



**Date:** Wednesday, April 22, 2020

**Location:** Teleconference

**Participants:** 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  
Matt Harper, Town of Gananoque  
Garry Hewett, City of Brockville  
Paul McAuley, Loyalist Township  
Jim Neill, City of Kingston  
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

**Non-Participants:** Rhonda Ferguson, Township Athens

**Staff Participants:** 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  
Dianne Doyle, Coordinator, Little Cataraqwi Creek  
Holly Evans, Coordinator, Watershed Planning  
Krista Fazackerley, Supervisor, Communication & Education  
Cheryl Rider, Supervisor, Finance  
Rhonda Roantree, Receptionist/Clerk  
Andrew Schmidt, Supervisor, Development Review

**Delegations:** Adam Young, CPA, CA, Secker Ross & Perry LLP

**Media:** Shauna Cunningham, Global Kingston  
Alan S. Hale, Whig-Standard

In response to recommendations by the Province of Ontario and public health officials for mitigating and responding to the Coronavirus pandemic (COVID-19) meetings are not held in-person, therefore, this Full Authority Board Meeting was convened via teleconference.

The meeting commenced at 7:40 p.m. following a meeting of the Cataraqui Source Protection Authority.

### 1. **Roll Call**

There were sixteen (16) members who participated in the Teleconference.

### 2. **Adoption of Agenda**

It was noted that there was one update to the agenda. An additional attachment to the Report IR-037-20, Item 7.1 Public Use of Conservation Authority Properties during COVID-19. Members were provided with a link through e-mail prior to the meeting.

Moved By: Al Barton  
Seconded By: Nathan Townend

**That the agenda Be Adopted, As Amended.**

**Carried**

### 3. **Declaration of Conflict of Interest**

There was none.

#### **4. Delegation / Presentation**

##### **4.1 Adam Young, CPA, CA, Secker Ross & Perry LLP**

➤ Presentation – 2019 Financial Report

Adam Young from Secker Ross & Perry LLP, presented the Draft 2018 Audited Financial Report.

**Resolution:**                      **038-20**  
Moved By:                         Garry Hewett  
Seconded By:                      Ross Sutherland

**That** the audited Financial Statements for the fiscal year 2019 of Cataraqi Conservation, as presented by Secker Ross and Perry LLP, **Be Approved**; and,

**That** the Chair and the General Manager of Cataraqi Conservation, **Be Directed**, to sign off on the aforementioned statements.

**Carried**

Adam Young left the teleconference at this point.

#### **5. Approval of Previous Minutes**

##### **5.1 Notes of the Cataraqi Conservation Full Authority Board E-Poll of March 19, 2020**

Moved By:                         Claire Smith  
Seconded By:                      Matt Harper

**That** the Notes of the March 19, 2020 E-Poll of the Cataraqi Conservation Full Authority Board, **Be Approved**.

**Carried**

5.2 Minutes of the Cataraqui Conservation Full Authority Board E-Poll of  
March 25, 2020

It was noted that a minor edit to the minutes related to a resolution number was required.

Moved By: Paul McAuley  
Seconded By: Jim Neil

**That** the Minutes of the March 25, 2020 E-Poll of Cataraqui Conservation Full Authority Board, **Be Approved, As Amended.**

**Carried**

6. **Business Arising**

There was none.

## **7. Items for Consideration**

### 7.1 Public Use of Conservation Authority Properties during COVID-19 (report IR-037-20)

There was an amendment to Report IR-037-20, Public Use of Conservation Authority Properties during COVID-19, the addition of a letter from Leeds, Grenville, & Lanark District Public Health Unit, dated April 21, 2020. An e-mail was circulated to Members prior to the meeting that provided a link to the document which was posted on the website.

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

**That** Report IR-037-20, Public Use of Conservation Authority Properties During COVID-19 Conditions, **Be Received; As Amended**, and,

**That** Cataraqui Conservation staff **Be Directed** to pursue Option 1 (Partial Opening – Recommended) as outlined in this report; and,

**That** Project PR00301, COVID-19 Pandemic Property Response, **Be Created**; and,

**That** \$1,250, **Be Transferred** from Lemoine Point Conservation Area Reserve to PR00301, COVID-19 Pandemic Property Response; and,

**That** \$1,250, **Be Transferred** from Parrott's Bay Conservation Area Reserve to PR00301, COVID-19 Pandemic Property Response; and,

**That** \$2,500, **Be Transferred** from Real Property Reserve to PR00301, COVID-19 Pandemic Property Response.

There was considerable discussion and members were in favour of Option 1 in the report with an amendment to insert the words “with a revised opening date of April 25, 2020” after “as outlined in this report”. A recorded vote was requested for the amendment.

**Resolution:**                   **039-20**  
**Moved By:**                   Ross Sutherlands  
**Seconded By:**               Jim Neill

**That the recommendation Be Amended.**

**Carried**

A recorded vote was taken to amend the motion.

<b>Member</b>	<b>In Favour</b>	<b>Not In Favour</b>	<b>Absent</b>
Barton, Al	X		
Bursey, Leigh		X	
Chapelle, Simon		X	
Ferguson, Rhonda			X
Hanes, Al	X		
Harper, Matt	X		
Hewett, Garry		X	
McAuley, Paul	X		
Neill, Jim	X		
Ohlke, Gordon	X		
Oosterhof, Gary	X		
Osanic, Lisa		X	
Revoll, Alan	X		
Richardson, Terry	X		
Smith, Claire	X		
Sutherland, Ross	X		
Townend, Nathan	X		

Motion 039-20 to amend carried.

A recorded vote was then requested for the recommendation, as amended, to include Option #1 with a revised opening date of April 25, 2020.

**Resolution:**                   **040-20**  
**Moved By:**                   Ross Sutherland  
**Seconded By:**               Jim Neill

**That** Report IR-037-20, Public Use of Conservation Authority Properties During COVID-19 Conditions, **Be Received; As Amended**, and,

**That** Cataraqui Conservation staff **Be Directed** to pursue Option 1 (Partial Opening – Recommended) as outlined in this report with a revised opening date of April 25, 2020; and,

**That** Project PR00301, COVID-19 Pandemic Property Response, **Be Created**; and,

**That** \$1,250, **Be Transferred** from Lemoine Point Conservation Area Reserve to PR00301, COVID-19 Pandemic Property Response; and,

**That** \$1,250, **Be Transferred** from Parrott's Bay Conservation Area Reserve to PR00301, COVID-19 Pandemic Property Response; and,

**That** \$2,500, **Be Transferred** from Real Property Reserve to PR00301, COVID-19 Pandemic Property Response.

**Carried**

<b>Member</b>	<b>In Favour</b>	<b>Not In Favour</b>	<b>Absent</b>
Barton, Al	X		
Burse, Leigh		X	
Chapelle, Simon		X	
Ferguson, Rhonda			X
Hanes, Al	X		
Harper, Matt	X		
Hewett, Garry		X	
McAuley, Paul	X		
Neill, Jim	X		
Ohlke, Gordon	X		
Oosterhof, Gary	X		
Osanic, Lisa	X		
Revoll, Alan	X		
Richardson, Terry	X		
Smith, Claire	X		
Sutherland, Ross	X		
Townend, Nathan	X		

Motion 040-20 carried.

7.2 Cataraqui Conservation Donor Policy and Asset Naming Policy (report IR-023-20)

This report was deferred from the Full Authority E-Poll of March 25, 2020.

There was considerable discussion. Members were in agreement to move ahead with the Donor Policy, however, they felt that the Asset Naming Policy required further discussion once COVID-19 restrictions are lifted and the Full Authority Board can meet in person.

Members moved to divide the resolution so as to consider each policy separately. The Asset Naming Policy will be considered under a separate report at a future meeting.

**Resolution:**                    **041-20**  
Moved By:                        Simon Chapelle  
Seconded By:                    Lisa Osanic

**That** Report IR-023-20, Donor Policy and Asset Naming Policy, **Be Divided**, in order to vote on the individual policies separately.

**Carried**

Motion 041-20 to divide carried.

**Resolution:**                    **042-20**  
Moved By:                        Jim Neill  
Seconded By:                    Leigh Bursey

**That** Report IR-023-20, Donor Policy and Asset Naming Policy, **Be Received**; and,

**That** the Cataraqui Conservation Donor Policy, **Be Adopted**.

**Carried**

Motion 042-20 carried.

**Resolution:**                    **031-20**  
Moved By:                        Ross Sutherland  
Seconded By:                    Al Hanes

**That** the Cataraqui Conservation Asset Naming Policy Revision 1, **Be Adopted**.

**Deferred**

Motion 031-20 was deferred.



7.3 Cataraqui Conservation Procurement Policy (report IR-024-20)

**Resolution:**                   **043-20**  
Moved By:                   Gary Oosterhof  
Seconded By:               Lisa Osanic

**That** Report IR-024-20, Cataraqui Conservation Procurement Policy, **Be Received;** and,

**That** the Cataraqui Region Conservation Authority Purchasing Policy (2002), **Be Repealed;** and,

**That** the Cataraqui Conservation Procurement Policy (2020), **Be Adopted.**

**Carried**

## 7.4 Telecommunication Proposals Cataraqi Conservation Lands (report IR-038-20)

There was considerable discussion and a recorded vote was requested.

**Resolution:**                   **044-20**  
**Moved By:**                   Terry Richardson  
**Seconded By:**               Gordon Ohlke

**That** Report IR-038-20, Telecommunication Proposals on Cataraqi Conservation Lands, **Be Received**; and,

**That** staff **Be Directed** to investigate received telecommunications proposals for feasibility and report any proposals to the Board for consideration.

**Carried**

<b>Member</b>	<b>In Favour</b>	<b>Not In Favour</b>	<b>Absent</b>
Barton, Al	<b>X</b>		
Burse, Leigh	<b>X</b>		
Chapelle, Simon		<b>X</b>	
Ferguson, Rhonda			<b>X</b>
Hanes, Al		<b>X</b>	
Harper, Matt	<b>X</b>		
Hewett, Garry	<b>X</b>		
McAuley, Paul	<b>X</b>		
Neill, Jim		<b>X</b>	
Ohlke, Gordon	<b>X</b>		
Oosterhof, Gary	<b>X</b>		
Osanic, Lisa		<b>X</b>	
Revoll, Alan	<b>X</b>		
Richardson, Terry	<b>X</b>		
Smith, Claire		<b>X</b>	
Sutherland, Ross	<b>X</b>		
Townend, Nathan		<b>X</b>	

Motion 044-20 carried.

7.5 Use of Electronic Signatures for Development Review Services (report IR-039-20)

**Resolution:**                    **045-20**  
Moved By:                        Claire Smith  
Seconded By:                    Matt Harper

**That** Report IR-039-20, Use of Electronic Signatures for Development Review Services, **Be Received.**

**Carried**

7.6 Frontenac Municipal Information Services (FMIS) Update (report IR-040-20)

**Resolution:**                    **046-20**  
Moved By:                        Leigh Bursey  
Seconded By:                    Al Barton

**That** Report IR-040-20, Frontenac Municipal Information Services (FMIS) Update, **Be Received.**

**Carried**

**8. Minutes**

There were none.

## **9. Committee Reports**

9.1 Report from Administration Facility Committee E-Poll of March 25, 2020 (IR-041-20)

**Resolution:**                   **047-20**  
Moved By:                   Paul McAuley  
Seconded By:               Leigh Bursey

**That** report IR-041-20, Report from Administration Facility Committee E-Poll of March 25, 2020, **Be Approved**.

**Carried**

9.2 Report from Planning and Permitting Ad Hoc Committee Teleconference of March 27, 2020 (IR-042-20)

**Resolution:**                   **048-20**  
Moved By:                   Garry Oosterhof  
Seconded By:               Claire Smith

**THAT** the report from the Planning and Permitting Ad Hoc Committee Teleconference of March 27, 2020 (IR-042-20), **Be Approved**.

**Carried**

## **10. Announcements or Inquiries / Information**

10.1 Report on Communications (IR-043-20)

**Resolution:**                   **049-20**  
Moved By:                   Nathan Townend  
Seconded By:               Jim Neill

**That** report IR-043-20, Report on Communications, **Be Received**.

**Carried**

## **11. Motions / Notice of Motion**

There were none.

## **12. In Camera Session**

An In-Camera Session was not required. Members concurred to approve the March 4, 2020 In Camera Minutes in open session.

<b>Resolution:</b>	<b>050-20</b>
Moved By:	Terry Richardson
Seconded By:	Garry Hewett

**That Report IR-028-20, Minutes of In Camera Meeting of March 4, 2020,  
Be Approved.**

**Carried**

## **13. Adjournment**

The meeting adjourned at 9:45 p.m. on a motion by Simon Chapelle, seconded by Lisa Osanic.

Cataraqui Region Conservation Authority

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Katrina Furlanetto, M.Env.Sc.  
General Manager

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Alan Revill, Chair