



Minutes of the Full Authority Board Meeting

Date: Wednesday, June 25, 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
Gary Oosterhof, City of Kingston, Vice Chair
Ron Sleeth, Township of South Frontenac
Wendy Stephen, City of Kingston
Corinna Smith-Gatcke, Township of Leeds and the Thousand Islands

On-line via Teams
Angela Hicks, Town of Greater Napanee
Lisa Osanic, City of Kingston
Scott Trueman, Township of South Frontenac

Regrets: Linda Carr, Township of Rideau Lakes
Jeff Earle, City of Brockville
Jake Ennis, Loyalist Township
Margaret Fancy, Township of Front of Yonge
Matt Harper, Town of Gananoque
Katherine Hobbs, City of Brockville
Matt Smith, Township of Athens

Vacancy: Township of Elizabethtown-Kitley

Staff
Participants: In-Person
David Ellingwood, General Manager
Tom Beaubiah, Manager, Conservation Lands
Donna Campbell, Assistant, Chair & General Manager
Michael Dakin, Supervisor, Development Review
Shawn Fairbank, Technologist, Water Resources
Krista Fazackerley, Supervisor, Communications & Education
Andrew Schmidt, Manager, Watershed Planning & Engineering

On-line via Teams
Rhonda Roantree, Resource Planning Clerk
Emma Stucke, Resource Planner
Brooke Wright, Resource Planner

The meeting commenced at 9:04 p.m. following a Full Authority Board Hearing and Cataraqi Source Protection Authority meeting.

1. Roll Call

There were nine (9) members present. There is one vacancy in the Township of Elizabethtown-Kitley.

2. Adoption of Agenda

Resolution: **063-25**
Moved By: Scott Trueman
Seconded By: Wendy Stephen

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 Cataraqi Conservation Full Authority Board Meeting of May 28, 2025

Resolution: **064-25**
Moved By: Ron Sleeth
Seconded By: Lisa Osanic

That the minutes of the Cataraqi Conservation Full Authority Board Meeting of May 28, 2025, **Be Approved**.

Carried

6. Business Arising

There was none.

7. Items for Consideration

7.1. General Manager's Monthly Progress Report – June 2025 (report IR-057-25)

- Verbal Update – David Ellingwood, General Manager

Resolution: **065-25**
Moved By: Angela Hicks
Seconded By: Don Amos

That Report IR-057-25, General Manager's Monthly Progress Report – June 2025, **Be Received.**

Carried

7.2. Operating Variance to May 31, 2025, and Estimates to Year End Report (report IR-058-25)

Resolution: **066-25**
Moved By: Corinna Smith-Gatcke
Seconded By: Scott Trueman

That Report IR-058-25, Operating Variance to May 31, 2025, and Estimates to Year End Report, **Be Received.**

Carried

7.3. Wilton Road Dam – Improve Deck Access Project (PR 00368) – Tender Results (report IR-059-25)

Resolution: **067-25**
Moved By: Scott Trueman
Seconded By: Lisa Osanic

That Report IR-059-25, Wilton Road Dam – Improve Deck Access Project (PR 00368) – Tender Results, **Be Received**; and,

That the updated Detail Sheet for the Wilton Road Dam – Improve Deck Access Project (PR 00368) **Be Approved**; and,

That Kehoe Marine Construction Limited **Be Retained** for the Wilton Road Dam – Improve Deck Access Project (PR 00368) at a total cost of \$61,100.00, plus HST.

Carried

7.4. Proposed Capital Project – Bobolink Habitat Restoration – Lemoine Point Conservation Area (report IR-060-25)

Resolution: **068-25**
Moved By: Angela Hicks
Seconded By: Ron Sleeth

That Report IR-060-25, Proposed Capital Project Bobolink Habitat Restoration – Lemoine Point Conservation Area, **Be Received**; and,

Whereas Board approval is required for expenditures in excess of \$75,000 as per the Purchasing Policy; **therefore**,

That subject to confirmation of external funding an upset expenditure of \$225,000 **Be Approved**; and,

That Project PR00395 Bobolink Habitat Restoration – Lemoine Point Conservation Area, **Be Created**; and,

That Staff **Be Directed** to enter into an agreement with Loyalist Township regarding funding and implementation of the Bobolink Restoration Project as outlined in Report IR-060-25 Proposed Capital Project Bobolink Habitat Restoration – Lemoine Point Conservation Area, under the direction of the General Manager and Cataraqui Conservation Full Authority Chair, and,

That subject to the completion of a Request for Proposals process, the General Manager and Cataraqui Conservation Full Authority Chair **Be Authorized** to retain the services and execute an agreement with the successful bidder to carry out the Bobolink Restoration Project.

Carried

7.5. Proposed Capital Project – Seniors Programs (report IR-061-25)

Resolution: **069-25**
Moved By: Wendy Stephen
Seconded By: Don Amos

That Report IR-061-25, Proposed Capital Project – Seniors Programs, **Be Received**; and,

That Project PR 00394 – Seniors Programs **Be Created**.

Carried

8. Minutes (Friends and Foundation)

There were none.

9. Committee Reports

9.1. Report from Budget Review Committee meeting of June 13, 2025 (Report IR-062-25)

Resolution: **070-25**
Moved By: Don Amos
Seconded By: Gary Oosterhof

That report IR-062-25, Report from Budget Review Committee Meeting of June 13, 2025, **Be Approved**.

Carried

10. Announcements or Inquiries / Information

10.1. Report on Communications (IR-063-25)

Resolution: **071-25**
Moved By: Angela Hicks
Seconded By: Lisa Osanic

That report IR-063-25, 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.

13. Return to Open Session

Not required.

14. Adjournment

The meeting adjourned at 9.31 p.m. on motion by Don Amos, seconded by Wendy Stephen.

Cataraqui Region Conservation Authority

David Ellingwood, General Manager

Paul Proderick, Chair