

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JANUARY 19, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

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

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Emily Baker, Planning & Regulations Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Jessica Herrington, Stewardship Coordinator
Matthew Levac, Planning & Regulations Officer
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #01/23:

Moved by: Jacques Massie
Seconded by: Claude McIntosh

That the agenda be approved with the amendments to Future Meeting dates.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #02/23:

Moved by: Carilyne Hebert
Seconded by: Andrew Guindon

That the minutes of the October 20, 2022, 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 2023 Chair and Vice-Chair.

RESOLUTION #03/23:

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.

Martin Lang was nominated by Jacques Massie.

RESOLUTION #04/2023:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the nominations for the position of Chair be closed.

CARRIED

Martin Lang 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.

Bryan McGillis was nominated by Andrew Guindon.

RESOLUTION #05/23:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

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

CARRIED

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

The Chair was turned over to Chair Martin Lang.

NEW BUSINESS

2023 PRELIMINARY BUDGET - PRESENTATION

RESOLUTION #06/23:

Moved by: Jacques Massie
Seconded by: Adrian Bugelli

THAT the 2023 Preliminary Budget of the Raisin Region Conservation Authority be received.

CARRIED

BILL 23 UPDATE AND MINISTER'S DIRECTION

RESOLUTION #07/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

THAT the Board of Directors receive the Bill 23 Update and Minister's Direction report, as presented.

CARRIED

2023 RRCA BOARD OF DIRECTORS MEETING SCHEDULE

RESOLUTION #08/23:

Moved by: Adrian Bugelli
Seconded by: Jacques Massie

THAT the 2023 Raisin Region Conservation Authority Board of Directors meeting schedule be approved, as presented.

CARRIED

APPOINTMENT OF AUDITORS AND SIGNING OFFICERS

RESOLUTION #09/23:

Moved by: Bryan McGillis
Seconded by: Andrew Bugelli

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 2023 calendar year at an upset cost of \$13,000 plus fees (5%), plus HST.

CARRIED

WECI FUNDING FOR FLY CREEK PUMPING STATION AND GARRY RIVER SYSTEM

RESOLUTION #10/23:

Moved by: Adrian Bugelli
Seconded by: Claude McIntosh

THAT the Board of Directors approve the application to the WECI program for the following projects: Fly Creek Pumping Station (roof and foundation repairs); Garry River System (Kenyon Dam gantry system, Mill Pond Dam gain cover, Loch Garry Gauging Station upgrades, Middle Lake Gauging Station Upgrades, and Loch Garry land tenure issue).

CARRIED

POINT-MOUILLEE RESTORATION – REMEDIAL ACTION PLAN PROJECT

RESOLUTION #11/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

THAT the Board of Directors approve awarding the following contracts to support Phase 1 activities under the Point-Mouillée Restoration – Remedial Action Plan Project:

- Activity 1: Entreprises Besner; \$15,000 + taxes (\$17,250)
- Activity 2: Entreprises Besner; \$32,000 + taxes (\$36,800)
- Activity 3: Entreprises Besner; \$15,500 + taxes (\$17,825)

CARRIED

GRANT SUBMISSIONS

RESOLUTION #12/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

THAT the Board of Directors retroactively approve requesting \$8,000 from TD Friends of the Environment Foundation for sustainable beaver management solutions at RRCA's Conservation Areas.

FURTHER THAT the Board of Directors retroactively approve requesting \$76,000 from the Government of Canada for summer student employment.

FURHTER THAT the Board of Directors approve entering into an agreement with funders, if requested, for successful funding applications.

CARRIED

RECOGNITION FOR YEARS OF SERVICE: BRENDAN JACOBS

RESOLUTION #13/23:

Moved by: Jacques Massie
Seconded by: Bryan McGillis

THAT the Raisin Region Conservation Authority Board of Directors recognize and thank Brendan Jacobs for his years of service working with the RRCA.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Feb 16th, Mar 16th, Apr 20 (3:00 p.m. start for all meetings)

ADJOURMENT

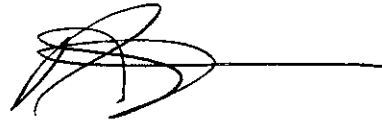
RESOLUTION #14/23:

Moved by: Andrew Bugelli
Seconded by: Adrian Guindon

THAT the Board of Directors meeting of January 19, be adjourned at 4:52 pm.



Martin Lang
Chair



Richard Pilon
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

January 19, 2023

3:00 p.m.

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. Approval of Minutes (October 20, 2022)	1-4
5. Election of Chair and Vice-Chair	
The Chair is turned over to the General Manager, for the purpose of the 2023 election of Chair and Vice-Chair.	
6. New Business	
a) 2023 Preliminary Budget - Presentation (Richard)	
b) Bill 23 Update and Minister's Direction – (Richard)	5-14
c) 2023 RRCA Board of Directors Meeting Schedule (Richard)	15
d) Appointment of Auditor and Signing Officers (Sandy)	16
e) WECI Funding for Fly Creek Pumping Station and Garry River System (Phil)	17
f) Point-Mouillée Restoration – Remedial Action Plan Project (Brendan)	18-20
g) Grant Submissions (Lisa)	21-22
h) Recognition for Years of Service: Brendan Jacobs (Lisa)	23
7. Future Meetings - RRCA Board of Directors starting at 3:00 p.m. – Feb 17 th , Mar 17 th , Apr 21 st	
8. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
OCTOBER 20, 2022

COOPER MARSH VISITORS CENTRE
20020 COUNTY RD. 2, South Glengarry

PRESENT: Martin Lang, South Glengarry, Chair
David Smith, South Stormont, Vice-Chair
Robert Lefebvre, North Stormont
Bryan McGillis, South Stormont
Lyle Warden, South Glengarry
Carilyne Hebert, City of Cornwall

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Matthew Levac, Acting Watershed Planner
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS : Claude McIntosh, City of Cornwall
Jacques Massie, North Glengarry

CALL TO ORDER

Martin Lang, Chair, called the meeting to order at 3:10 pm

APPROVAL OF AGENDA

RESOLUTION #70/22:

Moved by: Lyle Warden
Seconded by: Bryan McGillis

That the agenda be approved.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

- a. Staff presented project and program updates

APPROVAL OF MINUTES

RESOLUTION #71/22:

Moved by: Robert Lefebvre
Seconded by: David Smith

That the minutes of the September 15, 2022, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

RRCA FEE POLICY AND FEE SCHEDULES

RESOLUTION #72/22:

Moved by: Lyle Warden
Seconded by: Carilyne Hebert

That the Board of Directors approve the 2023 Fee Policy and Fee Schedules, as amended.

CARRIED

CHARLOTTENBURGH PARK CABIN

RESOLUTION #73/22:

Moved by: Carilyne Hebert
Seconded by: Lyle Warden

That the Board of Directors approve the construction of a new cabin and a new 300-amp service at Charlottenburgh Park, as presented.

And further, that the project costs be covered using existing Charlottenburgh Park reserves

CARRIED

RRCA 60TH ANNIVERSARY WORKPLAN

RESOLUTION #74/22:

Moved by: Carilyne Hebert
Seconded by: Robert Lefebvre

That the Board of Directors approve the RRCA's 60th Anniversary celebration workplan.

CARRIED

SECTION 28 PERMITS

RESOLUTION #75/22:

Moved by: Bryan McGillis
Seconded by: Lyle Warden

That the Board of Directors receive the Regulations Update for the months of May to August 2022.

CARRIED

FINANCIAL REPORTS

STATEMENT OF OPERATIONS AS OF AUGUST 31, 2022

RESOLUTION #76/22:

Moved by: David Smith
Seconded by: Lyle Warden

That the Board of Directors receive the Statement of Operations report, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Nov 17th, Jan 19th (3:00 p.m. start for all meetings)

CLOSED SESSION

RESOLUTION #77/22:

Moved by: David Smith
Seconded by: Bryan McGillis

That the Board of Directors Meeting move into Closed Session to discuss a property matter.

CARRIED

RESOLUTION #78/22:

Moved by: Bryan McGillis
Seconded by: Robert Lefebvre

THAT the Board of Directors Meeting move to Open Session.

CARRIED

RESOLUTION #79/22:

Moved by: David Smith
Seconded by: Lyle Warden

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

CARRIED

ADJOURMENT

RESOLUTION #80/22:

Moved by: Robert Lefebvre
Seconded by: Bryan McGillis

THAT the Board of Directors meeting of October 20, be adjourned at 4:43.

Martin Lang
Chair

Richard Pilon
General Manager / Secretary-Treasurer



To: Board of Directors
From: Richard Pilon, General Manager
Date: January 12, 2023
Subject: Bill 23 Update and Minister's Direction

RECOMMENDATION:

That the Board of Directors receive the Bill 23 Update and Minister's Direction report, as presented.

BACKGROUND:

The provincial government passed *Bill 23, More Homes Built Faster Act, 2022* on November 28, 2022. The omnibus bill amended the *Conservation Authorities Act* to prohibit Conservation Authorities (CAs) from providing programs or services related to reviewing and commenting on a proposal, application, or other matter made under prescribed Acts, and the creation of a new Minister's power to direct CAs to not change fee amounts charged for program and service delivery.

The Ministry of Natural Resources and Forestry issued two letters to all Conservation Authorities on December 28, 2022 (attached). The first letter shared notice of *Ontario Regulation 596/22* that came into effect January 1, 2023. The Regulation lists the prescribed Acts under which CAs are prohibited from providing review or commenting services to their municipal partners. The prescribed Acts are:

- *The Aggregate Resources Act*
- *The Condominium Act, 1998*
- *The Drainage Act*
- *The Endangered Species Act, 2007*
- *The Environmental Assessment Act*
- *The Environmental Protection Act*
- *The Niagara Escarpment Planning and Development Act*
- *The Ontario Heritage Act*
- *The Ontario Water Resources Act*
- *The Planning Act*

Planning applications received on or before December 31, 2022, will continue to be processed as normal by conservation authorities (including natural heritage reviews). New applications received as of January 1, 2023, will be processed in accordance with the new Regulation (excluding natural heritage reviews).

Municipalities are still required to circulate planning applications to conservation authorities so they can review and comment on natural hazard and source water protection matters per *O.Reg. 686/21* and the *Provincial Policy Statement*. The scope of our reviews will also continue to include aspects of wetlands and stormwater management as they relate to natural hazard management and source water protection. RRCA staff have provided updates to municipal CAOs and planning staff regarding these changes.

The second letter contained a *Minister's Direction* prohibiting CAs from changing the fee amounts it charges for programs and services related to planning, development, and permitting. The Direction is effective from January 1, 2023, to December 31, 2023.

The Board of Directors approved RRCA's 2023 Fee Schedule in October 2022 prior to the effective date of the *Minister's Direction* and the coming into force of related *Conservation Authorities Act* provisions. Approvals programs and services fees will therefore be administered in accordance with the 2023 Fee Schedule for the duration of the Direction's term, ending on December 31, 2023.

Staff will continue to work with member municipalities, Conservation Ontario, and conservation authority partners to adapt to Bill 23 changes. Further updates on Bill 23 will be shared with the Board as they arise.

A handwritten signature in black ink, appearing to be 'R. Pilon', with a long horizontal line extending to the right from the end of the signature.

Richard Pilon
General Manager

Ministry of Natural Resources and Forestry

Ministère des Richesses naturelles et des Forêts

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Direction des politiques de planification et d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

To: Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario

From: Jennifer Keyes, Director

Date: December 28, 2022

Subject: Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

Legislative Amendments

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30th on the ERO, #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario.](#)

New Regulatory Requirements

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to [Ontario Regulation 686/21: Mandatory Programs and Services](#) to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- *The Aggregate Resources Act*
- *The Condominium Act, 1998*
- *The Drainage Act*
- *The Endangered Species Act, 2007*
- *The Environmental Assessment Act*
- *The Environmental Protection Act*
- *The Niagara Escarpment Planning and Development Act*
- *The Ontario Heritage Act*
- *The Ontario Water Resources Act*
- *The Planning Act*

This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

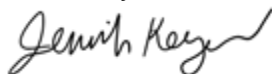
An administrative update to the "Determination of Amounts Owing Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at ca.office@ontario.ca. I look forward to working with you in the coming year.

Sincerely,



Jennifer Keyes

Director, Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

**Ministry of Natural
Resources and Forestry**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto, ON M7A 1W3
Tel.: 416-314-2301

**Ministère des Richesses
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301



December 28, 2022

TO: Conservation authorities as listed in the Attachment A “Minister’s Direction to Not Change Fees”

SUBJECT: Minister’s direction for conservation authorities regarding fee changes associated with planning, development and permitting fees

In support of Ontario’s Housing Supply Action Plan: 2022-2023, the province made a series of legislative changes through the *More Homes Built Faster Act, 2022* (Bill 23) to help achieve the goal of building 1.5 million homes over the next 10 years. These changes accelerate housing development approvals while continuing to protect Ontario families, communities, and critical resources. A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

To this end, pursuant to subsection 21.3 (1) of the *Conservation Authorities Act*, which is in effect January 1, 2023, I am issuing a Minister’s Direction (“Direction”), attached to this letter as Attachment “A”. Subsection 21.3 (1) provides that the “Minister may give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction.”

The purpose of this Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. For greater certainty, the “Prescribed Acts – subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act” regulation (O. Reg. 596/22), effective January 1, 2023, prohibits a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter

made under prescribed Acts. This regulation therefore precludes the charging of a fee by a conservation authority for these specific programs or services provided under subsections 21.1.1 (1) or 21.1.2 (1.1) of the *Conservation Authorities Act*.

The conservation authorities listed in Appendix A of the Direction are encouraged to make the Direction publicly available on the Governance section of their websites.

Pursuant to subsection 21.2 (3) of the Act, I am also re-distributing the Minister's list of classes and programs and services in respect of which conservation authorities may charge a fee along with this Direction, with editorial changes to reflect the recent legislative and regulatory changes.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at Jennifer.Keyes@ontario.ca or 705-761-4831.

If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

Sincerely,



The Honourable Graydon Smith
Minister of Natural Resources and Forestry

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable David Piccini, Minister of the Environment, Conservation and Parks

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*
(this “Direction”)**

WHEREAS section 21.2 of the *Conservation Authorities Act*, in effect on January 1, 2023, permits a Conservation Authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a Conservation Authority may charge a fee;

AND WHEREAS subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a Conservation Authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

AND WHEREAS subsection 21.2 (10) of the *Conservation Authorities Act* provides that a Conservation Authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

AND WHEREAS section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

NOW THEREFORE pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix “A” of this Direction (the “**Conservation Authorities**” or each, a “**Conservation Authority**”) are hereby directed as follows:

Fee Changes Prohibition

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a Conservation Authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on

planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
 - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
 - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
 - c. Section 8: programs and services related to Conservation Authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
 - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
 - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

Application

4. This Direction, applies to all Conservation Authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the Conservation Authorities listed in Appendix "A" to this Direction when such Conservation Authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

Effective Date and Term

6. This Direction is effective from January 1, 2023 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2023 (the "**Term**").

Amendments

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
Minister of Natural Resources and Forestry**



The Honourable Graydon Smith
Minister of Natural Resources and Forestry
December 28, 2022



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: Richard Pilon, General Manager
Date: January 12, 2023
Subject: 2023 RRCA Board of Directors Meeting Schedule

RECOMMENDATION:

That the 2023 Raisin Region Conservation Authority Board of Directors meeting schedule be approved, as presented.

BACKGROUND:

The RRCA Board of Directors typically meets at 3:00 p.m. on the third Thursday of each month, except for July, August and December.

The proposed meeting schedule for 2023 is as follows:

Raisin Region Conservation Authority Board of Directors Meetings 2023
January 19 th
February 16 th
March 16 th
April 20 th
May 18 th
June 15 th
September 21 st
October 19 th
November 16 th

A handwritten signature in black ink, appearing to be 'R. Pilon', with a horizontal line extending to the right.

Richard Pilon
General Manager



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: Sandy Crites, Finance Officer
Date: January 12, 2023
Subject: Appointment of Auditor and Signing Officers

RECOMMENDATION:

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 2023 calendar year at an upset cost of \$13,000 plus fees (5%), plus HST.

DISCUSSION:

The RRCA Board of Directors Administrative Bylaw requires yearly resolutions from the Board of Directors for the appointment of the Authority's auditor and signing officers.

Staff is recommending that the firm of MNP be appointed to provide auditing services for the 2023 calendar year at an upset cost of \$13,000 plus fees (5%), plus HST.

A handwritten signature in black ink, appearing to read 'Sandy Crites', written over a horizontal line.

Sandy Crites
Finance Officer



To: Board of Directors
From: Phil Barnes, Team Lead, Watershed Management
Date: January 11, 2023
Subject: WECI Funding for Fly Creek Pumping Station and Garry River System

RECOMMENDATION:

That the Board of Directors approve the application to the WECI program for the following projects: Fly Creek Pumping Station (roof and foundation repairs); Garry River System (Kenyon Dam gantry system, Mill Pond Dam gain cover, Loch Garry Gauging Station upgrades, Middle Lake Gauging Station Upgrades, and Loch Garry land tenure issue).

BACKGROUND:

The Ministry of Natural Resources and Forestry (MNRF) administers a capital investment program for conservation authorities. The funding is for Water and Erosion Control Infrastructure (WECI) and is cost-shared 50% by the province.

DISCUSSION:

The RRCA has identified the following projects for suitable WECI project funding in the 2023-2024 funding year:

- 1) Fly Creek Pumping Station
 - a. New roof for the pumping station. \$ 14,000.00
 - b. Concrete foundation repairs. \$ 6,000.00

- 2) Garry River System
 - a. Stop log gain cover for Mill Pond. \$ 4,000.00
 - b. New gantry system for Kenyon Dam. \$ 10,000.00
 - c. Loch Garry remote gauging station upgrade. \$ 14,000.00
 - d. Middle Lake remote gauging station upgrade. \$ 12,000.00
 - e. Loch Garry land tenure issue. \$ 5,000.00

Phil Barnes, P.Eng.
Team Lead, Watershed Management



To: Board of Directors
From: Brendan Jacobs, Stewardship Specialist
Caroline Doroshenko, Project Coordinator
Date: January 11, 2023
Subject: Point-Mouillée Restoration – Remedial Action Plan Project

RECOMMENDATION:

THAT the Board of Directors approve awarding the following contracts to support Phase 1 activities under the Point-Mouillée Restoration – Remedial Action Plan Project:

- Activity 1: Entreprises Besner; \$15,000 + taxes (\$17,250)
 - Activity 2: Entreprises Besner; \$32,000 + taxes (\$36,800)
 - Activity 3: Entreprises Besner; \$15,500 + taxes (\$17,825)
-
-

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 beneficial water uses. When human activity negatively interferes with the use or enjoyment of a water use, it's called 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. Recognizing that it is not feasible to restore all BUIs completely due to human influences having permanent impacts on the natural environment, a set of "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 Point Mouillée Restoration – Remedial Action Plan Project will help to address the BUIs identified in the RAP as well as 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 within the 2021 Natural Heritage System report (United Counties of SDG and P&R, 2021.).

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 at the April 2022 meeting.

DISCUSSION:

Phase 1 of restoration activities for The Point Mouillée Restoration – Remedial Action Plan Project is scheduled to commence in the winter of 2023 (January – March) and will include the following activities.

- Activity 1: Brushing of perimeter berm and side slopes
- Activity 2: Excavation of a 0.5 – 1.0 acre pond
- Activity 3: Excavation of a 0.25 – 0.5 acre pond

The upset budget limit for the above activities is \$100,000, which will be funded by ECCC and MECP. Unspent funds from Phase 1 may be carried over into Phase 2 of the project which is currently being planned in partnership with the landowner and Ducks Unlimited Canada.

Following the RRCA's Purchasing Policy, staff sought quotes from six local contractors who would be able to complete the above works. A site visit was held on December 19, 2022 so that contractors could tour the site and familiarize themselves with the project details prior to assembling their submissions. Table 1 summarizes the quotes received prior to the deadline of December 23, 2022.

Table 1: Summary of quotes received from contractors for Phase 1 activities of the Point Mouillée Restoration – Remedial Action Plan Project.

Restoration Activity	Contractor	Cost Estimate
Activity 1: Brushing of Berm and Side Slopes	Entreprises Besner	\$15,000 + Quebec taxes
	Pasco Excavation	\$20,000 + HST
	West Front Construction	Did not submit a quote
	Chretien Excavation	Did not submit a quote
	David Brown Construction	Did not submit a quote
	Mike Redpath Dragline Services	Did not submit a quote
Activity 2: Excavation of a 0.5 – 1.0 acre pond	Entreprises Besner	\$32,000 + Quebec taxes
	Pasco Excavation	\$41,400 + HST
	West Front Construction	Did not submit a quote
	Chretien Excavation	Did not submit a quote
	David Brown Construction	Did not submit a quote
	Mike Redpath Dragline Services	Did not submit a quote
Activity 3: Excavation of a 0.25 – 0.5 acre pond	Entreprises Besner	\$15,500 + Quebec taxes
	Pasco Excavation	\$22,950 + HST
	West Front Construction	Did not submit a quote
	Chretien Excavation	Did not submit a quote
	David Brown Construction	Did not submit a quote
	Mike Redpath Dragline Services	Did not submit a quote

Based on the cost estimates received and the contractor’s prior knowledge of the project site, staff recommend contracting Entreprises Besner to complete the Phase 1 restoration activities.

- Activity 1: Brushing of perimeters berm and side slopes; \$15,000 + taxes (\$17,250)
- Activity 2: Excavation of a 0.5 – 1.0 acre pond; \$32,000 + taxes (\$36,800)
- Activity 3: Excavation of a 0.25 – 0.5 acre pond; \$15,500 + taxes (\$17,825)



Brendan Jacobs
Stewardship Specialist



Caroline Doroshenko
Project Coordinator



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: January 10, 2023
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors retroactively approve requesting \$8,000 from TD Friends of the Environment Foundation for sustainable beaver management solutions at RRCA's Conservation Areas.

FURTHER THAT the Board of Directors retroactively approve requesting \$76,000 from the Government of Canada for summer student employment.

FURHTER THAT the Board of Directors approve entering into an agreement with funders, if requested, for successful funding applications.

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 final summary of the 2022 grant applications:

- Requested: \$756,957
- Approved: \$536,957
- Pending: \$0
- Not approved: \$220,000

DISCUSSION:

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

1. Project Title: Demonstrating Sustainable Beaver Management Solutions at RRCA Conservation Areas

- **Funder:** TD Friends of the Environment Foundation
- **Request:** \$8,000
- **Summary:** Funding will support installation of beaver baffle systems and exclusionary fencing at Gray's Creek, Charlottenburgh Park, and Cooper Marsh Conservation Areas as well as the installation of interpretive signage at three of the project sites.
- **Submission Deadline:** January 15, 2023 (retroactive approval)

2. Project Title: Summer Student Employment

- **Funder:** Government of Canada – Canada Summer Jobs
- **Request:** \$76,000 (funding will be allocated towards wages)
Summary: Funding will offset costs of employing 15 summer students at the Gray's Creek Marina, Charlottenburgh Park, and RRCA Administration.
- **Submission Deadline:** January 12, 2023 (retroactive approval)



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Stewardship and Communications
Date: January 11, 2023
Subject: Recognition for Years of Service: Brendan Jacobs

RECOMMENDATION:

That the Raisin Region Conservation Authority Board of Directors recognize and thank Brendan Jacobs for his years of service working with the RRCA.

Brendan Jacobs: 15 Years

Brendan Jacobs has been a valuable member of the RRCA team since 2003. He currently holds the position of Stewardship Specialist, overseeing various stewardship projects and leading the ALUS Ontario East program. Brendan's early love for agriculture and its relationship to the land guided him through his education and led him to obtain degrees in Ecology, Biology, and Resource Management from Vanier College, Université de Québec à Montréal and Concordia University.

Time spent in nature with Brendan is always an educational adventure. His natural science knowledge is extensive, and his passion is contagious. Brendan's ambition and vision has led to many partnership and funding opportunities for the RRCA, such as the Remedial Action Plan, Conservation Area enhancements, ecologically important land securement, growth of the ALUS Ontario East program and more. We are fortunate to have Brendan as a member of our team.

Please join me in congratulating and thanking Brendan for his 15 years of service at the RRCA.

A handwritten signature in cursive script that reads "Lisa Van De Ligt". The signature is written in black ink and is positioned above a horizontal line.

Lisa Van De Ligt,
Team Lead, Communications and Stewardship

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
FEBRUARY 14, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

- PRESENT: Martin Lang, South Glengarry, Chair
Bryan McGillis, South Stormont, Vice-Chair
Adrian Bugelli, North Stormont
Andrew Guindon, South Stormont
Lachlan McDonald, South Glengarry
Claude McIntosh, City of Cornwall
- STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Caroline Doroshenko, Project Coordinator
Brendan Jacobs, Stewardship Specialist
Matthew Levac, Planning & Regulations Officer
Jessica Herrington, Stewardship Coordinator
Matthew Levac, Planning & Regulations Officer
Halya Petzold, Resource Specialist
Vincent Pilon, Public Information Coordinator
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship
- REGRETS: Jacques Massie, North Glengarry
Carilyne Hebert, City of Cornwall
- GUEST: Raymond Beauregard, Source Protection Committee Chair

CALL TO ORDER

Martin Lang, Chair, called the meeting to order at 3:20 pm

APPROVAL OF AGENDA

RESOLUTION #15/23:

Moved by: Bryan McGillis
Seconded by: Adrian Bugelli

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #16/23:

Moved by: Andrew Guindon
Seconded by: Adrian Bugelli

That the minutes of the January 19, 2023, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

2023 DRAFT BUDGET PRESENTATION

RESOLUTION #17/23:

Moved by: Claude McIntosh
Seconded by: Andrew Guindon

THAT the 2023 Budget of the Raisin Region Conservation Authority and the associated Municipal Levy apportionments be adopted;

AND FURTHER, THAT municipalities be notified of the 2023 levy.

CARRIED

COMMITTEE APPOINTMENTS

RESOLUTION #18/23:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

THAT representatives be appointed to various Committees for 2023, as follows:

Source Protection Committee

Martin Lang

Source Protection Management Committee

Martin Lang
Bryan McGillis
Claude McIntosh
Richard Pilon

Conservation Ontario Council

Martin Lang – Voting Delegate
Bryan McGillis – First Alternate
Richard Pilon – Second Alternate

St. Lawrence River Restoration Council

Richard Pilon and Brendan Jacobs (Alternate)

City of Cornwall Environment & Climate Change Committee

Lisa Van De Ligt

CARRIED

2023 FLOOD CONTINGENCY PLAN

RESOLUTION #19/23:

Moved by: Claude McIntosh
Seconded by: Adrian Bugelli

THAT the Board of Directors receive the RRCA 2023 Flood Contingency Plan.

CARRIED

SNOWDOG WINTER TRAIL GROOMING EQUIPMENT DONATION

RESOLUTION #20/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Bugelli

THAT the RRCA Snowdog winter trail grooming equipment be donated to the Township of South Glengarry or the Friends of the Summerstown Trails, as per the Township and Friends of the Summerstown Trails's preference.

CARRIED

RRCA 60TH ANNIVERSARY UPDATES AND RRCA CONSERVATION AREA BRANDING

RESOLUTION #20/23:

Moved by: Claude McIntosh
Seconded by: Adrian Bugelli

THAT the Board of Directors receive and file the 60th anniversary update.

AND FURTHER, THAT the Board of Directors approve the RRCA Conservation Area branded sign templates, as presented.

CARRIED

TREE PLANTING UPDATE AND FORESTS ONTARIO AGREEMENT

RESOLUTION #21/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Bugelli

THAT the Board of Directors receive and file the tree planting update.

AND FURTHER, THAT the Board of Directors approve entering into an agreement with Forests Ontario as a Planting Delivery Agent under the 50 Million Tree Program.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #22/23:

Moved by: Adrian Bugelli
Seconded by: Claude McIntosh

THAT the Board of Directors approve requesting \$300,000 from Environment and Climate Change Canada to develop an online mapping tool.

FURTHER THAT the Board of Directors retroactively approve requesting \$2,915 from Conservation Ontario to support the Cooper Marsh Biodiversity Project.

FURTHER THAT the Board of Directors retroactively approve requesting \$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 requesting \$2,000 from Ontario Power Generation for the 2023 RRCA Tree Giveaways and Family Fishing Day events.

FURTHER THAT the Board of Directors approve requesting \$3,000 from Enbridge for the 2023 RRCA Tree Giveaways.

FURTHER THAT the Board of Directors approve requesting \$5,000 from the United Counties of Stormont, Dundas, and Glengarry Regional Tourism Grant to offset expenses associated with the new Charlottenburgh Park camping cabin.

FURTHER THAT the Board of Directors approve requesting \$10,000 from TC Energy to offset expenses associated with the new Charlottenburgh Park camping cabin.

FURTHER THAT the Board of Directors approve entering into an agreement with funders, if requested, for successful funding applications.

CARRIED

RECOGNITION FOR YEARS OF SERVICE: PETE SABOURIN

RESOLUTION #23/23:

Moved by: Lachlan McDonald
Seconded by: Claude McIntosh

THAT the Raisin Region Conservation Authority Board of Directors recognize and thank Pete Sabourin for his 25 years of service at the RRCA.

CARRIED

FUTURE MEETINGS

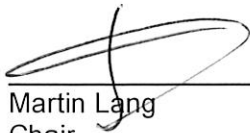
RRCA Board of Directors – Mar 16th, Apr 20th, May 18th, and Jun 15th (3:00 p.m. start for all meetings)

ADJOURMENT

RESOLUTION #24/23:

Moved by: Andrew Guindon
Seconded by: Adrian Bugelli

THAT the Board of Directors meeting of February 14, 2023, be adjourned at 4:30 pm.



Martin Lang
Chair



Richard Pilon
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

February 14, 2023

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 19, 2023	1-5
6. New Business	
a) 2023 Draft Budget Presentation (Richard)	
b) Committee Appointments (Richard)	6-7
c) 2023 Flood Contingency Plan (Halya)	8-14
d) Snowdog Winter Trail Grooming Equipment Donation (Pete)	15-16
e) RRCA 60 th Anniversary Update and RRCA Conservation Area Branding (Lisa)	17-18
f) Tree Planting Update and Forests Ontario Agreement (Lisa)	19-20
g) Grant Submissions (Lisa)	21-23
h) Recognition of Years of Service: Pete Sabourin (Richard)	24
7. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Feb 14 th , Mar 16 th , Apr 20 th , May 18 th , Jun 15 th	
8. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JANUARY 19, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

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

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Emily Baker, Planning & Regulations Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Jessica Herrington, Stewardship Coordinator
Matthew Levac, Planning & Regulations Officer
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #01/23:

Moved by: Jacques Massie
Seconded by: Claude McIntosh

That the agenda be approved with the amendments to Future Meeting dates.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #02/23:

Moved by: Carilyne Hebert
Seconded by: Andrew Guindon

That the minutes of the October 20, 2022, 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 2023 Chair and Vice-Chair.

RESOLUTION #03/23:

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.

Martin Lang was nominated by Jacques Massie.

RESOLUTION #04/2023:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the nominations for the position of Chair be closed.

CARRIED

Martin Lang 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.

Bryan McGillis was nominated by Andrew Guindon.

RESOLUTION #05/23:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

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

CARRIED

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

The Chair was turned over to Chair Martin Lang.

NEW BUSINESS

2023 PRELIMINARY BUDGET - PRESENTATION

RESOLUTION #06/23:

Moved by: Jacques Massie
Seconded by: Adrian Bugelli

THAT the 2023 Preliminary Budget of the Raisin Region Conservation Authority be received.

CARRIED

BILL 23 UPDATE AND MINISTER'S DIRECTION

RESOLUTION #07/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

THAT the Board of Directors receive the Bill 23 Update and Minister's Direction report, as presented.

CARRIED

2023 RRCA BOARD OF DIRECTORS MEETING SCHEDULE

RESOLUTION #08/23:

Moved by: Adrian Bugelli
Seconded by: Jacques Massie

THAT the 2023 Raisin Region Conservation Authority Board of Directors meeting schedule be approved, as presented.

CARRIED

APPOINTMENT OF AUDITORS AND SIGNING OFFICERS

RESOLUTION #09/23:

Moved by: Bryan McGillis
Seconded by: Andrew Bugelli

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 2023 calendar year at an upset cost of \$13,000 plus fees (5%), plus HST.

CARRIED

WECI FUNDING FOR FLY CREEK PUMPING STATION AND GARRY RIVER SYSTEM

RESOLUTION #10/23:

Moved by: Adrian Bugelli
Seconded by: Claude McIntosh

THAT the Board of Directors approve the application to the WECI program for the following projects: Fly Creek Pumping Station (roof and foundation repairs); Garry River System (Kenyon Dam gantry system, Mill Pond Dam gain cover, Loch Garry Gauging Station upgrades, Middle Lake Gauging Station Upgrades, and Loch Garry land tenure issue).

CARRIED

POINT-MOUILLEE RESTORATION – REMEDIAL ACTION PLAN PROJECT

RESOLUTION #11/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

THAT the Board of Directors approve awarding the following contracts to support Phase 1 activities under the Point-Mouillée Restoration – Remedial Action Plan Project:

- Activity 1: Entreprises Besner; \$15,000 + taxes (\$17,250)
- Activity 2: Entreprises Besner; \$32,000 + taxes (\$36,800)
- Activity 3: Entreprises Besner; \$15,500 + taxes (\$17,825)

CARRIED

GRANT SUBMISSIONS

RESOLUTION #12/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

THAT the Board of Directors retroactively approve requesting \$8,000 from TD Friends of the Environment Foundation for sustainable beaver management solutions at RRCA's Conservation Areas.

FURTHER THAT the Board of Directors retroactively approve requesting \$76,000 from the Government of Canada for summer student employment.

FURHTER THAT the Board of Directors approve entering into an agreement with funders, if requested, for successful funding applications.

CARRIED

RECOGNITION FOR YEARS OF SERVICE: BRENDAN JACOBS

RESOLUTION #13/23:

Moved by: Jacques Massie
Seconded by: Bryan McGillis

THAT the Raisin Region Conservation Authority Board of Directors recognize and thank Brendan Jacobs for his years of service working with the RRCA.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Feb 16th, Mar 16th, Apr 20 (3:00 p.m. start for all meetings)

ADJOURMENT

RESOLUTION #14/23:

Moved by: Andrew Bugelli
Seconded by: Adrian Guindon

THAT the Board of Directors meeting of January 19, be adjourned at 4:52 pm.

Martin Lang
Chair

Richard Pilon
General Manager / Secretary-Treasurer



To: Board of Directors
From: Richard Pilon, General Manager
Date: February 6, 2023
Subject: Committee Appointments

RECOMMENDATION:

That representatives be appointed to various Committees for 2023, as follows:

Source Protection Committee

Martin Lang

Source Protection Management Committee

Martin Lang
Bryan McGillis
Claude McIntosh
Richard Pilon

Conservation Ontario Council

Martin Lang – Voting Delegate
Bryan McGillis – 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

DISCUSSION:

The Raisin Region Conservation Authority 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, prepared by the SPA.

The Raisin-South Nation Source Protection Committee is made up of 15 members plus a chairperson appointed by the Province. There are additional (non-voting) liaison members representing the Raisin Region Source Protection Authority, the South Nation Source Protection Authority, the Ministry of Environment, Conservation and Parks, 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 Raisin Region Conservation Authority 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 the Ministry of Environment, Conservation and Parks.

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.



Richard Pilon
General Manager



To: Board of Directors
From: Halya Petzold, Resource Specialist
Date: February 2, 2023
Subject: 2023 Flood Contingency Plan

RECOMMENDATION:

THAT the Board of Directors receive the RRCA 2023 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. The RRCA's 2023 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.

DISCUSSION:

The RRCA's 2023 Flood Contingency Plan is attached.

A handwritten signature in black ink, appearing to read 'H. Petzold'.

Halya Petzold
Resource Specialist

Raisin Region Conservation Authority Flood Contingency Plan

2023



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

December 13, 2022

Final Plan

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Suggested Citation

Raisin Region Conservation Authority. 2022. *Raisin Region Conservation Authority Flood Contingency Plan, 2023.*

For Internal Use

Primary Author(s): Halya Petzold

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.

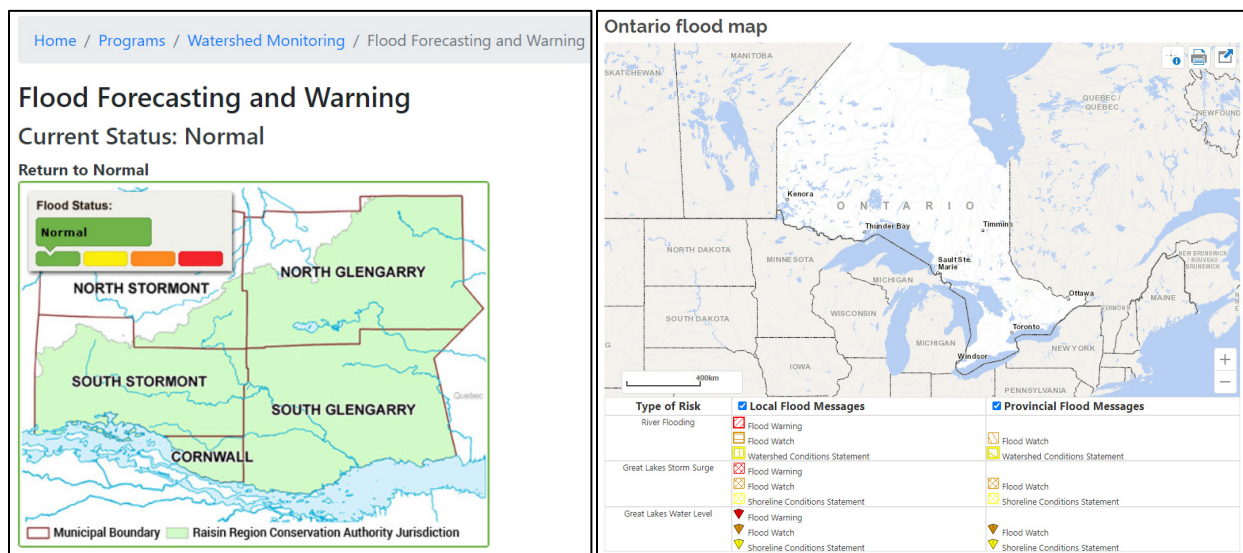
5.1 RRCA flood forecasting and warning website

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.liaapplications.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	Halya Petzold Resource Specialist	(613) 938-3611 x244	contact information confidential	halya.petzold@rrca.on.ca
Alternate flood duty officer	Phil Barnes Team Lead, Watershed Management	(613) 938-3611 x240	contact information confidential	phil.barnes@rrca.on.ca
Flood communications coordinator	Lisa Van De Ligt Team Lead, Communications & Stewardship	(613) 938-3611 x223	contact information confidential	lisa.vandeligt@rrca.on.ca
Field operations coordinator	Pete Sabourin Team Lead, Field Operations	(613) 933-8208	contact information confidential	pete.sabourin@rrca.on.ca
Alternate contact	Richard Pilon General Manager	(613) 938-3611 x222	contact information confidential	richard.pilon@rrca.on.ca



To: Board of Directors
From: Pete Sabourin, Team Lead, Field Operations
Date: February 7, 2023
Subject: Snowdog Winter Trail Grooming Equipment Donation

RECOMMENDATION:

That the RRCA Snowdog winter trail grooming equipment be donated to the Township of South Glengarry (Twp) or the Friends of the Summerstown Trails (FOTST), as per the TWP and FOTST's preference.

BACKGROUND:

The Raisin Region Conservation Authority purchased a Snowdog winter trail groomer in November 2018 at a cost of \$4,200. A custom grooming attachment for the Snowdog was fabricated at a cost of \$700. The purpose of buying this equipment was for grooming trails for fat biking at Gray's Creek Conservation Area, Charlottenburgh Park and Summerstown Forest. The Friends of The Summerstown Trails (FOTST) contributed \$1,500 towards the cost of the Snowdog, as a pilot project.

After one season, it was determined that RRCA would groom trails at Summerstown Forest only. Summerstown Trails have dedicated fat bike trails whereas Gray's Creek Conservation Area and Charlottenburgh Park have trails that have multiuse activities (walking and snowsoeing) and winter trail grooming for fat biking was not practical.

DISCUSSION:

The RRCA is now in its 5th season grooming trails at Summerstown Forest. The RRCA-FOTST partnership has been very successful and the fat biking community at Summerstown Trails has grown significantly. The fat biking community now have enough volunteers to undertake trail grooming themselves.

The FOTST would like to obtain the Snowdog (as a donation from RRCA) for this purpose. They currently groom their ski trails using snowmobiles owned by the Township of South Glengarry. The Township is also considering adding the RRCA Snowdog to their fleet of snowmobiles for use by the FOTST at Summerstown Trails.

Donating the RRCA Snowdog would eliminate overtime incurred by RRCA staff (grooming is typically done on weekends) and eliminate future fuel and maintenance costs.

A handwritten signature in black ink, appearing to read "Pete Sabourin", written over a horizontal line.

Pete Sabourin,
Team Lead, Field Operations



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 6, 2023
Subject: RRCA 60th Anniversary Update and RRCA Conservation Area Branding

RECOMMENDATION:

THAT the Board of Directors receive and file the 60th anniversary update.

AND FURTHER THAT the Board of Directors approve the RRCA Conservation Area branded sign templates, as presented.

BACKGROUND:

The RRCA was established in 1963 and is celebrating 60 years of conservation in 2023. As part of the workplan presented to the Board in October 2022 to commemorate this milestone, staff have created promotional products (e.g. banners, RRCA video), organized a kick-off event as part of World Wetlands Day (scheduled for February 4 and postponed due to extreme cold temperatures), and will organize a fall watershed tour.

Additionally, staff proposed addressing the RRCA's Conservation Areas signage by providing consistent branding to ensure proper identification and recognition (i.e. consistent roadside and building signs).

DISCUSSION:

The RRCA Conservation Areas and amenities each have their own logo and do not prominently display the RRCA logo. The inconsistent branding has often led to confusion over which organization owns and manages our properties. An overview of existing signage will be provided at the Board meeting.

The RRCA is proud of its three Conservation Areas, which recorded over 178,000 visitors in 2022, and should be recognized for providing enriching opportunities for residents to step into nature.

Staff have prepared a draft sign layout, which will be provided at the Board meeting. The new sign layout complements the RRCA logo and is consistent with branding in recently developed promotional products. With the addition of industry-standard icons, the Conservation Area roadside signs will also illustrate the available amenities at each property. The roadside signs will also have the option of adding special event panels or messaging (e.g. RRCA's 60th anniversary, date of RRCA events, low water response messaging, etc.).

Signs are also planned to be installed at RRCA amenity buildings and facilities (e.g. RRCA Administration Building, Gray's Creek Marina, Charlottenburgh Park gatehouse, Cooper Marsh Visitors Centre, Fly Creek Pumping Station).

BUDGET IMPLICATIONS:

\$10,000 was included in the RRCA 2023 Draft Budget to offset the new signage. Expenses will adhere to the RRCA Purchasing Policy.



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 3, 2023
Subject: Tree Planting Update and Forests Ontario Agreement

RECOMMENDATION:

THAT the Board of Directors receive and file the tree planting update.

AND FURTHER THAT the Board of Directors approve entering into an agreement with Forests Ontario as a Planting Delivery Agent under the 50 Million Tree Program.

BACKGROUND:

To improve local forest cover, the Raisin Region Conservation Authority (RRCA) has planted over 1.2 million trees in its 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 2023, the RRCA is on track to plant 57,350 trees. Below is the breakdown per program:

- Full-service tree planting: 40,000 trees
- Tree seedling sales: 10,000 trees
- Tree giveaways: 5,000 trees
- Community tree planting events, special projects, contracted services: 2,350 trees

Full-Service Tree Planting

The RRCA enters into agreements with Forests Ontario as a Planting Delivery Agent to offer tree planting subsidies to local landowners under their 50 Million Tree Planting Program. The RRCA recently received Forests Ontario's agreement for the upcoming tree planting season (October 1, 2022 to September 30, 2023 period).

Under this agreement, the RRCA can offer landowners up to \$1.85/tree to be allocated towards site visits, site plans, site preparation (e.g. spraying and/or mowing), tree purchase, cold storage, planting and tending services, project administration, and survival assessments for tree planting projects. There are 23 landowners in the RRCA jurisdiction that are on track to plant 40,000 trees combined under this program.

Tree Seedling Sales

For smaller projects, the RRCA offers native tree and shrub seedlings sales to the community at a discounted price. Through Forests Ontario, the RRCA offers a \$0.25/tree subsidy. 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, 2023. There are 10,000 trees reserved under this program.

Spring tree giveaways

Next spring, the RRCA will be holding its 24th annual Tree Giveaway providing up to 5,000 free trees to residents in the RRCA's jurisdiction. Member municipalities were offered the opportunity to 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 (Backyard Conservation Project funded by the Ministry of Environment, Conservation and Parks) and contracted services, the RRCA anticipates planting up to 2,350 additional trees in the region in 2023.



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 3, 2023
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve requesting \$300,000 from Environment and Climate Change Canada to develop an online mapping tool.

FURTHER THAT the Board of Directors retroactively approve requesting \$2,915 from Conservation Ontario to support the Cooper Marsh Biodiversity Project.

FURTHER THAT the Board of Directors retroactively approve requesting \$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 requesting \$2,000 from Ontario Power Generation for the 2023 RRCA Tree Giveaways and Family Fishing Day events.

FURTHER THAT the Board of Directors approve requesting \$3,000 from Enbridge for the 2023 RRCA Tree Giveaways.

FURTHER THAT the Board of Directors approve requesting \$5,000 from the United Counties of Stormont, Dundas, and Glengarry Regional Tourism Grant to offset expenses associated with the new Charlottenburgh Park camping cabin.

FURTHER THAT the Board of Directors approve requesting \$10,000 from TC Energy to offset expenses associated with the new Charlottenburgh Park camping cabin.

FURHTER THAT the Board of Directors approve entering into an agreement with funders, if requested, for successful funding applications.

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 2023 grant applications submitted to date:

- Requested: \$116,500
- Approved: \$0
- Pending: \$116,000
- 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: Geoportal - Bridging the Gap Between Data and the Community

- **Funder:** Environment and Climate Change Canada, Great Lakes Protection Initiative
- **Request:** \$300,000 (\$100,000 per year over 3 years)
- **Summary:** Funding will support the development and design of an online mapping tool (i.e. Geoportal). The RRCA will work with ESRI Canada and local partners to develop a Geoportal to increase awareness of the Cornwall/Akwesasne Area of Concern.
- **Submission Deadline:** February 8, 2023 (retroactive approval)

2. Project Title: Cooper Marsh Biodiversity Project

- **Funder:** Conservation Ontario / Environment and Climate Change Canada's Nature Smart Climate Solutions Fund
- **Request:** \$2,915
- **Summary:** Funding will support tree replacement at the picnic area at Cooper Marsh Conservation Area.
- **Submission Deadline:** January 18, 2023 (retroactive approval)

3. Project Title: March Break Outreach at the Saunders Hydro Dam Visitor Centre

- **Funder:** Ontario Power Generation
- **Request:** \$1,500
- **Summary:** OPG requested the RRCA's support to deliver an environmental education workshop at the Saunders Hydro Dam Visitors Centre.
- **Submission Deadline:** January 30, 2023 (retroactive approval)

4. Project Title: RRCA Events

- **Funder:** Ontario Power Generation
- **Request:** \$2,000
- **Summary:** Funding will support the 2023 RRCA Tree Giveaways and Family Fishing Day events hosted by the RRCA.
- **Submission Deadline:** February 2023

5. Project Title: 2023 RRCA Tree Giveaways

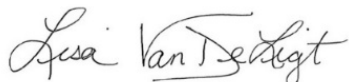
- **Funder:** Enbridge
- **Request:** \$3,000
- **Summary:** Funding will support the 2023 RRCA Tree Giveaways.
- **Submission Deadline:** February 2023

6. Project Title: Charlottenburgh Park Camping Cabin

- **Funder:** United Counties of Stormont, Dundas, and Glengarry Regional Tourism Grant
- **Request:** \$5,000
- **Summary:** In October 2022, the Board approved the construction of a new camping cabin at Charlottenburgh Park in partnership with the Catholic District School Board of Eastern Ontario. The funding will be allocated towards the expenses associated with this project.
- **Submission Deadline:** March 2023

7. Project Title: Charlottenburgh Park Camping Cabin

- **Funder:** TC Energy
- **Request:** \$10,000
- **Summary:** In October 2022, the Board approved the construction of a new camping cabin at Charlottenburgh Park in partnership with the Catholic District School Board of Eastern Ontario. The funding will be allocated towards the expenses associated with this project.
- **Submission Deadline:** n/a



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Richard Pilon, General Manager
Date: February 6, 2023
Subject: Recognition for Years of Service: Pete Sabourin

RECOMMENDATION:

That the Raisin Region Conservation Authority Board of Directors recognize and thank Pete Sabourin for his 25 years of service at the RRCA.

Pete Sabourin: 25 Years

Pete Sabourin has been a valuable member of the RRCA team since 1998. He currently holds the position of Team Lead, Field Operations, coordinating and supervising maintenance and enhancements of RRCA properties and supporting RRCA's programs and services.

Pete was hired on contract in 1998 as part of the Ice Storm clean-up crew. Prior to working for the RRCA, Pete worked as a heavy equipment operator in Ontario and British Columbia. Pete's initial employment contract with the RRCA was extended as a skilled labourer/foreman.

Pete has been key in maintaining RRCA's conservation areas, creating trails, and building boardwalks, including the reconstruction of the Cooper Marsh boardwalks. His support of programs and services includes the operation and maintenance of RRCA's water control structures. Pete was instrumental in cleaning up and establishing Charlottenburgh Park in 2003/2004. Pete is excellent in managing his time and getting the work done. He has always taken his responsibilities seriously and believes in providing quality work.

When not at work, Pete enjoys spending time with family and going on road trips on his motorcycle. He has also been an active volunteer firefighter for the past 13 years. We are fortunate to have Pete as a member of our team.

Please join me in congratulating and thanking Pete for his 25 years of service at the RRCA.

A handwritten signature in black ink, appearing to be 'R. Pilon', with a horizontal line extending to the right.

Richard Pilon,
General Manager

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS MINUTES
MARCH 16, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

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

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Jessica Herrington, Stewardship Coordinator
Matthew Levac, Planning & Regulations Officer
Halya Petzold, Resource Specialist
Pete Sabourin, Team Lead, Field Operations

REGRETS: Carilyne Hebert, City of Cornwall

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #25/23:

Moved by: Adrian Bugelli
Seconded by: Jacques Massie

That the agenda be approved with the amendments to Future Meeting dates.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #26/23:

Moved by: Andrew Guindon
Seconded by: Claude McIntosh

That the minutes of the February 14, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

TRANSITION PLAN UPDATE – ONTARIO REGULATION 687/21

RESOLUTION #27/23:

Moved by: Jacques Massie
Seconded by: Bryan McGillis

THAT the Raisin Region Conservation Authority Board of Directors receive the Transition Plan Update, as presented.

CARRIED

TIMELINE REPORT FOR PERMISSION UNDER SECTION 28

RESOLUTION #28/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

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

CARRIED

GRANT SUBMISSIONS

RESOLUTION #29/23:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors approve accepting \$8,000 from Ducks Unlimited Canada to support the Pointe-Mouillée Restoration – Remedial Action Plan Project.

FURTHER THAT the Board of Directors approve accepting \$140,000 from the Ministry of Environment, Conservation and Parks to support agriculture stewardship in the St. Lawrence River Area of Concern.

FURTHER THAT the Board of Directors approve entering into an agreement with funders.

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #30/23:

Moved by: Claude McIntosh
Seconded by: Bryan McGillis

THAT the Board of Directors receive the Conservation Areas Update, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Apr 20th, May 18th, Jun 15th (3:00 p.m. start for all meetings)

ADJOURMENT


RESOLUTION #31/23:

Moved by: Jacques Massie
Seconded by: Adrian Guindon

THAT the Board of Directors meeting of March 16, be adjourned at 4:15 pm.



Martin Lang
Chair



Richard Pilon
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

March 16, 2023

3:00 p.m.

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 February 14, 2023	1-5
6. New Business	
a) Transition Plan Update – Ontario Regulation 687/21 (Richard)	6-14
b) Timeline Report for Permission Under Section 28 (Phil)	15-16
c) Grant Submissions (Lisa)	17-18
d) Conservation Areas Update (Lisa)	19-20
7. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Apr 20 th , May 18 th , Jun 15 th	
8. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
FEBRUARY 14, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

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

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Caroline Doroshenko, Project Coordinator
Brendan Jacobs, Stewardship Specialist
Matthew Levac, Planning & Regulations Officer
Jessica Herrington, Stewardship Coordinator
Matthew Levac, Planning & Regulations Officer
Halya Petzold, Resource Specialist
Vincent Pilon, Public Information Coordinator
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS: Jacques Massie, North Glengarry
Carilyne Hebert, City of Cornwall

GUEST: Raymond Beauregard, Source Protection Committee Chair

CALL TO ORDER

Martin Lang, Chair, called the meeting to order at 3:20 pm

APPROVAL OF AGENDA

RESOLUTION #15/23:

Moved by: Bryan McGillis
Seconded by: Adrian Bugelli

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #16/23:

Moved by: Andrew Guindon
Seconded by: Adrian Bugelli

That the minutes of the January 19, 2023, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

2023 DRAFT BUDGET PRESENTATION

RESOLUTION #17/23:

Moved by: Claude McIntosh
Seconded by: Andrew Guindon

THAT the 2023 Budget of the Raisin Region Conservation Authority and the associated Municipal Levy apportionments be adopted;

AND FURTHER, THAT municipalities be notified of the 2023 levy.

CARRIED

COMMITTEE APPOINTMENTS

RESOLUTION #18/23:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

THAT representatives be appointed to various Committees for 2023, as follows:

Source Protection Committee

Martin Lang

Source Protection Management Committee

Martin Lang
Bryan McGillis
Claude McIntosh
Richard Pilon

Conservation Ontario Council

Martin Lang – Voting Delegate
Bryan McGillis – First Alternate
Richard Pilon – Second Alternate

St. Lawrence River Restoration Council

Richard Pilon and Brendan Jacobs (Alternate)

City of Cornwall Environment & Climate Change Committee

Lisa Van De Ligt

CARRIED

2023 FLOOD CONTINGENCY PLAN

RESOLUTION #19/23:

Moved by: Claude McIntosh
Seconded by: Adrian Bugelli

THAT the Board of Directors receive the RRCA 2023 Flood Contingency Plan.

CARRIED

SNOWDOG WINTER TRAIL GROOMING EQUIPMENT DONATION

RESOLUTION #20/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Bugelli

THAT the RRCA Snowdog winter trail grooming equipment be donated to the Township of South Glengarry or the Friends of the Summerstown Trails, as per the Township and Friends of the Summerstown Trails's preference.

CARRIED

RRCA 60TH ANNIVERSARY UPDATES AND RRCA CONSERVATION AREA BRANDING

RESOLUTION #20/23:

Moved by: Claude McIntosh
Seconded by: Adrian Bugelli

THAT the Board of Directors receive and file the 60th anniversary update.

AND FURTHER, THAT the Board of Directors approve the RRCA Conservation Area branded sign templates, as presented.

CARRIED

TREE PLANTING UPDATE AND FORESTS ONTARIO AGREEMENT

RESOLUTION #21/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Bugelli

THAT the Board of Directors receive and file the tree planting update.

AND FURTHER, THAT the Board of Directors approve entering into an agreement with Forests Ontario as a Planting Delivery Agent under the 50 Million Tree Program.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #22/23:

Moved by: Adrian Bugelli
Seconded by: Claude McIntosh

THAT the Board of Directors approve requesting \$300,000 from Environment and Climate Change Canada to develop an online mapping tool.

FURTHER THAT the Board of Directors retroactively approve requesting \$2,915 from Conservation Ontario to support the Cooper Marsh Biodiversity Project.

FURTHER THAT the Board of Directors retroactively approve requesting \$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 requesting \$2,000 from Ontario Power Generation for the 2023 RRCA Tree Giveaways and Family Fishing Day events.

FURTHER THAT the Board of Directors approve requesting \$3,000 from Enbridge for the 2023 RRCA Tree Giveaways.

FURTHER THAT the Board of Directors approve requesting \$5,000 from the United Counties of Stormont, Dundas, and Glengarry Regional Tourism Grant to offset expenses associated with the new Charlottenburgh Park camping cabin.

FURTHER THAT the Board of Directors approve requesting \$10,000 from TC Energy to offset expenses associated with the new Charlottenburgh Park camping cabin.

FURTHER THAT the Board of Directors approve entering into an agreement with funders, if requested, for successful funding applications.

CARRIED

RECOGNITION FOR YEARS OF SERVICE: PETE SABOURIN

RESOLUTION #23/23:

Moved by: Lachlan McDonald
Seconded by: Claude McIntosh

THAT the Raisin Region Conservation Authority Board of Directors recognize and thank Pete Sabourin for his 25 years of service at the RRCA.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Mar 16th, Apr 20th, May 18th, and Jun 15th (3:00 p.m. start for all meetings)

ADJOURMENT

RESOLUTION #24/23:

Moved by: Andrew Guindon
Seconded by: Adrian Bugelli

THAT the Board of Directors meeting of February 14, 2023, be adjourned at 4:30 pm.

Martin Lang
Chair

Richard Pilon
General Manager / Secretary-Treasurer



To: Board of Directors
From: Richard Pilon, General Manager
Date: March 7, 2023
Subject: Transition Plan Update – Ontario Regulation 687/21

RECOMMENDATION:

THAT the Raisin Region Conservation Authority Board of Directors receive the Transition Plan 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

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services. 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 (Transition Plan attached).

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 the Ministry of the Environment, Conservation and Parks. The programs and services were to be categorized as mandatory or non-mandatory as outlined in O. Reg.686/21 "Mandatory Programs and Services".

Definitions for the inventory are as follows:

Category 1 – mandatory service – funded by municipal levy.

Category 2 – non-mandated service delivered to municipality as requested through an agreement or Memorandum of Understanding.

Category 3 – services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services.

The programs and services inventory was approved by the RRCA Board of Directors and distributed to RRCA’s member municipalities and the Ministry of the Environment, Conservation and Parks in February 2022 (Programs and Services Inventory attached).

The table below outlines the Transition Plan timelines and current status:

Item	Due Date	Status
Develop Transition Plan	Dec 31, 2021	Completed
Obtain Board Approval of Transition Plan	Nov 18, 2021	Completed
Post Transition Plan to website	Dec 31, 2021	Completed
Develop Programs & Services Inventory	Feb 11, 2022	Completed
Obtain Board Approval of Programs & Services Inventory	Feb 17, 2022	Completed
Circulate Inventory to municipalities and MECP	Feb 28, 2022	Completed
Consultation with municipalities on cost apportioning agreements	Jun 30, 2023	
Execute municipal agreements	Jan 1, 2024	

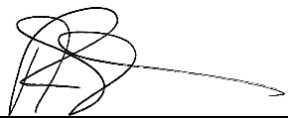
DISCUSSION:

The next step in this process is to consult with member municipalities on cost apportioning agreements based on RRCA’s Inventory of Programs & Services. Staff are currently working with Conservation Ontario and other Conservation Authorities across the province to develop draft agreements for consultation purposes. Consultation with member municipalities are scheduled to be completed by June 30, 2023. Cost apportioning agreements must be executed by January 1, 2024.

Additional deliverables under O. Reg. 687/21 include the following:

- Ice Management Plan
- Operation Plan
- Asset Management Plan
- Conservation Area Strategy
- Land Inventory
- Watershed-based Resource Management Strategy

These additional deliverables must be completed by December 31, 2024 and will be completed in conjunction with the preparation of an update RRCA Strategic Plan.

A handwritten signature in black ink, appearing to be 'R. Pilon', written over a solid horizontal line.

Richard Pilon,
General Manager



RAISIN REGION CONSERVATION AUTHORITY TRANSITION PLAN

Introduction

The passage of Regulation 687/21 “Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act” requires the development and implementation of Transition Plans by each Conservation Authority. The Transition Plans are to outline the process and timelines for the development of cost apportioning agreements with municipalities within their jurisdiction for non-mandated programs and services.

This Transition Plan applies to the following member municipalities in the jurisdiction of the Raisin Region Conservation Authority (RRCA): City of Cornwall, Township of South Glengarry, Township of North Glengarry, Township of South Stormont, Township of North Stormont.

Phase I

Transition Plan

This Transition Plan will be completed by **December 31, 2021** and distributed to member municipalities and the Ministry of the Environment, Conservation and Parks (MECP).

Prior to this distribution, the Raisin Region Conservation Authority Board of Directors will receive and approve the plan. The Transition Plan will be posted on RRCA’s website before December 31, 2021.

Inventory of Programs and Services

An inventory of program and services will be prepared and circulated to municipalities within their watershed jurisdiction by **February 28, 2022**.

The inventory of programs and services will be classified as either Category 1 Mandatory, Category 2 Non-Mandatory or Category 3 Other. These categories are identified in Section 21 of the *Conservation Authorities Act*.



The inventory will include an estimate of the annual cost of the service, sources of funding and the percentage attributed to each funding source.

A record of the municipal distribution of the inventory will be forwarded to MECP. Any changes to the inventory after February 22, 2022, will be documented and forwarded to MECP.

Phase II

Municipal Agreements

All municipal agreements for non-mandated services will be in place by **January 1, 2024**.

RRCA will work with their municipal partners to develop agreements for non-mandated programs and services upon the circulation of the inventory in February 2022.

RRCA will consult with neighbouring Conservation Authorities to ensure coordination of programs and services will meet the needs of shared municipal partners.

Transition Plan Timeline

Item	Due Date
Develop Transition Plan	Dec 31, 2021
Obtain Board Approval of Transition Plan	Nov 18, 2021
Post Transition Plan to website	Dec 31, 2021
Develop Programs & Services Inventory	Feb 11, 2022
Obtain Board Approval of Programs & Services Inventory	Feb 17, 2022
Circulate Inventory to municipalities and MECP	Feb 28, 2022
Consultation with municipalities on cost apportioning agreements	Jun 30, 2023
Execute municipal agreements	Jan 1, 2024



RRCA will deliver quarterly progress reports to MECP as outlined below.

Quarterly Reporting to MECP	Due Date
Progress Report #1	Jul 1, 2022
Progress Report #2	Oct 1, 2022
Progress Report #3	Jan 1, 2023
Progress Report #4	Apr 1, 2023
Progress Report #5	Jul 1, 2023
Progress Report #6	Oct 1, 2023
Final Report	Jan 30, 2024

Due dates are based on the current regulations. Timelines may be influenced by the issuance of new related regulations.

RAISIN REGION CONSERVATION AUTHORITY - PROGRAMS AND SERVICES INVENTORY - February 2022

Programs and Services	Category	O.Reg. 686/21 or CA Act Reference	Total Estimated Cost based on 2022 Budget	REVENUE (percent of estimated cost)					Cost Apportioning or Municipal Services Agreement Required
	1 - Mandatory			Provincial	Federal	Authority Generated	Partners	Municipal	
	2 - Municipal								
	3 - Other								
Watershed Monitoring									
Flood Forecasting & Low Water Response	Mandatory	Sec 2.1, 3.1	64,558	25%				75%	No
Surface Water Quality Monitoring	Mandatory	Sec 12.3	3,977					100%	No
Groundwater Quality Monitoring	Mandatory	Sec 12.1	7,118					100%	No
			75,654						
Watershed Management									
Fly Creek System	Mandatory	Sec 2.1	257,365	10%				90%	No
Garry River System	Mandatory	Sec 2.1	55,034	17%				83%	No
Long Sault Water Diversion	Mandatory	Sec 2.1	8,544				9%	91%	No
St. Andrews Dyke	Mandatory	Sec 2.1	2,772	4%				96%	No
			323,716						
Watershed Planning & Regulations									
Plan Input & Review - Natural Hazards	Mandatory	Sec 7	163,326	1%		55%		44%	No
Plan Input & Review - Natural Heritage	Municipal	CA Act Sec 21.1.1							Yes
Source Water Protection - Risk Management	Municipal	CA Act Sec 21.1.1							Yes
CA Regulations	Mandatory	Sec 8	139,665	6%		50%		44%	No
Source Water Protection	Mandatory	Sec 13	256,644	100%					No
			559,635						
Watershed Stewardship									
Forestry Programs	Other	CA Act Sec 21.1.2	88,077			38%	48%	14%	Yes
ALUS Program	Other	CA Act Sec 21.1.2	156,650				100%		No
St. Lawrence River Remedial Action Plan	Other	CA Act Sec 21.1.2	453,753	34%	66%				No
Contracted Services	Other	CA Act Sec 21.1.2	4,000			25%	75%		No
Special Projects	Other	CA Act Sec 21.1.2	49,183	100%					No
			751,663						
Conservation & Recreation									
Cooper Marsh Conservation Area	Mandatory	Sec 9	151,130		36%		32%	32%	No
Gray's Creek Conservation Area	Mandatory	Sec 9	55,497			7%	15%	78%	No
Gray's Creek Marina	Other	CA Act Sec 21.1.2	146,034		5%	95%			No
Charlottenburgh Park	Other	CA Act Sec 21.1.2	471,412		4%	96%			No
Conservation Lands	Mandatory	Sec 9	44,898			3%	45%	52%	No
			868,971						
Corporate Services									
Administration and Finance	Mandatory	CA Act Sec 20	350,175	17%		15%	4%	64%	No
Communications	Mandatory	CA Act Sec 20	93,320				23%	77%	No
Information Management	Mandatory	CA Act Sec 20	39,842	13%				87%	No
Vehicle & Equipment	Mandatory	CA Act Sec 20	63,000					100%	No
			546,336						
Total Estimated Cost			3,125,974	18.8%	12.2%	28.2%	10.0%	30.8%	

Note: The Total estimated costs are based on the 2022 Budget. Estimated costs based on a five year average would not be representative due to changes in funding sources in recent years. In addition, the programs and services categories have been recently re-organized.

Appendix 1 - Raisin Region Conservation Authority Programs and Services Description - February 2022

Watershed Monitoring

Flood Forecasting & Low Water Response	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow course, flood event forecasting, flood warning, communications and response and equipment maintenance. Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.
Surface Water Quality Monitoring	A long-standing (since 1976) RRCA/MECP partnership for stream water quality monitoring at 9 sites. RRCA staff take monthly water samples and MECP does lab analysis and data management. Information is used for watershed report cards and stewardship project prioritization.
Groundwater Quality Monitoring	A long-standing (since 1999) RRCA/MECP partnership for groundwater level and quality monitoring at 9 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring.

Watershed Management

Fly Creek System	The Fly Creek flood reduction system is a \$20 Million infrastructure investment within the City of Cornwall to combat annual flood damages due to high rains and spring runoff. This special project was initiated in the 1980s and expanded in the 1990s. It is estimated to save annual flood damages of \$500,000 to \$3 Million. Approximately 25% of the City of Cornwall drains through this system. The system consists of a large box-culvert, a large detention pond, a pumping station, and an outlet channel.
Garry River System	The Garry River system is a unique 3-lake watershed within the Township of North Glengarry. Loch Garry, Middle Lake and Mill Pond are all controlled by dams. The water levels and dams are adjusted regularly by the RRCA to ensure a proper water balance within the system (flood control, low water augmentation, water supply, recreation).
Long Sault Water Diversion	The Long Sault Water Diversion is operated by the RRCA under special agreement with the International Joint Commission on Boundary Waters, and Ontario Power Generation. The diversion is operated during the drier summer months for low flow augmentation. There is an inlet near the Long Sault marina that diverts a small amount of water from the St. Lawrence River into the South Branch of the Raisin River.
St. Andrews Dyke	In 1982 an earthen berm (dyke) was built along the Raisin River behind several houses on Fraser Street in St. Andrews. The berm was built to protect homes in that area from flooding due to frequent inundation from the Raisin River during the spring freshet. The RRCA has easement agreements with the property owners and regularly check the functionality of the berm to ensure it continues to perform as designed.

Watershed Planning & Regulations

Plan Input & Review - Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR) and delegated to CAs in 1983. Input to the review, approval processes under other applicable law, with comments related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.
Plan Input & Review - Natural Heritage	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).
Plan Input & Review - Risk Management	Carrying out Part IV duties of the Clean Water Act on behalf of member municipalities through service agreements.
CA Regulations	Under Section 28 of the Conservation Authorities Act, the RRCA administers O. Reg. 175/06 Development, Interference with Wetlands & Alterations to Shorelines & Watercourses within its jurisdiction. RRCA staff do site inspections and review permit applications, associated technical reports, communication with applicants, agents, and consultants. RRCA is also responsible for enforcement of Part VI Section 28 permits.
Source Water Protection	Coordination of the Raisin-South Nation Source Protection Region. Governance support of the Source Protection Committee including administration and technical support. Activities required by the Clean Water Act including Section 34, 35 and 51 amendments and Section 36 reviews of the Source Protection Plans and Assessment Reports.

Appendix 1 - Raisin Region Conservation Authority Programs and Services Description - February 2022

Watershed Stewardship

Forestry Programs	The RRCA offers a variety of Forestry Services for projects of all sizes in the RRCA Watershed to enhance forest cover in Eastern Ontario. This includes providing services to private and public landowners, and community groups to engage in tree planting activities.
ALUS Program	RRCA coordinates the Alternative Land Use Services (ALUS) Program in Eastern Ontario. This community-developed and farmer-delivered program produces, enhances and maintains ecosystem services on agricultural lands. Projects such as retirement of marginal land, wetland restoration and enhancement, riparian buffers, and afforestation provide cleaner water and air, habitat enhancement, carbon sequestration and climate resiliency.
St. Lawrence River Remedial Action Plan	The St. Lawrence River at Cornwall was designated an Area of Concern (AOC) in 1987 by the International Joint Commission. A Remedial Action Plan (RAP) was created to restore the ecological impairments that resulted from historic human activity. With the support from the provincial and federal government, the RRCA addresses the environmental challenges described in the Plan through monitoring, development review (i.e. Cornwall Sediment Strategy), land stewardship, and habitat restoration.
Contracted Services	The RRCA's land stewardship team consisted of trained specialists in tree planting and butternut health assessments. The RRCA offers tree planting services, butternut health assessments, and butternut compensation services. The RRCA is compensated for these services as per fee schedules approved by the RRCA Board of Directors.
Special Projects	To improve watershed health conditions, the RRCA is consistently seeking funding to offer additional stewardship programs and outreach initiatives. Special projects may consist of community tree planting events, land stewardship subsidies, agriculture best management practice outreach, etc.

Conservation & Recreation

Cooper Marsh Conservation Area	This cherished wetland is part of the larger Charlottenburgh Marsh, one of the most significant wetlands in all of Ontario. The RRCA actively maintains, protects, enhances and restores this natural area. The RRCA also develops and maintain a nature trail network.
Gray's Creek Conservation Area	Gray's Creek Conservation Area is located east of Cornwall, in the Township of South Glengarry. It offers over 43 hectares of natural landscape for the enjoyment of both residents and visitors. This diverse area is protected, enhanced and restored by the RRCA. Gray's Creek includes 6.4 km of meandering trails that are open year round, allowing users to enjoy nature in all its seasonal settings.
Gray's Creek Marina	The RRCA owns and operates the the Gray's Creek Marina which includes 128 slips. The Marina offers short-term and seasonal docking, daily and seasonal boat launch, and the sale of fuel and other sundries.
Charlottenburgh Park	The RRCA re-opened Charlottenburgh Park in 2003 after many years of closure. The St. Lawrence Parks Commission own the park and entered into a 20-year lease with the RRCA to operate and maintain the local campground which include 207 transient and seasonal sites, 1 cabin, public beach and nature trails. The park is open from the May long weekend to Thanksgiving weekend.
Conservation Lands	The RRCA owns and manages 25 conservation land properties.

Corporate Services

Administration and Finance	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of the RRCA. Includes overseeing programs and policies, annual budget preparation and monitoring, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration. Office buildings and workshop used to support staff, programs, and services. Includes utilities, maintenance and property taxes. Governance and administrative policy development, support for RRCA Board of Directors.
Communications	Public awareness and delivery of products through communication platforms for natural hazards, flood forecasting and warning, permitting requirements, natural hazard identification and mitigation, and conservation lands. Municipal and public relations and engagement, website creation and maintenance.
Information Management	Data management and records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.
Vehicle & Equipment	Vehicles and equipment to support the work of the RRCA, including, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.



To: Board of Directors
From: Phil Barnes, Team Lead, Watershed Management
Date: March 8, 2023
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.

DISCUSSION:

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 2022 Annual Report 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.

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
7	139	0	8

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
7	114	25	0	7	1

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 and Improvement

In 2022, 95% of permits issued met both the MNRF and CO service standards. Of the few that didn't, we have noted these coincided with periods of high demand and staffing availability as well as a minor data management issue. Staff are working to improve database functionality, including the ability to pause files that are in multiple rounds of technical review. More accurate timeline results are expected once this is resolved.

RRCA has implemented several improvements to streamline permit reviews, including:

- hiring, training, and appointing additional staff to support issuing permits;
- updating Section 28 regulation policies to clarify permit requirements;
- updating mapping and GIS capabilities to improve client service; and,
- coordinated pre-consultations with applicants and municipal representatives when multiple approvals are required (e.g., Planning Act Approval including minor variances, septic permits, building permits and RRCA permits).



Phil Barnes, P.Eng.
Team Lead, Watershed Management



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: March 3, 2023
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve accepting \$8,000 from Ducks Unlimited Canada to support the Pointe-Mouillée Restoration - Remedial Action Plan Project.

FURTHER THAT the Board of Directors approve accepting \$140,000 from the Ministry of Environment, Conservation and Parks to support agriculture stewardship in the St. Lawrence River Area of Concern.

FURHTER THAT the Board of Directors approve entering into an agreement with funders.

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 2023 grant applications submitted to date:

- Requested: \$435,915
- Approved: \$1,500
- Pending: \$434,515
- 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: Pointe-Mouillée Restoration – Remedial Action Plan Project

- **Funder:** Ducks Unlimited Canada
- **Request:** \$8,000
- **Summary:** The funding from DUC will compliment funds that were received from Environment and Climate Change Canada and the Ministry of the Environment, Conservation, and Parks for the Point-Mouillée Restoration Project. These funds will support the excavation of two wetland ponds and the brushing of the perimeter berm.
- **Submission Deadline:** n/a

2. Project Title: Building Healthy and Resilient Watersheds Through Sustainable Agricultural Practices and Land Stewardship Within the St. Lawrence River Area of Concern

- **Funder:** Ministry of Environment, Conservation and Parks
- **Request:** \$140,000 (\$70,000/year x 2 years)
- **Summary:** The funding will support the development and implementation of land stewardship and agricultural best management practices to improve on farm and watershed health within the St. Lawrence River (Cornwall) Area of Concern.
- **Submission Deadline:** n/a



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: March 7, 2023
Subject: Conservation Areas Update

RECOMMENDATION:

THAT the Board of Directors receive the Conservation Areas update, as presented.

BACKGROUND:

The RRCA owns and manages three Conservation Areas which enable residents and visitors to step into nature through various amenities such as park and picnic areas, wildlife viewing blinds and platforms, a marina, campground, interpretive centre, and a combined 25 km of trails.

DISCUSSION:

Below us an update on the RRCA's three Conservation Areas:

Charlottenburgh Park Conservation Area

- Visitation update
 - 2023 (to February 27): 997
 - 2022: 25,000
- Campground open May 19 to October 9
 - Seasonal campsites: 80
 - Transient campsites: 127
- 9 summer students hired

Gray's Creek Conservation Area

- Visitation update
 - 2023 (to February 27): 3,021
 - 2022: 107,000
- Marina open May 1
- 3 Marina Attendants hired
- Hazard tree management underway
- Self-guided arboretum tour to be launched this spring (funding secured by TD Friends of the Environment Foundation)

Cooper Marsh Conservation Area

- Visitation update
 - 2023 (to February 27): n/a (logger malfunction)
 - 2022: 48,000 visitors
- World Wetlands Day celebration hosted on February 25 in partnership with the Mohawk Council of Akwesasne Environment Program
- Visitors Centre to be re-opened for the season on May 3
- 1 summer student hired
- Select trail closures due to earthen dyke repairs coordinated and supported by Ducks Unlimited Canada
- On-going Cooper Marsh Biodiversity Project (funding secured from Environment and Climate Change Canada and Ontario Power Generation)
- Invasive European buckthorn removal completed this winter



Lisa Van De Ligt,
Team Lead, Communications and Stewardship

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
APRIL 20, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

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

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Matthew Levac, Planning & Regulations Officer
Halya Petzold, Resource Specialist
Vincent Pilon, Public Information Coordinator
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS: Adrian Bugelli, North Stormont

ABSENT: Andrew Guindon, South Stormont

GUEST: Dr. Robert Bouchier, Agriculture & AgriFood, Canada
Ian Murphy, MNP

CALL TO ORDER

Martin Lang, Chair, called the meeting to order at 3:35 pm

APPROVAL OF AGENDA

RESOLUTION #25/23:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #26/23:

Moved by: Bryan McGillis
Seconded by: Jacques Massie

That the minutes of the March 16, 2023, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

INVASIVE PHRAGMITES BIOLOGICAL CONTROL AT COOPER MARSH

RESOLUTION #27/23:

Moved by: Lachlan McDonald
Seconded by: Jacques Massie

THAT the Board of Directors approve invasive Phragmites biological control at Cooper Marsh Conservation Area in partnership with Ducks Unlimited Canada.

CARRIED

2022 FINANCIAL STATEMENTS

RESOLUTION #28/23:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors approve a net transfer to reserves of \$113,047 and;

THAT special benefitting area surpluses and deficits be added to, or taken from the appropriate reserves as part of end of year municipal levies settlements; and

THAT the Board of Directors approve the 2022 Financial Statements

CARRIED

2022 RRCA ANNUAL REPORT

RESOLUTION #29/23:

Moved by: Jacques Massie
Seconded by: Bryan McGillis

THAT the Board of Directors approve the 2022 RRCA Annual Report

CARRIED

GRANT SUBMISSIONS

RESOLUTION #30/23:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors approve requesting up to \$6,000 from TD Bank to support a community tree planting event.

CARRIED

AWARD OF EASTMAN DRAIN FLOOD MAPPING PROJECT CONTRACT

RESOLUTION #31/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

THAT the Board of Directors approve awarding the contract for the hydrologic modelling, hydraulic modelling, and flood mapping components of the Eastman Drain Flood Mapping Project to J.F. Sabourin and Associates Inc. (JFSA), with an upset limit of \$41,199.80 (including taxes).

CARRIED

FUTURE MEETINGS


RRCA Board of Directors – May 18th, Jun 15th, Sept 21st, Oct 19th, Nov 16th

ADJOURNMENT


RESOLUTION #32/23:

Moved by: Bryan McGillis
Seconded by: Carilyne Hebert

THAT the Board of Directors meeting of April 20, 2023, be adjourned at 4:50 pm.



Martin Lang
Chair



Richard Pilon
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

April 20, 2023

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 March 16, 2023	1-3
6. New Business	
a) Invasive Phragmites Biological Control at Cooper Marsh (Lisa)	4-5
b) 2022 Financial Statements (Richard/Sandy)	6-34
c) 2022 RRCA Annual Report (Lisa)	35
d) Grant Submissions (Lisa)	36
e) Award of Eastman Drain Flood Mapping Project Contract	37
7. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – May 18 th , Jun 15 th , Sep 21 st , Oct 19 th , Nov 16 th	
8. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS MINUTES
MARCH 16, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

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

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Jessica Herrington, Stewardship Coordinator
Matthew Levac, Planning & Regulations Officer
Halya Petzold, Resource Specialist
Pete Sabourin, Team Lead, Field Operations

REGRETS: Carilyne Hebert, City of Cornwall

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #25/23: Moved by: Adrian Bugelli
Seconded by: Jacques Massie

That the agenda be approved with the amendments to Future Meeting dates.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #26/23: Moved by: Andrew Guindon
Seconded by: Claude McIntosh

That the minutes of the February 14, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

TRANSITION PLAN UPDATE – ONTARIO REGULATION 687/21

RESOLUTION #27/23:

Moved by: Jacques Massie
Seconded by: Bryan McGillis

THAT the Raisin Region Conservation Authority Board of Directors receive the Transition Plan Update, as presented.

CARRIED

TIMELINE REPORT FOR PERMISSION UNDER SECTION 28

RESOLUTION #28/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

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

CARRIED

GRANT SUBMISSIONS

RESOLUTION #29/23:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors approve accepting \$8,000 from Ducks Unlimited Canada to support the Pointe-Mouillée Restoration – Remedial Action Plan Project.

FURTHER THAT the Board of Directors approve accepting \$140,000 from the Ministry of Environment, Conservation and Parks to support agriculture stewardship in the St. Lawrence River Area of Concern.

FURTHER THAT the Board of Directors approve entering into an agreement with funders.

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #30/23:

Moved by: Claude McIntosh
Seconded by: Bryan McGillis

THAT the Board of Directors receive the Conservation Areas Update, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Apr 20th, May 18th, Jun 15th (3:00 p.m. start for all meetings)

ADJOURMENT

RESOLUTION #31/23:

Moved by: Jacques Massie
Seconded by: Adrian Guindon

THAT the Board of Directors meeting of March 16, be adjourned at 4:15 pm.

Martin Lang
Chair

Richard Pilon
General Manager / Secretary-Treasurer



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: April 13, 2023
Subject: Invasive *Phragmites* Biological Control at Cooper Marsh

RECOMMENDATION:

THAT the Board of Directors approve invasive *Phragmites* biological control at Cooper Marsh Conservation Area in partnership with Ducks Unlimited Canada.

BACKGROUND:

Ducks Unlimited Canada's (DUC) mission is to conserve, restore and manage wetlands and associated habitats for the benefit of North America's waterfowl, other wildlife, and people. They achieve their mission by working with local partners, such as the RRCA, to help communities achieve their conservation goals.

The RRCA and DUC have been partners in conservation for over 30 years to restore, maintain, and conserve Charlottenburgh Marsh located in South Glengarry. Specifically, the RRCA and DUC have partnered on projects to enhance Cooper Marsh Conservation Area such as the creation of earthen dykes to improve wildlife habitat. At the September 2022 RRCA Board of Directors meeting, the RRCA renewed its agreement with DUC to support the management of Cooper Marsh Conservation Area for another 10 years.

In partnership with Agriculture and Agri-Food Canada and the University of Toronto, DUC has been supporting ongoing invasive *Phragmites* (i.e. common reed) biological control with the use of two moth species that were given approval by Canadian Food Inspection Agency in 2019. DUC is currently expanding their efforts and looking to establish "nurse sites" across the province. A "nurse site" is a location where the two moth species are released. Once the moth populations are established, the ultimate goal is to use the "nurse sites" for collection and redistribution of insects to other land managers with serious patches of invasive *Phragmites*.

Invasive *Phragmites* was introduced into North America from Europe in the 1800's. Without any natural predators, the plant gradually spread and is now a common sight along highways, waterways, and wetlands such as Charlottenburgh Marsh. Invasive *Phragmites* threatens biodiversity by eliminating native species, including the native *Phragmites*; destroys wetland

habitats; and adds extensively to the maintenance costs of infrastructure. These dense stands make wildlife movement difficult and provide poor habitat and food supply for wildlife. Biological control seeks to re-establish the ecological balance between the invasive plant and its natural enemies by reuniting them here in North America. The two European moths (i.e. *Archanaura neurica* and *Lenisa geminipuncta*) were selected only after extensive safety testing confirmed they were highly specific to invasive *Phragmites* (i.e. they can only complete their lifecycle on this plant).

DUC approached the RRCA to establish “nurse sites” at Cooper Marsh Conservation Area as part of its commitment to support Marsh management under their current agreement with the RRCA. This project also aligns with the ongoing Cooper Marsh Biodiversity Project which aims to enhance biodiversity through initiatives such as invasive species management. Invasive *Phragmites* is prominent at Cooper Marsh and threatens the Marsh’s diversity.

DUC is interested in beginning the project this spring when the *Phragmites* is starting to grow. “Nurse sites” would be monitored over the next few years to evaluate changes in the moth populations and their impact to the invasive *Phragmites*. Once established, they would be used to collect and redistribute to other serious patches of *Phragmites* in following years.

Aside from staff time to participate in occasional site visits and partner meetings, there is no cost for the RRCA to participate in this initiative.

Robert Bouchier, Ph.D, a Biological Control Research Scientist with Agriculture and Agri-Food Canada, will present additional information about the initiative to the Board at the meeting.



Lisa Van De Ligt
Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Richard Pilon, General Manager
Sandy Crites, Finance Officer
Date: April 11, 2023
Subject: 2022 Financial Statements

RECOMMENDATION:

THAT the Board of Directors approve a net transfer to reserves of \$113,047 and,

THAT special benefitting area surpluses and deficits be added to, or taken from the appropriate reserves as part of end of year municipal levies settlements; and,

THAT the Board of Directors approve the 2022 Financial Statements.

BACKGROUND:

The firm of MNP LLP Chartered Accountants completed an audit of the financial statements of RRCA in March 2022 and met with the General Manager and Finance Officer on April 4, 2023. Ian Murphy of MNP LLP will attend the April Board of Directors meeting to present the draft audited Financial Statements and answer questions.

DISCUSSION:

Enclosed is a copy of the 2022 draft Financial Statements and the Audit Findings Report.

Staff are proposing that the net surplus of \$113,047 be transferred to reserves (\$131,965 surplus to be transferred to the operating reserve and \$18,918 deficit to be transferred from special benefitting reserves). Details of the operating surpluses and deficits are reflected in the draft Financial Statements Document on page 9 (Note 7).

Staff are also proposing that reserves be maintained for various programs and projects as reflected on Page 13 (Schedule 2) of the Financial Statement document. Special benefitting area surpluses and deficits are added to or taken from these reserves as part of end of year municipal levies settlements.

Handwritten signature of Sandy Crites in black ink.

Sandy Crites
Finance Officer

Handwritten signature of Richard Pilon in black ink.

Richard Pilon
General Manager / Secretary-Treasurer

DRAFT FOR DISCUSSION PURPOSES ONLY

RAISIN REGION CONSERVATION AUTHORITY

FINANCIAL STATEMENTS

December 31, 2022

RAISIN REGION CONSERVATION AUTHORITY

December 31, 2022

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RAISIN REGION CONSERVATION AUTHORITY

MANAGEMENT'S RESPONSIBILITY

To the Board of Directors of
the Raisin Region Conservation Authority

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Raisin Region Conservation Authority's Board of Directors is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial statements. The Board of Directors fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors.

MNP LLP is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

General Manager

Finance Officer

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
the Raisin Region Conservation Authority

Opinion

We have audited the financial statements of Raisin Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets, cash flows and the related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario
May 25, 2022

Chartered Professional Accountants
Licensed Public Accountants

RAISIN REGION CONSERVATION AUTHORITY

STATEMENT OF FINANCIAL POSITION

As at December 31, 2022

	2022	2021
NET FINANCIAL ASSETS		
Assets		
Cash	\$ 1,577,870	\$ 1,368,358
Restricted cash (Note 3)	201,023	263,190
Accounts receivable	93,738	58,695
	1,872,631	1,690,243
Liabilities		
Accounts payable	258,138	106,402
Deferred revenue (Note 4)	564,689	476,592
Employee post-retirement benefits (Note 5)	78,356	82,328
	901,183	665,322
Net Financial Assets	971,448	1,024,921
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 1)	21,747,142	21,560,583
Prepaid expenses	15,966	12,359
Non-Financial Assets	21,763,108	21,572,942
ACCUMULATED SURPLUS		
Accumulated Surplus (Schedule 2)	\$ 22,734,556	\$ 22,597,863

RAISIN REGION CONSERVATION AUTHORITY

STATEMENT OF OPERATIONS

For the year ended December 31, 2022

	(Note 8) BUDGET 2022	ACTUAL 2022	ACTUAL 2021
REVENUE			
Municipal levies	\$ 903,991	\$ 903,992	\$ 870,329
Government grants	989,749	602,354	441,443
Authority generated			
Contributions and fees	850,459	776,883	486,829
Charlottenburgh park	460,000	583,763	469,688
Marina	170,000	149,065	145,685
Interest income	15,000	22,301	4,358
Rental income	11,161	12,000	12,000
Equipment charges	102,825	99,536	103,072
Donations	-	164,249	1,217
Gain on disposal of tangible capital assets	-	-	2,500
	3,503,185	3,314,143	2,537,121
EXPENDITURES			
Watershed Monitoring	75,654	79,370	53,464
Watershed Management	323,716	469,694	418,437
Watershed Planning & Regulations	559,635	377,819	415,652
Watershed Stewardship	751,663	446,038	298,398
Conservation and Recreation	879,971	1,066,774	780,380
Corporate Services	546,336	657,812	581,414
Equipment Usage	47,636	79,943	67,701
	3,184,611	3,177,450	2,615,446
NET (DEFICIT) SURPLUS FOR THE YEAR	318,574	136,693	(78,325)
ACCUMULATED SURPLUS, beginning of year	22,597,863	22,597,863	22,676,188
ACCUMULATED SURPLUS, end of year	\$ 22,916,437	\$ 22,734,556	\$ 22,597,863

RAISIN REGION CONSERVATION AUTHORITY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the year ended December 31, 2022

	(Note 8) BUDGET 2022	ACTUAL 2022	ACTUAL 2021
Net surplus for the year	\$ 318,574	\$ 136,693	\$ (78,325)
Amortization of tangible capital assets	-	284,391	277,408
Acquisition of tangible capital assets	-	(470,950)	(173,693)
Gain on disposal of tangible capital assets	-	-	(2,500)
Proceeds on disposal of tangible capital assets	-	-	2,500
Change in prepaid expenses	-	(3,607)	12,743
Increase in net financial assets	318,574	(53,473)	38,133
Net financial assets, beginning of year	1,024,921	1,024,921	986,788
Net financial assets, end of year	\$ 1,343,495	\$ 971,448	\$ 1,024,921

RAISIN REGION CONSERVATION AUTHORITY

STATEMENT OF CASH FLOWS

For the year ended December 31, 2022

	2022	2021
CASH FROM OPERATING ACTIVITIES		
Net surplus (deficit) for the year	\$ 136,693	\$ (78,325)
Items not affecting cash or equivalent		
Amortization expense	284,391	277,408
Gain on disposal of tangible capital assets	-	(2,500)
Changes in non-cash working capital balances		
Accounts receivable	(35,043)	35,807
Accounts payable	151,736	(21,167)
Deferred revenue	88,097	238,732
Employee post-retirement benefits	(3,972)	(22,988)
Prepaid expenses	(3,607)	12,743
	618,295	439,710
CASH FROM (USED IN) FINANCING ACTIVITIES		
Increase (decrease) in restricted cash	62,167	(114,336)
CASH USED IN CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	-	2,500
Acquisition of tangible capital assets	(470,950)	(173,693)
	(470,950)	(171,193)
INCREASE IN CASH	209,512	154,181
CASH, beginning of year	1,368,358	1,214,177
CASH, end of year	\$ 1,577,870	\$ 1,368,358

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

1. NATURE OF OPERATIONS

Raisin Region Conservation Authority (the "Authority") was established under the Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals, for its member municipalities within its area of jurisdiction. The Authority's area of jurisdiction includes areas in the City of Cornwall, and the Townships of North Glengarry, South Glengarry, North Stormont and South Stormont. The Authority is a registered charitable organization and is exempt from income tax.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) Revenue recognition

Municipal levies are recognized in the financial statements as revenues in the period in which they are levied.

Government transfers are recognized as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

User charges and fees are recognized as revenue when services are performed, reasonable estimates of the amounts can be made and collection is reasonable assured.

(b) Cash and equivalent

The Authority considers deposits in banks, certificates of deposit and short-term investments with original maturities of 90 days or less as cash and equivalent.

(c) Reserves

Reserves for future expenditures and contingencies are established as required at the discretion of the board of the Authority. Increases or decreases in these reserves are made by appropriations to or from general operations.

(d) Deferred revenue

Deferred revenue represents levies and grants that have been collected but the related expenditures have not been incurred. These amounts will be recognized as revenues in the period in which the expenditure takes place.

(e) Employee benefits

Employee benefits include vacation entitlement and sick leave benefits. Vacation and sick leave benefits are accrued in accordance with the Authority's personnel policy. The Authority accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS) as a defined contribution plan.

The Authority provides post-retirement benefits in the form of employer paid group insurance premiums commencing on retirement and payable until the attainment of age 65. The annual cost of the benefit obligation will be charged as a program expenditure.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	25 to 50 years
Flood control structures	100 years
Office equipment	5 years
Machinery and equipment	10 years
Vehicles	5 years
Leasehold improvements	40 years

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(g) Financial instruments

The Authority recognizes its financial instruments when the Authority becomes partly to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

All financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs are added to the carrying amount for those financial instruments subsequently measured at amortized cost.

All financial assets are tested annually for impairment. Management considers recent collection experience for the financial assets, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. Any impairment which is not considered temporary is recorded in the statement of operations. Write-downs of financial assets at amortized costs to reflect losses in value are not reversed for subsequent increases in value.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Significant estimates include estimated useful life of tangible capital assets, the valuation of allowances for doubtful accounts receivable, and future employment benefits. Actual results could differ from these estimates.

(i) Contributed services

Volunteers contribute significant time to the governance and delivery of the Authority's programs. Due to the difficulty in determining the fair value of these contributions, contributed services are not recognized in the financial statements.

(j) Equipment charges

The Authority charges the programs with the costs of equipment used by the programs, based on standard hourly rates. The amounts charged are recorded in schedule 3 as revenue for Equipment Usage and the actual equipment expenses are included as equipment operating costs.

(k) Contaminated sites

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met: a) an environmental standard exists; b) contamination exceeds the environmental standard; c) the organization is directly responsible or accepts responsibility for the liability; d) future economic benefits will be given up; and e) a reasonable estimate of the liability can be made.

3. RESTRICTED CASH

Restricted cash represents funding received from the Province for Source Water Protection purposes and can only be used for expenditures designated under that program.

4. DEFERRED REVENUE

Deferred revenue represents funds received from the Province of Ontario and other sources for specific purposes. The balances and transactions are summarized as follows:

	Provincial Funding	Source Water Protection	Forestry	Charlottenburgh Park	Total 2022	Total 2021
Balance, beginning of year	\$ 137,145	\$ 263,190	\$ 19,857	\$ 56,400	\$ 476,592	\$ 237,860
Grants received	399,305	210,621	-	-	609,926	523,385
Funds received	-	-	25,730	259,459	285,189	68,768
Interest earned	-	4,111	-	-	4,111	639
Revenue recognized	(259,622)	(285,764)	(7,169)	(258,574)	(811,129)	(354,060)
Balance, end of year	\$ 276,828	\$ 192,158	\$ 38,418	\$ 57,285	\$ 564,689	\$ 476,592

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

5. EMPLOYEES' POST-RETIREMENT BENEFITS (OTHER THAN PENSIONS)

The Authority's employee benefits plan consists of employer-paid group insurance premiums for extended health care and dental care, as well as life insurance coverage. Benefits commence on retirement and are payable for five years, or until the employee reaches the age of sixty-five, if earlier.

The valuation was based on a number of assumptions about future events such as inflation rates, interest rates, medical and dental inflation rates, wage and salary increases, and employee turnover and mortality.

The accrued benefit obligation as at December 31, 2022 comprises of the following components:

	2022	2021
Accrued benefit obligation, beginning of year	\$ 82,328	\$ 105,316
Adjustment for post-retirement benefits relating to prior years' service	(7,471)	(28,470)
Current period benefit cost	-	1,006
Interest accrued	3,499	4,476
Accrued benefit obligation, end of year	\$ 78,356	\$ 82,328

6. PENSION AGREEMENT

The Authority is a member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer retirement plan. The plan is a contributory defined benefit plan that specifies the amount of retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Authority does not recognize any share of the OMERS pension deficit of \$6.7 billion (2021 - \$3.1 billion) in these financial statements.

The employer amount contributed to OMERS for 2022 was \$107,537 (2021 - 97,142) for current service and is included as an expenditure on the statement of operations.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

7. OPERATING SURPLUSES AND DEFICITS

The operating surplus for the fiscal year ending December 31, 2022 was \$113,047, of which a surplus of \$131,965 was transferred to the operating reserve, and a net deficit of \$(18,918) was transferred from special benefiting reserves.

	2022	2021
(Deficit) surplus for the year	\$ 136,693	\$ (78,325)
Reserves used for operations	331,123	129,813
Funds transferred to reserves	(164,238)	(54,000)
Acquisition of tangible capital assets	(470,950)	(173,693)
Amortization expense	284,391	277,408
Post retirement benefit	(3,972)	(22,988)
	113,047	78,215
Transfer from (to) special benefiting reserves	18,918	(71,238)
Transfer to operating reserves	(131,965)	(6,977)
	\$ -	\$ -

The individual special benefiting areas transferred to (from) reserves are as follows:

	2022	2021
Charlottenburgh park	\$ (2,081)	\$ 35,195
Fly Creek pumping station	749	62,312
Garry River system	2,611	(2,162)
Gray's Creek conservation area	(11,941)	(9,039)
Gray's Creek marina	(9,051)	(15,203)
Long Sault water diversion	793	437
St. Andrews dyke	2	(302)
	\$ (18,918)	\$ 71,238

8. BUDGET FIGURES

The 2022 budget amounts that were approved on February 17, 2022 were established for operating and reserve purposes and are based on a project-oriented basis, the costs of which may be carried out over one or more years.

9. LEASE COMMITMENT

The Authority is committed to minimum annual payments under operating leases as follows:

2023	\$ 5,916
------	----------

The Authority leases Charlottenburgh Park from the St. Lawrence Parks Commission ("SLPC") under a 20 year lease that commenced in 2006. Under the terms of the lease, the Authority is required to pay the SLPC ten percent of the park receipts over \$29,077 each year. In the current year, a payment of \$52,975 (2021 - \$49,137) was made to the SLPC.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

10. SEGMENTED INFORMATION

Certain allocation methodologies are employed in the preparation of segmented financial information. Government grants, user charges, transfers from other funds, and other revenues are allocated to the specific program or service they relate to. Expense allocations are both internal and external. Activity based costing is used to allocate internal support costs to departments. These costs include the net expenditures for departments, such as human resources, information systems, finance and others, commonly referred to as overhead.

The Authority records its activities into six main program areas which are reported in schedule 3 to the financial statements.

Watershed Monitoring

Watershed monitoring costs and revenues are those required to assess watershed health and provide advance warning to municipalities and the general public of potential flood and drought conditions. The main activities include surface water and ground water monitoring (quality and quantity), flood forecasting and warning, and low water response.

Watershed Management

Watershed management costs and revenues are those required to operate and maintain water control structures designed for flood control, municipal water supply, and recreation. The main activities include the management of the Fly Creek System, Garry River System, Long Sault Water Diversion, and St. Andrews Dyke.

Watershed Planning and Regulations

Watershed planning and regulations costs and revenues are those required to support sustainable development through technical advice on development projects and implementation of source water protection plans. The main activities include plan input and review, conservation authority regulations, and source water protection.

Watershed Stewardship

Watershed stewardship costs and revenues are those required to enhance, restore and protect watershed health through public and private partnerships. The main activities include forestry services, ALUS program, and various other stewardship projects as funding becomes available.

Conservation and Recreation

Conservation and recreation costs and revenues are those required to manage public green spaces owned/leased by the Authority. The main activities include Cooper Marsh Conservation Area, Gray's Creek Conservation Area, Gray's Creek Marina, and Charlottenburgh Park.

Corporate Services

Corporate services include costs to manage the authority and support staff, partners, and the public. The main activities include administration, finance, communications, information management, vehicles and equipment.

RAISIN REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2022

11. RISK MANAGEMENT

In the normal course of operations, the Authority is exposed to a variety of financial risks which are actively managed by the Authority.

The Authority's financial instruments consist of cash, restricted cash, accounts receivable, and accounts payable.

the Authority's exposure to and management of risk has not changed materially from December 31, 2021.

Credit Risk

Credit risk arises from the possibility that the entities to which the Authority provides services to may experience difficulty and be unable to fulfil their obligations. The Authority is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Authority does not have a significant exposure to any individual customer or counter party. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Authority is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash. Changes in variable interest rates could cause unanticipated fluctuations in the Authority's operating results.

Liquidity Risk

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they fall due. The Authority requires working capital to meet day-to-day operating activities. Management expects that the Authority's cash flows from operating activities will be sufficient to meet these requirements.

RAISIN REGION CONSERVATION AUTHORITY

TANGIBLE CAPITAL ASSETS

Schedule 1

As at December 31, 2022

	Land	Buildings	Flood Control Structures	Office Equipment	Machinery and Equipment	Vehicles	Leasehold Improvements	Total 2022	Total 2021
Cost									
Balance, beginning of year	\$ 6,753,531	\$ 2,094,778	\$ 15,885,034	\$ 221,157	\$ 334,465	\$ 66,036	\$ 2,349,043	\$ 27,704,044	27,539,076
Additions during the year	157,000	114,504	25,217	531	7,789	67,062	98,847	470,950	173,693
Disposals during the year	-	-	-	-	-	-	-	-	8,725
Balance, end of year	6,910,531	2,209,282	15,910,251	221,688	342,254	133,098	2,447,890	28,174,994	27,704,044
Accumulated Amortization									
Balance, beginning of year	-	1,153,418	3,589,199	208,116	317,652	61,135	813,941	6,143,461	5,874,778
Amortization during the year	-	44,798	165,439	4,400	3,989	5,804	59,961	284,391	277,408
Amortization on disposals	-	-	-	-	-	-	-	-	8,725
Balance, end of year	-	1,198,216	3,754,638	212,516	321,641	66,939	873,902	6,427,852	6,143,461
Net book value									
December 31, 2021	\$ 6,753,531	\$ 941,360	\$ 12,295,835	\$ 13,041	\$ 16,813	\$ 4,901	\$ 1,535,102	\$ 21,560,583	
December 31, 2022	\$ 6,910,531	\$ 1,011,066	\$ 12,155,613	\$ 9,172	\$ 20,613	\$ 66,159	\$ 1,573,988	\$ 21,747,142	

RAISIN REGION CONSERVATION AUTHORITY

ACCUMULATED SURPLUS

Schedule 2

For the year ended December 31, 2022

	2022	2021
Deficits		
Operating surplus (Note 7)	\$ -	\$ -
Employee post-retirement benefits (Note 5)	(78,356)	(82,328)
Total deficits	(78,356)	(82,328)
Reserves		
Working capital	125,000	125,000
Operating	450,084	339,743
Equipment	50,000	79,661
Charlottenburgh Park	101,803	189,734
Gray's Creek Marina	30,051	78,602
Long Sault Water Diversion	16,534	10,741
St. Andrews Dyke	6,532	4,530
Gray's Creek Conservation Area	(19,041)	(3,600)
Garry River system	16,316	24,955
Fly Creek pumping station	216,813	219,064
River clean up	10,478	10,478
Gambhir forest	21,200	40,700
Cooper's Marsh	40,000	-
Total reserves	1,065,770	1,119,608
Equity in tangible capital assets		
Tangible capital assets	21,747,142	21,560,583
ACCUMULATED SURPLUS	\$ 22,734,556	\$ 22,597,863

RAISIN REGION CONSERVATION AUTHORITY

SEGMENTED DISCLOSURE

Schedule 3

For the year ended December 31, 2022

	Watershed Monitoring	Watershed Management	Watershed Planning & Regulations	Watershed Stewardship	Conservation and Recreation	Corporate Services	Equipment Usage	2022	2021
REVENUE									
Municipal levies	\$ 59,510	\$ 294,194	\$ 133,111	\$ 12,440	\$ 108,517	\$ 296,220	\$ -	\$ 903,992	\$ 870,329
Government grants	-	229,798	-	137,216	235,340	-	-	602,354	441,443
Authority generated	25,993	-	288,925	353,999	793,908	245,436	99,536	1,807,797	1,225,349
	85,503	523,992	422,036	503,655	1,137,765	541,656	99,536	3,314,143	2,537,121
EXPENDITURES									
Wages and benefits	68,438	233,000	348,011	231,430	495,114	231,898	-	1,607,891	1,416,457
Office	-	-	5,454	-	361,677	216,839	-	583,970	415,349
Vehicle and equipment	9,471	8,794	2,258	2,431	71,428	4,006	19,734	118,122	107,394
Insurance and financial	-	-	-	-	2,054	103,760	7,920	113,734	85,081
Programs	1,461	58,716	22,096	212,177	-	-	-	294,450	184,620
Utilities	-	-	-	-	48,152	35,910	-	84,062	70,406
Repairs and maintenance	-	3,744	-	-	28,387	12,213	46,486	90,830	58,733
Amortization	-	165,440	-	-	59,962	53,186	5,803	284,391	277,406
	79,370	469,694	377,819	446,038	1,066,774	657,812	79,943	3,177,450	2,615,446
NET SURPLUS FOR THE YEAR	\$ 6,133	\$ 54,298	\$ 44,217	\$ 57,617	\$ 70,991	\$ (116,156)	\$ 19,593	\$ 136,693	\$ (78,325)

Raisin Region Conservation Authority

2022 Audit Findings

Report to the Board of Directors

December 31, 2022

Ian Murphy, CPA, CA
T: 613.209.8252
E: ian.murphy@mnp.ca

Overview

We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of Raisin Region Conservation Authority (the "Organization") as at December 31, 2022 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Directors.

As auditors, we report to the shareholders on the results of our examination of the financial statements of the Organization as at and for the year ended December 31, 2022. The purpose of this Report is to assist you, as members of the Board of Directors, in your review of the results of our audit.

This Report is intended solely for the information and use of the Board of Directors and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Engagement Status

We have [substantially] completed our audit of the financial statements of the Organization which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedure[s]:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Board of Directors;
- The Board of Directors' review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

Independent Auditor's Report







We expect to have the above procedures completed and to release our Independent Auditor's Report on April 20, 2023.




Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the shareholders of the Organization. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

Audit Reporting Matters

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the financial statements considered separately.

Significant Audit, Accounting and Reporting Matters

Area		Comments
	Changes from Audit Service Plan	There were no deviations from the Audit Service Plan previously presented to you.
	Final Materiality	Final materiality used for our audit was \$96,000 for December 31, 2022, and \$85,000 for December 31, 2021.
	Identified or Suspected Fraud	While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.
	Identified or Suspected Non-Compliance with Laws and Regulations	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements.
	Matters Arising in Connection with Related Parties	No significant matters arose during the course of our audit in connection with related parties of the Organization.
	Auditor's Views of Significant Accounting Practices, Accounting Policies and Accounting Estimates	<p>The application of Canadian public sector accounting standards allows and requires the Organization to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your Organization's accounting practices.</p> <p>The accounting policies used by the Organization are</p>

Area		Comments
		appropriate and have been consistently applied.
	Financial Statement Disclosures	The disclosures made in the notes to the financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the financial statements.
	Significant Deficiencies in Internal Control	While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency we have not detected significant deficiencies in internal controls..
	Matters Arising From Discussions with Management	There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.

Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
-----------------------	-------------------------

Other Areas

Area	Comments
Auditor Independence	We confirm to the Board of Directors that we are independent of the Organization. Our letter to the Board of Directors discussing our independence is included as part of the additional materials attached to this report.
Management Representations	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.
Summary of Significant Differences	Several significant differences were proposed to management with respect to the December 31, 2022 financial statements. A summary of significant differences has been included with this report.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

MNP LLP

Chartered Professional Accountants
Licensed Public Accountants

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Appendix A - Summary of Significant Differences

Description of Differences	Proposed Adjustments Dr (Cr)				
	Earnings		Balance Sheet		
	Identified	Likely Aggregate (Net of Tax)	Assets	Liabilities	Equity
To balance opening retained earnings	\$ -	\$ -	\$ (412,037)	\$ 249,956	\$ 162,081
To record payroll accrual for 2022	\$ (23,741)	\$ (23,741)	\$ -	\$ 23,741	\$ (23,741)
To adjust retained earnings	\$ 644	\$ 644	\$ -	\$ 80,726	\$ (80,726)
To accrue 2022 vacation accrual	\$ 11,577	\$ 11,577	\$ -	\$ (11,577)	\$ 11,577
To adjust SWP deferred balance to match expenses	\$ (48,895)	\$ (48,895)	\$ -	\$ 48,895	\$ (48,895)
To move ALUS Landowner expenses to correct account and adjust amount of ALUS revenue to be recognized	\$ 165,067	\$ 165,067	\$ -	\$ (165,067)	\$ 165,067
To adjust post retirement benefits.	\$ (3,972)	\$ (3,972)	\$ -	\$ 3,972	\$ (3,972)
To capitalize capital expenses	\$ (280,202)	\$ (280,202)	\$ 280,202	\$ -	\$ (280,202)
To capitalize TCA	\$ -	\$ -	\$ -	\$ -	\$ -
To record amortization	\$ 284,391	\$ 284,391	\$ (284,391)	\$ -	\$ 284,391
To expense ALUS landowner's expenses not recorded per cut off testing	\$ 50,066	\$ 50,066	\$ 5,530	\$ (55,596)	\$ 50,066

Appendix A - Summary of Significant Differences (continued from previous page)

Description of Differences	Proposed Adjustments Dr (Cr)				
	Earnings		Balance Sheet		
	Identified	Likely Aggregate (Net of Tax)	Assets	Liabilities	Equity
To record reserve transfers	\$ (247,873)	\$ (247,873)	\$ -	\$ -	\$ -
To record reserve elimination entries	\$ 179,385	\$ 179,385	\$ -	\$ -	\$ -
to record WSIB 2022 surplus distribution received in Feb 2023	\$ (13,839)	\$ (13,839)	\$ -	\$ 13,839	\$ (13,839)
To record contributed land	\$ (157,000)	\$ (157,000)	\$ 157,000	\$ -	\$ (157,000)
To capitalize other portion of Ford 2022 plow and Carmikel plow that were not included in client capital budget	\$ (33,748)	\$ (33,748)	\$ 33,748	\$ -	\$ (33,748)
Close to reserves	\$ -	\$ -	\$ -	\$ -	\$ -
To record additional funding utilized in 2022	\$ (16,799)	\$ (16,799)	\$ 16,799	\$ -	\$ (16,799)
To defer unused portion of OMAFRA funding received	\$ -	\$ -	\$ -	\$ -	\$ -
To move deposit received to deferred revenue account - SWP	\$ 50,332	\$ 50,332	\$ -	\$ (50,332)	\$ 50,332
Move interest on SWP to deferred revenue	\$ 4,111	\$ 4,111	\$ -	\$ (4,111)	\$ 4,111

Appendix A - Summary of Significant Differences (continued from previous page)

Description of Differences	Proposed Adjustments Dr (Cr)				
	Earnings		Balance Sheet		
	Identified	Likely Aggregate (Net of Tax)	Assets	Liabilities	Equity
adjust balance owing between accounts	\$ -	\$ -	\$ -	\$ -	\$ -
To record HST receivable per Q4 filing	\$ (19,307)	\$ (19,307)	\$ 19,307	\$ -	\$ (19,307)
To post difference in opening balance for ALUS deferral	\$ (10,842)	\$ (10,842)	\$ -	\$ 10,842	\$ (10,842)
To adjust GIC to actual as a result of recording transactions on a cash basis	\$ (11,816)	\$ (11,816)	\$ 11,816	\$ -	\$ (11,816)
To adjust difference in prepaid insurance	\$ (9,277)	\$ (9,277)	\$ 9,277	\$ -	\$ (9,277)
To record GLLAF revenue for 2021	\$ (7,500)	\$ (7,500)	\$ 7,500	\$ -	\$ (7,500)
To record effect of SUD6 on current year for GLLAF revenue	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ -
Total	\$ (131,738)	\$ (131,738)	\$ (155,249)	\$ 145,288	\$ 9,961
Differences corrected by management	\$ (80,495)	\$ (80,495)	\$ (203,149)	\$ 134,444	\$ 68,704
Total differences net of corrections	\$ (51,242)	\$ (51,242)	\$ 47,900	\$ 10,842	\$ (58,742)
Uncorrected opening differences	\$ (20,888)	\$ (20,888)	\$ -	\$ -	\$ -
Current period differences	\$ (72,130)	\$ (72,130)	\$ 47,900	\$ 10,842	\$ (58,742)

Appendix A - Summary of Significant Differences (continued from previous page)

Description of Differences	Proposed Adjustments Dr (Cr)				
	Earnings		Balance Sheet		
	Identified	Likely Aggregate (Net of Tax)	Assets	Liabilities	Equity
Final overall materiality	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Excess (shortfall)	\$ 47,870	\$ 47,870	\$ 72,100	\$ 109,158	\$ 61,258



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: April 6, 2022
Subject: 2022 RRCA Annual Report

RECOMMENDATION:

THAT the Board of Directors approve the 2022 RRCA Annual Report.

BACKGROUND:

The RRCA's 2022 Annual Report summarizes the previous year's accomplishments, project updates, Board of Directors membership, and financials for partners and stakeholders.

DISCUSSION:

A draft copy will be circulated to Board Members for review in advance of the April meeting. Below are some of the highlights from the Report:

- 180,000 visitors logged at our 3 conservation areas
- Conservation Area enhancements (e.g. Cooper Marsh parking lot, trail signage)
- Township of South Glengarry land donations
- Return of in-person events (e.g. Raisin River Canoe Race, Family Fishing Day, workshops)
- Re-appointment of Raisin-South Nation Source Protection Committee Chair
- Reviewed a record number of development applications
- 58,000 trees planted and hosted community tree planting events
- 2022 Financials and Board of Directors Membership

Once approved, staff will circulate copies of the Report to member municipalities, local MPs and MPPs, various partners and stakeholders and will have additional copies to handout at events throughout the year.

A handwritten signature in cursive script that reads "Lisa Van De Ligt".

Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: April 12, 2023
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve requesting up to \$6,000 from TD Bank to support a community tree planting event.

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 2023 grant applications submitted to date:

- Requested: \$588,915
- Approved: \$152,415
- Pending: \$436,500
- 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: TD Tree Days

- **Funder:** TD Bank Group
- **Request:** up to \$6,000
- **Summary:** Since 2018, the RRCA has partnered with TD Bank Group to host a community tree planting event, TD Tree Days. The RRCA plans to partner with TD again in 2023.
- **Submission deadline:** May 7, 2023

A handwritten signature in cursive script that reads "Lisa Van De Ligt".

Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Halya Petzold, Project Lead, Flood Mapping
Date: April 18, 2023
Subject: Award of Eastman Drain Flood Mapping Project Contract

RECOMMENDATION:

THAT the Board of Directors approve awarding the contract for the hydrologic modelling, hydraulic modelling, and flood mapping components of the Eastman Drain Flood Mapping Project to J.F. Sabourin and Associates Inc. (JFSA), with an upset limit of \$41,199.80 (including taxes).

BACKGROUND:

The Raisin River Conservation Authority Board of Directors approved a funding request from Natural Resources Canada via the Flood Hazard Identification and Mapping Program (FHIMP) on September 2, 2022. This funding was to support new floodplain mapping for the Eastman Drain. This funding request was successful, and the dollar amount to be provided by Natural Resources Canada was matched by RRCA funds on behalf of our member municipalities, in keeping with the terms of FHIMP. The RRCA then entered into a transfer payment agreement for funding of the Eastman Drain Flood Mapping Project in January 2023.

DISCUSSION:

The Eastman Drain Flood Mapping Project consists of several components, notably hydrologic modelling, hydraulic modelling, and flood mapping. The hydrologic modelling, hydraulic modelling, and flood mapping components of this project will be completed by a consultant. The budget for this work is set in the project transfer payment agreement at \$42,500 (including taxes). As per the RRCA's Purchasing Policy, approval to award a contract this size must come from the Board of Directors.

A competitive bidding process was chosen as the method for selecting a vendor for this contract. A request for proposals (RFP) was circulated on March 6. The RFP was posted publicly on a website specifically for hosting contracting opportunities (merx.com) as well as on the RRCA website. The deadline for proposal submission to the RRCA was April 14.

Seven proposals were received. RRCA staff assessed all received proposals using a scoring matrix to determine which best met the assessment criteria outlined in the RFP. The proposal with the highest score is that by J.F. Sabourin and Associates Inc. (JFSA).

A handwritten signature in black ink, appearing to read 'H. Petzold', written over a horizontal line.

Halya Petzold
Project Lead, Flood Mapping

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
MAY 18, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

PRESENT: Martin Lang, South Glengarry, Chair
Bryan McGillis, South Stormont, Vice-Chair
Lachlan McDonald, South Glengarry
Claude McIntosh, City of Cornwall
Carilyne Hebert, City of Cornwall
Andrew Guindon, South Stormont

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Emily Baker, Planning & Regulations Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Matthew Levac, Planning & Regulations Officer
Claudia Manufo, Administrative & Outreach
Assistant
Vincent Pilon, Public Information Coordinator
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS: Jacques Massie, North Glengarry

ABSENT: Adrian Bugelli, North Stormont

GUEST: Joanne Haley, Township of South Glengarry

CALL TO ORDER

Martin Lang, Chair, called the meeting to order at 3:15 pm

APPROVAL OF AGENDA

RESOLUTION #33/23:

Moved by: Claude McIntosh
Seconded by: Andrew Guindon

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

RRCA PROJECT UPDATE

RESOLUTION #34/23:

Moved by: Bryan McGillis
Seconded by: Carilyne Hebert

THAT the RRCA send a request to the Province to financially assist with ice storm tree damage cleanup on RRCA conservation area trails.

CARRIED

APPROVAL OF MINUTES

RESOLUTION #35/23:

Moved by: Bryan McGillis
Seconded by: Claude McIntosh

That the minutes of the April 20, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

PROGRAMS AND SERVICES INVENTORY UPDATE

RESOLUTION #36/23:

Moved by: Carilyne Hebert
Seconded by: Andrew Guindon

THAT the Raisin Region Conservation Authority Board of Directors receive the Programs and Services Inventory Update, as presented.

CARRIED

UPDATED FLOOD PLAIN MAPPING IN SOUTH GLENGARRY

RESOLUTION #37/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors approve the updated flood plain mapping along the St. Lawrence River and Raisin River as documented in the report, "Raisin River and St. Lawrence River Floodplain Mapping Update (Final)" prepared by Dillon Consulting, March 2020 and as shown in Figures 5-1 through 5-12 of the report.

AND FURTHER THAT the Board of Directors recognize the updated mapping as the official flood plain mapping for regulatory purposes of the Raisin Region Conservation Authority, for the St. Lawrence River south of County Rd. 2, and for the Raisin River.

CARRIED

AWARD OF ALUS GRASSLAND RESTORATION PROJECT CONTRACT

RESOLUTION #38/23:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors approve awarding the contract for an ALUS grassland restoration project to Little Farms with an upset limit of \$27,120.00 (including taxes).

CARRIED

GRANT SUBMISSIONS

RESOLUTION #39/23:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors approve requesting up to \$6,000 from TD Bank to support a community tree planting event.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Jun 15th, Sept 21st, Oct 19th, Nov 16th

CLOSED SESSION

RESOLUTION #40/23:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

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

CARRIED

RESOLUTION #41/23:

Moved by: Claude McIntosh
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open session.

CARRIED

RESOLUTION #42/23:

Moved by: Bryan McGillis
Seconded by: Carilyne Hebert

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

CARRIED

ADJOURMENT

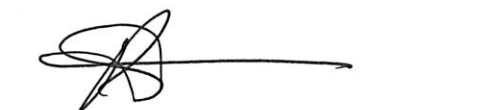
RESOLUTION #32/23:

Moved by: Bryan McGillis
Seconded by: Carilyne Hebert

THAT the Board of Directors meeting of May 18, 2023, be adjourned at 4:40 pm.



Martin Lang
Chair



Richard Pilon
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

May 18, 2023

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 April 20, 2023	1-3
6. New Business	
a) Programs and Services Inventory Update (Richard)	4-6
b) Updated Flood Plain Mapping in South Glengarry (Phil)	7-20
c) Award of ALUS Grassland Restoration Project Contract (Brendan)	21-22
d) Grant Submissions (Lisa)	23
7. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Jun 15 th , Sep 21 st , Oct 19 th , Nov 16 th	
8. Closed Session	
a) Property Matter (Lisa)	
9. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
APRIL 20, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

- PRESENT: Martin Lang, South Glengarry, Chair
Bryan McGillis, South Stormont, Vice-Chair
Lachlan McDonald, South Glengarry
Claude McIntosh, City of Cornwall
Carilyne Hebert, City of Cornwall
Jacques Massie, North Glengarry
- STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Matthew Levac, Planning & Regulations Officer
Halya Petzold, Resource Specialist
Vincent Pilon, Public Information Coordinator
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship
- REGRETS: Adrian Bugelli, North Stormont
- ABSENT: Andrew Guindon, South Stormont
- GUEST: Dr. Robert Bouchier, Agriculture & AgriFood, Canada
Ian Murphy, MNP

CALL TO ORDER

Martin Lang, Chair, called the meeting to order at 3:35 pm

APPROVAL OF AGENDA

RESOLUTION #25/23:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #26/23:

Moved by: Bryan McGillis
Seconded by: Jacques Massie

That the minutes of the March 16, 2023, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

INVASIVE PHRAGMITES BIOLOGICAL CONTROL AT COOPER MARSH

RESOLUTION #27/23:

Moved by: Lachlan McDonald
Seconded by: Jacques Massie

THAT the Board of Directors approve invasive Phragmites biological control at Cooper Marsh Conservation Area in partnership with Ducks Unlimited Canada.

CARRIED

2022 FINANCIAL STATEMENTS

RESOLUTION #28/23:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors approve a net transfer to reserves of \$113,047 and;

THAT special benefitting area surpluses and deficits be added to, or taken from the appropriate reserves as part of end of year municipal levies settlements; and

THAT the Board of Directors approve the 2022 Financial Statements

CARRIED

2022 RRCA ANNUAL REPORT

RESOLUTION #29/23:

Moved by: Jacques Massie
Seconded by: Bryan McGillis

THAT the Board of Directors approve the 2022 RRCA Annual Report

CARRIED

GRANT SUBMISSIONS

RESOLUTION #30/23:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors approve requesting up to \$6,000 from TD Bank to support a community tree planting event.

CARRIED

AWARD OF EASTMAN DRAIN FLOOD MAPPING PROJECT CONTRACT

RESOLUTION #31/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

THAT the Board of Directors approve awarding the contract for the hydrologic modelling, hydraulic modelling, and flood mapping components of the Eastman Drain Flood Mapping Project to J.F. Sabourin and Associates Inc. (JFSA), with an upset limit of \$41,199.80 (including taxes).

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – May 18th, Jun 15th, Sept 21st, Oct 19th, Nov 16th

ADJOURNMENT

RESOLUTION #32/23:

Moved by: Bryan McGillis
Seconded by: Carilyne Hebert

THAT the Board of Directors meeting of April 20, 2023, be adjourned at 4:50 pm.

Martin Lang
Chair

Richard Pilon
General Manager / Secretary-Treasurer



To: Board of Directors
From: Richard Pilon, General Manager
Date: May 9, 2023
Subject: Programs and Services Inventory Update

RECOMMENDATION:

THAT the Raisin Region Conservation Authority Board of Directors receive the Programs and Services Inventory 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

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services. 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.

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 the Ministry of the Environment, Conservation and Parks. The programs and services were to be categorized as mandatory or non-mandatory as outlined in O. Reg.686/21 "Mandatory Programs and Services".

Definitions for the inventory are as follows:

Category 1 – mandatory service – funded by municipal levy.

Category 2 – non-mandated service delivered to municipality as requested through an agreement or Memorandum of Understanding.

Category 3 – services that are either not receiving any municipal funding or services that are cost-apportioned with municipalities – other than Category 1 or 2 services.

The programs and services inventory was approved by the RRCA Board of Directors and distributed to RRCA's member municipalities and the Ministry of the Environment, Conservation and Parks in February 2022.

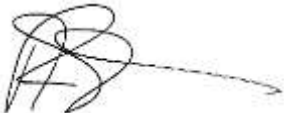
DISCUSSION:

The next step in this process is to update RRCA's Programs and Services Inventory and determine if cost apportioning agreements are required for 2024. Attached is an updated Programs and Services Inventory based on the 2023 approved budget. The only Program or Service that may require a cost apportioning agreement in 2024 is the Forestry Program. The goal for this program is to attain full cost recovery. Staff are confident that this can be achieved in 2024. If this is the case, a cost apportioning agreement would not be required.

Additional deliverables under O. Reg. 687/21 include the following:

- Ice Management Plan
- Operation Plan
- Asset Management Plan
- Conservation Area Strategy
- Land Inventory
- Watershed-based Resource Management Strategy

These additional deliverables must be completed by December 31, 2024 and will be completed in conjunction with the preparation of an update RRCA Strategic Plan.



Richard Pilon,
General Manager

RAISIN REGION CONSERVATION AUTHORITY - PROGRAMS AND SERVICES INVENTORY - May 2023								
Programs and Services	Category	Total Cost based on 2023 Budget	REVENUE					Cost Apportioning Agreement Required as per O.Reg. 687/21
	1 - Mandatory		Provincial	Federal	Authority Generated	Partners	Municipal	
	2 - Municipal							
	3 - Other							
Watershed Monitoring								
Flood Forecasting & Low Water Response	Mandatory	68,215	16,144				52,071	
Surface Water Quality Monitoring	Mandatory	4,204					4,204	
Groundwater Quality Monitoring	Mandatory	7,269					7,269	
		79,688	16,144				63,544	
Watershed Management								
Fly Creek System	Mandatory	263,849	25,512				238,337	
Garry River System	Mandatory	68,470	9,360				59,110	
Long Sault Water Diversion	Mandatory	8,885				800	8,085	
St. Andrews Dyke	Mandatory	3,683	100				3,583	
		344,887	34,972			800	309,115	
Watershed Planning & Regulations								
Plan Input & Review - Natural Hazards	Mandatory	197,613	2,080		90,000		105,533	
Source Water Protection - Risk Management	Municipal							
CA Regulations	Mandatory	228,529	7,800	97,500	70,000	25,000	28,229	
Source Water Protection	Mandatory	323,947	323,947					
		750,089	333,827	97,500	160,000	25,000	133,762	
Watershed Stewardship								
Forestry Programs	Other	105,547			33,637	50,000	21,910	Yes
ALUS Program	Other	343,433				343,433		
St. Lawrence River Remedial Action Plan	Other	395,648	122,905	272,743				
Contracted Services	Other	4,781			973	3,808		
Special Projects	Other	50,000	50,000					
		899,409	172,905	272,743	34,610	397,241	21,910	
Conservation & Recreation								
Cooper Marsh Conservation Area	Mandatory	260,222				242,160	18,062	
Gray's Creek Conservation Area	Mandatory	67,741			500	7,988	56,253	
Gray's Creek Marina	Other	153,299		14,000	160,000		-20,701	
Charlottenburgh Park	Other	575,144		35,000	550,000		-9,856	
Conservation Lands	Mandatory	80,576			2,900	57,676	20,000	
		1,136,982		49,000	713,400	307,824	63,758	
Corporate Services								
Administration and Finance	Mandatory	377,568	58,517		51,800	12,647	239,604	
Communications	Mandatory	98,466			10,000	13,400	75,066	
Information Management	Mandatory	43,467	5,200				38,267	
Vehicle & Equipment	Mandatory	63,000			84,492		-21,492	
		582,501	63,717		146,292	26,047	331,445	
		3,793,556	621,565	419,243	1,054,302	756,912	923,534	
			16.4%	11.1%	27.8%	20.0%	24.3%	



To: Board of Directors
From: Phil Barnes, Team Lead, Watershed Management
Date: May 18, 2023
Subject: Updated Flood Plain Mapping in South Glengarry

RECOMMENDATION:

THAT the Board of Directors approve the updated flood plain mapping along the St. Lawrence River and Raisin River as documented in the report, "Raisin River and St. Lawrence River Floodplain Mapping Update (Final)" prepared by Dillon Consulting, March 2020 and as shown in Figures 5-1 through 5-12 of the report.

AND FURTHER THAT the Board of Directors recognize the updated mapping as the official flood plain mapping for regulatory purposes of the Raisin Region Conservation Authority

BACKGROUND:

Dillon Consulting Limited was retained by the Township of South Glengarry to update the Raisin River and St. Lawrence River flood plains. The previous flood plain mapping was carried out in the 1980s and the Township had requested an update to determine the extent of potential flooding.

Detailed hydrologic (HEC-HMS) and hydraulic (HEC-RAS) modelling were undertaken to determine the 100-year return period flood plain limits within the Township for the Raisin River and were identified through a series of flood plain maps. The analysis considered peak historical precipitation and snowmelt-driven runoff events, in addition to design storm events as per the Ontario Ministry of Natural Resources Provincial Guidelines (2002).

The analysis was also supplemented by the Technical Guidelines for Flood Hazard Mapping (Environmental Water Resources Group Ltd, 2017), prepared for various Southern Ontario Conservation Authorities and the Federal Flood Mapping Guideline Series – Federal Hydrologic and Hydraulic Procedures for Flood Hazard Delineation Natural Resources Canada (2019).

Along the St. Lawrence River, updated LiDAR-derived topography was used to revise the delineation of the 1:100-year flood limits as provided by Environment Canada.

DISCUSSION:

On March 20, 2023, a special meeting of South Glengarry Council was held where Township staff and RRCA staff presented the findings of the report to the Council and the public. The meeting was attended by members of the public and live-streamed on YouTube and included a question-and-answer period. The PowerPoint presentation has since been available to download and the livestream recording available to review online.

The Township of South Glengarry intends to incorporate the flood plain mapping into a new comprehensive zoning by-law. If endorsed by the RRCA, the new flood plain mapping can be used without causing an amendment to the Official Plan. Once the new zoning by-law is approved, there will no longer be lands located in a “holding” zone.

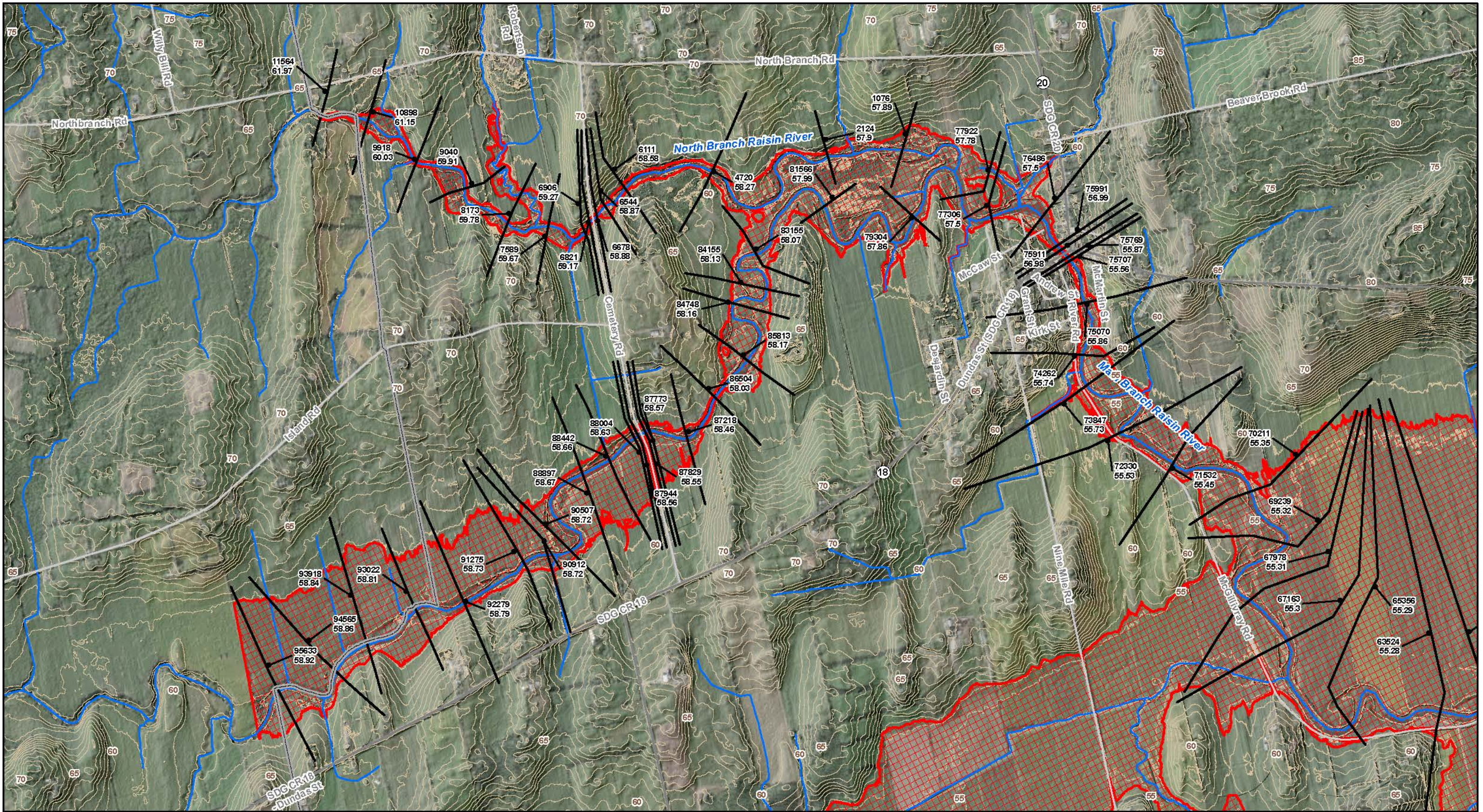
A technical presentation will be made by RRAC staff at the May 18, 2023, Board of Directors meeting.

The updated floodplain maps from the Dillon Report are attached to this report.

The complete report can be downloaded from: <https://rrca.on.ca/ftp/Dillon2020.pdf>. (50 MB).



Phil Barnes, P.Eng.
Team Lead, Watershed Management



Map Prepared:
JAB
 Map Reviewed:
NO



- Township Boundary
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)
- Cross Section
- 95833 = Station
- 58.92 = 100 Year Flood Elevation



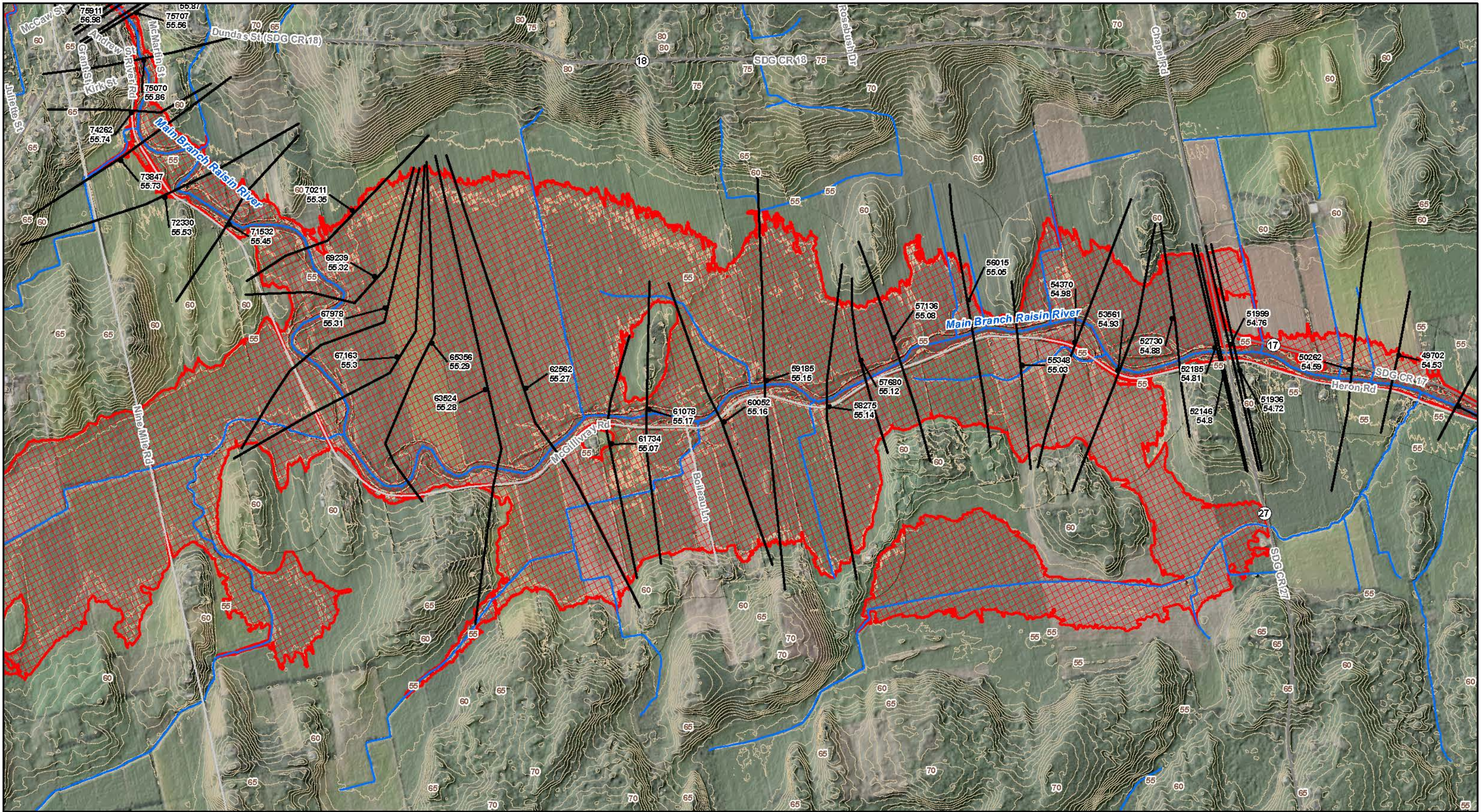
Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents

Figure Number:
5-1



Map Prepared:
JAB
 Map Reviewed:
NO



- Township Boundary
 - Flood Extent
 - Arterial
 - Highway
 - Watercourse
 - Contour (1m)
 - Cross Section
- 95833 = Station
 58.92 = 100 Year Flood Elevation



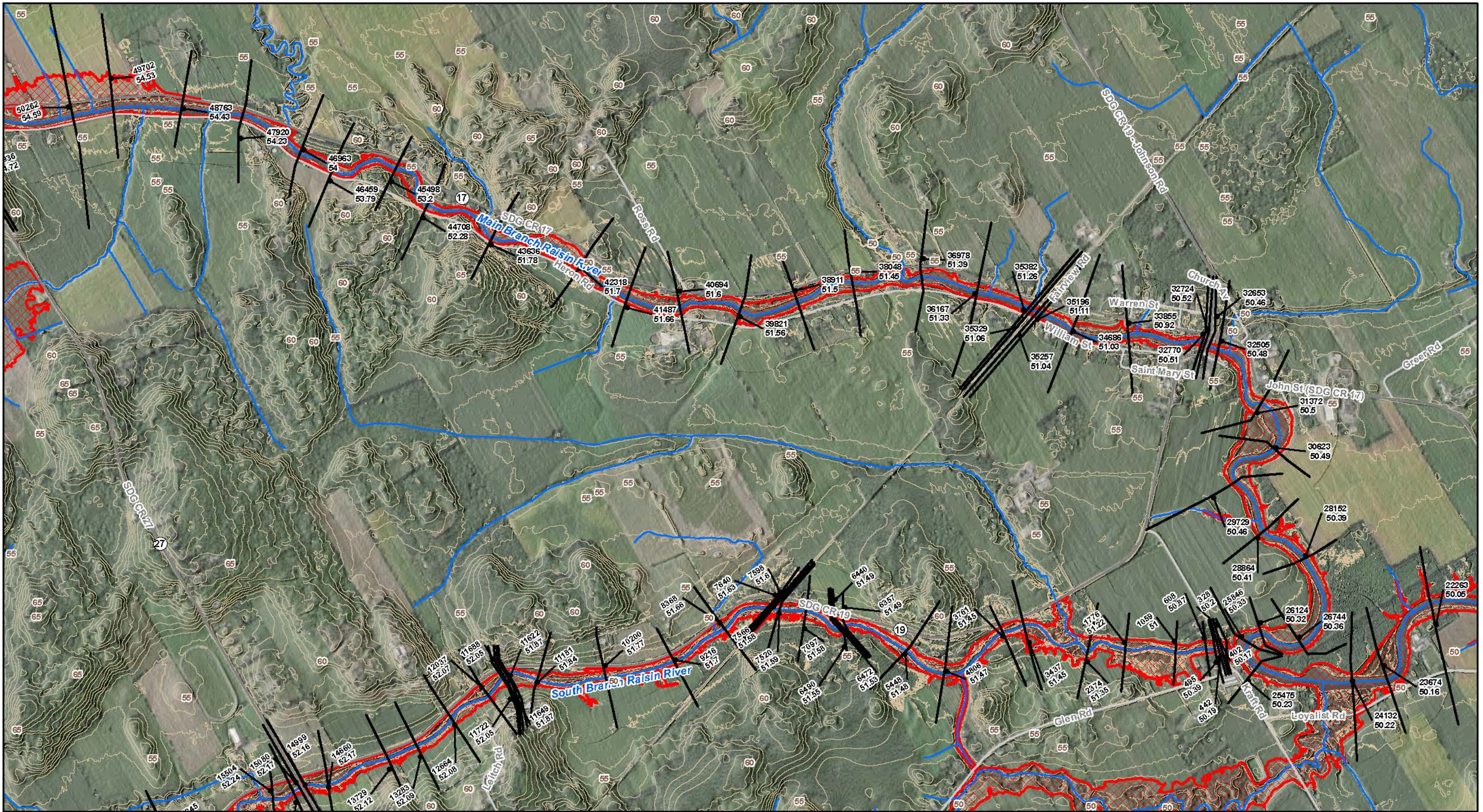
Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents

Figure Number:
5-2



Map Prepared:
JAB
 Map Reviewed:
NO



- Township Boundary
 - Flood Extent
 - Arterial
 - Highway
 - Watercourse
 - Contour (1m)
 - Cross Section
- 95833 = Station
 58.92 = 100 Year Flood Elevation



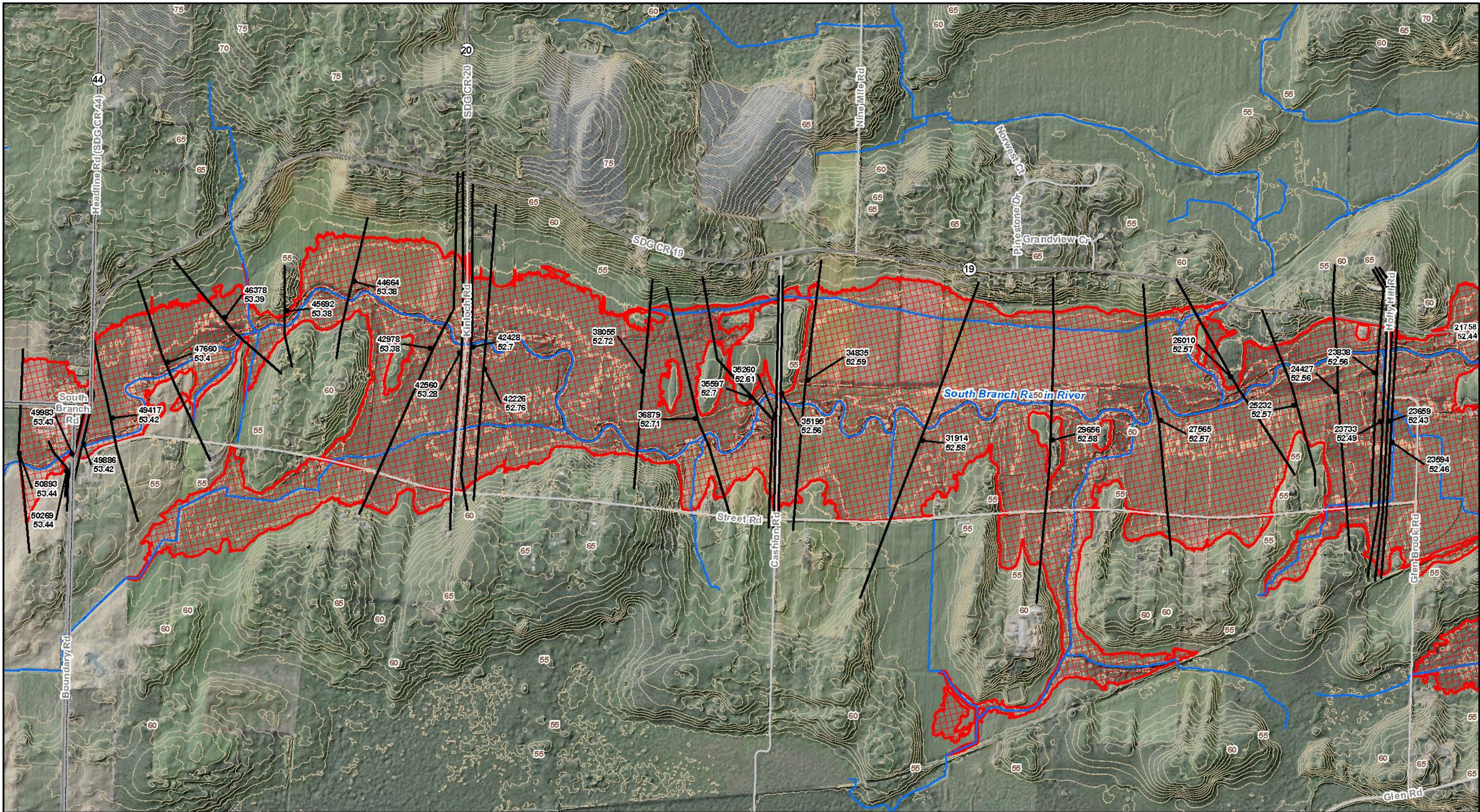
Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents

Figure Number:
5-3



Map Prepared:
JAB

Map Reviewed:
NO



- Township Boundary
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)
- Cross Section
- 95833 = Station
- 58.92 = 100 Year Flood Elevation



Coordinate System: NAD 1983 UTM Zone 18N
Projection: Transverse Mercator
Datum: North American 1983

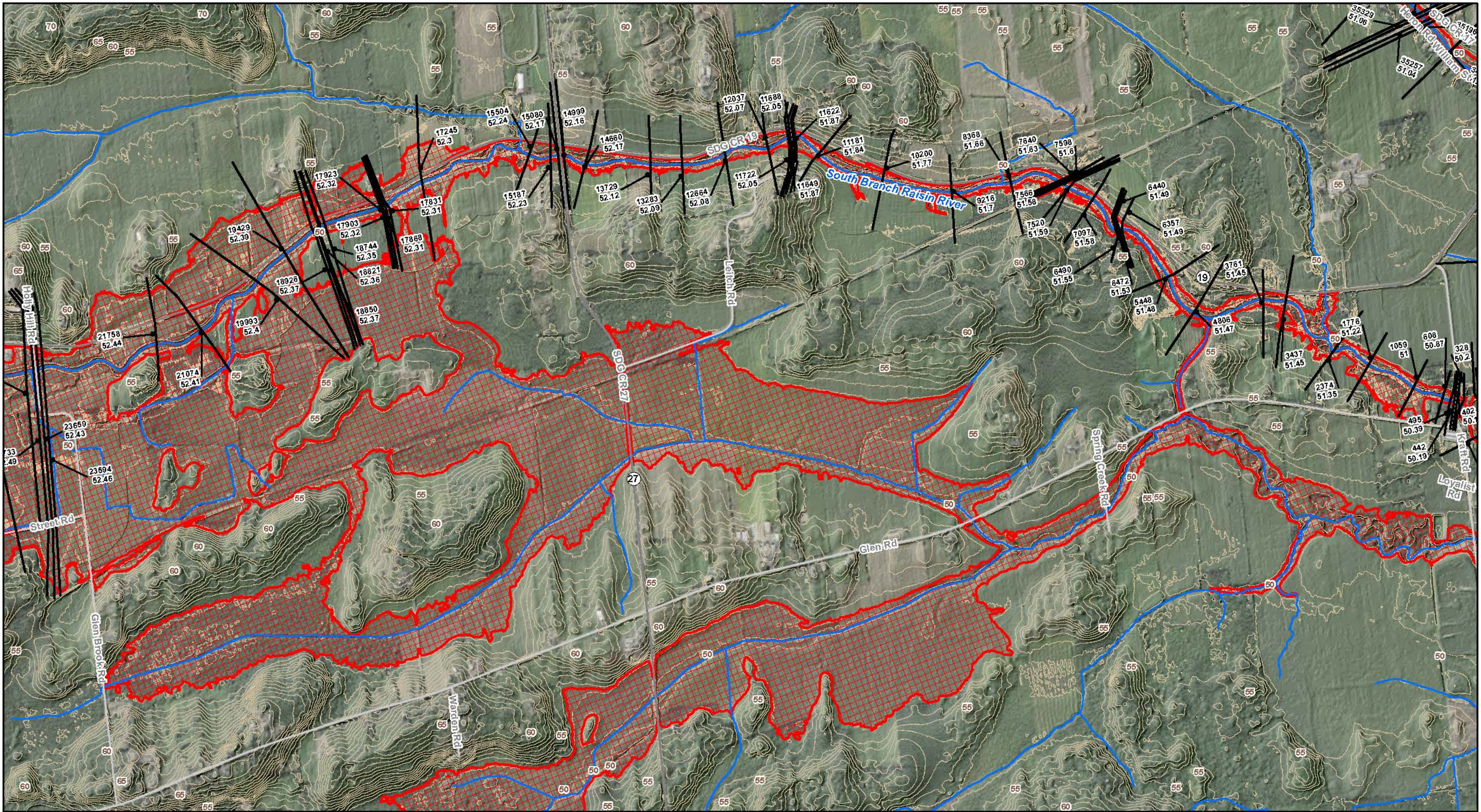
0 125 250 500 750
Metres

SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents

Figure Number:
5-4



Map Prepared:
JAB
 Map Reviewed:
NO



- Township Boundary
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)
- Cross Section
- 95833 = Station
- 58.92 = 100 Year Flood Elevation



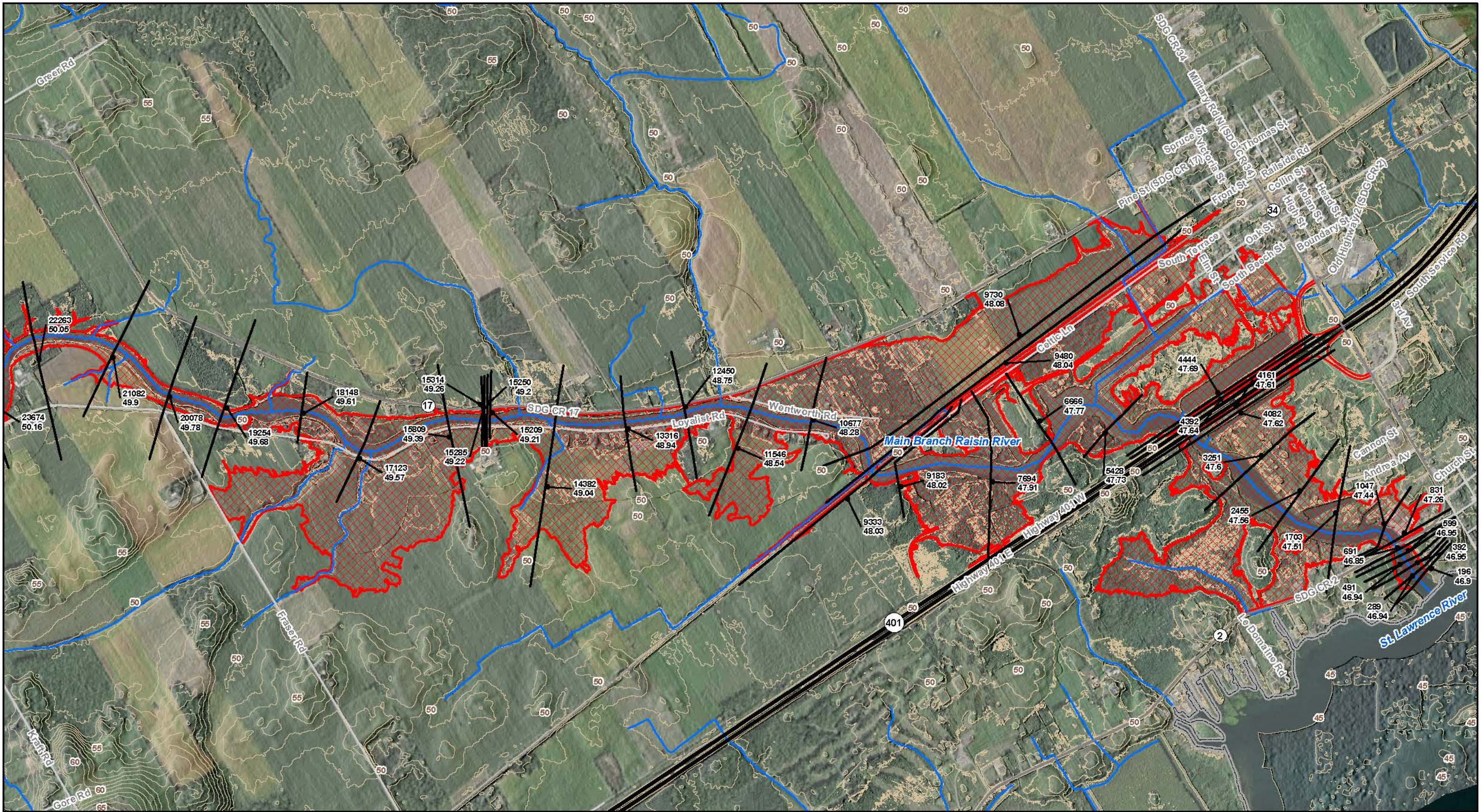
Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents

Figure Number:
5-5



Map Prepared:
JAB
 Map Reviewed:
NO



- Township Boundary
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)
- Cross Section
- 95833 = Station
- 58.92 = 100 Year Flood Elevation



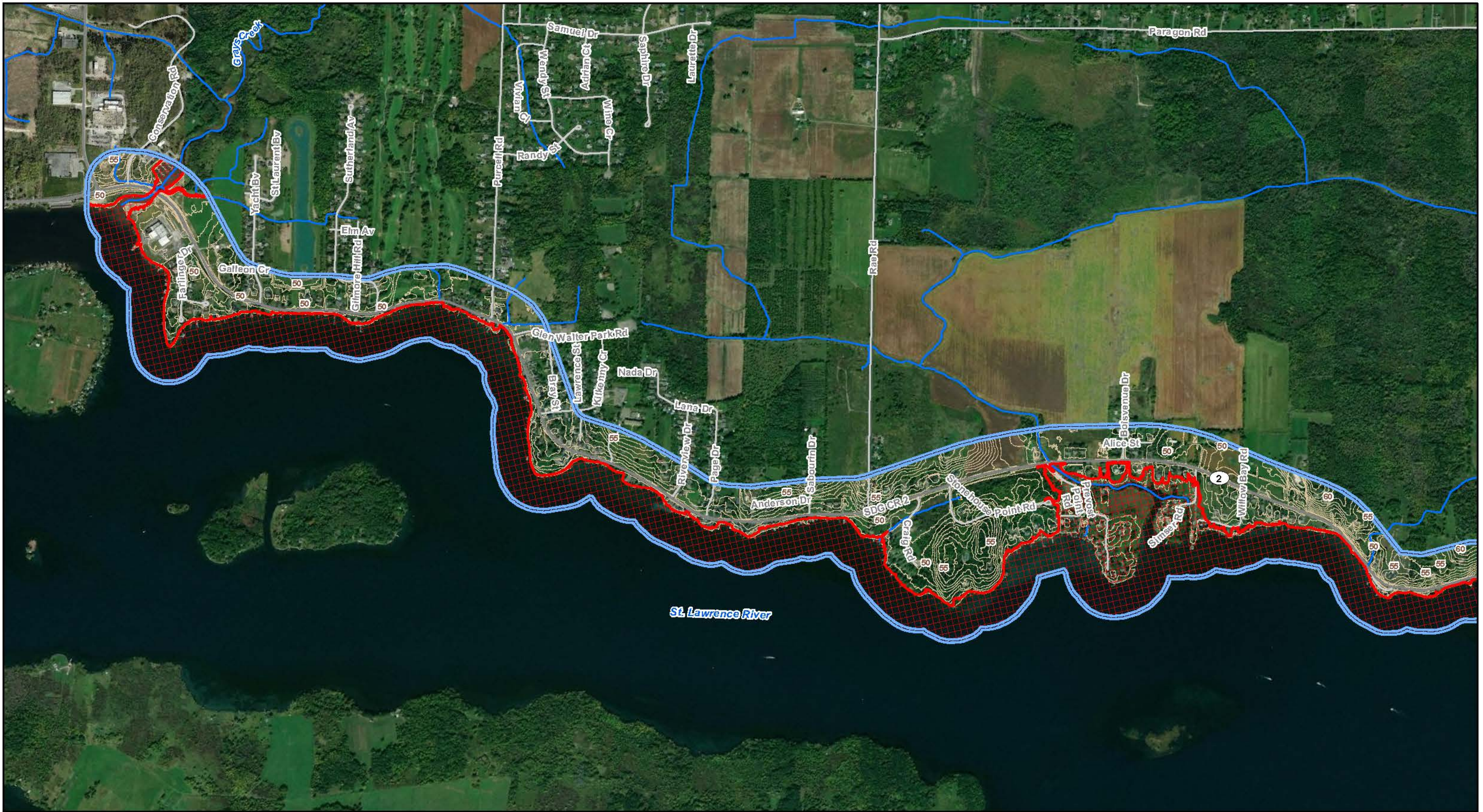
Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents

Figure Number:
5-6



Map Prepared:
JAB
 Map Reviewed:
NO



- LIDAR Data Extent
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)



Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

0 125 250 500 750
 Metres
 SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents
 Figure Number:
5-7



Map Prepared:
JAB
 Map Reviewed:
NO



- LIDAR Data Extent
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)



Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

0 125 250 500 750
 Metres
 SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents
 Figure Number:
5-8



Map Prepared:
JAB
 Map Reviewed:
NO



- LIDAR Data Extent
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)

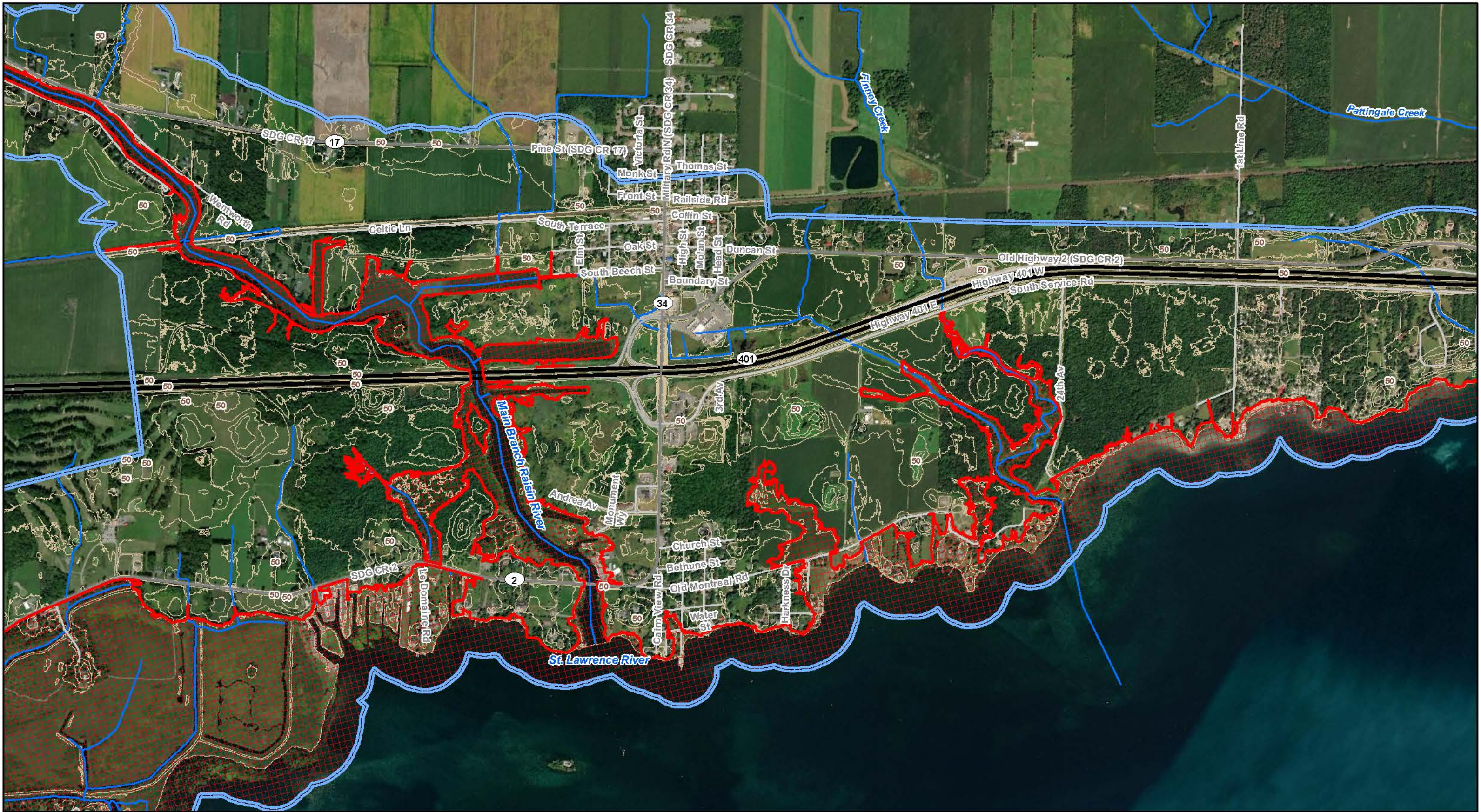


Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents
 Figure Number:
5-9



Map Prepared:
JAB
 Map Reviewed:
NO



- LIDAR Data Extent
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)



Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

SCALE 1:15,000

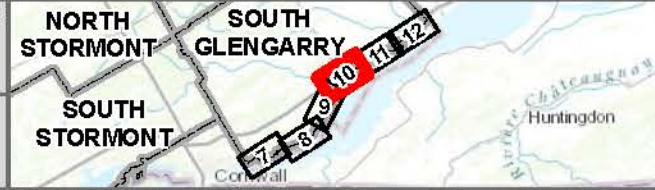


Figure Name:
1:100 Year Flood Extents
 Figure Number:
5-10



Map Prepared:
JAB
 Map Reviewed:
NO



- LIDAR Data Extent
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)



Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

0 125 250 500 750
 Metres
 SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents
 Figure Number:
5-11



Map Prepared:
JAB
 Map Reviewed:
NO



- LIDAR Data Extent
- Flood Extent
- Arterial
- Highway
- Watercourse
- Contour (1m)



Coordinate System: NAD 1983 UTM Zone 18N
 Projection: Transverse Mercator
 Datum: North American 1983

0 125 250 500 750
 Metres
 SCALE 1:15,000



Figure Name:
1:100 Year Flood Extents
 Figure Number:
5-12



To: Board of Directors
From: Brendan Jacobs, Stewardship Specialist / ALUS Coordinator
Date: May 10, 2023
Subject: Award of ALUS Grassland Restoration Project Contract

RECOMMENDATION:

That the Board of Directors approve awarding the contract for an ALUS grassland restoration project to Little Farms with an upset limit of \$27,120.00 (including taxes).

BACKGROUND:

The ALUS (Alternative Land Use Services) program came to eastern Ontario in 2012. Specifically, the Ontario East jurisdiction operates within the boundaries of the Raisin-South Nation Source Protection Region. Raisin Region Conservation Authority (RRCA) is the legal entity that enters into annual agreements with ALUS Canada to offer the program in eastern Ontario. The annual agreements identify the funding and deliverables for that year. The RRCA coordinates the program under the guidance of the local Partnership Advisory Committee (PAC). The PAC is comprised of members from both the local farming and environmental communities.

ALUS Ontario East works with farmers and ranchers to enhance ecosystem services on marginal, inefficient, and fragile areas and on lands that can be managed in a different manner through projects that best suit their farming operations. ALUS participants receive an annual payment for every acre enrolled in the program in exchange for managing and maintaining projects that increase ecosystem services to that benefit both their farm and wider community.

In 2022, ALUS Ontario East and South Nation Conservation (SNC) entered into a project partnership with a landowner located in Metcalfe. This multifaceted project aims to increase the farm's habitat and biodiversity as well as conserve the species at risk located there, including the Western Chorus Frog, Bobolink, Eastern Meadowlark, and Barn Swallow. To date funding for the various project components has been provided by SNC, ALUS Canada, Ducks Unlimited Canada, Ottawa Rural Clean Water Program, Grasslands Ontario, and the landowner.

The various project components currently underway include the following:

- Wetland Enhancement – 0.3 acres
- Wetland Restoration – 1.5 acres
- Grassland Restoration – 4.0 acres
- Delayed Cut Hay – 17 acres

Grasslands (e.g. pasture, hay field, or meadows) are an integral part of the agricultural landscape. These acres of permanent cover increase water infiltration, reduce soil erosion, improve soil health, and increase biodiversity.

DISCUSSION:

Additional funding is now available to further increase the restored grassland area. The PAC has approved restoring an additional six-acre field. Dead or dying ash and invasive Buckthorn will be removed to make one contiguous ten-acre grassland field. Ten acres is the ideal minimum size to promote grassland bird breeding success and will improve the overall health of the grassland by eliminating the encroachment of invasive shrubs from this existing tree line.

Following the RRCA’s Purchasing Policy, quotes were secured from local contractors who are qualified to undertake the land and soil preparation necessary to expand the adjacent grassland.

Table 1 summarizes the quotes received for the expansion of the grassland project. This portion of the project will be funded up to a maximum upset funding limit. The landowner will enter into a 5-year (renewable) Conservation Agreement with the RRCA on behalf of ALUS Ontario East, which will outline the funds they will receive for annual payments and project establishment. Additional project costs beyond the upset funding limit outlined below will be covered by the landowner or other funding partners, as stipulated in their Agreement.

Table 1: Grassland restoration contractor quotes summary

Contractor	Quote (incl. HST)	Upset Funding Limit from Funder	Landowner Contribution (estimate)
Little Farms	\$27,120.00	\$24,000.00	\$3,120.00
S&N Construction Inc.	\$28,815.00	\$24,000.00	\$4,815.00
Capital Grading LTD.	\$75,992.50	\$24,000.00	\$51,992.50
The Husky Group	Did not submit quotes	-	-



Brendan Jacobs,
Stewardship Specialist / ALUS Coordinator



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: May 10, 2023
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve requesting up to \$50,000 from Environment and Climate Change Canada to develop a land securement strategy.

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 2023 grant applications submitted to date:

- Requested: \$593,815
- Approved: \$170,165
- Pending: \$423,650

DISCUSSION:

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

1. Project Title: Land Securement Strategy

- **Funder:** Environment and Climate Change Canada, Nature Smart Climate Solutions
- **Request:** up to \$50,000
- **Summary:** Conservation Ontario was invited to submit an application on behalf of Conservation Authorities under Environment and Climate Change Canada's Nature Smart Climate Solutions Fund. The RRCA's request would fund the development of a land securement strategy for the RRCA.
- **Submission deadline:** June 1, 2023

A handwritten signature in cursive script that reads "Lisa Van De Ligt".

Lisa Van De Ligt,
Team Lead, Communications and Stewardship

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JUNE 15, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

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

STAFF: Lisa Van De Ligt, Acting General Manager
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Halya Petzold, Resource Specialist
Vincent Pilon, Public Information Coordinator

REGRETS: Richard Pilon, General Manager/Secretary-Treasurer
Lachlan McDonald, South Glengarry

GUEST: Alpha Ross

CALL TO ORDER

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

Richard Pilon, General Manager, could not attend the meeting due to a scheduling conflict. Lisa Van De Ligt was assigned the role of Acting General Manager.

Martin welcomed guest and proceeded with the meeting.

APPROVAL OF AGENDA

RESOLUTION #44/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented their Project Updates through a powerpoint presentation.

APPROVAL OF MINUTES

RESOLUTION #45/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

That the minutes of the May 18, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

CONSERVATION AREAS TREE MANAGEMENT

RESOLUTION #46/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

THAT the Board of Directors receive the RRCA Conservation Areas Tree Management report, as presented.

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #47/23:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors receive the Conservation Areas update, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Sept 21st, Oct 19th, Nov 16th

CLOSED SESSION

RESOLUTION #48/23:

Moved by: Andrew Guindon
Seconded by: Bryan McGillis

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

CARRIED

RESOLUTION #49/23:

Moved by: Adrian Bugelli
Seconded by: Bryan McGillis

THAT the Board of Directors Meeting move to Open session.

CARRIED

RESOLUTION #50/23:

Moved by: Carilyne Hébert
Seconded by: Andrew Guindon

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

CARRIED

ADJOURMENT

RESOLUTION #51/23:

Moved by: Jacques Massie

THAT the Board of Directors meeting of June 15, 2023, be adjourned at 4:50 pm.



Martin Lang
Chair



Lisa Van De Ligt
Acting General Manager



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

June 15, 2023

3:00 p.m.

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 May 18, 2023	1-4
6. New Business	
a) Conservation Areas Tree Management (Lisa)	5-10
b) Conservation Areas Update (Lisa)	11-12
7. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Sep 21 st , Oct 19 th , Nov 16 th	
8. Closed Session	
a) Property Matter (Lisa/Brendan)	
9. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
MAY 18, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

PRESENT: Martin Lang, South Glengarry, Chair
Bryan McGillis, South Stormont, Vice-Chair
Lachlan McDonald, South Glengarry
Claude McIntosh, City of Cornwall
Carilyne Hebert, City of Cornwall
Andrew Guindon, South Stormont

STAFF: Richard Pilon, General Manager/Secretary-Treasurer
Josianne Sabourin, Administrative Assistant
Emily Baker, Planning & Regulations Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Matthew Levac, Planning & Regulations Officer
Claudia Manufo, Administrative & Outreach
Assistant
Vincent Pilon, Public Information Coordinator
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

REGRETS: Jacques Massie, North Glengarry

ABSENT: Adrian Bugelli, North Stormont

GUEST: Joanne Haley, Township of South Glengarry

CALL TO ORDER

Martin Lang, Chair, called the meeting to order at 3:15 pm

APPROVAL OF AGENDA

RESOLUTION #33/23:

Moved by: Claude McIntosh
Seconded by: Andrew Guindon

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

RRCA PROJECT UPDATE

RESOLUTION #34/23:

Moved by: Bryan McGillis

Seconded by: Carilyne Hebert

THAT the RRCA send a request to the Province to financially assist with ice storm tree damage cleanup on RRCA conservation area trails.

CARRIED

APPROVAL OF MINUTES

RESOLUTION #35/23:

Moved by: Bryan McGillis

Seconded by: Claude McIntosh

That the minutes of the April 20, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

PROGRAMS AND SERVICES INVENTORY UPDATE

RESOLUTION #36/23:

Moved by: Carilyne Hebert

Seconded by: Andrew Guindon

THAT the Raisin Region Conservation Authority Board of Directors receive the Programs and Services Inventory Update, as presented.

CARRIED

UPDATED FLOOD PLAIN MAPPING IN SOUTH GLENGARRY

RESOLUTION #37/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors approve the updated flood plain mapping along the St. Lawrence River and Raisin River as documented in the report, "Raisin River and St. Lawrence River Floodplain Mapping Update (Final)" prepared by Dillon Consulting, March 2020 and as shown in Figures 5-1 through 5-12 of the report.

AND FURTHER THAT the Board of Directors recognize the updated mapping as the official flood plain mapping for regulatory purposes of the Raisin Region Conservation Authority, for the St. Lawrence River south of County Rd. 2, and for the Raisin River.

CARRIED

AWARD OF ALUS GRASSLAND RESTORATION PROJECT CONTRACT

RESOLUTION #38/23:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors approve awarding the contract for an ALUS grassland restoration project to Little Farms with an upset limit of \$27,120.00 (including taxes).

CARRIED

GRANT SUBMISSIONS

RESOLUTION #39/23:

Moved by: Carilyne Hebert
Seconded by: Lachlan McDonald

THAT the Board of Directors approve requesting up to \$6,000 from TD Bank to support a community tree planting event.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Jun 15th, Sept 21st, Oct 19th, Nov 16th

CLOSED SESSION

RESOLUTION #40/23:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

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

CARRIED

RESOLUTION #41/23:

Moved by: Claude McIntosh
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open session.

CARRIED

RESOLUTION #42/23:

Moved by: Bryan McGillis
Seconded by: Carilyne Hebert

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

CARRIED

ADJOURMENT

RESOLUTION #32/23:

Moved by: Bryan McGillis
Seconded by: Carilyne Hebert

THAT the Board of Directors meeting of May 18, 2023, be adjourned at 4:40 pm.

Martin Lang
Chair

Richard Pilon
General Manager / Secretary-Treasurer



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: June 9, 2023
Subject: Conservation Areas Tree Management

RECOMMENDATION:

THAT the Board of Directors receive the RRCA Conservation Areas Tree Management report, as presented.

BACKGROUND:

The RRCA owns and manages three Conservation Areas which enable residents and visitors to step into nature through various amenities such as park and picnic areas, a marina, campground, interpretive centre, and a combined 25 km of trails.

Following the winter storms in December 2022 and April 2023, the RRCA's Conservation Areas experienced significant tree damage. Although staff have been diligently addressing damaged and broken trees, staff observed that additional tree management efforts may be required beyond what the existing RRCA staffing resources could address.

Staff retained the services of a Registered Professional Forest (RPF) to assess hazard trees along the Gray's Creek Conservation Area trails to reduce the health and safety risk to trail users. The RPF submitted a plan in April. Hazard trees may be dead/dying trees, and can also be trees that are still alive but with damage or defects that may cause the tree to fall.

Gray's Creek Conservation Area consists of land owned by the RRCA and 2 additional parcels owned by private landowners. The RRCA signed license agreements with the private landowners in 2001. One of the private land parcels was recently sold and there is currently no licence agreement in place for this particular parcel.

Gray's Creek Conservation Area was prioritized for hazard tree management due to tree age, species, and health. A focused hazard tree assessment at the Cooper Marsh picnic area was completed and addressed in 2022. A full Cooper Marsh and Charlottenburgh Park hazard tree assessment is under review.

DISCUSSION:

As per the RPF's recommendation, all trails at Gray's Creek Conservation Area were closed on April 27, 2023 and currently remain closed. The public and partners were notified via signage, press release, the RRCA website and social media. The recommendation to close the trails was based on the current level of hazard trees along the trails caused mainly by recent weather events (extreme wind, freezing rain and ice storms), invasive species and diseases (e.g. Emerald ash borer, Dutch elm disease, Butternut canker). The extent of the dead and dying trees varies throughout the trail system.

The hazard tree management project was separated into four phases, as summarized in Table 1 and is being managed by the RPF. The RPF is currently meeting with contractors to obtain quotes for Phase 1. The RPF will provide cost estimates for future phases.

Hazard tree management efforts are currently focused on the Brown Trail (south half) and Bike Path to be able to safely re-open select trails to the public. See the attached map with trail locations.

Table 1. Hazard Tree Management Project Summary

Phase	Conservation Area / Trails	Timeline	Status	Cost estimate
1	Gray's Creek Trails: Brown (south half) and Bike Path	May 2023 – July 2023	Preliminary assessment complete. Trails located on land owned by the RRCA. Tree felling of hazard trees along trails began in May. This phase is anticipated to be completed by July 31.	TBD
2	Gray's Creek Trails: Brown (north half), Red, and Orange (from Parking Lot 2 to Red Trail only)	Following completion of Phase 1	Preliminary assessment complete. Trails located on land owned by the RRCA.	TBD

Phase	Conservation Area / Trails	Timeline	Status	Cost estimate
3	Gray's Creek Trails: Orange (east loop), Green	TBD	Preliminary assessment complete. Trails located on land not owned by the RRCA. Status to be discussed with Board in closed session.	TBD
4	Cooper Marsh and Charlottenburgh Park	TBD	A focused hazard tree assessment was completed and addressed for Cooper Marsh in 2022. A full Cooper Marsh and Charlottenburgh Park hazard tree assessment is under review.	TBD

Select trails will be re-opened once the tree management work is complete for each phase.

The Conservation Area tree management outlined in this report was not included in the approved 2023 RRCA Operating Budget and must be funded by reserves. As per the RRCA's Purchasing Policy, expenses over \$10,000 that were not originally included in the approved annual budget for the RRCA require Board approval. As the Board does not meet in July and August, staff will seek Board approval via electronic vote, if required.

As directed by the Board, staff have drafted a letter to the province requesting financial support for the Conservation Area tree management (Attachment 2). The letter will be sent once a full cost estimate is obtained.



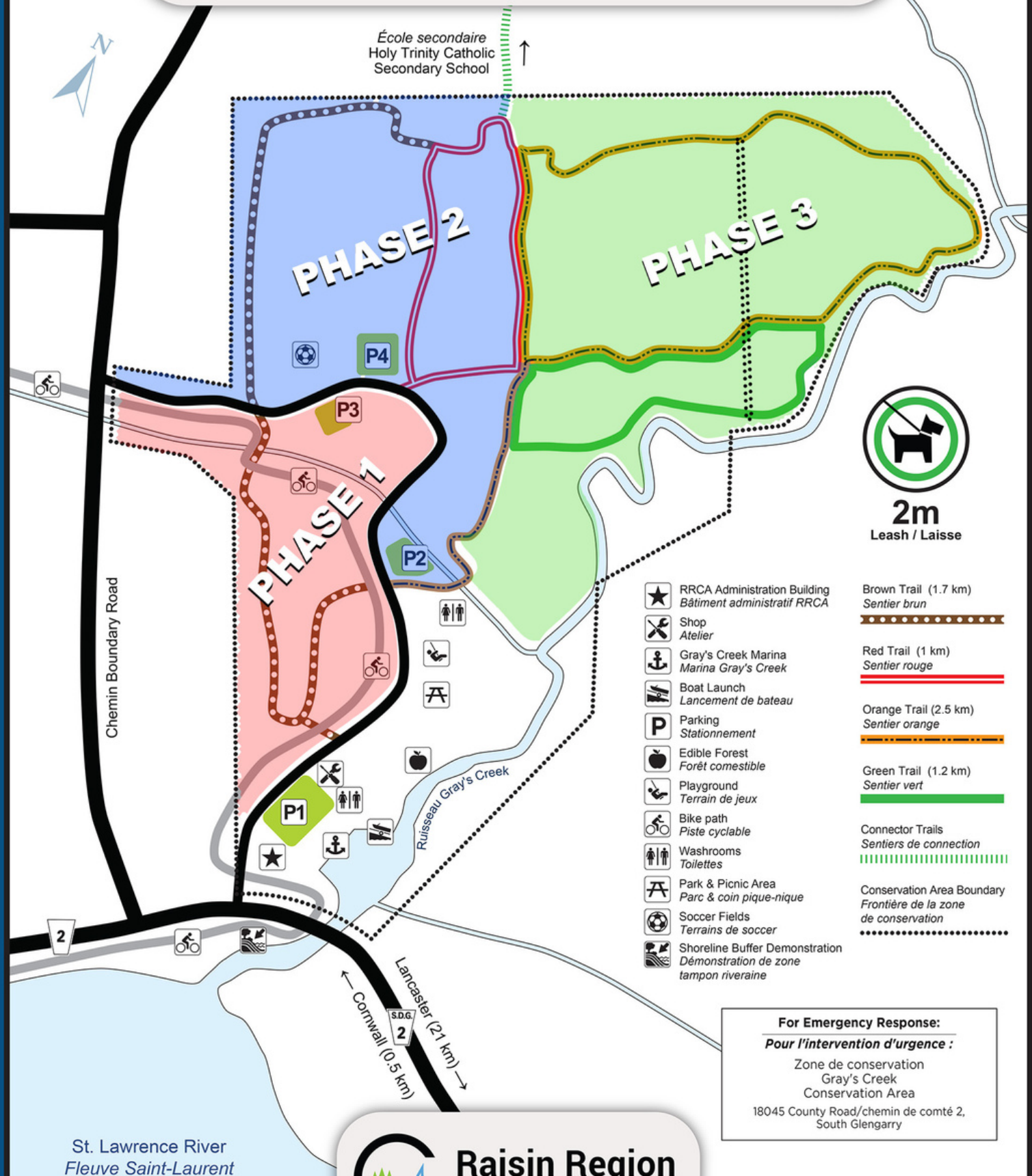
Lisa Van De Ligt,
Team Lead, Communications and Stewardship

Att.1: Gray's Creek Conservation Area Map

Att. 2: Draft letter to Province

Gray's Creek Conservation Area

Zone de conservation Gray's Creek



- RRCA Administration Building
Bâtiment administratif RRCA
- Shop
Atelier
- Gray's Creek Marina
Marina Gray's Creek
- Boat Launch
Lancement de bateau
- Parking
Stationnement
- Edible Forest
Forêt comestible
- Playground
Terrain de jeux
- Bike path
Piste cyclable
- Washrooms
Toilettes
- Park & Picnic Area
Parc & coin pique-nique
- Soccer Fields
Terrains de soccer
- Shoreline Buffer Demonstration
Démonstration de zone tampon riveraine
- Brown Trail (1.7 km)
Sentier brun
- Red Trail (1 km)
Sentier rouge
- Orange Trail (2.5 km)
Sentier orange
- Green Trail (1.2 km)
Sentier vert
- Connector Trails
Sentiers de connection
- Conservation Area Boundary
Frontière de la zone de conservation

For Emergency Response:
Pour l'intervention d'urgence :
Zone de conservation
Gray's Creek
Conservation Area
18045 County Road/chemin de comté 2,
South Glengarry

Raisin Region
Conservation Authority



[Date]

The Honourable Graydon Smith
Minister of Natural Resources and Forestry
Whitney Block, 99 Wellesley Street West
Toronto, ON M7A 1W3
minister.mnrf@ontario.ca

Re: Request for support for Conservation Areas impacted by extreme weather events, invasive species, and diseases

Dear Minister Smith,

I am writing to you on behalf of the Raisin Region Conservation Authority (RRCA) Board of Directors to request financial support for RRCA's Conservation Areas impacted by extreme weather events, invasive species, and diseases.

The RRCA is one of Ontario's 36 Conservation Authorities. The RRCA is the province's eastern most Conservation Authority with a jurisdiction of 1,680 km². It is bordered by the province of Quebec to the east and the St. Lawrence River to the south. Through its programs and services, the RRCA serves 86,000 residents in the City of Cornwall and Townships of South Glengarry, North Glengarry, South Stormont, and North Stormont.

The RRCA owns and manages three Conservation Areas which enable residents and visitors to step into nature through various amenities such as park and picnic areas, a marina, campground, interpretive centre, and a combined 25 km of trails. Over 180,000 visitors explored the RRCA's Conservation Areas in 2022.

Throughout the COVID-19 pandemic, the community was inspired to reconnect with natural areas for their mental and physical health. Trail usage tripled when the pandemic began, and this trend is anticipated to continue.

Following the winter storms in December 2022 and April 2023, the RRCA's Conservation Areas experienced significant tree damage. Select trails have been closed since April 2023 due to hazard trees



caused by the recent extreme weather events and the effects of invasive species and diseases (e.g. Emerald ash borer, Dutch elm disease, Butternut canker).

The RRCA is committed to offering safe recreation and greenspaces to the community. Hazard tree management has been on-going since December 2022 and is anticipated to continue for at least the remainder of 2023. Additional staff and contractors were hired to support the efforts to make the Conservation Areas a safe space for the community once again. The RRCA is also planning forest regeneration (i.e. tree planting) once the clean-up is complete.

The final cost estimate for the clean-up and forest regeneration work is anticipated to be [final cost estimate]. I am requesting that the province considers supporting the RRCA with its clean-up and forest regeneration efforts, similar to the province's support provided to small communities in southern and eastern Ontario impacted by the extreme weather events in 2022.

Thank you for considering our request. I would be pleased to speak with you should you have any questions.

Sincerely,

Martin Lang,
Chair, Raisin Region Conservation Authority Board of Directors
mlang@southglengarry.com



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: June 2, 2023
Subject: Conservation Areas Update

RECOMMENDATION:

THAT the Board of Directors receive the Conservation Areas update, as presented.

BACKGROUND:

The RRCA owns and manages three Conservation Areas which enable residents and visitors to step into nature through various amenities such as park and picnic areas, wildlife viewing blinds and platforms, a marina, campground, interpretive centre, and a combined 25 km of trails.

DISCUSSION:

Below us an update on the RRCA's three Conservation Areas:

Charlottenburgh Park Conservation Area

- Visitation update
 - **2023:** 2,092 as of May 29
 - **2022:** 25,000
- Campground open May 19 to October 9
 - Seasonal campsites: 80
 - Transient campsites: 127
- 9 summer students hired

Gray's Creek Conservation Area

- Visitation update
 - **2023:** 13,894 as of May 29
 - **2022:** 107,000
- Marina open May 1
- 3 Marina Attendants hired
- Hazard tree management underway
- Self-guided arboretum tour to be launched once select trails are re-opened (funding secured by TD Friends of the Environment Foundation)

Cooper Marsh Conservation Area

- Visitation update
 - **2023:** n/a (logger malfunction)
 - **2022:** 48,000 visitors
- Visitors Centre re-opened for the season on May 3
- 1 summer student hired
- Outreach: guided walks, lending library, workshops
- Community tree and wildflower planting event to take place in fall
- Select trail closures due to earthen dyke repairs coordinated and supported by Ducks Unlimited Canada
- On-going Cooper Marsh Biodiversity Project (funding secured from Environment and Climate Change Canada and Ontario Power Generation)



Lisa Van De Ligt,
Team Lead, Communications and Stewardship

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JULY 13, 2023

VIRTUALLY - TEAMS

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

STAFF: Lisa Van De Ligt, Acting General Manager
Josianne Sabourin, Administrative Assistant

REGRETS: Carilyne Hébert, City of Cornwall
Richard Pilon, General Manager/Secretary-Treasurer

CALL TO ORDER

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

Lisa Van De Ligt has been delegated the role of Acting General Manager while Richard Pilon is on vacation.

APPROVAL OF AGENDA

RESOLUTION #52/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #53/23:

Moved by: Bryan McGillis
Seconded by: Adrian Bugelli

That the minutes of the June 15, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Sept 21st, Oct 19th, Nov 16th

CLOSED SESSION

RESOLUTION #54/23:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

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

CARRIED

RESOLUTION #55/23:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open session.

CARRIED

RESOLUTION #56/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

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

CARRIED

ADJOURMENT

RESOLUTION #57/23:

Moved by: Bryan McGillis
Seconded by: Claude McIntosh

THAT the Board of Directors meeting of July 13, 2023, be adjourned at 3:15 pm



Martin Lang
Chair



Lisa Van De Ligt
Acting General Manager



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

July 13, 2023

3:00 p.m.

Virtual Meeting via Teams

Page

1. Call to Order
2. Approval of Agenda
3. Declaration of Conflict of Interest
4. Approval of Minutes
 - a) Minutes of June 15, 2023 1 - 3
5. Future Meetings
RRCA Board of Directors starting at 3:00 p.m. – Sep 21st, Oct 19th, Nov 16th
6. Closed Session
 - a) Property Matter (Lisa)
7. Adjournment

Lisa Van De Ligt
Acting General Manager

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JUNE 15, 2023

RRCA ADMINISTRATION OFFICE
18045 County Rd 2, Cornwall, ON

- PRESENT: Martin Lang, South Glengarry, Chair
Bryan McGillis, South Stormont, Vice-Chair
Andrew Guindon, South Stormont
Claude McIntosh, City of Cornwall
Carilyne Hébert, City of Cornwall
Adrian Bugelli, North Stormont
Jacques Massie, North Glengarry
- STAFF: Lisa Van De Ligt, Acting General Manager
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Halya Petzold, Resource Specialist
Vincent Pilon, Public Information Coordinator
- REGRETS: Richard Pilon, General Manager/Secretary-Treasurer
Lachlan McDonald, South Glengarry
- GUEST: Alpha Ross

CALL TO ORDER

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

Richard Pilon, General Manager, could not attend the meeting due to a scheduling conflict. Lisa Van De Ligt was assigned the role of Acting General Manager.

Martin welcomed guest and proceeded with the meeting.

APPROVAL OF AGENDA

RESOLUTION #44/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented their Project Updates through a powerpoint presentation.

APPROVAL OF MINUTES

RESOLUTION #45/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

That the minutes of the May 18, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

CONSERVATION AREAS TREE MANAGEMENT

RESOLUTION #46/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

THAT the Board of Directors receive the RRCA Conservation Areas Tree Management report, as presented.

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #47/23:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors receive the Conservation Areas update, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Sept 21st, Oct 19th, Nov 16th

CLOSED SESSION

RESOLUTION #48/23:

Moved by: Andrew Guindon
Seconded by: Bryan McGillis

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

CARRIED

RESOLUTION #49/23:

Moved by: Adrian Bugelli
Seconded by: Bryan McGillis

THAT the Board of Directors Meeting move to Open session.

CARRIED

RESOLUTION #50/23:

Moved by: Carilyne Hébert
Seconded by: Andrew Guindon

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

CARRIED

ADJOURMENT

RESOLUTION #51/23:

Moved by: Jacques Massie

THAT the Board of Directors meeting of June 15, 2023, be adjourned at 4:50 pm.

Martin Lang
Chair

Lisa Van De Ligt
Acting General Manager

Electronic Poll
RAISIN REGION CONSERVATION AUTHORITY
JULY 26, 2023 – 10:32 A.M.

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

FROM: Richard Pilon, General Manager / Secretary-Treasurer

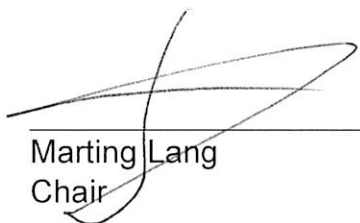
CONTRACT AWARD FOR FLY CREEK ROOF REPLACEMENT

RESOLUTION #58/23:


Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors approve awarding of the Fly Creek roof replacement to DeSaulniers Construction Limited for a total price of \$31,000 + HST.

CARRIED



Marting Lang
Chair



Richard Pilon
General Manager / Secretary-Treasurer



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: Phil Barnes, Team Lead, Watershed Management
Date: July 26, 2023
Subject: Contract Award for Fly Creek Roof Replacement

RECOMMENDATION:

That the Board of Directors approve awarding of the Fly Creek roof replacement to DeSaulniers Construction Limited for a total price of \$31,000 + HST.

BACKGROUND:

The roof for Fly Creek Pumping station was identified as needing repairs or replacement. The Board of Directors had previously approved \$14,000.00 for this work in the 2023 budget. \$7,000 of which was funded from the Ministry of Natural Resources and Forestry (MNR) under the WECl program.

DISCUSSION:

The RRCA has sought quotes from three vendors. The roof is flat and uses an engineered membrane, and as such, there are a limited number of companies that can undertake this work, and only two vendors submitted quotes.

Vendor 1: Desaulniers Construction (\$31,000 + HST)
Vendor 2: Done Right Roofing (\$32,400 + HST)
Vendor 3: John Gordon Construction (declined quote)

The total amount of the lowest bid exceeds the budgeted amount by \$17,000. Staff are recommending that the work still proceed in 2023, as the repairs are urgently needed, and \$7,000 is presently covered through WECl grant. The amount not budgeted will be covered from the Fly Creek reserves. Staff will also apply for additional funding from the WECl program when applications for funding amendments and reallocation are opened (expected in January 2024).

Phil Barnes, P.Eng.
Team Lead, Watershed Management

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
SEPTEMBER 21, 2023

COOPER MARSH VISITORS CENTRE
20020 County Rd 2, South Glengarry, ON

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

STAFF: Richard Pilon, General Manager
Lisa Van De Ligt, Team Lead, Communications and Stewardship
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Pete Sabourin, Team Lead, Field Operations
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Laura Grant, Project Manager
Vincent Pilon, Communications Specialist
Matthew Levac, Planning and Regulations Officer

REGRETS: Adrian Bugelli, North Stormont

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #59/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

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 #60/23:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the minutes of the July 13, 2023 meeting of the Raisin Region Conservation Authority and the Electronic Poll of July 26, 2023, be approved.

CARRIED

NEW BUSINESS

2024 CAMPING AND MARINA FEES

RESOLUTION #61/23:

Moved by: Andrew Guindon
Seconded by: Jacques Massie

THAT the Board of Directors approve RRCA Fee Schedule 6 and Fee Schedule 7, effective January 1, 2024, as presented.

CARRIED

SECTION 28 PERMIT EXTENSION FOR ROGERS COMMUNICATION

RESOLUTION #62/23:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the Board of Directors approve a one-year extension on O.Reg 175/06 permit # 2023-PT-073-SDG for Rogers Communication to install Rogers Communication owned conduits on various rural roads within Stormont, Dundas and Glengarry.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #63/23

Moved by: Lachlan McDonald
Seconded by: Claude McIntosh

THAT the Board of Directors approve requesting up to \$55,000 from Environment and Climate Change Canada to support Tree Swallow Monitoring within the St. Lawrence River Area of Concern.

FURTHER THAT the Board of Directors approve requesting up to \$45,000 from the Regional Tourism Organization for summer student employment.

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

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #64/23

Moved by: Bryan McGillis
Seconded by: Jacques Massie

THAT the Board of Directors receive the Conservation Areas update, as presented.

CARRIED

FINANCIAL REPORTS

STATEMENT OF OPERATIONS AS OF JULY 31, 2023

RESOLUTION #65/23

Moved by: Lachlan McDonald
Seconded by: Carilyne Hebert

THAT the Board of Directors receive the Statement of Operations report, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Oct 19th, Nov 16th

CLOSED SESSION

RESOLUTION #66/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

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

CARRIED

RESOLUTION #67/23:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open session.

CARRIED

ADJOURMENT

RESOLUTION #68/23:

Moved by: Jacques Massie

THAT the Board of Directors meeting of September 21, 2023, be adjourned at 4:15 pm.



for
Martin Lang
Chair



Richard Pilon
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

September 21, 2023

3:00 p.m. at Cooper Marsh Visitors Centre - 20020 County Rd 2, South Glengarry

	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 July 13, 2023	1-2
b) Electronic Poll of July 26, 2023	3
6. New Business	
a) 2024 Camping and Marina Fees (Josianne)	4-5
b) Section 28 Permit Extension for Rogers Communication (Lissa)	6
c) Grant Submissions (Lisa)	7-8
d) Conservation Areas Update (Lisa)	9-10
7. Financial Reports	
a) Statement of Operations as of July 31, 2023 (Sandy)	11-12
8. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Oct 19 th , Nov 16 th	
9. Closed Session	
a) Property Matter (Lisa)	
10. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
JULY 13, 2023

VIRTUALLY - TEAMS

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

STAFF: Lisa Van De Ligt, Acting General Manager
Josianne Sabourin, Administrative Assistant

REGRETS: Carilyne Hébert, City of Cornwall
Richard Pilon, General Manager/Secretary-Treasurer

CALL TO ORDER

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

Lisa Van De Ligt has been delegated the role of Acting General Manager while Richard Pilon is on vacation.

APPROVAL OF AGENDA

RESOLUTION #52/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #53/23:

Moved by: Bryan McGillis
Seconded by: Adrian Bugelli

That the minutes of the June 15, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Sept 21st, Oct 19th, Nov 16th

CLOSED SESSION

RESOLUTION #54/23:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

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

CARRIED

RESOLUTION #55/23:

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open session.

CARRIED

RESOLUTION #56/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

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

CARRIED

ADJOURMENT

RESOLUTION #57/23:

Moved by: Bryan McGillis
Seconded by: Claude McIntosh

THAT the Board of Directors meeting of July 13, 2023, be adjourned at 3:15 pm

Martin Lang
Chair

Lisa Van De Ligt
Acting General Manager

Electronic Poll
RAISIN REGION CONSERVATION AUTHORITY
JULY 26, 2023 – 10:32 A.M.

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

FROM: Richard Pilon, General Manager / Secretary-Treasurer

CONTRACT AWARD FOR FLY CREEK ROOF REPLACEMENT

RESOLUTION #58/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the Board of Directors approve awarding of the Fly Creek roof replacement to DeSaulniers Construction Limited for a total price of \$31,000 + HST.

CARRIED

Marting Lang
Chair

Richard Pilon
General Manager / Secretary-Treasurer



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: Josianne Sabourin, Administrative Assistant
Date: September 6, 2023
Subject: 2024 Camping and Marina Fees

RECOMMENDATION:

That the Board of Directors approve RRCA Fee Schedule 6 and Fee Schedule 7, effective January 1, 2024, as presented.

BACKGROUND:

The RRCA operates both Charlottenburgh Park and Gray’s Creek Marina. Rates for these facilities are reviewed annually and adjusted based on comparison with neighbouring facilities.

DISCUSSION:

To keep with the cost of living and to remain comparable with rates used by similar facilities in the area, staff is proposing a 5% increase to most of the 2023 Charlottenburgh Park Camping fees and a 4% increase to most of the 2023 Gray’s Creek Marina Fees. Other fees are increased by a flat rate.

The following tables shows the proposed rates for each facility (HST included).

Schedule 6: Gray’s Creek Marina

Seasonal Dock Rental	May to October	2023 Fee (\$)	Proposed 2024 Fee (\$)
17’ & Under		686.65	714.11
Over 17’ to 20’		769.95	800.75
Over 20’		968.05	1,006.77
Cancellation Fee	Before June 30	50.00	55.00
	June 30 to July 31	100.00	110.00
	No refunds after July 31		
Transient Dock Rental	May to October	2023 Fee (\$)	Proposed 2024 Fee (\$)
Daily		24.95	25.95
Weekly		123.85	128.80
Monthly		310.85	323.28
3 Months	Available after June 30	404.10	No longer available
Marina Services		2023 Fee (\$)	Proposed 2024 Fee (\$)
Daily Launch		12.00	13.00
Seasonal Launch		120.00	130.00

Note for Schedule 6

- 3-month rental after June 30 was a trial and will no longer be available.

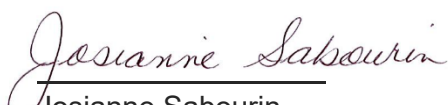
Schedule 7: Charlottenburgh Park

Seasonal Camping Lot		2023 Fee (\$)	Proposed 2024 Fee (\$)
Basic Lot		2,801.75	2,941.84
20 amp lot w/water		2,941.85	3,088.94
30 amp lot		2,998.20	3,148.11
30 amp lot w/water		3,148.10	3,305.51
Seasonal Boat Dock		375.00	400.00
Additional Vehicle (seasonal)		57.70	60.50
Cancellation Fee	Before January 4	400.00	450.00
	January 4 to April 10	750.00	800.00
	April 11 to May 17	1,150.00	1,200.00
Transient Camping Lot		2023 Fee (\$)	Proposed 2024 Fee (\$)
Basic Lot		43.10	45.25
20 amp lot w/water		56.30	59.10
30 amp lot		56.80	59.65
30 amp lot w/water		58.50	61.45
Basic Lot (monthly)		1,120.55	1,176.65
20 amp lot w/water (monthly)		1,463.71	1,537.00
30 amp lot (monthly)		1,476.93	1,550.65
30 amp lot w/water (monthly)		1,521.00	1,597.05
Cabin (daily)		114.79	120.55
Cabin (weekly)		688.76	723.20
Reservation Fee		14.00	14.00
Booking Transaction Fee		4.00	4.00
Additional Vehicle (transient)		10.00	12.00
Overnight Visitor		15.00	17.00
Trailer Water Dump (external)		20.00	22.00
Day Use Fees		2023 Fee (\$)	Proposed 2024 Fee (\$)
Beach (adult)		10.00	10.00
Beach (seniors 65 or older)		8.00	8.00
Beach (12 and under)		Free	Free
Vehicle (3 or more occupants)		27.00	27.00
Walk-in/Cyclist		3.00	3.00
Seasonal Beach Pass		85.00	90.00
Boat Launch		12.00	13.00
Seasonal Boat Launch		120.00	130.00
Gazebo Rental		50.00	50.00
Non-profit Groups		7.00	7.00
School Groups (per person)		5.00	5.00

Notes for Schedule 7

Seasonal Camping

- Seasonal Camping Lot fees do not include hydro.
- A \$300 hydro deposit required at beginning of the season.


 Josianne Sabourin,
 Administrative 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: September 8, 2023
Subject: Section 28 Permit Extension for Rogers Communication

RECOMMENDATION:

That the Board of Directors approve a one-year extension on O. Reg 175/06 permit #2023-PT-073-SDG for Rogers Communication to Install Rogers Communication owned conduits on various rural roads within Stormont, Dundas and Glengarry.

BACKGROUND:

The RRCA is responsible for the administration of the Fill, Construction and Alteration to Waterways Regulations made under Section 28 of the *Conservation Authorities Act*. A permit is required for activities in the RRCA's regulated areas that involve the placing or dumping of fill, the construction of buildings/structures and the straightening, changing, diverting or interfering in any way with the existing channel of a watercourse.

Conservation Authority Board of Directors must approve Section 28 permits that require an extension as staff may only issue 2-year permits.

DISCUSSION:

Rogers Communication is applying for a 3-year permit from the RRCA to install Rogers Communication owned conduits on various rural roads within Stormont, Dundas and Glengarry. This work will provide enhanced broadband services to rural residents. Work will be completed within the county or municipal road right of way with the exception of individual conduits to each home upon homeowner approval.

The project is expected to extend over three years. The project will be completed by the end of 2026.

A handwritten signature in cursive script that reads "Lissa Deslandes".

Lissa Deslandes,
Regulations Officer



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: September 8, 2023
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve requesting up to \$55,000 from Environment and Climate Change Canada to support Tree Swallow Monitoring within the St. Lawrence River Area of Concern.

FURTHER THAT the Board of Directors approve requesting up to \$45,000 from the Regional Tourism Organization for summer student employment.

FURTHER THAT the Board of Directors approve entering into an agreement with funders, 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 2023 grant applications submitted to date:

- Requested: \$593,815
- Approved: \$202,665
- Pending: \$90,900
- Not approved: \$300,250

DISCUSSION:

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

Project Title: Tree Swallow Monitoring within St. Lawrence River Area of Concern

- **Funder:** Environment and Climate Change Canada (ECCC)
- **Request:** up to \$55,000
- **Summary:** ECCC requested RRCA support to evaluate the presence of Polychlorinated biphenyl (PCB) in the St. Lawrence River Area of Concern. The RRCA will construct and install Tree swallow nesting boxes throughout Gray's Creek Conservation Area. RRCA staff will collect eggs and submit to ECCC for PCB analysis to assess trends in local wildlife. Tree swallow boxes will also be installed and monitored at Cooper Marsh Conservation Area as a reference site. The RRCA will work with ECCC to obtain the appropriate permits required for this research. This research will support the Remedial Action Plan (RAP) Beneficial Use Impairment (BUI) #1 – Restrictions on Fish and Wildlife Consumption.
- **Submission Deadline:** n/a

Project Title: Summer Student Employment

- **Funder:** Regional Tourism Organization (Region 9)
- **Request:** up to \$45,000
- **Summary:** Funding will offset costs of employing 9 summer students at the Gray's Creek Marina, Charlottenburgh Park, Cooper Marsh Visitors Centre, and RRCA Administration.
- **Submission Deadline:** n/a



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: September 8, 2023
Subject: Conservation Areas Update

RECOMMENDATION:

THAT the Board of Directors receive the Conservation Areas update, as presented.

BACKGROUND:

The RRCA owns and manages three Conservation Areas which enable residents and visitors to step into nature through various amenities such as park and picnic areas, wildlife viewing blinds and platforms, a marina, campground, interpretive centre, and a combined 25 km of trails.

DISCUSSION:

Below us an update on the RRCA's three Conservation Areas:

Charlottenburgh Park Conservation Area

- Visitation update
 - 2023 (to September 7): 25,505
 - 2022: 25,000
- Campground open May 19 to October 9
 - Seasonal campsites: 80
 - Transient campsites: 127
- 9 summer staff employed.

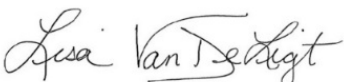
Gray's Creek Conservation Area

- Visitation update
 - 2023 (to September 7): 58,988
 - 2022: 107,000
- Marina open May 1 to September 30
- 3 Marina Attendants employed
- Self-guided arboretum tour launched (funding secured by TD Friends of the Environment Foundation)
- Picnic shelter replacement planned for October
- Hazard tree management underway

Phase	Status
1	Complete
2	Request for Quotation issued publicly on September 8, 2023. Additional information to be presented to Board in October.
3	To be determined
Tree replacement	Spring 2024

Cooper Marsh Conservation Area

- Visitation update
 - 2023 (to September 7): 32,000
 - 2022: 48,000 visitors
- Visitors Centre open May 3 to September 1
- 1 summer staff employed
- Outreach: guided walks, lending library, workshops
- Hazard tree removal in picnic area; tree placement to take place this fall
- Select trail closures due to earthen dyke repairs coordinated and supported by Ducks Unlimited Canada
- On-going Cooper Marsh Biodiversity Project (funding secured from Environment and Climate Change Canada and Ontario Power Generation)
 - European buckthorn management complete
 - Grassland enhancements underway
 - Wildlife habitat enhancements to take place this winter



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



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: Sandy Crites, Finance Officer
Date: September 15, 2023
Subject: Statement of Operations as of July 31, 2023

RECOMMENDATION:

That the Board of Directors receive the Statement of Operations report, as presented.

DISCUSSION:

The RRCA Statement of Operations for the year ending December 31, 2023, as of July 31, 2023 is attached.

A handwritten signature in black ink, appearing to read 'Sandy Crites', written over a horizontal line.

Sandy Crites
Finance Officer

STATEMENT OF OPERATIONS
For the period ending July 31, 2023

	Final Budget 2023	Updated Forecast Jul 31, 2023	Actual as of Jul 31, 2023	% of Updated Forecast
<u>REVENUE</u>				
Provincial	621,564	693,312	359,909	52%
Federal	419,243	370,243	160,000	43%
Authority Generated	1,054,302	1,043,322	636,710	61%
Partners	771,913	835,829	450,732	54%
Reserve	30,000	30,000	0	0%
Municipal	893,535	893,535	446,768	50%
TOTAL REVENUE	3,790,556	3,866,240	2,054,118	53%
<u>EXPENDITURES</u>				
Watershed Monitoring				
Flood Forecasting & Low Water Response	68,215	66,444	38,034	57%
Surface Water Quality Monitoring	4,204	8,056	6,287	78%
Groundwater Quality Monitoring	7,269	3,315	1,489	45%
Watershed Management				
Fly Creek System	263,849	260,361	145,160	56%
Garry River System	68,470	66,796	36,185	54%
Long Sault Water Diversion	8,885	6,529	935	14%
St. Andrews Dyke	3,683	3,183	359	11%
Watershed Planning & Regulations				
Plan Input & Review	197,613	207,113	107,796	52%
CA Regulations	228,529	229,137	93,297	41%
Source Water Protection	323,947	323,947	155,368	48%
Watershed Stewardship				
Forestry Programs	105,547	101,247	97,670	96%
ALUS Program	343,433	343,433	197,543	58%
St. Lawrence River Remedial Action Plan	395,648	467,248	171,559	37%
Contracted Services	4,781	4,781	2,050	43%
Special Projects	50,000	50,000	7,106	14%
Conservation & Recreation				
Cooper Marsh Conservation Area	260,222	260,444	218,784	84%
Gray's Creek Conservation Area	64,741	64,457	36,268	56%
Gray's Creek Marina	153,299	152,566	84,312	55%
Charlottenburgh Park	575,144	572,310	307,081	54%
Conservation Lands	80,576	80,576	7,454	9%
Corporate Services				
Administration and Finance	377,568	381,791	217,997	57%
Communications	98,466	101,608	56,135	55%
Information Management	43,467	43,529	23,690	54%
Vehicle & Equipment	63,000	63,000	32,579	52%
TOTAL EXPENDITURE	3,790,556	3,861,871	2,045,138	53%
Net surplus (deficit)	0	4,368		

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
OCTOBER 19, 2023

RRCA ADMINISTRATION BUILDING
18045 County Rd 2, Cornwall, ON

PRESENT: Bryan McGillis, South Stormont, Vice-Chair
Lachlan McDonald, South Glengarry
Andrew Guindon, South Stormont
Jacques Massie, North Glengarry
Adrian Bugelli, North Stormont

STAFF: Richard Pilon, General Manager
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Scott Braithwaite, Project Assistant
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Laura Grant, Project Manager
Colin Herrewynen, Watershed Planner
Brendan Jacobs, Stewardship Specialist
Matthew Levac, Planning and Regulations Officer
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations

REGRETS: Martin Lang, South Glengarry, Chair
Carilyne Hebert, City of Cornwall
Claude McIntosh, City of Cornwall

GUEST: Jim Hendry, Forester

CALL TO ORDER

Bryan McGillis, Vice-Chair, called the meeting to order at 3:15 pm

APPROVAL OF AGENDA

RESOLUTION #69/23:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

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 #70/23:

Moved by: Andrew Guindon
Seconded by: Jacques Massie

THAT the minutes of the September 21, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

RRCA 2024 FEE SCHEDULES

RESOLUTION #71/23:

Moved by: Lachlan McDonald
Seconded by: Adrian Bugelli

THAT the Board of Directors approve the RRCA 2024 Fee Schedules, as presented.

CARRIED

GRAY'S CREEK HAZARD TREE ABATEMENT (PHASE 2)

RESOLUTION #72/23:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the Board of Directors approve awarding the Gray's Creek Hazard Tree Abatement (Phase 2) contract to St. Lawrence Tree Service for a total price of \$46,000 + HST.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #73/23

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors retroactively approve requesting \$2,000 from Ontario Power Generation for the 2024 RRCA Tree Giveaway and Family Fishing Day events.

CARRIED

FINANCIAL REPORTS

STATEMENT OF OPERATIONS AS OF AUGUST 31, 2023

RESOLUTION #74/23

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the Board of Directors receive the Statement of Operations report, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Nov 16th, Jan 18th

ADJOURMENT

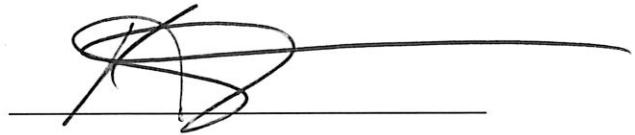
RESOLUTION #75/23:

Moved by: Andrew Guindon
Seconded by: Adrian Bugelli

THAT the Board of Directors meeting of October 19, 2023, be adjourned at 4:37 pm.



Bryan McGillis
Vice-Chair



Richard Pilon
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

October 19, 2023

3:00 p.m.

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 September 21, 2023	1-4
6. New Business	
a) RRCA 2024 Fee Schedules (Richard)	5-14
b) Gray's Creek Hazard Tree Abatement – Phase 2 (Lisa)	15-18
c) Grant Submissions (Lisa)	19
7. Financial Reports	
a) Statement of Operations as of August 31, 2023 (Sandy)	20-21
8. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Nov 16 th , Jan 18 th	
9. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
SEPTEMBER 21, 2023

COOPER MARSH VISITORS CENTRE
20020 County Rd 2, South Glengarry, ON

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

STAFF: Richard Pilon, General Manager
Lisa Van De Ligt, Team Lead, Communications and Stewardship
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Pete Sabourin, Team Lead, Field Operations
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Laura Grant, Project Manager
Vincent Pilon, Communications Specialist
Matthew Levac, Planning and Regulations Officer

REGRETS: Adrian Bugelli, North Stormont

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #59/23:

Moved by: Bryan McGillis
Seconded by: Andrew Guindon

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 #60/23:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the minutes of the July 13, 2023 meeting of the Raisin Region Conservation Authority and the Electronic Poll of July 26, 2023, be approved.

CARRIED

NEW BUSINESS

2024 CAMPING AND MARINA FEES

RESOLUTION #61/23:

Moved by: Andrew Guindon
Seconded by: Jacques Massie

THAT the Board of Directors approve RRCA Fee Schedule 6 and Fee Schedule 7, effective January 1, 2024, as presented.

CARRIED

SECTION 28 PERMIT EXTENSION FOR ROGERS COMMUNICATION

RESOLUTION #62/23:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the Board of Directors approve a one-year extension on O.Reg 175/06 permit # 2023-PT-073-SDG for Rogers Communication to install Rogers Communication owned conduits on various rural roads within Stormont, Dundas and Glengarry.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #63/23

Moved by: Lachlan McDonald
Seconded by: Claude McIntosh

THAT the Board of Directors approve requesting up to \$55,000 from Environment and Climate Change Canada to support Tree Swallow Monitoring within the St. Lawrence River Area of Concern.

FURTHER THAT the Board of Directors approve requesting up to \$45,000 from the Regional Tourism Organization for summer student employment.

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

CARRIED

CONSERVATION AREAS UPDATE

RESOLUTION #64/23

Moved by: Bryan McGillis
Seconded by: Jacques Massie

THAT the Board of Directors receive the Conservation Areas update, as presented.

CARRIED

FINANCIAL REPORTS

STATEMENT OF OPERATIONS AS OF JULY 31, 2023

RESOLUTION #65/23

Moved by: Lachlan McDonald
Seconded by: Carilyne Hebert

THAT the Board of Directors receive the Statement of Operations report, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Oct 19th, Nov 16th

CLOSED SESSION

RESOLUTION #66/23:

Moved by: Claude McIntosh
Seconded by: Jacques Massie

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

CARRIED

RESOLUTION #67/23:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

THAT the Board of Directors Meeting move to Open session.

CARRIED

ADJOURMENT

RESOLUTION #68/23:

Moved by: Jacques Massie

THAT the Board of Directors meeting of September 21, 2023, be adjourned at 4:15 pm.

Martin Lang
Chair

Richard Pilon
General Manager / Secretary-Treasurer



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: Richard Pilon, General Manager
Date: October 3, 2023
Subject: RRCA 2024 Fee Schedules

RECOMMENDATION:

THAT the Board of Directors approve the RRCA 2024 Fee Schedules, as presented.

BACKGROUND:

The Raisin Region Conservation Authority (RRCA) charges fees to assist with covering the program costs for services and products that are not supported through provincial grant funding, assisting in reduction of the general municipal levy. The fees consider estimated staff time, travel, and material costs to provide the service.

DISCUSSION:

Staff have prepared updated Fee Schedules for 2024 as follows:

Schedule	Changes Proposed
Schedule 1: Planning Advisory Service	3% adjustment on all fees.
Schedule 2: Conservation Authorities Act Permits	3% adjustment on all fees.
Schedule 3: Technical & Environmental Reviews	3% adjustment on all fees, Clean Water Act fees specified.
Schedule 4: Mapping and Data Services	3% adjustment on all fees.
Schedule 5: Conservation Lands	Status Quo.
Schedule 6: Gray's Creek Marina	Approved in September 2023.
Schedule 7: Charlottenburgh Park	Approved in September 2023.
Schedule 8: Stewardship Services	Added average nursery rates for conifer and deciduous trees to facilitate invoicing. Site preparation mowing and inter-row mowing combined into one flat rate.

The proposed fee schedules are attached to this report. The revised fees will take effect on January 1, 2024.

Richard Pilon
General Manager

RRCA Fee Schedules

Effective January 1, 2024

Index:

Schedule 1: Planning Advisory Services

Schedule 2: Conservation Authorities Act Permits

Schedule 3: Technical & Environmental Reviews

Schedule 4: Mapping and Data Services

Schedule 5: Conservation Lands

Schedule 6: Gray's Creek Marina

Schedule 7: Charlottenburgh Park

Schedule 8: Stewardship Services

DRAFT

Schedule 1: Planning Advisory Services

Planning Advisory Service	Fee (\$)
Official Plan and Zoning Bylaw Amendments	
Standard (initiated by proponent)	785
Major (initiated by proponent)	2,665
Zoning By-Law Amendment	410
Minor Variance Applications	410
Consent to Sever	
Application for Consent Review and Comments	515
Clearance of Conditions	0
Site Plan Control	
Single Family Residential	415
Minor (under 2 ha)	785
Standard (over 2 ha, under 5 ha)	1,145
Major (over 5 ha)	2,535
Revisions/Amendments	50% Surcharge
Plan of Subdivision / Condominium / Part Lot Control	
Less than 2 ha and/or 10 lots on full municipal services	1,395
Under 10 lots and 2 ha on private services	2,770
Over 10 lots and/or 2 ha on private or full municipal services	4,045
Clearance of Conditions	1,910
Draft Plan Revision (alteration to plan or layout)	1,815
Draft Plan Extension (original comments to lapse)	100% of current fee
File re-activation fee (dormant 2 years +)	50% of current fee

Notes for Schedule 1

- All fees are payable at the time the application is made.
- All invoiced fees must be received prior to the release of written comments.
- An application is not deemed 'complete' and/or processed until the applicable fees have been received by the RRCA.
- Planning fees are separate from Technical and Environmental Review Fees (Schedule C) and shall be charged accordingly.
- Fees are charged per application.
- In the event of concurrent Official Plan and Zoning Amendment applications, one fee (the highest) applies.
- In the case of concurrent Minor Variance and Site Plan applications, one fee (the highest) applies.
- The RRCA reserves the right to charge additional fees where a review requires a substantially greater level of effort or requires additional site visits.

Schedule 2: Conservation Authorities Act Permits

Application Type			Fee (\$)
Site Alterations, Fill, Grading			
The addition or removal of material, displacement of material, grading, etc. including septic beds.	Level 1	≤ 100 m ³ (0.25 ha)	265
	Level 2	> 100 m ³ - 500 m ³ (0.25 ha - 0.5 ha)	640
	Level 3	> 500 m ³ - 1,000 m ³ (0.5 ha – 1 ha)	1,065
	Level 4	> 1,000 m ³ - 2,000 m ³ (1 ha - 2 ha)	2,055
	Level 5	> 2,000 m ³ (> 2 ha)	2,560
Buildings and Structures			
Single residential dwellings, auxiliary buildings, additions, and similar.	Level 1	≤ 20 m ²	265
	Level 2	20 m ² - 100 m ²	640
	Level 3	100 m ² - 200 m ²	1,065
	Level 4	> 200 m ²	2,055
Multi-residential, commercial, industrial, institutional.	Level 5	Anything other than single family residential structures	2,560
Shoreline Work, and Watercourse Vegetation and Debris Clean-out			
Shoreline alterations, erosion protection, channelization, new or modified watercourses, and similar.	Level 1	≤ 15 m	265
	Level 2	> 15 m - 50 m	640
	Level 3	> 50 m - 500 m	1,065
	Level 4	> 500 m - 1,000 m	2,055
	Level 5	> 1,000 m	2,560
Municipal Drain Maintenance			85
Non-municipal Drain/ Watercourse Clean-out			620
Water Crossings			
Private, Culvert/bridge	Level 1	Private Replacement ≤ 30 m	265
	Level 2	Private Replacement > 30 m	640
	Level 2	Private New Entrance	640
Infrastructure, Culvert/bridge	Level 1	Replacement (like for like, size, and location) ≤ 30 m and ≤ 1 m dia.: Resurfacing	265
	Level 2	Replacement (different size and location) or new ≤ 1 m dia.; Superstructure or abutment works	640
	Level 3	> 1 m dia. - 2 m dia.	1,065
	Level 4	> 2 m dia.	2,055
	Level 5	New Bridge	2,560
Directional Drilling	Level 1	Channel width ≤ 3 m	265
	Level 2	Channel width > 3 m	640
Water Utility Crossing (open cut)	Level 3	Channel width ≤ 3 m	1,065
	Level 4	Channel width > 3 m - 10 m	2,055

	Level 5	Channel width > 10 m	2,560
Docks (pile driven, floating or cantilever docks are not enforced)			
Crib Docks	Level 3	All Crib Construction	1,065
Wetland			
Development and/or interference within or adjacent to a wetland.	Level 1	Minor Review	265
	Level 2	Area affected ≤ 0.5 ha	640
	Level 3	Area affected > 0.5 ha - 1.0 ha	1,065
	Level 4	Area affected > 1.0 ha - 2.0 ha	2,055
	Level 5	Area affected > 2.0 ha	2,560
Other Fees			
Modifications or revisions – amended or resubmitted after approval			50% surcharge
Applying for a permit after the project has started (retroactive permit)			50% surcharge
Reactivation of applications left dormant for one year			50% surcharge
Section 28 Development Review Hearing			265
Screening fee, Letter of advice			90
Property Inquiries			
Desktop, No Site Visit			265
With Site Visit			450

Notes for Schedule 2

- All fees are payable at the time the application is made.
- All invoiced fees must be received prior to the release of written comments.
- An application is not deemed 'complete' and/or processed until the applicable fees have been received by the RRCA.
- Where multiple application types are proposed in one application, the RRCA reserves the right to determine the fee based on each individual project proposal.
- Acceptance of an application as complete does not imply permission will be granted. Permission will be forthcoming only if submissions address statutory requirements and conform to approved RRCA policies in effect at the time an application is made or where allowances are granted by the Authority's Executive Committee or RRCA Board.
- Permit Fees are separate from Planning Fees (Schedule 1), and Technical Review Fees (Schedule 3) and shall be charged accordingly.
- A property inquiry fee may be deducted from a permit application fee should a complete permit application be received within one calendar year.

Schedule 3: Technical & Environmental Reviews

Report Review	Description	Fee (\$)
Floodplain, geotechnical, hydrologic, environmental impact studies, stormwater management, grading and drainage, aquatic and fish habitat, groundwater and terrain analysis, private servicing, etc.	Small-scale development. Area affected is $\leq 15 \text{ m}^2$ or linear extent $\leq 10 \text{ m}$.	440
	Development area $\leq 0.5 \text{ ha}$	660
	Development area $> 0.5 \text{ ha} - 2.0 \text{ ha}$	1,390
	Development area $> 2.0 \text{ ha} - 5.0 \text{ ha}$	2,307
	Development area $> 5.0 \text{ ha}$	2,961
Major Projects	Projects with a high level of environmental concern that require the Authority to attend meetings and respond to inquiries and concerns.	Hourly Rate
Revisions		50% Surcharge
Clearance of Conditions		0
Aggregate Resources Act Application Review		4,020
Clean Water Act	Section 59 Review / Clearance Notice	90
Clean Water Act	Risk Management Plan, Minor (3 or fewer activities)	660
Clean Water Act	Risk Management Plan, Major (4 or more activities)	1,390

Schedule 4: Mapping and Data Services

General Services	Description	Fee (\$)
Paper and Digital Maps	Full Sheet (digital or hard copy)	\$35.00 + Admin. Fee
	Up to 11x17 photocopy or scan	Admin. Fee
	Administrative Fee	\$65.00
Other Maps	Customized	\$100.00 /hr.
Documents and Reports	Photocopying / Scanning ≤ 50 pages	\$0.65 /pg.
	Photocopying / Scanning > 50 pages	\$0.60 /pg. + Admin. Fee
Staff Time	Assistant Rate	\$70.00 /hr.
	Technical Rate	\$95.00 /hr.
	Specialist Rate	\$100.00 /hr.
	Professional Rate	\$110.00 /hr.
	Management Rate	\$135.00 /hr.

Schedule 5: Conservation Lands

Gray's Creek Conservation Area	Description	Fee (\$)
Rental of Gazebo	Family picnics and non-profit groups	50.00
	Weddings, company picnics	100.00
Cooper Marsh Conservation Area	Description	Fee (\$)
Rental of Gazebo	Family picnics and non-profit groups	50.00
Roxborough Forest	Description	Fee (\$)
Hunting Permit	Residents of RRCA Member Municipalities	100.00
	Other Ontario Residents	150.00
	Out of Province Residents	200.00

Notes for Schedule 5

- Rental at Gray's Creek Conservation Area does not include the play structure and the soccer field area

Schedule 6: Gray's Creek Marina

Seasonal Dock Rental	May to October	Fee (\$)
17' and under		714.10
Over 17' to 20'		800.75
Over 20'		1,006.75
Cancellation Fee	Before June 30	55.00
	June 30 to July 31	110.00
	No refunds after July 31	
Transient Dock Rental	May to October	Fee (\$)
Daily		25.95
Weekly		128.80
Monthly		323.30
3 Months	Available after June 30	No longer available
Marina Services		Fee (\$)
Daily Launch		13.00
Seasonal Launch		130.00

Note for Schedule 6

- 3-month rental after June 30 was a trial and will no longer be available

Schedule 7: Charlottenburgh Park

Seasonal Camping Lot		Fee (\$)
Basic lot		2,941.85
20 amp lot with water		3,088.95
30 amp lot		3,148.10
30 amp lot with water		3,305.50
Seasonal boat dock		400.00
Additional Vehicle (Seasonal)		60.50
Cancellation Fee	Before January 4	450.00
	January 4 to April 10	800.00
	April 11 to May 19	1,200.00
Transient Camping Lot		Fee (\$)
Basic lot		45.25
20 amp lot with water		59.10
30 amp lot		59.65
30 amp lot with water		61.45
Basic lot (monthly)		1,176.65
20 amp lot with water (monthly)		1,537.00
30 amp lot (monthly)		1,550.65
30 amp lot with water (monthly)		1,597.05
Cabin (daily)		120.55
Cabin (weekly)		723.20
Reservation Fee		14.00
Booking Transaction Fee		4.00
Additional vehicle (transient)		12.00
Overnight visitor		17.00
Trailer water dump (external)		22.00
Day Use Fees		Fee (\$)
Beach (adult)		10.00
Beach (seniors 65 and older)		8.00
Beach (12 and under)		Free
Vehicle (3 or more occupants)		27.00
Walk-in / cyclist		3.00
Seasonal beach pass		90.00
Boat launch		13.00
Seasonal boat launch		130.00
Gazebo rental		50.00
Non-profit groups		7.00
School groups (per person)		5.00

Notes for Schedule 7

Seasonal Camping

- Seasonal Camping Lot fees do not include hydro
- A \$300 hydro deposit required at beginning of the season
- Hydro costs are based on actual usage plus a 12% administration fee
- Hydro rebates will be equally distributed among users

Transient Camping

- Payment in full by credit card is required at time of booking, including a non-refundable reservation fee and booking transaction fee
- Monthly rates based on a rate for 26 nights
- Transient camping cancellations 48 hours or less days prior to arrival will result in a one-night camping charge

Cabin

- Payment in full by credit card is required at time of booking, including a non-refundable reservation fee and booking transaction fee
- A refundable \$250 cabin damage deposit, subject to condition of cabin after departure, will be required at the time of booking
- Cabin reservations are subject to a two-night minimum stay policy for the period of Jun 30 to August 30.
- There are no refunds for cabin cancellations 24 hours or less days prior to arrival

Day Use

- Non-profit and school groups must contact RRCA staff to make arrangements

Schedule 8: Stewardship Services

Tree planting services		Fee (\$)
Site visit, preparation, tending, planting, tree transportation, cold storage, survival assessments		Forestry consultant rates
Tree seedlings		Average nursery rates: \$1.05/conifer \$1.50/deciduous
Mowing		\$450/ha + mileage
RRCA Project Administration		10% (Min: \$200, max: \$500)
Over the Counter Trees		Fee (\$)
Trees and shrubs		Nursery rate + overhead (30%)
Planting aids		Supplier + overhead (30%)
Handling fee		\$20/order
Re-stocking fee		\$10/order

Notes for Schedule 8

- Landowner subsidies may be available pending funding secured by the RRCA.



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: October 11, 2023
Subject: Gray's Creek Hazard Tree Abatement (Phase 2)

RECOMMENDATION:

THAT the Board of Directors approve awarding the Gray's Creek Hazard Tree Abatement (Phase 2) contract to St. Lawrence Tree Service for a total price of \$46,000 + HST.

BACKGROUND:

The RRCA owns and manages three Conservation Areas which enable residents and visitors to step into nature through various amenities such as park and picnic areas, a marina, campground, interpretive centre, and trails.

Following the winter storms in December 2022 and April 2023, the RRCA's Conservation Areas experienced significant tree damage. Although staff diligently addressed damaged and broken trees, staff observed that additional tree management efforts was required beyond what the existing RRCA staffing resources could address.

Staff retained the services of a Registered Professional Forester (RPF) to assess hazard trees along the Gray's Creek Conservation Area trails to reduce the health and safety risk to trail users. Gray's Creek Conservation Area was prioritized for hazard tree management due to tree age, species, and health. The RPF submitted a plan in April. Hazard trees may be dead/dying trees, and can also be trees that are still alive but with damage or defects that may cause the tree to fall.

As per the RPF's recommendation, all trails at Gray's Creek Conservation Area were closed on April 27, 2023. The public and partners were notified via signage, press release, the RRCA website and social media. The recommendation to close the trails was based on the current level of hazard trees along the trails caused mainly by recent weather events (extreme wind, freezing rain and ice storms), invasive species and diseases (e.g. Emerald ash borer, Dutch elm disease, Butternut canker). The extent of the dead and dying trees varies throughout the trail system.

The hazard tree management at Gray’s Creek was separated into three phases, as summarized in Table 1 and is being managed by the RPF. Figure 1 illustrates the trail locations.

Table 1. Gray’s Creek Hazard Tree Abatement Phases.

Phase	Trail	Timeline	Status
1	Brown (south half) and Bike Path	May 2023 – July 2023	Completed. Trails re-opened July 31, 2023.
2	Brown (north half), Red, and Orange (from Parking Lot 2 to Red Trail only)	Nov. 2023 – Feb. 2024	Trails located on RRCA land and are temporarily closed. Nearly 550 trees were marked for removal by the RPF. See “Discussion” below.
3	Orange (east loop), Green	TBD	Preliminary assessment complete. Trails located on land not owned by the RRCA. Trails currently closed. Discussions underway with current landowner.
Tree replacement		Spring 2024	

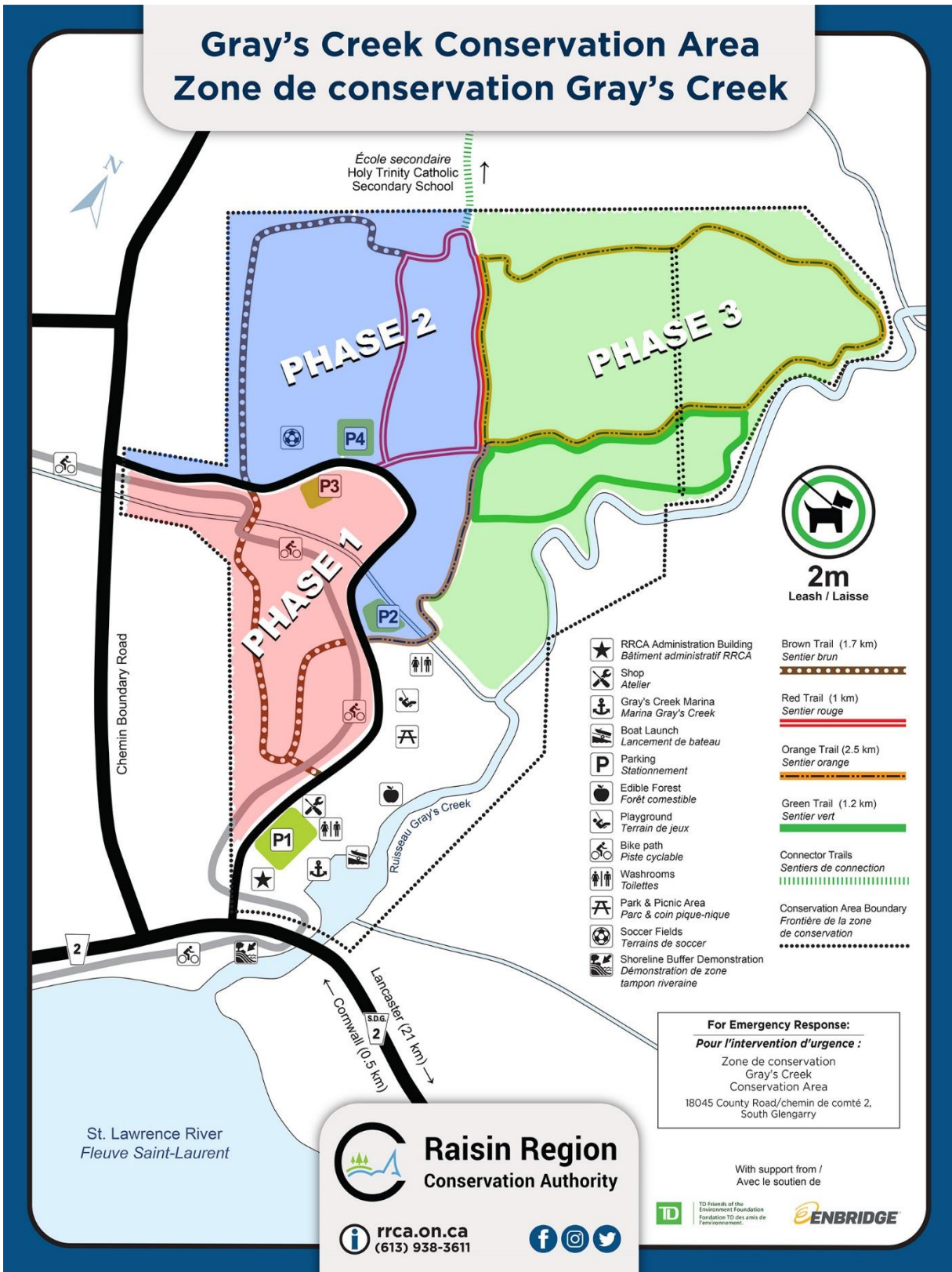


Figure 1. Gray's Creek Hazard Tree Abatement Phases.

DISCUSSION:

The Gray's Creek Hazard Tree Abatement outlined in this report was not included in the approved 2023 RRCA Operating Budget and must be funded by reserves. As per the RRCA's Purchasing Policy, approval of the Board of Directors is required for expenses between \$10,000 and \$50,000 that were not originally included in the approved annual budget for the RRCA.

A Request for Quotation was posted publicly on the RRCA website on September 13, 2023. Advertisements were placed in the September 13 editions of the Glengarry News and Seaway News.

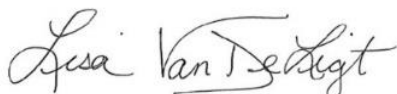
The RRCA's Team Lead, Communications and Stewardship, and the RPF hosted a site visit on September 18. Six contractors were in attendance. Quotations were received by six contractors as summarized in Table 2 below:

Table 2. Gray's Creek Hazard Tree Abatement Bid Summary.

Contractor Name	Total
St. Lawrence Tree Service	\$46,000.00 + HST
VS Tree Services	\$47,500.00 + HST
Glengarry Tree Service	\$75,000.00 + HST
ETC Eco Tree Care Inc.	\$94,291.67 + HST
Clarence McDonald Excavation Ltd.	\$117,788.00 + HST
C&D Excavating Ltd.	\$242,000.00 + HST

Staff and the RFP have reviewed all quotations and recommend awarding the Gray's Creek Hazard Tree Abatement (Phase 2) contract to St. Lawrence Tree Service, for a total price of \$46,000 + HST. The project is anticipated to begin in November 2023 and be completed in February 2024.

As directed by the Board, staff will submit a letter to the province requesting financial support for conservation area hazard tree management.



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: October 11, 2023
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors retroactively approve requesting \$2,000 from Ontario Power Generation for the 2024 RRCA Tree Giveaway and Family Fishing Day events.

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 2023 grant applications submitted to date:

- Requested: \$593,815
- Approved: \$202,665
- Pending: \$90,900
- Not approved: \$300,250

DISCUSSION:

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

Project Title: RRCA Events

- **Funder:** Ontario Power Generation
- **Request:** \$2,000
- **Summary:** Funding will support the 2024 RRCA Tree Giveaway and Family Fishing Day events hosted by the RRCA.
- **Submission Deadline:** October 2, 2023 (retroactive approval)

Lisa Van De Ligt,
Team Lead, Communications and Stewardship



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: Sandy Crites, Finance Officer
Date: October 11, 2023
Subject: Statement of Operations as of August 31, 2023

RECOMMENDATION:

That the Board of Directors receive the Statement of Operations report, as presented.

DISCUSSION:

The RRCA Statement of Operations for the year ending December 31, 2023, as of August 31, 2023 is attached.

A handwritten signature in black ink, appearing to read 'Sandy Crites', written over a horizontal line.

Sandy Crites
Finance Officer

STATEMENT OF OPERATIONS
For the period ending August 31, 2023

	Final Budget 2023	Updated Forecast Aug 31, 2023	Actual as of Aug 31, 2023	% of Updated Forecast
<u>REVENUE</u>				
Provincial	621,564	693,312	504,481	73%
Federal	419,243	370,243	160,000	43%
Authority Generated	1,054,302	1,063,322	837,962	79%
Partners	771,913	835,829	567,005	68%
Reserve	30,000	30,000	0	0%
Municipal	893,535	893,535	595,690	67%
TOTAL REVENUE	3,790,556	3,886,240	2,665,137	69%
<u>EXPENDITURES</u>				
Watershed Monitoring				
Flood Forecasting & Low Water Response	68,215	66,544	42,387	64%
Surface Water Quality Monitoring	4,204	8,056	6,516	81%
Groundwater Quality Monitoring	7,269	3,315	1,638	49%
Watershed Management				
Fly Creek System	263,849	260,361	161,881	62%
Garry River System	68,470	66,863	40,065	60%
Long Sault Water Diversion	8,885	6,529	1,015	16%
St. Andrews Dyke	3,683	3,183	405	13%
Watershed Planning & Regulations				
Plan Input & Review	197,613	207,113	120,276	58%
CA Regulations	228,529	229,137	115,634	50%
Source Water Protection	323,947	323,947	174,576	54%
Watershed Stewardship				
Forestry Programs	105,547	101,247	109,400	108%
ALUS Program	343,433	343,433	205,200	60%
St. Lawrence River Remedial Action Plan	395,648	467,248	181,397	39%
Contracted Services	4,781	4,781	2,326	49%
Special Projects	50,000	50,000	7,714	15%
Conservation & Recreation				
Cooper Marsh Conservation Area	260,222	261,360	225,217	86%
Gray's Creek Conservation Area	64,741	64,457	41,676	65%
Gray's Creek Marina	153,299	143,266	108,161	75%
Charlottenburgh Park	575,144	585,310	392,437	67%
Conservation Lands	80,576	80,576	8,603	11%
Corporate Services				
Administration and Finance	377,568	381,791	253,077	66%
Communications	98,466	101,635	61,765	61%
Information Management	43,467	43,529	26,605	61%
Vehicle & Equipment	63,000	63,000	36,994	59%
TOTAL EXPENDITURE	3,790,556	3,866,681	2,324,965	60%
Net surplus (deficit)	0	19,558		

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
NOVEMBER 16, 2023

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
Andrew Guindon, South Stormont
Jacques Massie, North Glengarry
Adrian Bugelli, North Stormont
Carilyne Hebert, City of Cornwall
Claude McIntosh, City of Cornwall

STAFF: Richard Pilon, General Manager
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Sandy Crites, Finance Officer
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Lisa Van De Ligt, Team Lead, Communications & Stewardship

CALL TO ORDER

Martin Lang, Chair, called the meeting to order at 3:10 pm

APPROVAL OF AGENDA

RESOLUTION #76/23:

Moved by: Jacques Massie
Seconded by: Andrew Guindon

That the agenda be approved as presented.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

RESOLUTION #77/23:

Moved by: Lachlan McDonald
Seconded by: Andrew Guindon

THAT the minutes of the October 19, 2023, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

2024 DRAFT BUDGET - PRESENTATION

RESOLUTION #78/23:

Moved by: Bryan McGillis
Seconded by: Jacques Massie

THAT the Board of Directors of the Raisin Region Conservation Authority approve the 2024 Budget as Draft for circulation to member municipalities for review, as presented.

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

CARRIED

FLY CREEK PUMP 2 REPAIR

RESOLUTION #79/23:

Moved by: Claude McIntosh
Seconded by: Lachlan McDonald

THAT the Board of Directors direct staff to secure the services of a qualified company to diagnose and repair Pump 2 at the Fly Creek Pumping Station.

FURTHER THAT fund for the repairs be taken from the Fly Creek reserve fund.

FURTHER THAT staff apply to the provincial Water and Erosion Control Infrastructure (WECI) program for possible retro-active funding.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #80/23

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors approve requesting \$150,000 from Ontario Power Generation for the Cooper Marsh Biodiversity Project.

FURTHER THAT the Board of Directors approve requesting \$8,000 from TD Friends of the Environment Foundation to enhance pollinator habitat at Gray's Creek Conservation Area.

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

CARRIED

COOPER MARSH CONSERVATION AREA UPDATE

RESOLUTION #81/23:

Moved by: Carilyne Hebert
Seconded by: Jacques Massie

THAT the Board of Directors receive the Cooper Marsh Conservation Area update, as presented.

FINANCIAL REPORTS

STATEMENT OF OPERATIONS AS OF SEPTEMBER 31, 2023

RESOLUTION #82/23

Moved by: Bryan McGillis
Seconded by: Carilyne Hebert

THAT the Board of Directors receive the Statement of Operations report, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Jan 18th

CLOSED SESSION

RESOLUTION #83/23

Moved by: Andrew Guindon
Seconded by: Carilyne Hebert

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

CARRIED

RESOLUTION #84/23

Moved by: Claude McIntosh
Seconded by: Bryan McGillis

THAT the Board of Directors Meeting move to Open Session.

CARRIED

RESOLUTION #85/23

Moved by: Andrew Guindon
Seconded by: Jacques Massie

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 #86/23:

Moved by: Andrew Guindon
Seconded by: Bryan McGillis

THAT the Board of Directors meeting of November 16, 2023, be adjourned at 4:36 pm.



Martin Lang
Chair



Richard Pilon
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

November 16, 2023

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. Approval of Minutes	
a) Minutes of October 19, 2023	1-3
5. New Business	
a) 2024 Draft Budget - Presentation (Richard)	
b) Fly Creek Pump 2 Repair (Phil)	4
c) Grant Submissions (Lisa)	5-6
d) Cooper Marsh Conservation Area Update (Lisa)	7-8
6. Financial Reports	
a) Statement of Operations as of September 30, 2023 (Sandy)	9-10
7. Future Meetings	
RRCA Board of Directors starting at 3:00 p.m. – Jan 18 th	
8. Closed Session	
a) Personnel Matter (Richard)	
9. Adjournment	

Richard Pilon
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
MINUTES
OCTOBER 19, 2023

RRCA ADMINISTRATION BUILDING
18045 County Rd 2, Cornwall, ON

PRESENT: Bryan McGillis, South Stormont, Vice-Chair
Lachlan McDonald, South Glengarry
Andrew Guindon, South Stormont
Jacques Massie, North Glengarry
Adrian Bugelli, North Stormont

STAFF: Richard Pilon, General Manager
Josianne Sabourin, Administrative Assistant
Phil Barnes, Team Lead, Watershed Management
Scott Braithwaite, Project Assistant
Sandy Crites, Finance Officer
Lissa Deslandes, Regulations Officer
Laura Grant, Project Manager
Colin Herrewynen, Watershed Planner
Brendan Jacobs, Stewardship Specialist
Matthew Levac, Planning and Regulations Officer
Vincent Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations

REGRETS: Martin Lang, South Glengarry, Chair
Carilyne Hebert, City of Cornwall
Claude McIntosh, City of Cornwall

GUEST: Jim Hendry, Forester

CALL TO ORDER

Bryan McGillis, Vice-Chair, called the meeting to order at 3:15 pm

APPROVAL OF AGENDA

RESOLUTION #69/23:

Moved by: Andrew Guindon
Seconded by: Lachlan McDonald

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 #70/23:

Moved by: Andrew Guindon
Seconded by: Jacques Massie

THAT the minutes of the September 21, 2023 meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

RRCA 2024 FEE SCHEDULES

RESOLUTION #71/23:

Moved by: Lachlan McDonald
Seconded by: Adrian Bugelli

THAT the Board of Directors approve the RRCA 2024 Fee Schedules, as presented.

CARRIED

GRAY'S CREEK HAZARD TREE ABATEMENT (PHASE 2)

RESOLUTION #72/23:

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the Board of Directors approve awarding the Gray's Creek Hazard Tree Abatement (Phase 2) contract to St. Lawrence Tree Service for a total price of \$46,000 + HST.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #73/23

Moved by: Adrian Bugelli
Seconded by: Andrew Guindon

THAT the Board of Directors retroactively approve requesting \$2,000 from Ontario Power Generation for the 2024 RRCA Tree Giveaway and Family Fishing Day events.

CARRIED

FINANCIAL REPORTS

STATEMENT OF OPERATIONS AS OF AUGUST 31, 2023

RESOLUTION #74/23

Moved by: Jacques Massie
Seconded by: Lachlan McDonald

THAT the Board of Directors receive the Statement of Operations report, as presented.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors – Nov 16th, Jan 18th

ADJOURMENT

RESOLUTION #75/23:

Moved by: Andrew Guindon
Seconded by: Adrian Bugelli

THAT the Board of Directors meeting of October 19, 2023, be adjourned at 4:37 pm.

Bryan McGillis
Vice-Chair

Richard Pilon
General Manager / Secretary-Treasurer



To: Board of Directors
From: Phil Barnes, Team Lead, Watershed Management
Date: November 2, 2023
Subject: Fly Creek Pump 2 Repair

RECOMMENDATION:

THAT the Board of Directors direct staff to secure the services of a qualified company to diagnose and repair Pump 2 at the Fly Creek Pumping Station

And FURTHER THAT funds for the repairs be taken from the Fly Creek reserve fund

And FURTHER THAT staff apply to the provincial Water and Erosion Control Infrastructure (WECI) program for possible retro-active funding.

BACKGROUND:

The Fly Creek Pumping Station is a vital piece of flood control infrastructure operated by the RRCA. The pumping station relies on three high-lift pumps and motors to effectively manage water levels. Three pumps running simultaneously is an operating condition that is often used in the spring during snowmelt and precipitation events.

The provincial Water and Erosion Control Infrastructure (WECI) program is a matching grant fund available to Conservation Authorities to offset the costs associated with flood control structures. Funding applications are generally received in March, and funds are allocated in June. If there are unspent funds in the program, a second call for funding may be posted in December or January.

DISCUSSION:

Pump 2 is currently and unexpectedly out of service and requires maintenance. At the present time, it is unknown if the issue is with the motor or the pump. Staff is recommending the pump and/or motor be repaired as soon as possible to ensure the Fly Creek pumping station can operate as designed. The repair costs are currently not known but may be as high as \$15,000.00.

The Fly Creek capital reserve has sufficient funds to support this expenditure. Staff will endeavour to recover as much money as possible through the provincial WECI program.

A handwritten signature in black ink, appearing to read "Phil Barnes".

Phil Barnes, P.Eng.
Team Lead, Watershed Management



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: November 3, 2023
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors approve requesting \$150,000 from Ontario Power Generation for the Cooper Marsh Biodiversity Project.

FURTHER THAT the Board of Directors approve requesting \$8,000 from TD Friends of the Environment Foundation to enhance pollinator habitat at Gray's Creek Conservation Area.

FURTHER THAT the Board of Directors approve entering into an agreement with funders, 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 2023 grant applications submitted to date:

- Requested: \$605,815
- Approved: \$217,565
- Pending: \$2,000
- Not approved: \$386,250

DISCUSSION:

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

1. Project Title: Cooper Marsh Biodiversity Project

- **Funder:** Ontario Power Generation
- **Request:** \$150,000
- **Summary:** Funding will continue to support biodiversity enhancements and community outreach initiatives at Cooper Marsh Conservation Area.
- **Submission Deadline:** November 30, 2023

2. Project Title: Pollinator habitat enhancement at Gray's Creek Conservation Area

- **Funder:** TD Friends of the Environment Foundation
- **Request:** \$8,000
- **Summary:** Funding will support the creation of a pollinator and native species garden in Gray's Creek Conservation Area which will enhance the RRCA's office flower beds.
- **Submission Deadline:** January 15, 2023



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: November 9, 2023
Subject: Cooper Marsh Conservation Area update

RECOMMENDATION:

THAT the Board of Directors receive the Cooper Marsh Conservation Area update, as presented.

BACKGROUND:

Cooper Marsh Conservation Area is one of the three Conservation Areas owned and managed by the Raisin Region Conservation Authority (RRCA). It is a 663-acre property that is part of the larger Charlottenburgh Marsh – one of the most significant wetlands in Ontario. Cooper Marsh features viewing blinds and towers, and a five-kilometre system of boardwalks and nature trails.

The RRCA and Ducks Unlimited Canada (DUC) have been partners in conservation for over 30 years to manage and maintain the earthen dykes at Cooper Marsh which were designed to improve wildlife habitat.


At the September 2022 RRCA Board of Directors meeting, the Board approved the renewal of Conservation Agreements with DUC for Cooper Marsh Conservation Area for a term of ten years. The Agreements outline the water levels to be maintained in the impoundments and commitment to maintain and manage the habitat. DUC is responsible for the ongoing maintenance of the infrastructure in coordination with the RRCA.

DISCUSSION:

In the Fall of 2022, DUC secured funding to maintain and repair the earthen dykes at Cooper Marsh Conservation Area to ensure they continue to function as designed (e.g. adding fill and gravel, grading, seeding). These dykes form part of the Cooper Marsh trail network, which have been closed while under maintenance. The work is anticipated to be completed in spring / summer 2024.

DUC has requested the use of the Cooper Marsh Conservation Area parking lot as a staging area for equipment from November 20, 2023 to mid-January, 2024 to facilitate access for upcoming dyke maintenance work. As such, the Conservation Area will need to be closed during this time frame.

Staff will ensure the public and partners are notified of the required temporary closure. Following the completion of the project, it is anticipated that significant dyke maintenance work will not be required for another 10 years.

A handwritten signature in cursive script, reading "Lisa Van De Ligt". The signature is written in black ink and is positioned above a solid horizontal line.

Lisa Van De Ligt,
Team Lead, Communications and Stewardship



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: Sandy Crites, Finance Officer
Date: November 8, 2023
Subject: Statement of Operations as of September 30, 2023

RECOMMENDATION:

That the Board of Directors receive the Statement of Operations report, as presented.

DISCUSSION:

The RRCA Statement of Operations for the year ending December 31, 2023, as of September 30, 2023 is attached.

A handwritten signature in blue ink, appearing to read 'Sandy Crites', written over a horizontal line.

Sandy Crites
Finance Officer

STATEMENT OF OPERATIONS
For the period ending September 30, 2023

	Final Budget 2023	Updated Forecast Sep 30, 2023	Actual as of Sep 30, 2023	% of Updated Forecast
<u>REVENUE</u>				
Provincial	621,564	693,312	507,636	73%
Federal	419,243	370,243	160,000	43%
Authority Generated	1,055,322	1,070,322	984,961	92%
Partners	771,913	835,829	568,199	68%
Reserve	30,000	30,000	0	0%
Municipal	892,515	892,515	670,151	75%
TOTAL REVENUE	3,790,556	3,892,220	2,890,947	74%
<u>EXPENDITURES</u>				
Watershed Monitoring				
Flood Forecasting & Low Water Response	68,215	66,544	48,783	73%
Surface Water Quality Monitoring	4,204	8,056	7,025	87%
Groundwater Quality Monitoring	7,269	3,315	1,884	57%
Watershed Management				
Fly Creek System	263,849	260,361	180,004	69%
Garry River System	68,470	66,863	44,723	67%
Long Sault Water Diversion	8,885	6,529	1,151	18%
St. Andrews Dyke	3,683	3,183	452	14%
Watershed Planning & Regulations				
Plan Input & Review	197,613	207,113	133,160	64%
CA Regulations	228,529	229,137	126,716	55%
Source Water Protection	323,947	323,947	196,394	61%
Watershed Stewardship				
Forestry Programs	105,547	101,247	141,831	140%
ALUS Program	343,433	343,433	215,527	63%
St. Lawrence River Remedial Action Plan	395,648	467,248	193,151	41%
Contracted Services	4,781	4,781	2,608	55%
Special Projects	50,000	50,000	12,672	25%
Conservation & Recreation				
Cooper Marsh Conservation Area	260,222	261,360	239,908	92%
Gray's Creek Conservation Area	64,741	64,457	47,257	73%
Gray's Creek Marina	153,299	147,516	123,319	84%
Charlottenburgh Park	575,144	591,019	473,490	80%
Conservation Lands	80,576	80,576	9,835	12%
Corporate Services				
Administration and Finance	377,568	391,791	278,634	71%
Communications	98,466	101,635	67,798	67%
Information Management	43,467	43,529	30,214	69%
Vehicle & Equipment	63,000	63,000	40,697	65%
TOTAL EXPENDITURE	3,790,556	3,886,640	2,617,234	67%
Net surplus (deficit)	0	5,580		