



**Date:** Wednesday, June 23, 2021

**Location:** Microsoft Teams

**Participants:** Alan Revill, Township of South Frontenac, Chair  
Al Barton, Township of Front of Yonge  
Rhonda Ferguson, Township Athens  
Al Hanes, Township of Elizabethtown-Kitley  
Garry Hewett, City of Brockville  
Nathalie Lavergne, City of Brockville  
Paul McAuley, Loyalist Township, Vice Chair  
Terry Richardson, Town of Greater Napanee  
Claire Smith, Township of Rideau Lakes  
Ross Sutherland, Township of South Frontenac

**Non-Participants:** Matt Harper, Town of Gananoque  
Mary Rita Holland, City of Kingston  
Gordon Ohlke, Township of Leeds and the Thousand Islands  
Gary Oosterhof, City of Kingston  
Lisa Osanic, City of Kingston  
Peter Stroud, City of Kingston  
Nathan Townend, Loyalist Township

**Staff Participants:** Katrina Furlanetto, General Manager  
Tom Beaubiah, Manager, Conservation Lands  
Donna Campbell, Assistant, Chair & General Manager  
Michael Dakin, Resource Planner  
Shawn Fairbank, Technologist, Water Resources  
Kelsey Guerette, Coordinator, Source Protection  
Steve Knapton, Coordinator, Operations Planning  
Cheryl Rider, Supervisor, Finance  
Andrew Schmidt, Supervisor, Development Review

**Guests:** Jeffrey Giacomini, General Public

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 virtually via Microsoft Teams.

The meeting commenced at 6:48 p.m.

**1. Roll Call**

There were ten (10) members who participated in the Microsoft Teams meeting.

**2. Adoption of Agenda**

Moved By: Claire Smith  
Seconded By: Ross Sutherland

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

**Carried**

**3. Declaration of Conflict of Interest**

There was none.

**4. Delegation / Presentation**

There were none.

**5. Approval of Previous Minutes**

5.1 Minutes of the Cataraqi Conservation Full Authority Board Meeting of May 26, 2021

Moved By: Al Hanes  
Seconded By: Al Barton

**That the minutes of the Cataraqi Conservation Full Authority Board meeting of May 26, 2021, Be Approved.**

**Carried**

## 6. **Business Arising**

There was none.

## 7. **Items for Consideration**

### 7.1 Water Control Structures - Operations, Maintenance, Safety, and Surveillance Manuals (PR 00032) (report IR-066-21)

- Presentation – Shawn Fairbank, Technologist, Water Resources ([Attachment #1](#))

**Resolution:**                      **057-21**  
Moved By:                         Nathalie Lavergne  
Seconded By:                     Terry Richardson

**That** report IR-066-21, Water Control Structures - Operations, Maintenance, Safety, and Surveillance Manuals (PR 00032), **Be Received**, and,

**That** project PR 00032 – Operations, Maintenance, Safety, and Surveillance Manuals, **Be Closed**; and,

**That** \$5,500 of the unspent funds **Be Transferred** to the Buells Creek Water Control Structure Reserve to support the creation of a new capital project to complete an Operations, Safety and Surveillance Manual for the Buells Creek Detention Basin structure when appropriate; and,

**That** any remaining funds **Be Transferred** equally among the other nine Water Control Structure Reserves to support future capital work.

**Carried**

7.2 Proposed Capital Project – Cataraqui Trail Chaffey’s Locks Bridge Deck Resurface (PR 00309) (report IR-067-21)

**Resolution:**                   **058-21**  
Moved By:                    Claire Smith  
Seconded By:                Ross Sutherland

**That** Report IR-067-21, Cataraqui Trail Proposed Capital Project – Chaffey’s Locks Bridge Deck Resurface (PR 00309), **Be Received**; and,

**That** Project PR 00309 - Chaffey’s Locks Bridge Deck Resurface, **Be Created**; pending grant approval; and,

**That** \$10,000 **Be Transferred**, from the Cataraqui Trail Reserve to PR 00309 -Chaffey’s Locks Bridge Deck Resurface.

**Carried**

7.3 Minister’s Zoning Orders for Section 28 Permits (report IR-068-21)

**Resolution:**                   **059-21**  
Moved By:                    Rhonda Ferguson  
Seconded By:                Paul McAuley

**That** Report IR-068-21, Minister’s Zoning Orders for Section 28 Permits, **Be Received**; and,

**That** the proposed amendments to the Implementation Guidelines for Ontario Regulation 148/06 outlined within Attachment #1 of this report, **Be Approved**; and,

**That** the proposed fees to address Minister’s Zoning Orders for Permits under Ontario Regulation 148/06 **Be Incorporated** into the 2021 Fee Schedule; and,

**That** the amended 2021 Fee Schedule, **Be Approved** for circulation with an effective date of August 1, 2021; and,

**That** staff **Be Directed** to develop an ecological offsetting compensation framework to support the implementation of conditional agreements within Minister’s Zoning Orders.

**Carried**

7.4 Cataraqui Conservation Comments on the Regulatory Proposal Consultation Guide (Phase 1) under the Conservation Authorities Act (Environmental Registry Postings 019-2986) (report IR-069-21)

**Resolution:**                   **060-21**  
Moved By:                       Al Barton  
Seconded By:                   Terry Richardson

**That** Report IR-069-21, Cataraqui Conservation Comments on the Regulatory Proposal Consultation Guide (Phase 1) under the Conservation Authorities Act (Environmental Registry Postings 019-2986), **Be Received**; and,

**That** Cataraqui Conservation comment to the Ministry of Environment, Conservation and Parks' Registry Posting 019-2986: Regulatory proposals (Phase 1) under the Conservation Authorities Act **Be Approved** for submission by June 27, 2021; and,

**That** copies of the comment letter be provided to municipalities in the Cataraqui Region; and,

**That** the Budget Review Committee **Be Directed** to support the General Manager in discussing and developing financial strategies required for the completion of the Transition Plan and municipal agreements over the 2021-2022 fiscal years.

**Carried**

### 7.5 Capital Variance Report to June 16, 2021 (report IR-070-21)

Steve Knapton, Coordinator, Operations Planning, noted a correction to Attachment #1, Capital Variance Report based on the late arrival of an invoice in the amount of \$2,126.96 for Project PR 00169, Buell's & Butler's Creek Floodplain Mapping Update. He indicated the amount of \$2,126.96 would be returned to reserves and that the project was still within budget.

The total expense is now \$102,263.09 instead of \$100,136.13.

**Resolution:**                   **061-21**  
Moved By:                       Al Hanes  
Seconded By:                   Garry Hewett

**That** Report IR-070-21, Capital Variance Report to June 16, 2021, **Be Received**; and,

**That** completed capital projects, as outlined in Attachment #1 Capital Variance Report to June 16, 2021, **Be Closed**; and,

**That** recommended reserve transfers, as outlined in Attachment #1 Capital Variance Report to June 16, 2021, **Be Completed, As Amended**.

**Carried**

### 7.6 Operating Variance Report to May 31, 2021 (report IR-071-21)

**Resolution:**                   **062-21**  
Moved By:                       Rhonda Ferguson  
Seconded By:                   Nathalie Lavergne

**That** Report IR-071-21, Operating Variance Report to May 31, 2021, **Be Received**.

**Carried**

## 8. Minutes

There were none.

## 9. Committee Reports

9.1 Report from Budget Review Committee Meeting of June 14, 2021 (Report IR-072-21)

<b>Resolution:</b>	<b>063-21</b>
Moved By:	Rhonda Ferguson
Seconded By:	Ross Sutherland

**That** report IR-072-21, Report from Budget Review Committee Meeting of June 14, 2021, **Be Approved.**

**Carried**

## 10. Announcements or Inquiries / Information

There were none.

## 11. Motions / Notice of Motion

There were none.

## **12. In Camera Session**

### 12.1 In Camera Session

**Resolution:**                   **064-21**  
Moved By:                   Garry Hewett  
Seconded By:               Claire Smith

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

**Carried**

### 12.2 Confidential Report – Property Matter (Report IR-073-21)

### 12.3 Confidential Report – Report from Personnel Committee Meeting of April 16, 2021 (report IR-044-21)

### 12.4 Confidential Report – Report from Personnel Committee Meeting of June 10, 2021 (report IR-074-21)

### 12.5 Confidential Report from Budget Review Committee meeting of June 14, 2021 Report IR-065-21-BRC, Property Matter

**Resolution:**                   **065-21**  
Moved By:                   Claire Smith  
Seconded By:               Al Barton

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

**Carried**



### **13. Return to Open Session**

<b>Resolution:</b>	<b>066-21</b>
Moved By:	Paul McAuley
Seconded By:	Al Hanes

**That** the Cataraqui Conservation Full Authority Board **Authorize** staff to pursue items of action as discussed at the **In Camera** session on June 23, 2021.

**Carried**

### **14. Adjournment**

The meeting adjourned at 7:47 p.m. on a motion by Terry Richardson, seconded by Paul McAuley.

Cataraqui Region Conservation Authority

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Katrina Furlanetto, M.Env.Sc.  
General Manager

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Alan Revill, Chair



**Cataraqui**  
conservation

# Operations, Maintenance, Safety and Surveillance Manuals

June 23, 2021 - Full Authority Board Meeting



# Dam Locations



West



East



# Water Level Management - Benefits



1. Recreation
2. Flood Management
3. Wildlife Interests
4. Low Flow Augmentation (drinking water, domestic use, livestock) / reservoir water supply for water treatment facility




# Water Level Management – Challenges

1. Changing and extreme weather, especially wet or dry conditions
2. Balancing negative impacts upstream & downstream and conflicting interests
3. Design limitations, weather patterns changed since orig. constructed
4. Debris
5. Beaver Activity



# OMSS Manuals Project


1. Purpose
2. Existing Documents dated, incomplete, lacking some important details
3. Contracted D.M. Wills / Cataraqui Conservation staff input



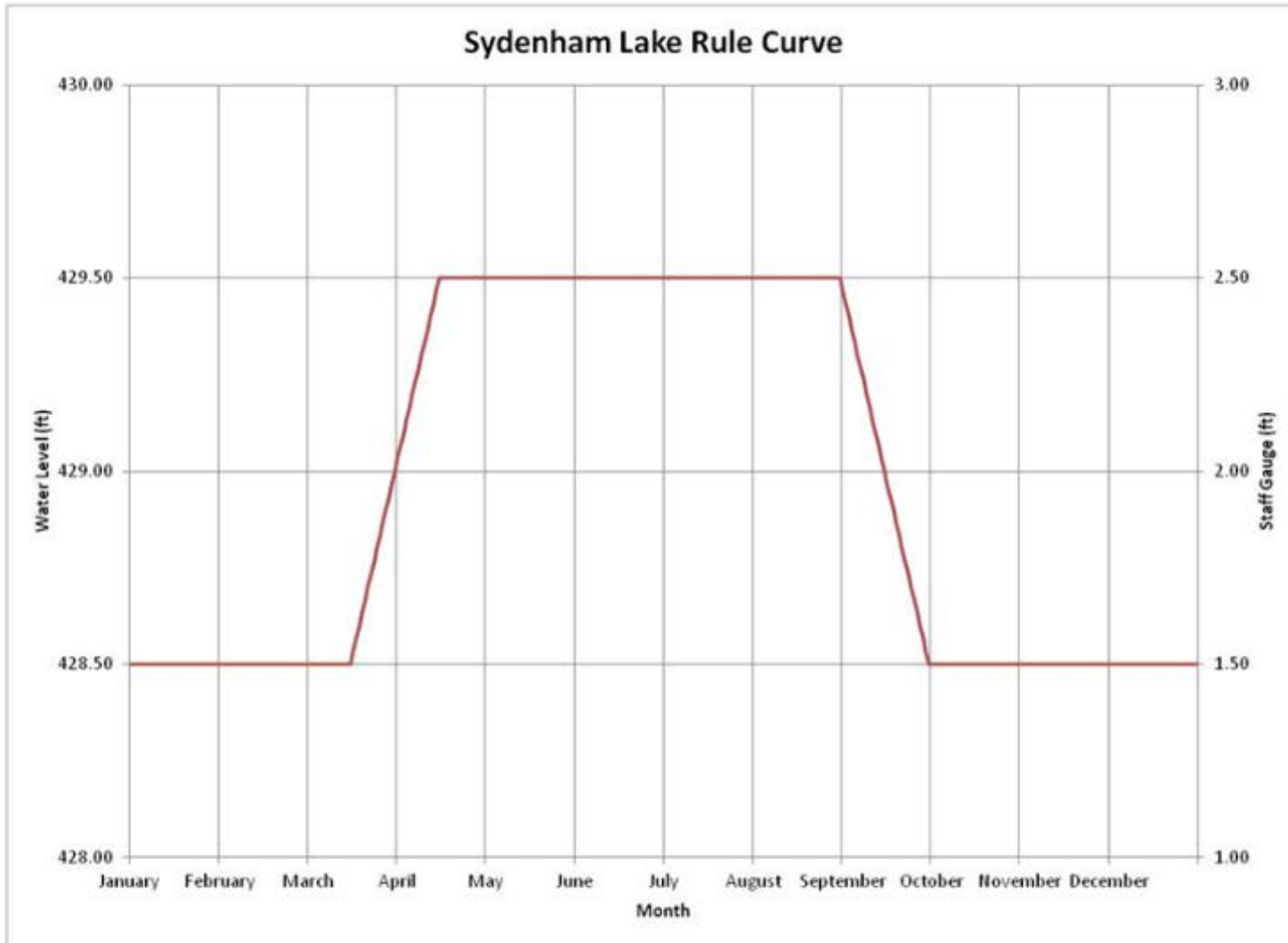
**Sydenham Lake Dam**  
Water Control Structure  
Operation Maintenance, Safety and Surveillance (OMSS) Manual  
Rev. 0 - Issued January 2021

Prepared for:  
Cataraqui Region Conservation Authority  
1441 Perth Road, PO Box 140  
Glenburnie ON, K0H 1S0

Original Prepared by:  
D.M. Wills Associates Limited  
180 Jameson Drive  
Peterborough, ON K9J 0B9

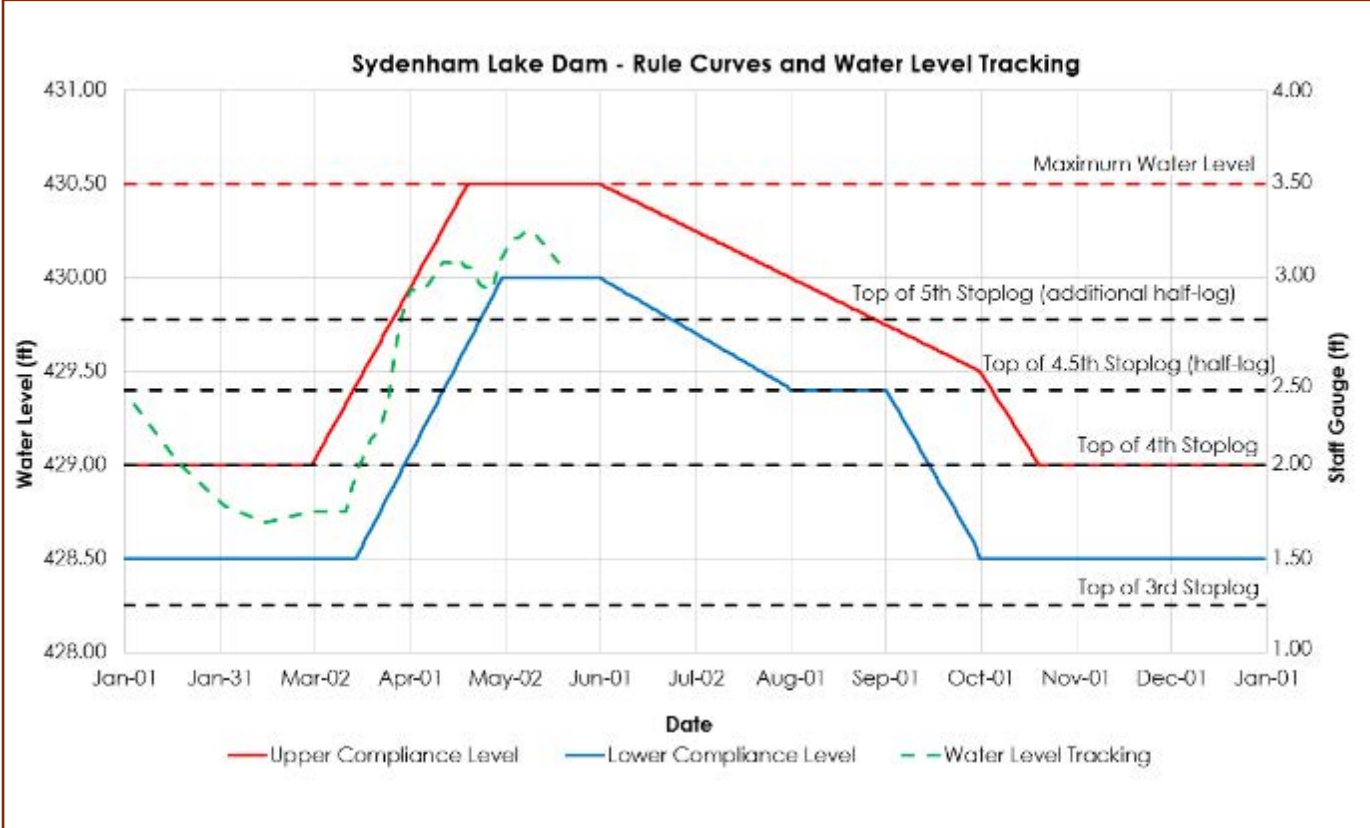
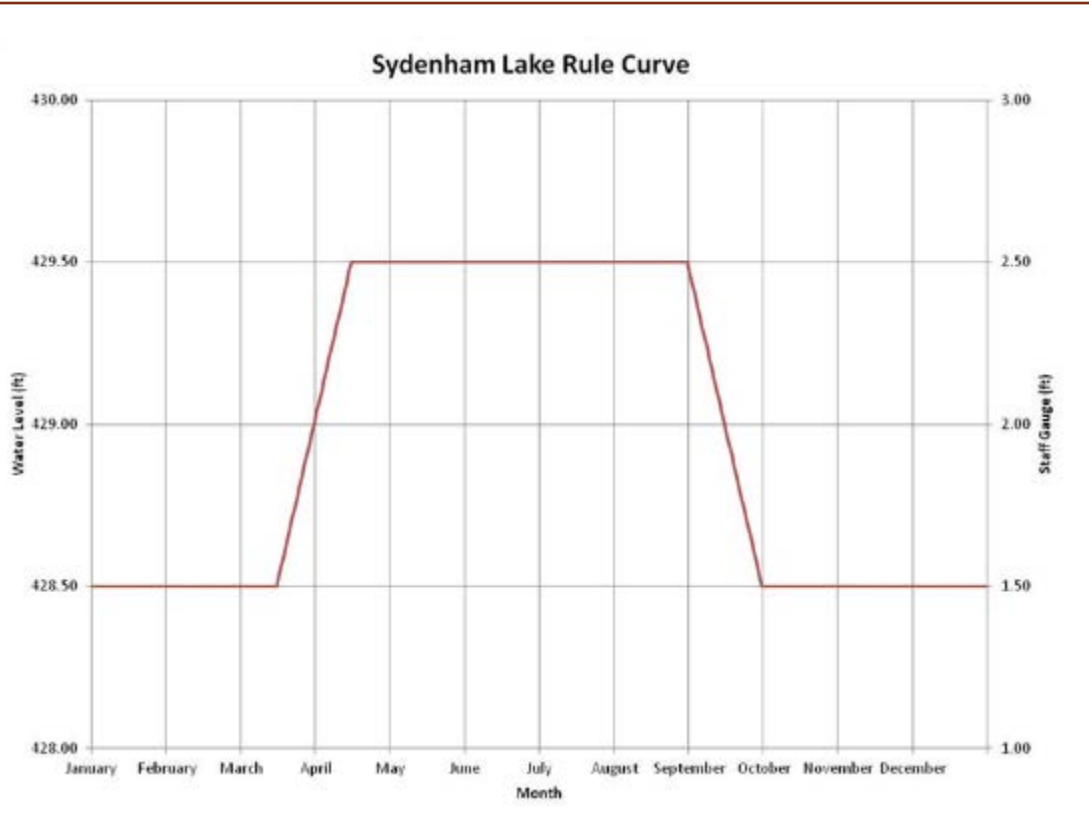


# What is a “Rule Curve”?



1. Water Level Target (under “normal” conditions)
2. Fluctuates through the year
3. Operations that influence water levels
4. Rule Curves are NOT to be adhered to at all costs

# Rule Curve Improvements (old vs new)



Old

New



# When to deviate from the Rule Curve?

Staff need to know:

- a) When conditions are no longer “normal”
- b) Potential negative impacts to try to avoid
- c) Appropriate Actions



For example...



Millhaven Creek at Lucas Rd and Millhaven Rd  
(downstream of Wilton Road (Millhaven) Dam)

# Conclusion

- The completed OMSS manuals provide guidance to inform water level management decisions by existing and new staff
- Acknowledgements:
  - Lands/Operations staff efforts assisting with dam operations
  - Operator safety improvements (ongoing initiative)

# Thank You

**Shawn Fairbank**

Technologist, Water Resources

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Phone: 613-546-4228 x 284

Questions?

