved By: Al Hanes
Seconded By: Nathan Townend

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

Carried

12.1 Confidential Report - Full Authority Confidential In-Camera Minutes of January 29, 2020 (report IR-020-20)

12.2 Confidential Report – Personnel Committee of February 20, 2020 (report IR-021-20)

Resolution: **027-20**
Moved By: Gordon Ohlke
Seconded By: Lisa Osanic

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

Carried

13. Return to Open Session

Resolution: **028-20**
Moved By: Paul McAuley
Seconded By: Nathan Townend

That the Cataraqi Conservation Full Authority Board **Authorize** staff to pursue items of action as discussed at the **In Camera** session on March 4, 2020.

Carried

14. Adjournment

The meeting adjourned at 7:25 p.m. on motion by Al Hanes, seconded by Terry Richardson.

Cataraqui Region Conservation Authority

Katrina Furlanetto, M.Env.Sc.
General Manager

Alan Revill, Chair



Cataraqui
conservation

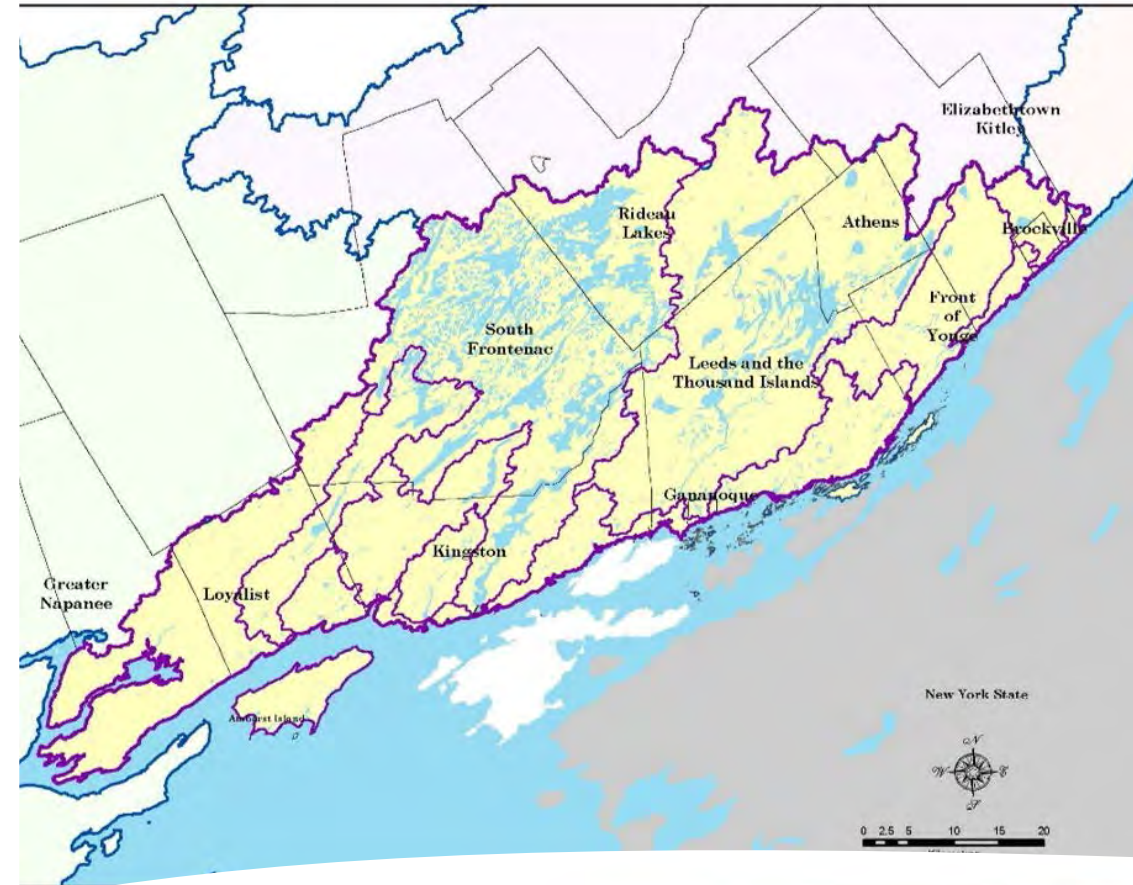
Development Review Service 2019 Activity Report

March 4, 2020



Outline

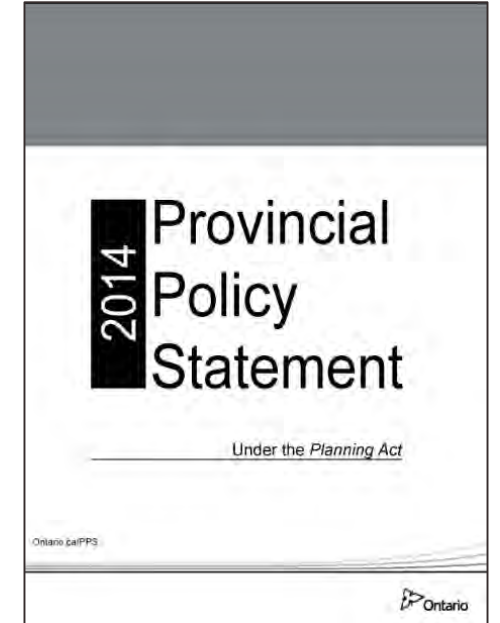
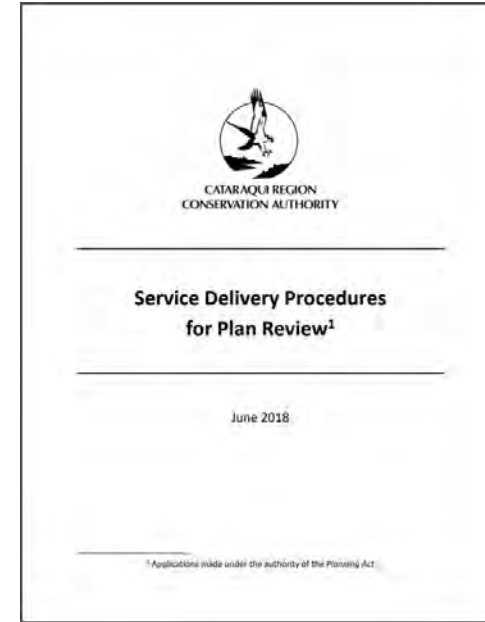
- CRCA Development review roles
 - Planning & Regulation
- Challenges in 2019
- How service response time is measured
- Historical comparisons
 - Volume & targets
- Initiatives for 2020
- Questions?



CRCA Development Review Roles

Planning

Review *Planning Act* applications (e.g. consent to sever, minor variance, plan of subdivision) in consideration of natural hazards (e.g. flooding, erosion), natural heritage (e.g. wetlands, woodlands), water quantity and water quality.



CRCA Development Review Roles

Regulation

A provincially mandated regulation (O.Reg 148/06) to review activities in consideration of the control of flooding, erosion, pollution, dynamic beaches or the conservation of land. Wetlands are also regulated to ensure protection of their ecologic and hydrologic functions



Challenges in 2019

- **Staffing**

- Resource Planner on leave
- Turn over/staffing gaps

- **Municipal Timelines for Plan Review**

- Continued short response window for submissions (including 2nd & 3rd submissions)

- **Record water levels on Lake Ontario and St. Lawrence River**

- Restrictive regulatory policies leading to lengthier discussions with landowners
- More complex/challenging permit application files

Challenges in 2019 – Municipal Timelines

Plan Review - Response Timelines for Municipalities (Days)

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

How Service Response Timing is Measured

1. Plan Review Service Response Timing

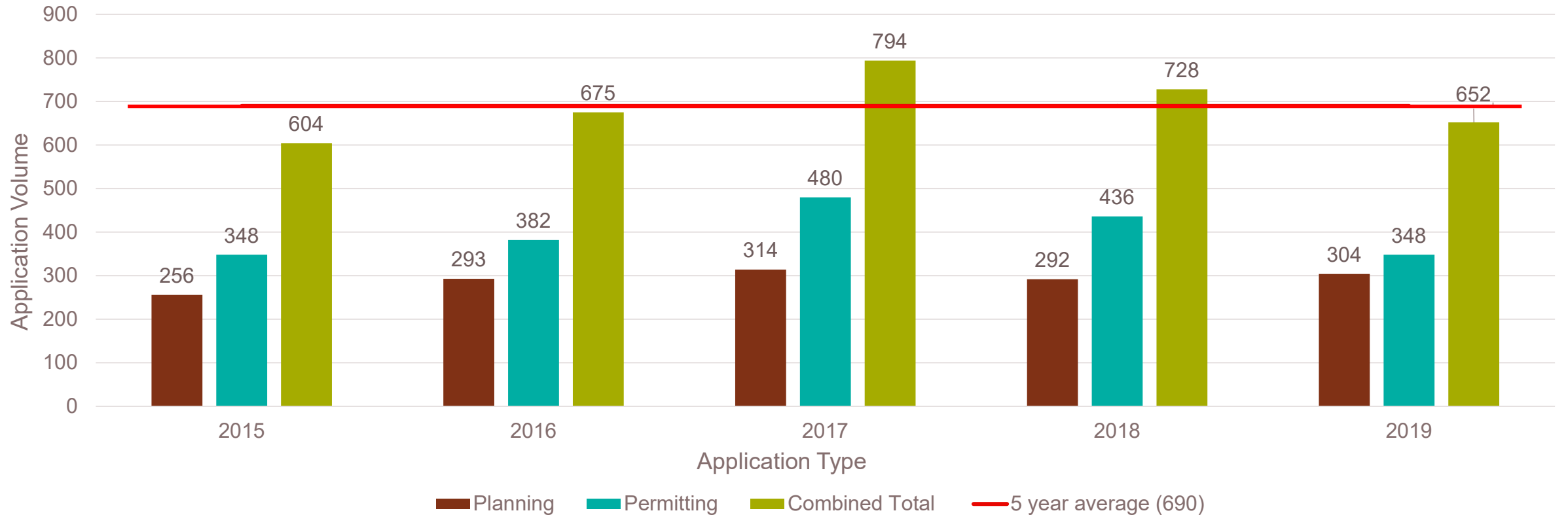
- CRCA service delivery response timing targets
 - Focus now is on meeting municipal timelines
- Municipal timelines
 - 6–30 days - varies by municipality and application type

2. Permitting Service Response Timing

- CRCA service delivery response timing targets – mandated by Ministry of Natural Resources & Forestry
 - 30 days from receipt of a complete application for small projects (e.g. buildings, culverts)
 - 90 days from receipt of a complete application for larger, more complex files (e.g. John Counter Blvd project)
 - Under review by Planning and Permitting Ad Hoc Committee as per new CO Service Delivery Guidelines

5 Year Planning & Permitting Total Volume

Total Applications Received by Year
(2015-2019)



2019 Plan Review and Permitting Activity Report

Municipality	Plan Review			Permits		
	Applications Reviewed (2019)	Met Municipal Review Target (2019)	Met Municipal Review Target (2018)	Permits Issued (2019)	Met MNRF Service Targets (2019)	Met MNRF Service Targets (2018)
Athens	3	100.0%	85.7%	10	100%	100%
Brockville	10	100.0%	91.7%	10	100%	100%
Elizabethtown-Kitley	10	100.0%	94.1%	23	100%	96.70%
Front of Yonge	8	100.0%	87.5%	12	91.7%	100%
Gananoque	8	100.0%	100.0%	4	75%	100%
Greater Napanee	19	100.0%	100.0%	17	100%	100%
Kingston	43	79.1%	91.3%	62	100%	100%
Leeds & the Thousand Islands	63	95.2%	96.9%	106	97.2%	99.20%
Loyalist	28	92.9%	95.0%	23	100%	100%
Rideau Lakes	19	94.7%	100.0%	19	100%	100%
South Frontenac	20	100%	100.0%	38	100%	100%
Frontenac Islands	7	100%	n/a	n/a	n/a	n/a
TOTAL	238	93.69%	95.80%	324	98.50%	99.50%

Initiatives for 2020

- Finalize 6 remaining planning service agreements with municipalities
- Complete 5 year review of Environmental Planning Policy through PPAHC
- Complete important updates to S.28 Regulations guidelines through PPAHC
- Continue to provide prompt high quality service in 2020



Questions?

