



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

February 15, 2024

3:00 p.m.

Following the Raisin Region Source Protection Authority Meeting

RRCA Administration Office – 18045 County Rd. 2, Cornwall, ON

	Page
1. Call to Order	
2. Approval of Agenda	
3. Declaration of Conflict of Interest	
4. Delegations / Presentations	
a) RRCA Project Update – PowerPoint Presentation (Staff)	
5. Approval of Minutes	
a) Minutes of January 14, 2024	1-6
6. New Business	
a) Committee Appointments (Richard)	7-9
b) Conservation Authority Act Mandatory Deliverables Update (Lisa)	10-12
c) Bainsville Bay (Pointe-Mouillée) Restoration (Brendan)	13-15
d) Timeline Report for Permission under Section 28 (Lissa)	16-17
e) 2024 Flood Contingency Plan (Jason)	18-24
f) Forestry Initiatives Update (Lisa)	25-26
g) Grant Submissions (Lisa)	27-28
7. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Mar 21 st , Apr 18 th , May 16 th , Jun 20 th	
8. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JANUARY 18, 2024

RRCA ADMINISTRATION BUILDING
18045 County Rd 2, Cornwall, ON

PRESENT: Martin Lang, South Glengarry, Chair
Bryan McGillis, South Stormont, Vice-Chair
Lachlan McDonald, South Glengarry
Jacques Massie, North Glengarry
Andrew Guindon, South Stormont
Adrian Bugelli, North Stormont
Carilyne Hébert, City of Cornwall
Claude McIntosh, City of Cornwall

STAFF: Richard Pilon, General Manager
Josianne Sabourin, Administrative Assistant
Lisa Van De Ligt, Team Lead, Communications & Stewardship
Phil Barnes, Team Lead, Watershed Management
Pete Sabourin, Team Lead, Field Operations
Scott Braithwaite, Project Assistant
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Colin Herrewynen, Watershed Planner
Jessica Herrington, Stewardship Coordinator
Brendan Jacobs, Stewardship Specialist
Matthew Levac, Planning and Regulations Officer
Claudia Munafo, Administrative and Outreach Assistant
Vincent Pilon, Communications Specialist
Jason Symington, Resource Specialist

CALL TO ORDER

Martin Lang, Chair, called the meeting to order at 3:00 pm

APPROVAL OF AGENDA

RESOLUTION #01/24:

Moved by: Andrew Guindon
Seconded by: Jacques Massie

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

APPROVAL OF MINUTES

RESOLUTION #02/24:

Moved by: Adrian Bugelli
Seconded by: Claude McIntosh

THAT the minutes of the November 16, 2023, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

ELECTION OF CHAIR AND VICE-CHAIR

The Chair was turned over to the General Manager for the purpose of the election of the 2024 Chair and Vice-Chair.

RESOLUTION #03/24:

Moved by: Adrian Bugelli
Seconded by: Martin Lang

THAT the positions of Chair and Vice-Chair be declared vacant.

CARRIED

ELECTION OF CHAIR

Nominations from the floor were called for the position of Chair for the current calendar year.

Bryan McGillis was nominated by Andrew Guindon.

RESOLUTION #04/24:

Moved by: Adrian Bugelli
Seconded by: Martin Lang

THAT the nominations for the position of Chair be closed.

CARRIED

Bryan McGillis accepted the nomination and was declared Chair by acclamation.

ELECTION OF VICE-CHAIR

Nominations from the floor were called for the position of Vice-Chair for the current calendar year.

Jacques Massie was nominated by Claude McIntosh

RESOLUTION #05/24:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

THAT the nominations for the position of Vice-Chair be closed.

CARRIED

Jacques Massie accepted the nomination and was declared Vice-Chair by acclamation.

The Chair was turned over to Chair Bryan McGillis

NEW BUSINESS

2024 BUDGET – PRESENTATION

The General Manager presented the 2024 Budget and explained the weighted vote procedure to the Board of Directors.

RESOLUTION #06/24:

Moved by: Jacques Massie
Seconded by: Carilyne Hébert

THAT the 2024 Municipal Levy Amounts Owed be adopted;

FURTHER THAT municipalities be notified of their 2024 levy.

Recorded Votes

Carilyne Hébert - City of Cornwall (25.00%)	Yes
Claude McIntosh - City of Cornwall (25.00%)	Yes
Jacques Massie - North Glengarry (10.57%)	Yes
Lachlan McDonald - South Glengarry (11.02%)	Yes
Martin Lang - South Glengarry (11.02%)	Yes
Adrian Bugelli - North Stormont (1.43%)	Yes
Andrew Guindon - South Stormont (7.98%)	Yes
Bryan McGillis - South Stormont (7.98%)	Yes

CARRIED

RESOLUTION #07/24:

Moved by: Martin Lang
Seconded by: Carilyne Hébert

THAT the 2024 Budget of the Raisin Region Conservation Authority be adopted;

FURTHER THAT the 2024 Budget be posted on RRCA's website.

CARRIED

MINISTER'S DIRECTION ON PLANNING, DEVELOPMENT AND PERMITTING FEES

RESOLUTION #08/24:

Moved by: Claude McIntosh
Seconded by: Andrew Guindon

THAT the Board of Directors receive the Minister's Direction on Planning, Development and Permitting Fees, as presented.

CARRIED

2024 RRCA BOARD OF DIRECTORS MEETING SCHEDULE

RESOLUTION #09/24:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the 2024 Raisin Region Conservation Authority Board of Directors meeting schedule be approved, as presented.

CARRIED

APPOINTMENT OF AUDITOR AND SIGNING OFFICERS

RESOLUTION #10/24:

Moved by: Andrew Guindon
Seconded by: Martin Lang

THAT, for banking purposes, the Authority signing officers be one of: Chair or Vice-Chair; and one of General Manager or Finance Officer. For all other purposes that fall within their signing limit and/or there is a Board Resolution, or is part of the approved budget, any of the above; and

FURTHER THAT the Chartered Accountants MNP LLP be appointed Auditor for the 2024 calendar year at an estimated cost of \$14,000 plus fees (5%), plus HST.

CARRIED

COOPER MARSH BIODIVERSITY PROJECT – PONDS AND CHANNELS

RESOLUTION #11/24

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors approve awarding of the Cooper Marsh Conservation Area ponds and channels contract to Pasco Excavation Inc. at a rate of \$700 + HST per hour to an upset limit of \$49,500.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #12/24:

Moved by: Jacques Massie
Seconded by: Martin Lang

THAT the Board of Directors retroactively approve requesting \$82,576 from the Government of Canada for summer staff employment.

FURTHER THAT the Board of Directors retroactively approve requesting \$11,657 from the Government of Canada to host an invasive species technician in partnership with Ontario Federation of Anglers and Hunters.

FURTHER THAT the Board of Directors approve requesting \$3,000 from Enbridge for the 2024 RRCA Tree Giveaway.

FURTHER THAT the Board of Directors approve requesting up to \$1,500 from Ontario Power Generation to deliver an outreach workshop at the Saunders Hydro Dam Visitor Centre.

FURTHER THAT the Board of Directors approve entering into an agreement with funders and partners, if required.

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #13/24:

Moved by: Martin Lang
Seconded by: Andrew Guindon

THAT the Board of Directors receive the Conservation Areas update.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Feb 15th, Mar 21st, Apr 18th

CLOSED SESSION

RESOLUTION #14/24

Moved by: Adrian Bugelli
Seconded by: Carilyne Hébert

THAT the Board of Directors Meeting move into Closed Session to discuss a personnel matter.

CARRIED

RESOLUTION #15/24

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

THAT the Board of Directors Meeting move to Open Session.

CARRIED

RESOLUTION #16/24

Moved by: Adrian Bugelli
Seconded by: Martin Lang

THAT the Board of Directors authorize staff to pursue items of action dealing with the personnel matter discussed in the Closed Session.

CARRIED

ADJOURMENT

RESOLUTION #17/24:

Moved by: Jacques Massie
Seconded by: Martin Lang

THAT the Board of Directors meeting of January 18, 2024 be adjourned at 4:15 pm.

Bryan McGillis
Chair

Richard Pilon
General Manager / Secretary-Treasurer



To: Board of Directors
From: Richard Pilon, General Manager
Date: February 6, 2024
Subject: Committee Appointments

RECOMMENDATION:

That representatives be appointed to various Committees for 2024, as follows:

Source Protection Committee

Bryan McGillis

Source Protection Management Committee

Bryan McGillis
Jacques Massie
Claude McIntosh
Richard Pilon

Conservation Ontario Council

Bryan McGillis – Voting Delegate
Jacques Massie – First Alternate
Richard Pilon – Second Alternate

St. Lawrence River Restoration Council

Richard Pilon
Brendan Jacobs (Alternate)

City of Cornwall Environment & Climate Change Committee

Lisa Van De Ligt

SDG Community Forestry Working Group

Lisa Van De Ligt

DISCUSSION:

The Raisin Region Conservation Authority (RRCA) appoints members to various internal and external committees, as follows:

Source Protection Committee

Source Protection Committees (SPC) were established for each of the 19 Source Protection Regions in Ontario. The committees are made up of municipal, public and sector representatives appointed by the Source Protection Authority (SPA). The committees are responsible for preparing Assessment Reports and Source Protection Plans to meet the requirements of the *Clean Water Act, 2006*. The SPC also reviews Annual Reporting to the Ministry of Environment, Conservation and Parks (MECP).

The Raisin-South Nation SPC is made up of 15 members plus a chairperson appointed by the Province. There are additional (non-voting) liaison members representing the Raisin Region SPA, the South Nation SPA, MECP, and the Eastern Ontario Health Unit. In the past, the Raisin Region SPA liaison representative on this committee has been the RRCA Chair.

Source Protection Management Committee

A Source Protection Management Committee (SPMC) has been established to provide guidance on the overall administration and coordination of source protection activities, as required. This Committee meets on an as needed basis.

The SPMC is made up of the General Manager, Chair, Vice-Chair and a third member from the RRCA and South Nation Conservation. The committee is chaired by the Chair of the RRCA.

Conservation Ontario Council

Conservation Ontario (CO) is the umbrella organization which represents all 36 conservation authorities in Ontario. Conservation Ontario is governed by a six-member elected Board of Directors. The Council is comprised of appointed and elected municipal officials from the 36 Conservation Authorities Boards of Directors and Conservation Authorities staff.

Meetings are held in Toronto or via Zoom, four times per year.

St. Lawrence River Restoration Council

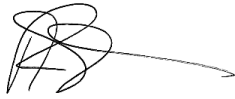
The St. Lawrence River Restoration Council (SLRRC) was established in 1998 to complete 64 recommended remedial actions and address the beneficial use impairments in the St. Lawrence River (Cornwall) Area of Concern. The SLRRC is comprised of members from local organizations, general public, industry, municipalities, the River Institute, the RRCA, the Mohawk Council of Akwesasne, Environment Canada and Climate Change, the Ministry of Northern Development, Mines, Natural Resources and Forestry, and MECP.

City of Cornwall Environment & Climate Change Committee

The primary mandate of this Committee is to provide a local perspective on climate change initiatives with respect to greenhouse gas emission targets as well as provide a framework to work towards climate change goals, strategic direction and priority actions.

SDG Community Forestry Working Group

The United Counties of SDG has created a Community Forestry Working Group. The intent of this group will be to assist in the development of a recreational Forest-Use Policy for SG County Forests. The Terms of Reference includes a member from the RRCA.



Richard Pilon
General Manager



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 5, 2024
Subject: *Conservation Authorities Act* Mandatory Deliverables Update

RECOMMENDATION:

THAT the Board of Directors receive the *Conservation Authorities Act* Mandatory Deliverables Update, as presented.

BACKGROUND:

On October 7, 2021, the Ministry of the Environment, Conservation and Parks (MECP) announced the following new regulations under an amended *Conservation Authorities Act*:

Ontario Regulation 686/21 - Mandatory Programs and Services

This regulation prescribes the mandatory programs and services conservation authorities are required to provide. Included are programs and services related to:

- Managing the risk of natural hazards
- Conservation and management of lands owned or controlled by the authority
- The authority's duties, functions and responsibilities as a source protection authority under the *Clean Water Act, 2006*
- Implementation of the provincial groundwater monitoring program and the provincial stream monitoring program

Under O. Reg. 686/21, conservation authorities must complete and submit to MECP by December 31, 2024 the following suite of plans, strategies, and inventories:

- Ice Management Plan
- Operation and Asset Management Plans for Flood and Erosion Infrastructure
- Land Inventory
- Conservation Area Strategy
- Watershed-based Resource Management Strategy

Ontario Regulation 687/21: Transition plans and agreements for programs and services under section 21.1.2 of the Act

Transition Plan: This regulation requires each authority to have a transition plan outlining the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services through a municipal levy. The RRCA Transition Plan was completed and approved by the Board of Directors in October 2021.

Inventory of Programs and Services: O. Reg. 687/21 also outlines the requirement for conservation authorities to develop and deliver an inventory of programs and services to municipalities under its jurisdiction and to MECP. The programs and services were to be categorized as mandatory or non-mandatory as outlined in O. Reg. 686/21 "Mandatory Programs and Services". The programs and services inventory was approved by the RRCA Board of Directors and distributed to RRCA's member municipalities and MECP in February 2022.

DISCUSSION:

To date, the RRCA has submitted the required reporting as per O. Reg. 687/21. In 2024, staff will address the deliverables as per O. Reg. 686/21. Staffing resources have been allocated to these tasks in 2024 and a workplan has been prepared in accordance with the regulation and December 31, 2024 submission deadline.

Below is a description of each deliverable:

1. Ice Management Plan

An authority shall develop and implement an ice management plan if the authority determines that ice management is necessary to reduce the risks associated with natural hazards (e.g. dynamic beach hazard, erosion hazard, flooding hazard, hazardous lands, hazardous sites).

2. Operation and Asset Management Plans for Flood and Erosion Infrastructure

An authority shall develop and implement an operational plan and asset management plan for the water and erosion control Infrastructure that the authority owns or manages.

3. Land Inventory

An authority shall prepare a land inventory for every parcel of land the authority owns or controls.

4. *Conservation Area Strategy*

An authority shall prepare a conservation area (CA) strategy for all lands owned or controlled by the authority, including any interests in land registered on title. The Strategy shall include policies governing land acquisition, summary of programs and services offered at CAs, ecological importance of CAs, etc.

5. *Watershed-based Resource Management Strategy*

An authority shall develop and implement a watershed-based resource management strategy. The Strategy shall include a review of the authority's programs and services, including programs and technical studies that directly inform and support the delivery of mandated responsibilities.

Consultation

The authority shall ensure stakeholders and the public are consulted during the preparation of the conservation area strategy and watershed-based resource management strategy in a manner that the authority considers advisable. The authority shall ensure that both strategies are made public on the authority's website, or by such other means as the authority considers advisable.

For efficiency, consultations for both strategies are planned to occur simultaneously and will inform the RRCA Strategic Plan (2002) update.

2024 Timelines

Below is the 2024 timeline to meet the deliverables:

- Q1 (Jan-Mar): scoping of plans and strategies, preliminary summary of programs and services, development of consultation strategy where required
- Q2 (Apr-June): programs and services analysis, on-going public and stakeholder consultation where required
- Q3 (July-Sept): final draft strategy and plan preparation, on-going public and stakeholder consultation where required
- Q4 (Oct-Dec): finalize strategies and plans, final board review and approval, strategies posted to RRCA website and circulated to stakeholders where required, initiation of RRCA Strategic Plan update

The Board will be updated and engaged on deliverable progress throughout the year. Staff will draft a consultation strategy for Board approval.



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Brendan Jacobs, Stewardship Specialist
Scott Braithwaite, Project Assistant
Date: February 6, 2024
Subject: Bainsville Bay (Pointe-Mouillée) Restoration

RECOMMENDATION:

THAT the Board of Directors approve awarding of the Bainsville Bay (Pointe-Mouillée) ponds excavation contract to Entreprises S. Besner Inc. at a rate of \$530.00 per hour, plus taxes, and a flat rate of \$3,000 for cost and transportation of materials, to an upset limit of \$49,000.

BACKGROUND:

The St. Lawrence River at Cornwall was designated an Area of Concern (AOC) in 1987 by the International Joint Commission, under the Great Lakes Water Quality Agreement between Canada and the United States which included the development of a Remedial Action Plan (RAP). A RAP is a required cleanup plan for all designated AOCs in the Great Lakes / St. Lawrence River. These plans focus on restoring ecological impairments that resulted from historic human activity. The RRCA is part of the coordinated efforts with government, Indigenous community, and industry partners to address identified environmental challenges through the RAP.

The St. Lawrence River offers many ecological, recreational, and economic water uses. When human activity negatively interferes with the use or enjoyment of a water use, it is identified as a Beneficial Use Impairment (BUI). This may include changes to the chemical, physical, or biological integrity of the ecosystem. For the St. Lawrence River AOC to be “delisted”, or removed from the list of AOCs, there can no longer be any BUIs within the area. Recognizing that it is not feasible to completely restore all BUIs due to human influences having permanent impacts on the natural environment, delisting criteria have been set for each BUI. These are measurable environmental conditions that need to be achieved before the BUI can be considered restored and the AOC delisted.

Through the various restoration and enhancement activities, the Bainsville Bay (Pointe Mouillée) Restoration – Remedial Action Plan Project will help to address the BUIs identified in the RAP as well as in a recommendation found within the Remedial Action Plan Stage 2 Report: The Recommended Plan (Anderson et. al., 1997). Specifically, the RRCA plans to restore and enhance the Bainsville Bay Marsh which is one of three Provincially Significant Coastal wetlands found within the AOC and has been identified as a corridor in the 2021 Natural Heritage System report (United Counties of SDG and P&R, 2021.).

Phase 1 of restoration activities for the Bainsville Bay (Pointe-Mouillée) Restoration began with the brushing of the perimeter berm and side slopes at the Bainsville Bay Marsh, carried out in September 2023. The excavation of two ponds (with areas of 1.0 and 0.5 acres) within the Marsh is also included in Phase 1 and began in January 2024. The excavation of these ponds is currently in progress. The awarding of contracts for the Phase 1 work described above was approved by the Board at the January 2023 meeting.

As approved by the Board, the RRCA applied for funding from Environment and Climate Change Canada (ECCC) in January 2021 (full funding secured and agreement signed in October 2021) and the Ministry of the Environment, Conservation and Parks (MECP) in October 2021 (funding secured and agreement signed in March 2022) to restore a coastal wetland in the St. Lawrence River (Cornwall / Akwesasne) AOC. The project’s workplan was approved by the Board in April 2022.

DISCUSSION:

Phase 2 of restoration activities for the Bainsville Bay (Pointe Mouillée) Restoration – Remedial Action Plan Project is scheduled to commence in the winter of 2024 (February to March) and will include the excavation of up to two additional ponds (with areas of 1.0 and 2.0 acres).

The upset budget limit for the work is \$49,000, which will be funded by ECCC and MECP.

Following the RRCA’s Purchasing Policy, staff sought quotes from eight local contractors who would be able to complete the above works. A site visit was held with the contractors on January 31, 2024 to discuss and view project details prior to their quote submissions.

Quotes received are as follows:

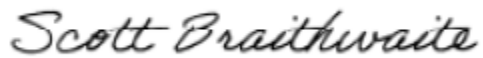
Restoration Activity	Contractor	Cost
Excavation of two ponds (1.0 and 2.0 acres)	Entreprises S. Besner Inc.	\$530 + taxes per hour + \$3,000 flat rate for cost and transportation of materials (e.g. timber mats, steel plates, bridges, etc.)
	Pasco Excavation Inc.	\$700 + taxes per hour
	West Front Construction	\$638 + taxes per hour
	Erie Draglines	Did not submit a quote
	David Brown Construction	Did not submit a quote
	Mike Redpath Dragline Services	Did not submit a quote
	Demolition Plus	Did not submit a quote
	McCann Redi-Mix Inc.	Did not submit a quote

Based on the quotes received and the contractor's prior knowledge of the project site, staff recommend selecting Entreprises S. Besner Inc. to undertake the Phase 2 restoration work at a rate of \$530.00 per hour, plus taxes, and a flat rate of \$3,000 for cost and transportation of materials, to an upset limit of \$49,000.

Staff have acquired the appropriate permits for the project.



Brendan Jacobs
Stewardship Specialist



Scott Braithwaite
Project Assistant



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2 Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

To: Board of Directors
From: Lissa Deslandes, Regulations Officer
Date: January 24, 2024
Subject: Timeline Report for Permission Under Section 28

RECOMMENDATION:

THAT the Board of Directors receive the Timeline Report for Permissions Under Section 28 of the *Conservation Authorities Act*, as presented.

BACKGROUND:

Raisin Region Conservation Authority (RRCA) is committed to the following actions as part of Conservation Ontario’s Timely Review Taskforce: (1) improve client service and accountability (2) increase speed of approvals; and (3) reduce red tape and regulatory burden.

This initiative includes annual reporting on timelines and service standards for permits issued under section 28 of the *Conservation Authorities Act*. The report is provided to the Board of Directors and submitted to Conservation Ontario.

The 2023 reporting identifies the number of Section 28 applications (categorized as major and minor) that were completed within the provincial timelines and Conservation Ontario’s enhanced timelines.

The Ministry of Natural Resources and Forestry (MNRF) and Conservation Ontario (CO) service standards are provided below.

DISCUSSION:

Timeline Reporting

1. MNRF Reporting Standards, *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities, Service Standards.*

Within MNRF Timeline		Outside MNRF Timeline	
Major	Minor	Major	Minor
11	100	0	0

The MNRF service standards are 30 (calendar) days for minor applications and 90 days for major applications from the date the application is deemed complete. Major applications are highly complex, requiring full technical review, and must be supported by comprehensive analysis. They also include applications that may not conform to existing Board-approved Section 28 policies.

2. CO Reporting Standards, Client Service Standard for Conservation Authority Plan and Permit Review Service Standard.

Within CO Timeline			Outside Co Timeline		
Major	Minor	Routine	Major	Minor	Routine
11	79	21	0	0	0

The CO service standards are 21 days for minor applications, 28 days for major applications, and 14 days for routine applications with additional time for resubmissions.

Permit Timeline Analysis

In 2023, 100% of permits issued met both the MNRF and CO service standards.



Lissa Deslandes
Regulations Officer



To: Board of Directors
From: Jason Symington, Resource Specialist
Date: January 30, 2024
Subject: 2024 Flood Contingency Plan

RECOMMENDATION:

THAT the Board of Directors receives the RRCA's 2024 Flood Contingency Plan.

BACKGROUND:

Under the *Conservation Authorities Act*, O. Reg. 686/21 s 2 mandates that conservation authorities provide flood forecasting and warning programs and services. Specific guidance for flood forecasting and warning programs is provided in the *Ontario Flood Forecasting and Warning Implementation Guidelines* (2014), which states that conservation authorities should develop flood contingency plans.

DISCUSSION:

The RRCA's 2024 Flood Contingency Plan outlines Ontario's flood messaging framework, responsibilities with respect to flooding, and RRCA staff contact information. This plan will be distributed to the RRCA's municipal and provincial partners in flood hazard management.

The RRCA's 2024 Flood Contingency Plan is attached.

A handwritten signature in black ink, appearing to be 'JS'.

Jason Symington
Resource Specialist

Raisin Region Conservation Authority Flood Contingency Plan

2024



18045 County Road 2
PO Box 429
Cornwall, ON K6H 5T2

January 30, 2024

Final Plan

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Suggested Citation

Raisin Region Conservation Authority. 2022. *Raisin Region Conservation Authority Flood Contingency Plan, 2024.*

For Internal Use

Primary Author(s): Halya Petzold, Jason Symington

1 Purpose

The purpose of this document is to summarize Raisin Region Conservation Authority's (RRCA) flood warning and flood contingency procedures for external partners. This document is reviewed annually and re-issued to the RRCA's flood warning contacts prior to spring melt.

2 Background

In Ontario, flood forecasting and warning is a responsibility of the Ministry of Natural Resources and Forestry (MNRF). Conservation authorities (CAs), where they exist, are delegated the MNRF's flood forecasting and warning responsibilities and are required to provide flood forecasting and warning programs and services as set out in subsection 2(2) of O. Reg. 686/21 under the Conservation Authorities Act.

The goal of Ontario's flood forecasting and warning program is to reduce the risk of property damage, injury, and loss of life due to flooding. Program guidelines are set out in the Ontario Flood Forecasting and Warning Implementation Guidelines (2014). The RRCA's flood forecasting and warning program are based on these guidelines.

3 Flood roles and responsibilities

3.1 Raisin Region Conservation Authority

The RRCA provides flood forecasting and warning services for its jurisdictional area. This consists of:

- Forecasting stream flows or water levels
- Preparing flood messages as outlined in section 4 of this document
- Distributing flood messages to flood emergency contacts
- Liaising as needed with emergency response officials
- Maintaining two-way communication with provincial flood forecasting and warning staff

3.2 Municipalities

Municipalities are mandated to have an emergency management program by the Emergency Management and Civil Protection Act. As such, municipalities are responsible for:

- Ensuring that the RRCA has up-to-date contact information for relevant staff
- Receiving flood messages from the RRCA
- Liaising with the RRCA as needed
- Coordinating flood response, which may include:
 - Closing roads
 - Sharing flood messages internally
 - Communicating with residents and businesses
 - Declaring a municipal emergency or requesting provincial assistance

3.3 Provincial government

In the case of a flood emergency, the province may have many responsibilities and will coordinate directly with municipalities. However, in the scope of flood forecasting and warning specifically, provincial responsibilities include:

- Receiving flood messages from the RRCA and updating the [province's online flood conditions map](#)
- Issuing provincial-level flood messaging to the RRCA

4 Flood messages

The RRCA fulfills the “flood warning” portion of its flood forecasting and warning responsibilities by issuing flood messages. The primary target for flood messages is municipal staff and others who have a role in flood response. However, messages are also issued to other interested parties and the media.

4.1 Types of flood messages

The RRCA issues four types of flood messages, as defined by provincial guidelines. The types of messages and their meanings are outlined in the table below.

Table 1: The types of flood messages issued by the RRCA

Message type	Description
Watershed Conditions Statement: Water Safety	Flooding is not expected – water levels are expected to remain below their normal annual peak. However, rapidly changing or unusual water conditions are expected. For example, sudden changes in river flow, spring ice break up, unusual dam operations, etc.
Watershed Conditions Statement: Flood Outlook	Advanced notice of potential flood conditions. For the purposes of the Flood Outlook Statement, flood conditions are defined as water levels exceeding the normal annual peak.
Flood Watch	There is a significant possibility that water levels will reach a flood threshold for a specific waterbody. Flood thresholds are water levels at which roads, sidewalks, and structures are known to flood.
Flood Warning	Water levels have reached or will imminently reach the flood threshold for a specific waterbody. Flood thresholds are water level at which roads, sidewalks, and structures are known to flood.

5 Where to find flood information

Flood messages will be distributed directly to a contact list including municipal staff, provincial staff, emergency responders, and the media. Flood messages are also posted immediately online on the RRCA’s flood forecasting and warning website and sent for posting on the provincial government’s flood website. Flood messages are also shared on the RRCA’s social media accounts as soon as possible; however, outside of normal business hours there may be a delay in sharing flood messaging on social media.

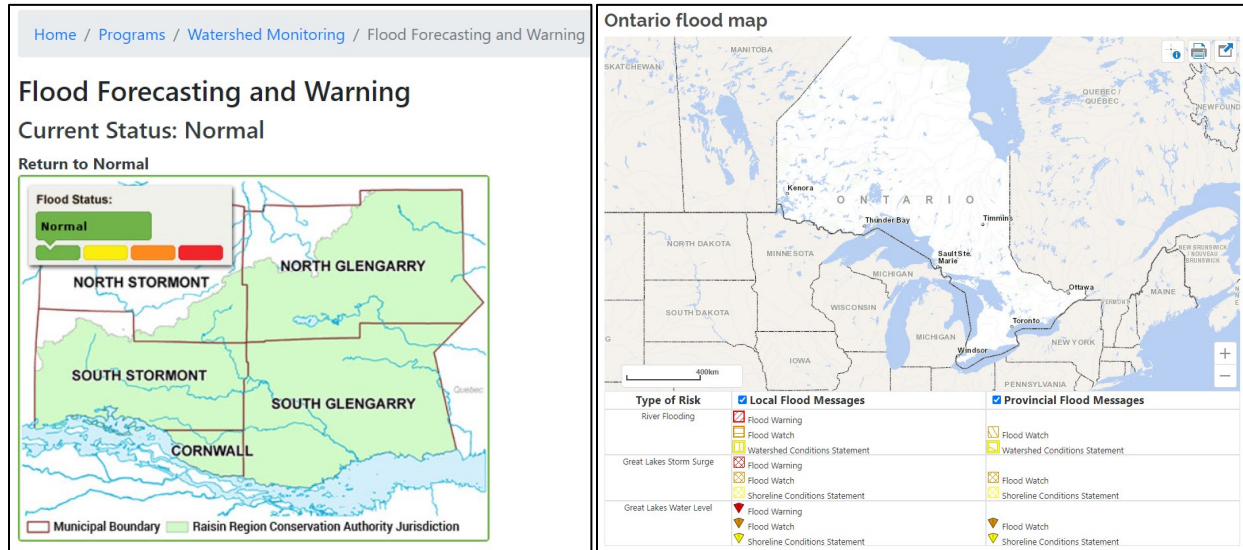
5.1 RRCA flood forecasting and warning website

The RRCA flood forecasting and warning website is kept up-to-date at all times, including outside of business hours and overnight. The latest flood message and an archive of past flood messages can be found at <https://rrca.on.ca/flood-forecasting.php>.

5.2 Online provincial flood map

Flood messages in effect throughout eastern Ontario can be found online on the provincial government’s flood map website: <https://www.lioapplications.lrc.gov.on.ca/webapps/swmc/flood-forecasting-and-warning-program/>

Figure 1: Screenshot of the RRCA flood forecasting and warning website (left) and the online provincial flood map (right)



6 RRCA flood forecasting and warning contacts

Table 2: Contact information for RRCA flood forecasting and warning staff

Flood forecasting and warning role	Contact name and job title	Office phone number	Cell phone number	Email address
Flood program coordinator and primary flood duty officer	Jason Symington Resource Specialist	(613) 938-3611 x239	On file	jason.symington@rrca.on.ca
Alternate flood duty officer	Phil Barnes Team Lead, Watershed Management	(613) 938-3611 x240	On file	phil.barnes@rrca.on.ca
Flood communications coordinator	Lisa Van De Ligt Team Lead, Communications & Stewardship	(613) 938-3611 x223	On file	lisa.vandeligt@rrca.on.ca
Field operations coordinator	Pete Sabourin Team Lead, Field Operations	(613) 933-8208	On file	pete.sabourin@rrca.on.ca



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Jessica Herrington, Stewardship Coordinator
Date: February 2, 2024
Subject: Forestry Initiatives Update

RECOMMENDATION:

THAT the Board of Directors receive the Forestry Initiatives Update, as presented.

BACKGROUND:

To improve local forest cover, the Raisin Region Conservation Authority (RRCA) has planted over 1.3 million trees in the jurisdiction since 1994 through public and private landowner partnerships. Today, most trees are planted under the RRCA's full-service tree planting program, tree seedling sales, tree giveaways, and community tree planting events.

DISCUSSION:

In 2024, the RRCA is on track to plant 56,000 trees. Below is the breakdown per program:

- Full-service tree planting: 42,000 trees
- Tree seedling sales: 7,640 trees
- Tree giveaways: 2,500-5,000 trees
- Community tree planting events, special projects, contracted services: 1,360 trees

Full-Service Tree Planting

The RRCA provides comprehensive tree-planting services for landowners and member municipalities undertaking large-scale initiatives such as afforestation, riparian, windbreak, and restoration plantings. Working closely with landowners, RRCA offers personalized planting plans and a range of services, including site planning, seedling purchase, site preparation, planting, tending, and assessments. To offset planting costs and offer subsidies to landowners, the RRCA collaborates with partners such as ALUS Canada and Forests Ontario, leveraging various funding sources. The RRCA is on track to plant 42,000 through this initiative, with 25 local landowners lined up for tree-planting services in spring 2024.

Tree Seedling Sales

For smaller projects, the RRCA offers native tree and shrub seedlings sales to the community at a discounted price. An online order form on the RRCA website allows property owners to select a variety of species before picking up their seedlings in the spring at Gray’s Creek Conservation Area. Orders will be accepted until March 31, 2024. There are 7,640 trees reserved under this program.

Spring Tree Giveaways

This spring, the RRCA will be holding its 25th annual Tree Giveaway providing 2,500-5,000 free trees to residents in the RRCA’s jurisdiction. Member municipalities were offered the opportunity to partner and provide funding towards additional trees for their residents.

Community tree planting events, special projects, contracted services

Through community tree planting events (e.g. TD Tree Days), special projects, and contracted services, the RRCA anticipates planting up to 1,360 additional trees in the region in 2024.



Lisa Van De Ligt,
Team Lead, Communications and Stewardship

Jessica Herrington

Jessica Herrington
Stewardship Coordinator



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 2, 2024
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors retroactively approve requesting \$360,000 from the Government of Canada under the Great Lakes Freshwater Ecosystem Initiative to restore and enhance a Provincially Significant Coastal Wetland within the St. Lawrence River Area of Concern at Cornwall/Akwesasne;

FURTHER THAT the Board of Directors retroactively approve requesting \$240,000 from the Government of Canada under the Great Lakes Freshwater Ecosystem Initiative to develop a eutrophication strategy for the St. Lawrence River Area of Concern at Cornwall/Akwesasne;

FURTHER THAT the Board of Directors retroactively approve requesting \$9,100 from Conservation Ontario for tree planting;

FURTHER THAT the Board of Directors approve entering into an agreement with funders and partners, if required.

BACKGROUND:

To support and enhance the RRCA's programs and services, staff consistently investigate funding and partnership opportunities and submit grant applications when applicable. Funding opportunities may be annual grants typically secured by the RRCA or new funding opportunities. When a funder offers a different funding amount than the RRCA's original request, staff will adjust the workplan accordingly prior to accepting the funding.

Below is a summary of the 2024 submitted grant applications:

- Requested: \$106,733
- Approved: \$1,500
- Pending: \$105,233
- Not approved: \$0

DISCUSSION:

The following funding opportunities were identified by staff as a potential source of revenue for RRCA programs and projects:

1. Project Title: Restoring and Enhancing a Provincially Significant Coastal Wetland within the St. Lawrence River Area of Concern at Cornwall/Akwesasne

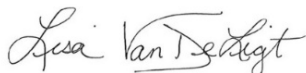
- **Funder:** Government of Canada – Great Lakes Freshwater Ecosystem Initiative
- **Request:** \$360,000 over 3 years
- **Summary:** Funding will support the restoration of part of the Charlottenburgh Marsh. This project will address actions identified in the St. Lawrence River Remedial Action Plan to restore water quality and ecosystem health.
- **Submission Deadline:** February 15, 2024 (retroactive approval)

2. Project Title: Eutrophication Strategy for the St. Lawrence River Area of Concern at Cornwall/Akwesasne

- **Funder:** Government of Canada – Great Lakes Freshwater Ecosystem Initiative
- **Request:** \$240,000 over 3 years
- **Summary:** Funding will support the development of a eutrophication strategy to improve water quality in the St. Lawrence River Area of Concern at Cornwall/Akwesasne. This project will address actions identified in the St. Lawrence River Remedial Action Plan to restore water quality and ecosystem health.
- **Submission Deadline:** February 15, 2024 (retroactive approval)

3. Project Title:

- **Funder:** Conservation Ontario
- **Request:** \$9,100
- **Summary:** Conservation Ontario (CO) entered into a 3-year funding partnership with Tree Canada to plant up to 600,000 trees per year in 2024, 2025 and 2026. In January 2024, CO requested proposals from conservation authorities for eligible tree planting projects for spring 2024. The RRCA submitted a request for 3,500 trees and shrubs for 2024. Staff are compiling a list of eligible projects for the 2025 and 2026 submissions.
- **Submission Deadline:** February 5, 2024 (retroactive approval)



Lisa Van De Ligt,
Team Lead, Communications and Stewardship