Date: Wednesday, March 4, 2020

Location: Cataraqui 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 Cataraqui 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 Cataraqui 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 Cataraqui 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 Cataraqui 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
Attachment #1 - Full Authority Minutes of March 4, 2020

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?
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.
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 2\textsuperscript{nd} & 3\textsuperscript{rd} 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)

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

Application Volume

Application Type

Planning  Permitting  Combined Total  5 year average (690)

Year  2015  2016  2017  2018  2019

Planning  256  293  314  292  304
Permitting  348  382  480  436  348
Combined Total  604  675  794  728  652

5 year average (690)
## 2019 Plan Review and Permitting Activity Report

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Plan Review</th>
<th></th>
<th>Permits</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Athens</td>
<td>3</td>
<td>100.0%</td>
<td>85.7%</td>
<td>10</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Brockville</td>
<td>10</td>
<td>100.0%</td>
<td>91.7%</td>
<td>10</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Elizabethtown-Kitley</td>
<td>10</td>
<td>100.0%</td>
<td>94.1%</td>
<td>23</td>
<td>100%</td>
<td>96.70%</td>
</tr>
<tr>
<td>Front of Yonge</td>
<td>8</td>
<td>100.0%</td>
<td>87.5%</td>
<td>12</td>
<td>91.7%</td>
<td>100%</td>
</tr>
<tr>
<td>Gananoque</td>
<td>8</td>
<td>100.0%</td>
<td>100.0%</td>
<td>4</td>
<td>75%</td>
<td>100%</td>
</tr>
<tr>
<td>Greater Napanee</td>
<td>19</td>
<td>100.0%</td>
<td>100.0%</td>
<td>17</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Kingston</td>
<td>43</td>
<td>79.1%</td>
<td>91.3%</td>
<td>62</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Leeds &amp; the Thousand Islands</td>
<td>63</td>
<td>95.2%</td>
<td>96.9%</td>
<td>106</td>
<td>97.2%</td>
<td>99.20%</td>
</tr>
<tr>
<td>Loyalist</td>
<td>28</td>
<td>92.9%</td>
<td>95.0%</td>
<td>23</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Rideau Lakes</td>
<td>19</td>
<td>94.7%</td>
<td>100.0%</td>
<td>19</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>South Frontenac</td>
<td>20</td>
<td>100%</td>
<td>100.0%</td>
<td>38</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Frontenac Islands</td>
<td>7</td>
<td>100%</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>238</strong></td>
<td><strong>93.69%</strong></td>
<td><strong>95.80%</strong></td>
<td><strong>324</strong></td>
<td><strong>98.50%</strong></td>
<td><strong>99.50%</strong></td>
</tr>
</tbody>
</table>
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?