THE CATARAQUI REGION CONSERVATION AUTHORITY

FULL AUTHORITY MINUTES

FEBRUARY 22, 2017

GENERAL PURPOSE ROOM, OUTDOOR CENTRE
LITTLE CATARAQUI CREEK CONSERVATION AREA

Present: Alan Revill (Chair), Duncan Ashley, John Boyd, Leigh Bursey, Jim Garrah, Al Hanes, Gerry Last, Lisa Osanic, Ross Sutherland (Vice Chair), Laura Turner

Regrets: Kevin George, Doug Good, Bert Herfst, Max Kaiser, Rob Layng,

Staff Present: Geoff Rae, General Manager/Secretary-Treasurer; Jim Barber, Communication & Marketing Specialist; Tom Beaubiah, Biologist/Lands Lead; Donna Campbell, Administrative Assistant; Michael Dakin, Resource Planner; Laura Dietrich, Accounting Assistant, Holly Evans, Environmental Technician; Shawn Fairbank, Watershed Engineering Technologist; Krista Fazackerley, Communication Coordinator, Shannon Fleming, Outdoor Centre Supervisor; Katrina Furlanetto, Source Protection Assistant; Richard Horton, Operations Lead; Nathan Jousmaki, GIS Technician; Paul Kendall, Operations, Rick Knapton, Forestry Technician; Steve Knapton, Wildlife Conservation Technician/Lands Planner; Stana Luxford Oddie, Education Officer; Angela McAneney, Education Assistant; Rob McRae, Watershed Planning Coordinator; Cheryl Rider, Finance Coordinator; Andrew Schmidt, Development Review Manager; Christine Woods, Resource Planner

Guests: Adam Young, CPA, CA, and Christa Walsh, Secker, Ross & Perry LLP; John Williamson, Chair, Cataraqui Source Protection Committee

The meeting commenced at 6:46 P.M. following a meeting of the Cataraqui Source Protection Authority.

1. ROLL CALL AND INTRODUCTIONS

There were ten (10) members present.
2. APPROVAL OF AGENDA

Moved by: Lisa Osanic
Seconded by: Ross Sutherland

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were none.

4. DELEGATION/PRESENTATION


Resolution: 017-17
Moved by: Leigh Bursey
Seconded by: Ross Sutherland

THAT the audited Financial Statements for the fiscal year 2016 of the Cataraqui Region Conservation Authority, as presented by Secker Ross and Perry LLP, BE APPROVED; and,

THAT the Chair and the General Manager/Secretary-Treasurer of the Cataraqui Region Conservation Authority BE DIRECTED to sign off on the aforementioned statements.

CARRIED

4.2. Recognition of Cataraqui Region Conservation Authority staff years of service

In the absence of the Personnel Committee Chair, the Personnel Committee Vice Chair, Jim Garrah, recognized staff members Tom Beaubiah, Biologist/Lands Lead and Holly Evans, Environmental Technician for their long-standing years of service.
4.3. 2016 Year-in-Review highlights/accomplishments (Presentation)

Resolution: 018-17
Moved by: Lisa Osanic
Seconded by: Laura Turner

THAT the Cataraqui Region Conservation Authority RECEIVE staff’s presentation 2016 Year-in-Review highlights/accomplishments.

CARRIED

5. APPROVAL OF PREVIOUS MINUTES

Moved by: Ross Sutherland
Seconded by: Gerry Last

THAT the minutes of the January 25, 2017 annual general meeting of the Cataraqui Region Conservation Authority, BE APPROVED.

CARRIED

6. BUSINESS ARISING

There was none.
7. PRESENTATION AND CONSIDERATION OF REPORTS

7.1. 2017 Budget and Municipal Levies (report IR-016-17)

Resolution: 019-17
Moved by: Gerry Last
Seconded by: Al Hanes

THAT report IR-016-17, 2017 Budget and Municipal Levies, BE RECEIVED; and, 

THAT the 2017 Budget of the Cataraqui Region Conservation Authority and the associated Municipal Levy apportionments for the administration, maintenance and capital project components thereof BE ADOPTED.

CARRIED

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<th>Member</th>
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<td>Turner, Laura</td>
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Resolution: 020-17
Moved by: Jim Garrah
Seconded by: Gerry Last

THAT report IR-018-17, Finance Coordinator’s Report on List of Accounts for January 2017 for the Cataraqui Region Conservation Authority in the amounts of $241,024.79, BE APPROVED.

CARRIED
7.3. **Appointment of Foundation Directors 2017 (report IR-019-17)**

**Resolution:** 021-17  
Moved by: Duncan Ashley  
Seconded by: Laura Turner  

**THAT** report IR-019-17, Appointment of Foundation Directors, **BE RECEIVED.**  

CARRIED

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8. **ANNOUNCEMENTS OR INQUIRIES/INFORMATION**

8.1. **Administrative Assistant’s Report on Communications (Report IR-017-17)**

**Resolution:** 022-17  
Moved by: Leigh Bursey  
Seconded by: Lara Turner  

**THAT** report IR-017-17, Administrative Assistant’s Report on Communications, **BE RECEIVED.**  

CARRIED

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9. **MOTIONS/NOTICES OF MOTIONS**
10. IN-CAMERA session to discuss Personnel Matter

10.1. Confidential Personnel (Report IR-020-17)

Resolution: 023-17
Moved by: Laura Turner
Seconded by: Al Hanes

THAT the Full Authority Board move IN CAMERA to discuss a personnel matter.

CARRIED

Resolution: 024-17
Moved by: Leigh Bursey
Seconded by: Lisa Osanic

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

CARRIED

Resolution: 025-17
Moved by: Leigh Bursey
Seconded by: Lisa Osanic

THAT the Cataraqui Region Conservation Authority authorize staff to pursue items of action dealing with the personnel matter as discussed in the IN CAMERA session on January 25, 2017.

CARRIED

Business arising from the Personnel Committee report is as follows:

a. THAT Bert Herfst BE APPOINTED as Chair of the Cataraqui Region Conservation Authority’s Personnel Committee for 2017.

b. THAT Jim Garrah BE APPOINTED as Vice Chair of the Cataraqui Region Conservation Authority’s Personnel Committee for 2017.

c. THAT Report IR-013-17-PC, General Manager/Secretary-Treasurer – 2017 Performance Objectives, BE RECEIVED.

d. THAT the General Manager/Secretary-Treasurer – 2017 Performance Objectives, BE APPROVED.
11. **ADJOURNMENT**

The meeting adjourned at 9:39 on a motion by Lisa Osanic, seconded by Duncan Ashley.