



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: Pete Sabourin, Manager of Field Operations
Date: March 6, 2020
Subject: Grass Cutting Contract

RECOMMENDATION:

That the Board of Directors award the procurement of grass cutting services to No Mow Worries, as presented.

BACKGROUND:

For the 2018 and the 2019 seasons, tenders were called for grass cutting of RRCA parks and facilities through the Township of South Glengarry's grass cutting procurement document. The Township is considering doing the facility and park cutting "in house" this year and will therefore not be issuing a tender in 2020.

DISCUSSION:

The RRCA has contacted last year's successful bidder, No Mow Worries, to gauge interest in cutting RRCA sites again in 2020. They are willing to enter into an agreement with the RRCA at the same price as the previous year. Due to the Township's decision to not issue a tender document this year, staff are proposing that we retain the same contractor we used last year for the 2020 season. This will provide staff the time needed to prepare tender documents for the 2021 season, should the Township of South Glengarry continue to do their grass cutting "in-house".

The six (6) RRCA sites and price per cut are as follows:

- R1 – Fly Creek Pond and Pumping Station (3.16 ac) - \$80
- R2 – Gray's Creek Conservation Area (19.9 ac) - \$350
- R3 – Charlottenburgh Park (15.77 ac) - \$185
- R4 – Cooper Marsh Conservation Area (8.28 ac) - \$150
- R5 – Loch Garry Dam (0.41 ac) - \$25
- R6 – Middle Lake Dam (0.36 ac) - \$25

There are sufficient budget amounts in the respective accounts for this procurement. The total price for the contract calculated at 20 cuts per site is \$16,300 plus HST.

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Pete Sabourin
Manager of Field Operations



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To: Board of Directors
From: Richard Pilon, General Manager
Date: April 6, 2020
Subject: Board of Directors Administrative By-Law Amendment

RECOMMENDATION:

That the Raisin Region Conservation Authority By-Law No.1 (Board of Directors Administrative By-Law) be amended to include a section on a Declared State of Emergency, and

That the Amended By-Law No.1 be posted on the Raisin Region Conservation Authority website.

BACKGROUND:

The corona virus disease (COVID-19) was declared a pandemic by the World Health Organization on March 11, 2020. Conservation authorities need to amend their Administrative by-laws to enable ongoing business during a state of emergency.

On March 26, 2020, the Minister of the Environment, Conservation and Parks issued a Direction to all Conservation Authorities (CA) recommending amendments to CA Administrative by-laws to allow for certain electronic processes during declared states of emergencies.

DISCUSSION:

The proposed amendments to the sections in the Raisin Region Conservation Authority By-Law No.1 (Board of Directors Administrative By-Law) are as follows:

Declared State of Emergency

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the Board of Directors from meeting in person, a Board Member may participate in meetings electronically and shall have the ability to:

- a) register a vote;
- b) be counted towards determining quorum; and
- c) participate in meetings closed to the public.

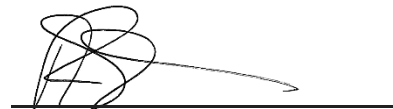
During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the Board of Directors from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the Board of Directors can reasonably address the issue.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the Board of Directors from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

In the amended bylaw (attached) the citation is Section 2 under "C. Meeting Procedures"

The *Conservation Authorities Act* requires that the Administrative By-Law be made available to the public. Staff recommend that the amended document be posted on RRCA's website, where it can be referenced by member municipalities and the public.

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Richard Pilon
General Manager