Minutes of the Full Authority Board Meeting

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 Cataraqui 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**


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

_That_ the audited Financial Statements for the fiscal year 2019 of Cataraqui Conservation, as presented by Secker Ross and Perry LLP, _Be Approved_; and,

_That_ the Chair and the General Manager of Cataraqui 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 Cataraqui 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 Cataraqui 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.

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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.

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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 Cataraqui 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 Cataraqui 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.

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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.

**Resolution:** 050-20

**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

Katrina Furlanetto, M.Env.Sc.  
General Manager  

Alan Revill, Chair