



**Cataraqui**  
conservation

## Minutes of the Full Authority Board Meeting

**Date:** Wednesday, February 26, 2025

**Location:** Hybrid Meeting  
Cataraqui Conservation Administration Office Boardroom  
2069 Battersea Road and Virtually through Microsoft Teams

**Participants:** In-Person

Paul Proderick, Loyalist Township, Chair  
Don Amos, City of Kingston  
Wendy Stephen, City of Kingston

On-line via Teams

Joan Delaney, Township of Rideau Lakes  
Jeff Earle, City of Brockville  
Jake Ennis, Loyalist Township  
Angela Hicks, Town of Greater Napanee  
Katherine Hobbs, City of Brockville  
Lisa Osanic, City of Kingston  
Corinna Smith-Gatcke, Township of Leeds and the Thousand Islands  
Scott Trueman, Township of South Frontenac

**Regrets:** Margaret Fancy, Township of Front of Yonge  
Matt Harper, Town of Gananoque  
Gary Oosterhof, City of Kingston, Vice Chair  
Ron Sleeth, Township of South Frontenac  
Matt Smith, Township of Athens

**Vacancy:** Township of Elizabethtown-Kitley

**Staff** In-Person

**Participants:** David Ellingwood, General Manager  
Tom Beaubiah, Manager, Conservation Lands  
Donna Campbell, Assistant, Chair & General Manager  
Michael Dakin, Supervisor, Development Review  
Krista Fazackerley, Supervisor, Communications & Education  
Haven Jerreat-Poole, Technician, Forestry  
Rick Knapton, Coordinator, Forestry  
Steve Knapton, Coordinator, Operations Planning  
Andrew Schmidt, Manager, Watershed Planning & Engineering  
Emily Su, Resource Planner

On-line via Teams

Jason Jobin, Coordinator, Source Protection  
Rhonda Roantree, Resource Planning Clerk

Emma Stuke, Resource Planner  
Cheryl Rider, Supervisor, Finance

The meeting commenced at 6:45 p.m.

**1. Roll Call**

There were eleven (11) members present. There is one vacancy in the Township of Elizabethtown-Kitley.

**2. Adoption of Agenda**

<b>Resolution:</b>	<b>021-25</b>
Moved By:	Lisa Osanic
Seconded By:	Corinna Smith-Gatcke

**That** the agenda **Be Adopted**, as circulated.

**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 Cataraqui Conservation Full Authority Board Annual General Meeting of January 29, 2025

<b>Resolution:</b>	<b>022-25</b>
Moved By:	Angela Hicks
Seconded By:	Don Amos

**That** the minutes of the Cataraqui Conservation Full Authority Board Annual General Meeting of January 29, 2025, **Be Approved**.

**Carried**

## **6. Business Arising**

There was none.

## **7. Items for Consideration**

### 7.1. General Manager's Monthly Progress Report – February 2025 (report IR-024-25)

- Verbal Update – David Ellingwood, General Manager

<b>Resolution:</b>	<b>023-25</b>
Moved By:	Wendy Stephen
Seconded By:	Scott Trueman

**That** Report IR-024-25, General Manager's Monthly Progress Report – February 2025, **Be Received**.

**Carried**

### 7.2. Cataraqui Conservation Development Review Activity Report – 2024 (report IR-025-25)

- Presentation – Emily Su, Resource Planner ([Attachment #1](#))

<b>Resolution:</b>	<b>024-25</b>
Moved By:	Joan Delaney
Seconded By:	Katherine Hobbs

**That** Report IR-025-25, Cataraqui Conservation Development Review Activity Report – 2024, **Be Received**.

**Carried**

7.3. 2024 Year-End – Recommended Discretionary & Obligatory Reserve Transfers (report IR-026-25)

**Resolution:**                      **025-25**  
Moved By:                         Jake Ennis  
Seconded By:                      Lisa Osanic

**That** Report IR-026-25, 2024 Year-End – Recommended Discretionary & Obligatory Reserve Transfers, **Be Received**; and,

**That** the recommended 2024 year-end discretionary and obligatory reserve transfers identified in this report **Be Approved**.

**Carried**

7.4. Capital Variance report to January 31, 2025 (report IR-027--25)

**Resolution:**                      **026-25**  
Moved By:                         Wendy Stephen  
Seconded By:                      Corinna Smith-Gatcke

**That** Report IR-027-25, Capital Variance Report to January 31, 2025, **Be Received**; and,

**That** completed capital projects, as outlined in Attachment #1 Capital Variance Report to January 31, 2025, **Be Closed**; and,

**That** recommended reserve transfers, as outlined in Attachment #1 Capital Variance Report to January 31, 2025, **Be Completed**.

**Carried**

7.5. Proposed Projects at Little Cataraqui Creek Conservation Area - Samsung Fund (report IR-028-25)

**Resolution:**                      **027-25**  
Moved By:                         Angela Hicks  
Seconded By:                     Katherine Hobbs

**That** Report IR-028-25, Proposed Projects at Little Cataraqui Creek Conservation Area - Samsung Fund, **Be Received.**

**Carried**

**Resolution:**                      **028-25**  
Moved By:                         Scott Trueman  
Seconded By:                     Jake Ennis

**That** Project PR 00389 – Sun Shelter and Fire Pits, **Be Created.**

**Carried**

**Resolution:**                      **029-25**  
Moved By:                         Don Amos  
Seconded By:                     Joan Delaney

**That** Project PR 00390 – LCCCA Trail Resurface, **Be Created.**

**Carried**

**Resolution:**                      **030-25**  
Moved By:                         Angela Hicks  
Seconded By:                     Lisa Osanic

**That** Project PR 00391 – Maple Madness Upgrades, **Be Created.**

**Carried**

7.6. Afforestation Activities Update (report IR-029-25)

**Resolution:**                   **031-25**  
Moved By:                   Wendy Stephen  
Seconded By:               Jeff Earl

**That** Report IR-029-25, 2025 Afforestation Activities Update, **Be Received;**  
and,

**That** the projected financial expenditures to the forest program **Be Increased** as per the Report.

**Carried**

**8. Minutes (Friends and Foundation)**

8.1. Friends of Lemoine Point Minutes

- November 4 and December 2, 2024

**Resolution:**                   **032-25**  
Moved By:                   Don Amos  
Seconded By:               Katherine Hobbs

**That** the November 4 and December 2, 2024, Minutes of the Friends of Lemoine Point, **Be Received.**

**Carried**

**9. Committee Reports**

9.1. Report from Facilities Ad Hoc Committee meeting of February 19, 2025  
(Report IR-030-25)

**Resolution:**                   **033-25**  
Moved By:                   Corinna Smith-Gatcke  
Seconded By:               Scott Trueman

**That** report IR-030-25, Report from Facilities Ad Hoc Committee Meeting of February 19, 2025, **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. Confidential Report – Minutes of In Camera Meeting of January 29, 2025  
(report IR-031-25)

An In-Camera Session was not required. Members concurred to approve the January 26, 2025, In Camera Minutes in open session.

<b>Resolution:</b>	<b>034-25</b>
Moved By:	Don Amos
Seconded By:	Lisa Osanic

**That** Report IR-031-25, Minutes of In Camera Meeting of January 29, 2025, **Be Approved.**

**Carried**

**13. Return to Open Session**

Not required.

**14. Adjournment**

The meeting adjourned at 7:47 p.m. on motion by Angela Hicks, seconded by Katherine Hobbs.

Cataraqui Region Conservation Authority

---

David Ellingwood, General Manager

---

Paul Proderick, Chair



**Cataraqui**  
conservation

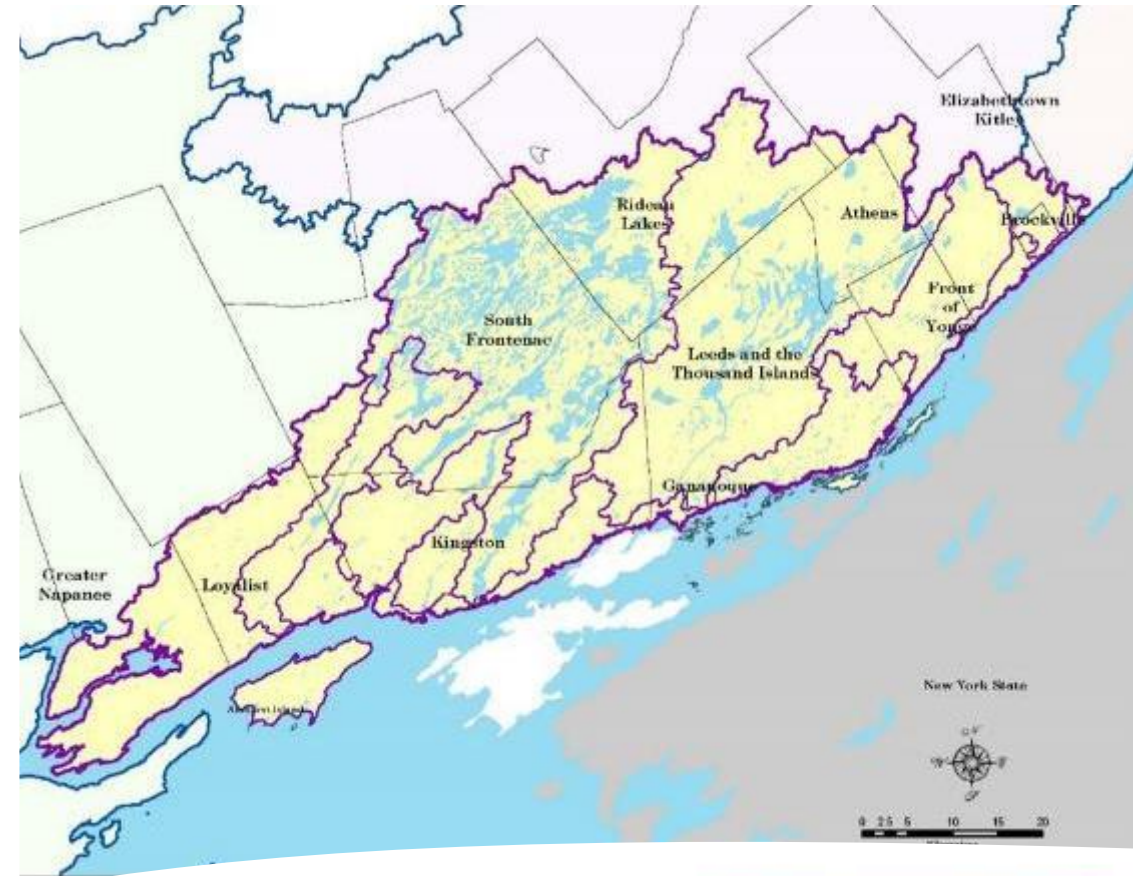
# Development Review Service 2024 Activity Report

Full Authority Board Meeting - February 26, 2025

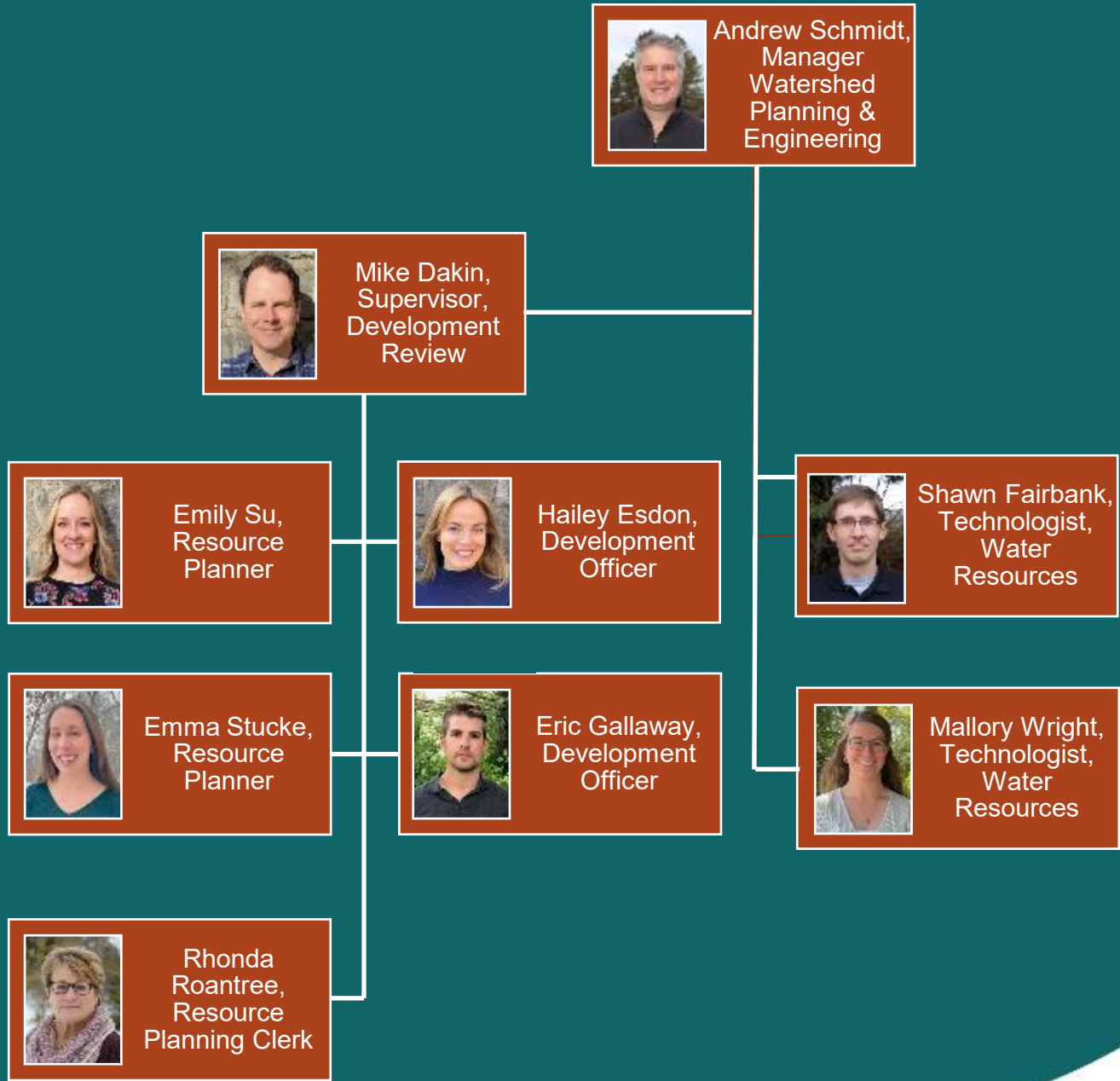


# Outline

- Cataraqui Conservation Development Review Team Members
- How Service Response Time is Measured
- 2024 Application Review Statistics
- Challenges in 2024
- Moving Forward 2025
- Questions?



# Development Review Team:



# Development Review Team

## Resource Planners



- Planning Act Application Review
- Inland Works Permitting

## Development Officers



- Enforcement
- Shoreline and In-Water Works Permitting

# Cataraqui Conservation Planner Coverage Area by Municipality

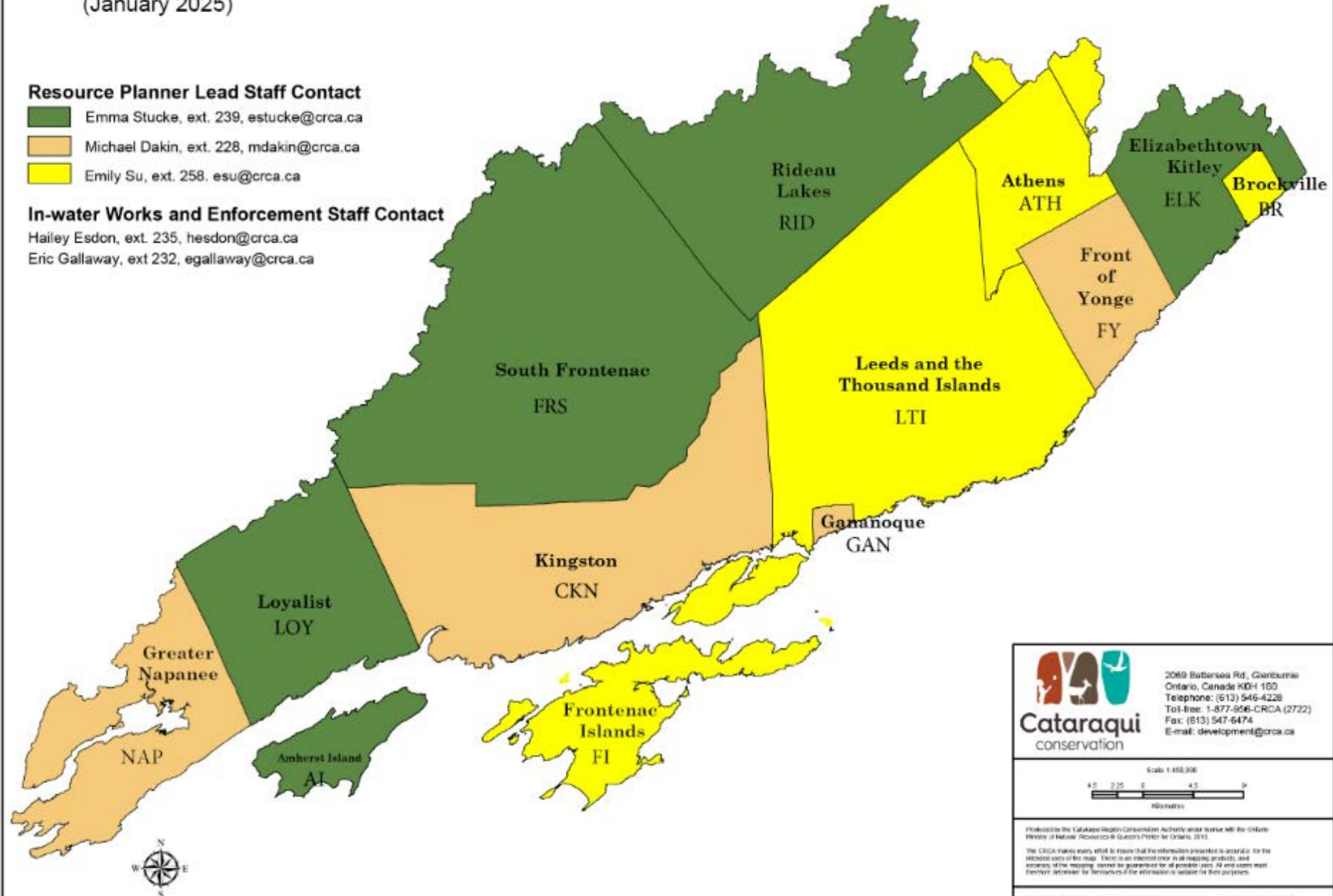
(January 2025)

## Resource Planner Lead Staff Contact

- Emma Stucke, ext. 239, [estucke@crca.ca](mailto:estucke@crca.ca)
- Michael Dakin, ext. 228, [mdakin@crca.ca](mailto:mdakin@crca.ca)
- Emily Su, ext. 258, [esu@crca.ca](mailto:esu@crca.ca)

## In-water Works and Enforcement Staff Contact

- Hailey Esdon, ext. 235, [hesdon@crca.ca](mailto:hesdon@crca.ca)
- Eric Gallaway, ext 232, [egallaway@crca.ca](mailto:egallaway@crca.ca)





# Cataraqui Conservation Planner Coverage Area by Municipality

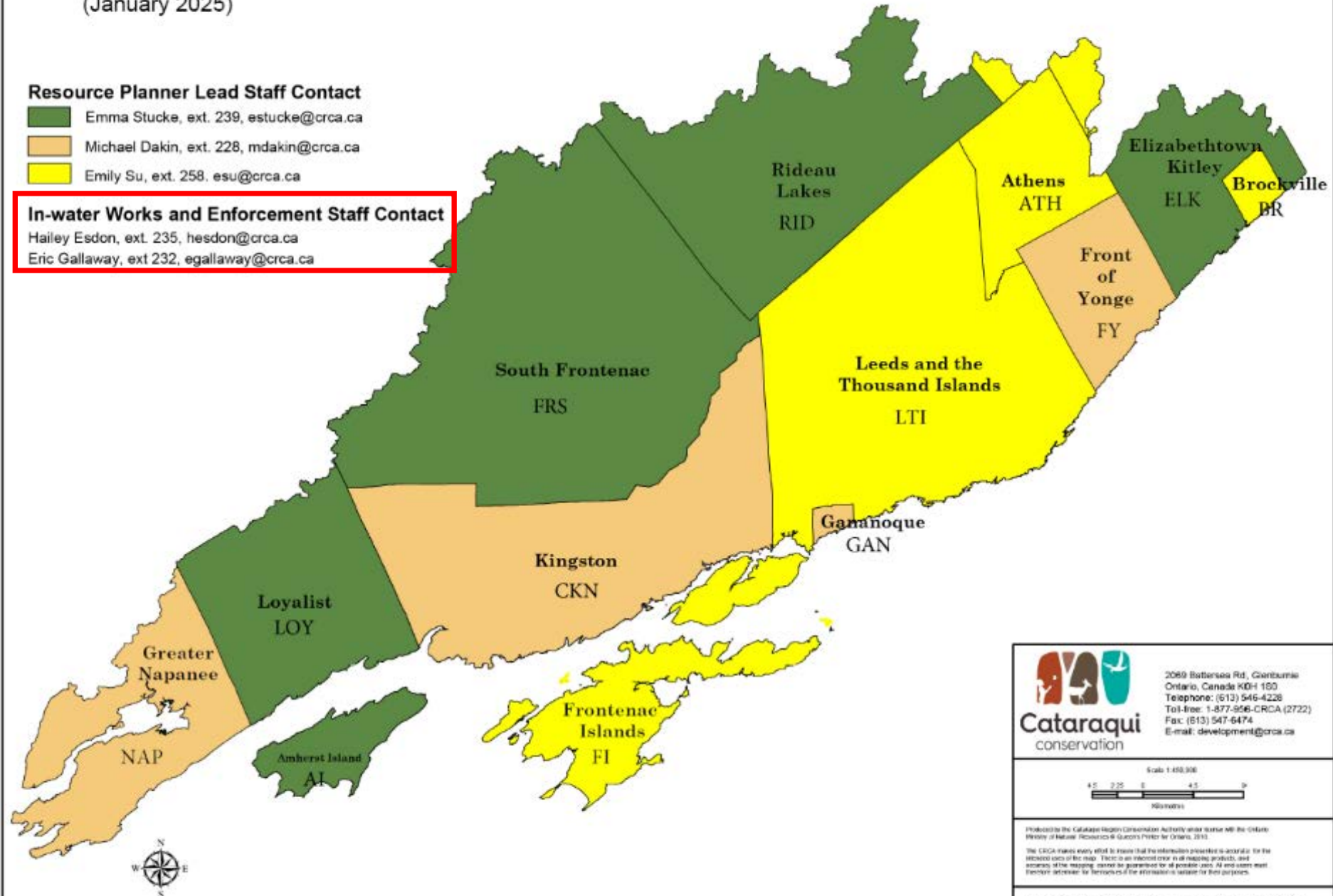
(January 2025)


## Resource Planner Lead Staff Contact

- Emma Stucke, ext. 239, [estucke@crca.ca](mailto:estucke@crca.ca)
- Michael Dakin, ext. 228, [mdakin@crca.ca](mailto:mdakin@crca.ca)
- Emily Su, ext. 258, [esu@crca.ca](mailto:esu@crca.ca)

## In-water Works and Enforcement Staff Contact

- Hailey Esdon, ext. 235, [hesdon@crca.ca](mailto:hesdon@crca.ca)
- Eric Gallaway, ext. 232, [egallaway@crca.ca](mailto:egallaway@crca.ca)



  
2069 Battersea Rd., Glenora  
Ontario, Canada K0H 1S0  
Telephone: (613) 546-4228  
Toll-free: 1-877-956-CRCA (2722)  
Fax: (613) 547-6474  
E-mail: [development@crca.ca](mailto:development@crca.ca)

Scale 1:400,000

4.5 2.25 0 4.5 9  
Kilometres

Produced by the Cataraqui Region Conservation Authority under license with the Ontario Ministry of Natural Resources and Forestry for Ontario, 2015.

The CRCA makes every effort to ensure that the information presented is accurate. For the intended uses of the map. There is no warranty or liability for any errors, omissions, and accuracy of the mapping. Users are responsible for all possible uses. All users must recognize information for the purposes of the information is subject to their purposes.

© Multiscale Management/Development Review. Inland CRCA Resource Planner coverage area by municipality.

# Regulatory Role in 2024

- As of April 1, 2024 Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits* replaced all 36 individual Conservation Authority regulations
  - *To ensure that proposed changes (e.g. development and site alteration) to a property are not affected by natural hazards, such as flooding and erosion, and that these changes do not put other properties at greater risk from these hazards.*
  - *To ensure the protection of wetlands and their hydrologic function.*
- Images to the right clearly illustrate the risk of development within areas subject to natural hazards



# How Service Response Timing is Measured

- **Plan Review Service Response Timing**

- Service delivery response timing targets
  - Meeting municipal timelines
- Municipal timelines
  - 6–30 days - varies by municipality and application type

- **Permitting Service Response Timing**

- Service delivery response timing targets – Conservation Ontario's *Guideline for Client Service Standards for Conservation Authority Plan and Permit Review*
  - 28 calendar days from receipt of a complete application for **Major** projects
  - 21 calendar days for **Minor** projects
  - 14 calendar days for **Routine** projects

# Plan Review - Response Municipal Timelines

## Plan Review – Response Timelines for Municipalities (Calendar Days)

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



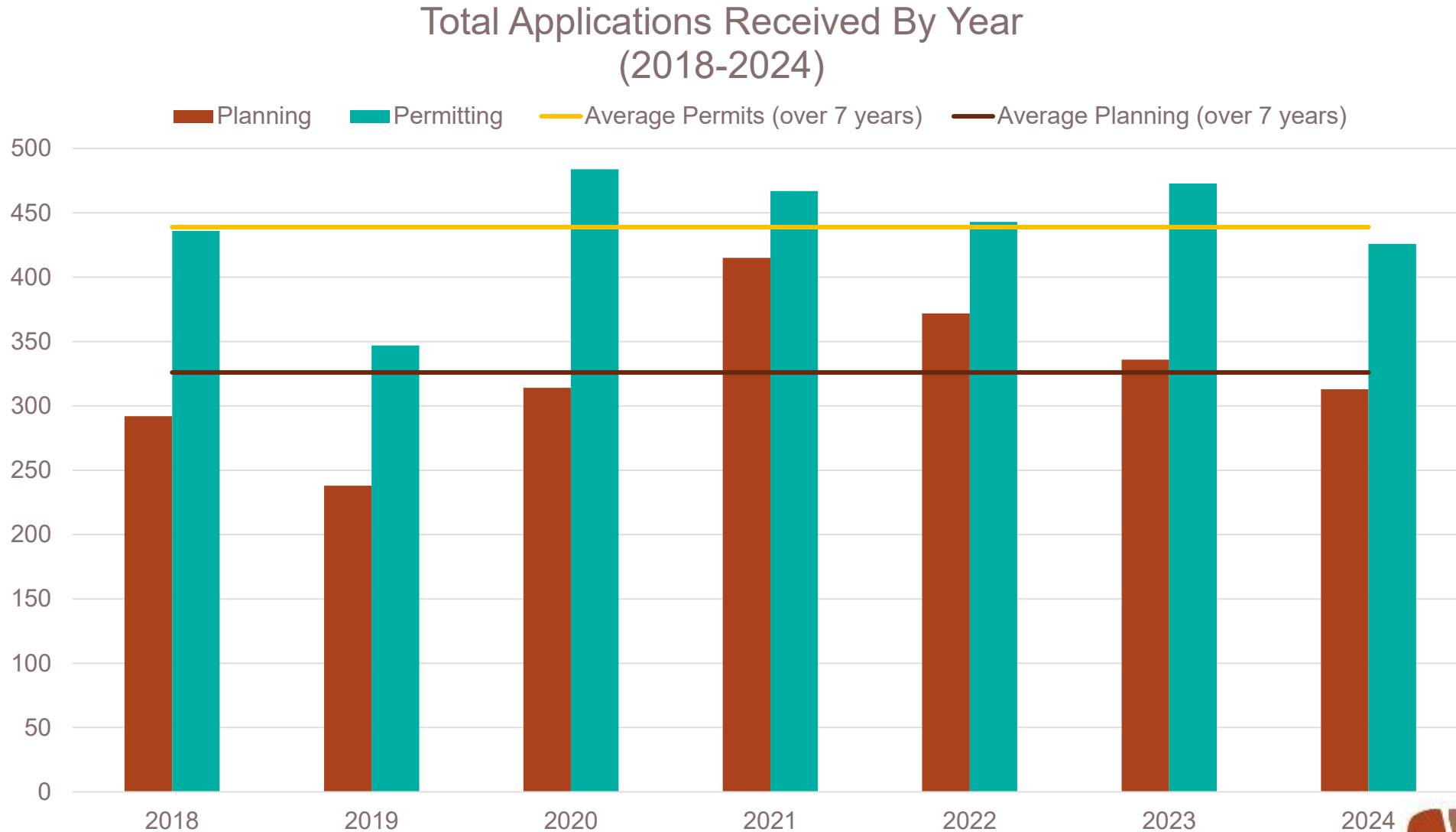
Indicates shortest commenting window



Indicates longest commenting window



# 7 Year Planning and Permitting Applications



# 2024 Service Response Results – Plan Review

**Table 1: 2024 Plan Review and Permitting Activity Report**

Municipality	Plan Review		
	Applications Reviewed (2024)	Met Municipal Review Target (2024)	Met Municipal Review Target (2023)
Athens	3	100.0%	100.0%
Brockville	18	100.0%	95.5%
Elizabethtown-Kitley	29	100.0%	92.9%
Front of Yonge	11	100.0%	100.0%
Gananoque	6	83.3%	100.0%
Greater Napanee	18	72.2%	85.0%
Kingston	30	73.3%	87.5%
Leeds & the Thousand Islands	80	93.8%	95.3%
Loyalist	32	90.6%	81.8%
Rideau Lakes	35	100.0%	95.2%
South Frontenac	43	81.4%	73.3%
Frontenac Islands	8	75.0%	100.0%
<b>TOTAL</b>	<b>313</b>	<b>89.8%</b>	90.2%

# 2024 Service Response Results – Permit Review

Table 1: 2024 Plan Review and Permitting Activity Report

Municipality	Permit Review			
	Permits Issued (2024)	Met CO Guideline Targets (2024)	Met MNR Service Targets (2024)	Met CO Guideline Targets (2023)
Athens	11	100.0%	100.0%	100.0%
Brockville	4	75.0%	75.0%	90.9%
Elizabethtown-Kitley	16	100.0%	100.0%	100.0%
Front of Yonge	8	100.0%	100.0%	100.0%
Gananoque	6	100.0%	100.0%	100.0%
Greater Napanee	29	100.0%	100.0%	100.0%
Kingston	57	100.0%	100.0%	97.1%
Leeds & the Thousand Islands	129	98.4%	100.0%	96.1%
Loyalist	30	96.7%	96.7%	96.8%
Rideau Lakes	20	85.0%	100.0%	93.5%
South Frontenac	71	94.4%	98.6%	97.2%
Frontenac Islands	0	N/A	N/A	N/A
TOTAL	381*	97.1%	99.2%	96.8%

Notes: \*indicates number of permits issued at the time of writing report, 426 applications received in 2024

Table 2: 2024 Inquiries

Property Inquiries	50
Legal Inquiries	61
General Correspondence or Pre-consultation	333
Informal Inquiries	614
Total	1058

# Challenges and DRT Activity in 2024

- **New Regulation Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits)**
  - 1<sup>st</sup> and 2<sup>nd</sup> quarters transition period for member municipality assistance
- **Staffing Changes**
  - Staff transitions – 4 month gap with only 2 Planners
  - Training/onboarding new staff (consistent CAA, policy, O. Reg. 41/24 implementation)
- **Engineering Reviews**
  - High volume of complex files requiring technical review
  - Highly complex applications (major), 8 were reviewed in 2024 compared to 14 in 2023
- **Policy Updates**
  - 5-year review and update of Policies for Implementing O. Reg. 41/24
  - Ecological Offsetting Policy

# Moving Forward

- **Continued challenges**
  - Permit post compliance
  - Enforcement
  - Technical knowledge
    - Coastal & hazard analysis, environmental impact statements/studies (EIS) geotechnical, geological (karst), hydrologic & hydraulic analysis (water resources)
- **Adapt to the new regulation**
  - Guidelines, policies

Continue to protect, enhance and restore watershed health while allowing for sustainable growth and development



# Thank you!

## Questions?

Emily Su  
Resource Planner  
[esu@crca.ca](mailto:esu@crca.ca)  
613-546-4228 ex. 258

